

SERIALS QUESTIONS/SPECIFICATIONS			
1.	PREDICTIVE CHECK-IN	YES	NO
1.1	Does your system employ a predictive algorithm to predict the next issue of a serial?		
1.2	Does your system have a predictive algorithm based not only on the defined pattern for the serial but also past experience in the receipt of issues for the serial?		
1.3	Does your system provide the ability to predict exceptions and irregulars, including:		
1.3.1	1st and 15th of each month?		
1.3.2	School year publications (begin in the Fall and publish every month except Summer months)?		
1.3.3	Monthly with separate index at end or year?		
1.3.4	Monthly or quarterly with annual cumulation?		
1.3.5	18 times a year?		
1.3.6	Supplement?		
1.3.7	Special issues?		
1.4	Does your system provide predictive capabilities with easy manual override?		
1.5	Does your system record issue chronology?		
1.6	Does your system record enumeration?		
1.7	Does your system record receipt date?		
1.8	Does your system record publication date?		
1.9	Does your system record expected arrival date?		
1.10	Does your system record order number?		
1.11	Does your system record number of copies?		
1.12	FREQUENCY, ENUMERATION, CHRONOLOGY		
1.12.1	Does your system accommodate both alpha and numeric data in the same enumeration field?		
1.12.2	Does your system accommodate Roman numerals used in the enumeration field?		
1.12.3	Does your system accommodate ranges of years and numbers in both the chronology and enumeration fields?		
1.12.4	Does your system accommodate all frequencies of publication and accept changes in frequency of titles?		
1.12.5	Does your system predict next issue chronology, based upon established frequency patterns?		
1.12.6	Does your system predict next issue enumeration, based upon established frequency patterns?		
1.12.7	Does your system predict the receipt date of the next issue, based upon established frequency patterns?		
1.12.8	Does your system predict the publication date of the next issue, based upon established frequency patterns?		
1.12.9	Does your system provide the predicted issue specifications so that the operator does not need to enter these designations during the check-in process?		
1.12.10	Does your system provide a way of setting up unique issue specifications for regular, but uncommon, numbering patterns?		
1.12.11	Does your system support the check in of an issue either earlier or later than its predicted arrival date and to adjust enumeration and chronology at the point of check-in?		
1.12.12	Does your system record a missed issue when an operator overrides a predicted issue and enters received-issue data (i.e., identifies gaps)?		
1.12.13	Does your system accept manual input of received issue data when prediction is impossible or unreliable, or when gaps are filled?		
1.12.14	Does your system allow adjusting enumeration and chronology at the point of check-in?		
1.13.1	Does your system allow the operator to establish priorities and to determine how individual copies in a multiple-copy serial order are handled in terms of checkin?		

