

## 3.3 NEXT PERIOD OR VOLUME

Before the order validity period expires, you should prepare, for the next period, a new order of serials, for which the order is renewed each year. When submitting the order, fields 997 will be created.

For serials that are on a standing order, you do not renew the order each year, you only prepare fields 997 for the next volume. Do this:

- when issues from a new volume start to be published or
- when paying the new volume if this is done before receiving the first issue

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### 3.3.1 Renewing an order for the next period

Before the order validity period expires, you should prepare, for the next period, a new order of serials, for which the order is renewed each year (*annual order*). When submitting the order, fields 997 will be created.

**Procedure**

1. In the **Order item** class, find and select the order item for the current period.
2. Select the **Object / Prepare order item for the next year (order renewal)** method.

The **Search – Order** search window will open.

3. Find and select the order you wish to add a new order item to. You can choose from orders entered. If you want to create a new order, close the search window by clicking the **Close** button.

The **Order** editor will open, to which details about the supplier, sending method and language will be transferred from previous order.

Under the order item, all the data will be transferred from the previous order item, except the price and details about requestors; the year the order refers to and the order validity period, however, will be increased by one year.

4. Continue with the procedure of preparing an order (see chapter 3.2.1).
5. If you open new funds for each year, replace the funds (with the new ones) when preparing an order for the next year (see chapter 3.8.1).

**Status after order renewal**

Order item

- order prepared

**Options**

You can select the method, simultaneously, for some or for all the items on one order.

**What to do next**

The order is submitted and sent to the supplier. After having submitted the order, fields 997 and the publication pattern for the next period will be prepared.

When you have received all the issues and when all the debts for the previous period have been settled, close the order item (whereby the publication pattern for the previous period will be archived). When you receive the first issue of the new volume, accession the volume, edit the publication pattern and record receipt of the first issue.

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### 3.3.2 Preparing fields 997 for the next volume

For serials that are on a *standing order*, you do not renew the order each year, you only prepare fields 997 for the next volume. Do this:

- when issues from a new volume start to be published or
- when paying the new volume if this is done before receiving the first issue

Also prepare fields 997 for the next volume for serials for which you are renewing an order if several volumes are published within the order validity period (which is usually one year).

Archive the publication pattern for the previous volume after you have received all the expected issues and after you have prepared fields 997 for the next volume.

**Procedure**

1. In the **Order item** class, find and select the item for the order or for the list of unsolicited publications.
2. Select the **Object / Create fields 997 for next volume (standing order)** method.  
A window with a list of fields 997 will open, which belong to the last volume and on the basis of which fields 997 for the next volume will be created.
3. Click the **Yes** button, to prepare fields 997 for the next volume.

The data from fields 997 of the last volume will be transferred to the data of fields 997 for the next volume.

On the basis of the previous publication pattern, a new publication pattern for the new fields 997 will be prepared. The year, volume numbering and expected receipt dates of issues will be updated. The year in the order item will also be updated (set for the next year).



Note:

When creating fields 997 for the next volume, the year will be increased automatically (for the next year). If two volumes are published in one year,

correct the year in fields 997 and under the order item.

**Status after  
preparing fields 997  
for the next volume**

Publication pattern

- in preparation

Field 997

- *1 – ordered*

**What to do next**

When you receive the first issue of the new volume, accession the volume, edit the publication pattern and record receipt of the first issue.

Archive the publication pattern for the previous year.

If you open new funds for each year, replace the funds (with the new ones) under the order item before you enter an invoice for the new volume.

### 3.3.2.1 Deleting fields 997 prepared for next volume

The fields 997 that you prepared for the next volume can be deleted.

**Precondition**

The years in the order item and in fields 997 that you wish to delete must be the same. Fields 997 have the status *1 – ordered* and must not have an accession number.

**Procedure**

1. In the **Order item** class, find and select the order item or the item for the list of unsolicited material.

2. Select the **Object / Delete fields 997 prepared for next volume** method.

The fields and the related publication pattern will be deleted from the database. A report on the deleted fields will be displayed.

The year in the order item will be updated (set for the previous year).