

Aleph 16.2 cheat sheet: Working with Journal Packages

Part I: Recognizing that a Journal is part of a Publisher Package.

Search the Acquisitions/Serials module of Aleph by journal title:

Go to **Order Search** (file folder icon in the left pane), set the **Index** field to Title (TTL), in the **Enter Starting Point** field, type journal title, ex. Journal of Applied Physics. Click **Refresh Filter**.

The screenshot shows the 'Order Search' interface. On the left, there is a navigation pane with 'Order Search' selected. The main area contains search criteria: 'Index' is set to 'TTL', 'Enter Starting Point' is 'Journal of Applied Physics', and 'Exact Match' is unchecked. There are also fields for Sublibrary, Order Status, Order Group, Order Type, and Order Dates. A red arrow points to the 'Index' dropdown menu, and another red arrow points to the 'Enter Starting Point' text input field. The 'Refresh Filter' button is located on the right side of the search criteria area.

Under **Order Details** in the lower portion of the screen, click on the **Encumbrance** tab. If we currently have the journal as part of a package, the encumbrance will be 0.00, or 0.01, or an old fund year will be listed. But in the central portion of the screen, the Status will be SV (i.e. Sent to Vendor, as opposed to LC for Library Cancelled).

The screenshot shows the 'Order Details' interface. The 'Encumbrance' tab is selected. Below the tab, there is a table with the following data:

| Index | Order No. | Rec. No. | Vendor | Status | Status Date |
|-------------------------------------|--------------|-----------|----------|--------|-------------|
| " - auf klassischem Boden begeister | CP0425700003 | 003160931 | CP-*8725 | CLS | 09-16-04 |
| "- und weinten um Tammuz" : | CP0422201065 | 003151807 | CP-*2002 | CLS | 08-17-04 |
| --alias Wilkomirski : | CP0406800078 | 002879009 | CP-*8725 | CLS | 04-20-04 |
| --the best heads | CP0430700004 | 003175215 | CP-*8725 | CLS | 01-11-05 |

A red arrow points to the 'Status' column in the first row, which contains the value 'CLS'. To the right of the table are buttons for 'Print Order' and 'Select'.

Below the table, there is a section for 'Order Details' with tabs for 'Bib Info', 'Order Info', 'Invoice', 'Expenditure', and 'Encumbrance'. The 'Encumbrance' tab is selected. It shows a table with the following data:

| Budget Code | Amount | Active Amount | Local Price |
|---------------|--------|---------------|-------------|
| CP-03-26-2005 | 79.16 | 0.00 | 0.00 |

Part II. Identifying all the Titles in the Publisher Package.

To see all the titles in the package, the name of the package and its price, change the **Index** to Order Number (ON) and type in or cut and paste the order number of the individual journal title into the **Enter Starting Point** field. Click **Refresh Filter**.

Index List

Index: ON Enter Starting Point: CP9900700001 Refresh Filter

Exact Match Clear Filter

Sublibrary: CP* Vendor Status:

Order Status: Arrival Status:

Order Group: Invoice Status:

Order Type: Rush:

"From" Order Date: 00/00/0000 "To" Order Date: 00/00/0000

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 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 Publisher Package 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**.

Index List

Index: TTL Enter Starting Point: American Institute of Physics Refresh Filter

Exact Match Clear Filter

Sublibrary: CP* Vendor Status:

Order Status: Arrival Status:

Order Group: Invoice Status:

Order Type: Rush:

"From" Order Date: 00/00/0000 "To" Order Date: 00/00/0000

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**.