1.13.2	Does your system allow the operator to establish priorities and to determine how individual copies in a multiple-copy serial order are handled in terms of holdings?		
1.13.3	Does your system allow the operator to establish priorities and to determine how individual copies in a multiple-copy serial order are handled in terms of routing?		
1.13.4	Does your system allow the operator to establish priorities and to determine how individual copies in a multiple-copy serial order are handled in terms of renewal?		
1.14	RECEIPT OPTIONS		
1.14.1	Does your system support recording of receipt via scanning of the SISAC and/or UPC barcode?		
1.14.2	Does your system permit recording of partial receipt?		
1.14.3	Does your system permit recording of receipt of items or issues that are defective?		
1.14.4	Does your system permit recording of receipt of items or issues that are duplicates?		
1.14.5	Does your system permit recording of receipt of items or issues that are damaged?		
1.14.6	Does your system allow receipt of an item for which no invoice has been received?		
1.14.7	Does your system allow checking in an issue at any time, regardless of its predicted arrival date?		
1.14.8	Does your system print call number or other identification labels for issues, including location symbols, on demand, including input of requisite data?		
1.14.9	Does your system permit the option of generating a call number at the point of checkin?		
1.14.10	Does your system permit the option of generating call number labels at the point of		
1.14.11	Does your system permit the option of generating barcode numbers at the point of		
1.14.12	Does your system permit the option of generating routing slips at the point of checkin?		
1.14.13	Does your system permit clearing of the claims queue at the point of checkin?		
1.14.14	Does your system permit the update of holdings information in the OPAC at the point of checkin?		
1.14.15	Does your system permit the recording of statistical information about vendor or publisher performance at the point of checkin?		
1.14.16	Does your system allow the operator to create a claim for skipped issue at the point of checkin?		
1.14.17	Does your system automatically insert copy number after call number and issue number when printing the labels?		
1.14.18	Does your system accommodate free-text description?		
1.15	Does your system upload serials holdings to the OCLC union list facility?		
1.16	Does your system have flexible capabilities for managing standing orders, such as: multiple orders under a standing order?		
1.17	Does your system have flexible capabilities for multiple levels of hierarchy?		
1.18	Does your system have the ability to associate records of individual titles to membership records or other global records?		
1.19	Does your system allow automatic collapsing of issue specific holdings information into item-level holdings, subject to override, when bound volumes are received?		
1.20	Does your system have the ability to check in supplements without associated issue?		
1.21	Does your system provide easy maintenance for numbering/volume changes?		
2.	LOOSELEAF CHECKIN		
2.1	Does your system allow checkin of complex serials (i.e. looseleaf, pocket parts)?		
2.2	Does your system allow for checkin linked to multiple bibliographical records?		
2.3	Can multipart serials be checked in linked to a single bibliographical record?		
2.4	Does your system allow for monographic records to have serials capability?		
2.5	Does your system permit input of retrospective receipt information as a checkin history feature?		
2.6	Does your system allow for expansion or collapse of checkin data?		
2.7	Does your system allow multipart checkin?		

2.8	Does your system support multiple types of checkin linked to the same record (i.e. one section received in full, one section received in part)?		
2.9	Does your system allow multiple predictive claim alerts for the same record?		
2.10	Does your system allow the users to customize the linkage of information to multiple parts of the system?		
2.11	Does your system allow a single record to be linked to multiple payment and fund records?		
2.12	Does your system allow for multiple routing procedures produced from the same record?		
2.13	Does your system handle multiple bindery procedures for the same record?		
2.14	Does your system give the option to suppress or display the latest checkin information to the public?		
3.	CLAIMING		
3.1	Does your system handle serial claim alerts and what are the parameters used to determine claim default intervals?		
3.2	Does your serial claim alert capability interface with acquisitions claiming?		
3.3	Does the system support claiming in connection with memberships?		
3.4	Does your system support claim alerts for unpredicted issues? Does your system provide warning if such titles fail to arrive after a defined interval?		
3.5	Does your system provide claim alert at the copy level?		
3.6	Does your system allow authorized library staff to suspend or stop claiming for a specific title or specific copy of a title?		
3.7	Does your system support electronic claiming as well as manual claiming?		
3.8	Does your system provide 2nd, 3rd, and 4th claims if a specific issue fails to arrive?		
3.9	Does your system make it possible to review and modify or override automatically generated claims before they are sent or transmitted?		
3.10	Does your system support electronic transmission of claims?		
3.11	Does your system include e-mail links and capabilities in claiming from vendors?		
3.12	Does your system interface with systems of commercial vendors?		
3.13	Does your system support ANSI Z39.45 Standard for Claims for Missing Issues of serials and other applicable standards?		
3.14	Does your system allow users to customize the information that will go in the claim record?		
3.15	Does your system supply single claims for multiple missing issues on a single title?		
3.16	Does your system allow electronic transmission of vendor/publisher response regarding problem claims?		
3.17	Does your system provide a claim history feature or tracking device?		
3.18	Does your system have the ability to link claims to invoices and payment information?		
3.19	Does your system have the option to suppress claims to display to public?		
3.20	Does your system generate claims as soon as a missed issue is identified or when the date expected is exceeded?		
3.21	Does your system allow users to easily disable, defer, or override automatic claiming?		
3.22	Does your system allow an operator to review and modify or override automatically generated claims before they are released to be sent or transmitted?		
3.23	Does your system allow the possibility of producing or forcing a claim manually?		
3.24	Does your system allow a claim to be cancelled?		
3.25	Does your system allow an authorized staff to replace a default claim interval or suppress claiming altogether?		
3.26	Does your system allow the Library to suppress automatic claiming for acquisitions actions by category e.g., by acquisition method,		
3.27	by place of origin?		

