

Working with Journal Packages

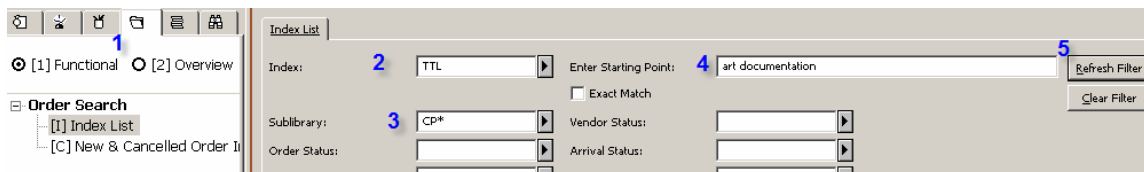
Please note that the following conventions are being phased out during FY08 as packages and memberships are renewed.

See <http://www.lib.umd.edu/CLMD/Staff/journalpackages-new.pdf> for the new conventions if you cannot find what you are looking for by using the following steps. There will be a period in which both conventions are in use as records are being updated.

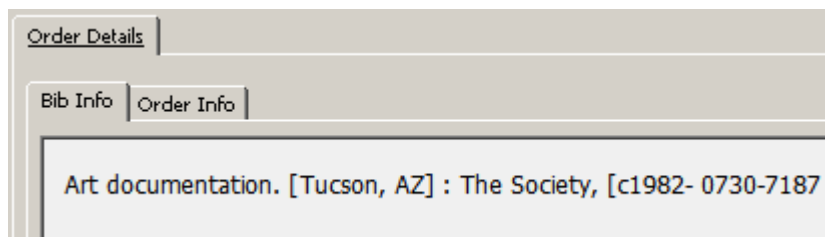
Part I: Recognizing that a Journal is part of a Package/Membership

If, when searching the Acquisitions/Serials module of Aleph by journal title

1. Go to **Order Search** (file folder icon in the left pane)
2. Set the **Index** field to Title (TTL)
3. Set the **Sublibrary** to CP*
4. In the **Enter Starting Point** field, type journal title, e.g., *Art Documentation*
5. Click **Refresh Filter** or press the Enter key.



the **Order Details** at the bottom of the search results screen have tabs only for Bib Info and Order Info and no tabs for Invoice, Expenditure or Encumbrance as below,

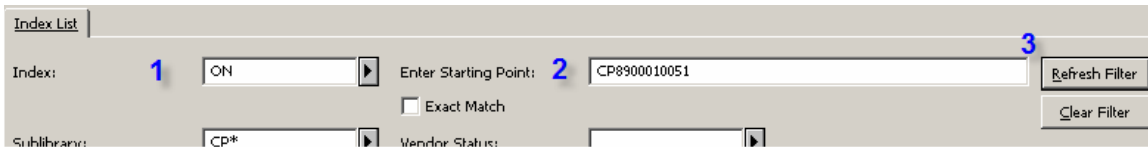


the title may be received as part of a package subscription or as the result of an institutional membership.

Part II. Identifying all the Titles in the Package/Membership

To verify that a title is received as a part of a package or as the result of the membership, or to identify the name of the package or of the organization, the additional titles in the package or membership (if any), and the payment history for the package or membership:

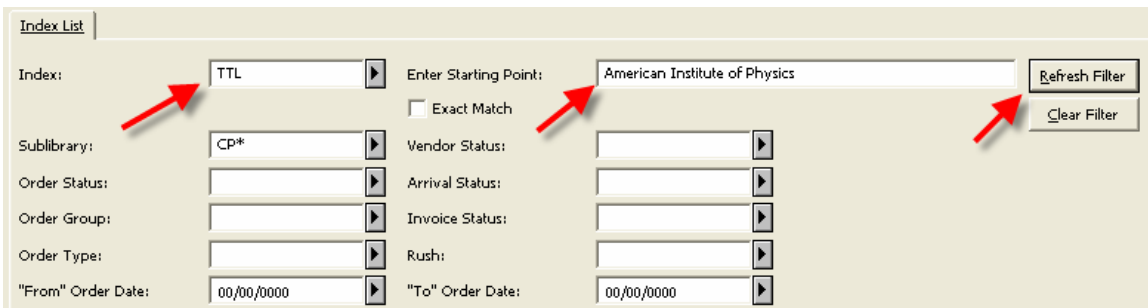
1. Change the **Index** to Order Number (ON)
2. In the **Enter Starting Point** field, enter the Order No. for the title. If the Order No. ends in letter(s), do not include the letter(s)
3. Click **Refresh Filter** or press the Enter key



All the titles that have the same ON, or the same ON with an alphabetic suffix, will be associated with the package. The name of the package or membership will be in the list with the same ON (or the ON with no alphabetic suffix) and will have the price information for the full package.

Part III: Searching Aleph by Package/Membership Name

Set **Index** to Title (TTL) and in the **Enter Starting Point** field, type- the package name, ex. American Institute of Physics. Click **Refresh Filter**.



As before, to find all the titles in the package change the **Index** to Order Number (ON) and type or cut and paste the order number into the **Enter Starting Point** field and Click **Refresh Filter**.