4.	SPECIAL ISSUES		
4.1	Does your system provide for checkin of special issues?		
4.2	Does your system support claim alerts for unpredicted issues?		
4.3	Does your system provide for checkin of electronic journal issues?		
4.4	Does your system provide for the checkin of the various parts of a complex serial (i.e., Chemical Abstracts)?		
4.5	Does your system provide for checkin of a serials represented in the catalog by multiple bibliographic records? (monthly, quarterly, annual cumulative)		
4.6	Does your system provide for prediction of exceptions and irregular issues?		
4.7	Does your system support notes about the receipt, method of checkin and retention of special issues?		
4.8	Does your system alert binding staff about the receipt of special issues, indexes, tables of contents, etc., for specific titles?		
4.9	Does your system generate summary holding displays automatically for special issues?		
4.10	How are unpredicted issues treated when summary holdings displays for a title have been generated automatically?		
4.11	Does your system provide a way of setting up unique issue specifications for uncommon numbering patterns?		
4.12	Does your system provide a way to check in titles with alternate formats?		
4.13	Does your system provide a way to check in titles that include parts, indexes, supplements?		
4.14	Does your system accept input of multiple types of issues on a single record (e.g., supplements to loose-leafs)?		
4.15	Does your system provide a way to check in titles that include maps, CD-ROMS, computer diskettes, replacement pages, replacement volumes, and pocket parts?		
4.16	Does your system allow for the checkin of related titles, separately titled subseries, and supplements?		
4.17	Does your system allow for the checkin of multi-volume serials, or continuations whose issues are not numbered?		
4.18	Does your system make holdings accessible via online catalog at the piece level?		
4.19	Does your system provide for associating a single acquisition action with multiple bibliographic records (packages, title changes, special parts, etc.)?		
4.20	Does your system provide a method for recording staff member responsible for an acquisitions action?		
4.21	Does your system provide linkage between acquisitions actions and invoice line items?		
4.22	Does your system require a corresponding acquisition action for each invoice line item?		
5.	ROUTING		
5.1	Does the system have a routing function?		
5.2	Is there a space limit to the number of names or locations that can be attached to one		
5.3	Is there a separate routing file that contains the information about the routee?		
5.4	Does a change in the routing information affect all titles for a specific routee? (Example: A. Smith is listed as being routed 10 titles, if A. Smith's address is changed in the "routing file" – will all ten titles have the change)		
5.5	Does your system provide for the prioritizing of routing designations?		
5.5.1	Is this done in the title itself, or is priority given to the routing destination?		
5.6	Is there a file that contains all the journal titles that have a routing function?		
5.6.1	Is this file created by the system, or must it be maintained by the staff?		
5.7	Can the system print a list of all names/locations requiring routed materials?		
5.8	Can the system print a list of each person or location and the titles routed to a special location or name?		

5.9	Can the system print a list of all journals that are routed with the names/locations attached to each title?		
5.10	Does your system display routing information in "tech" mode?		
5.11	Does your system display routing information in "public" mode?		
6.	REPORTS		
6.1	Does your system provide easy to use, menu-driven reports, with the ability to combine any fields to create reports? Programming experience should not be required.		
6.2	Does your system provide automatic download to spreadsheet programs, such as Excel? Must support printers, page sizes, page sizes, diskette, and FTP transport.		
6.3	Does your system provide the ability to monitor activities via reports by terminal ID (IP address) and staff password?		
6.4	Does your system provide cross-system reports. The ability to generate reports, as defined by more than one library institution for, cooperative purchases, cooperative collection development?		
6.5	Does your system provide vendor performance statistics?		
6.6	Does your system provide the ability to perform collection inventories with hand held-scanners?		
6.7	Does your system provide the ability to generate current/active counts, dead title counts and total title counts by multiple variables (e.g. fund, vendor, price, place of origin, format, subject, etc.)?		
6.8	Does your system provide unit cost reports?		
6.9	Does your system provide claim reports, unfulfilled order, outstanding order, etc. reports?		