

CONSER Members: Submitting CONSER Requests

Last Update: August 12, 2024

This documentation is for CONSER members who need instructions on submitting CONSER ISSN requests or submitting a request to have a prepub ISSN record updated.

⚠ You must have an active CONSER team in order to access and submit the CONSER request form. If you are not on a CONSER team, please contact your CONSER lead to confirm if there is an existing team for your organization. If there is no existing team, you must create a new team using "Manage My Teams."

Submitting CONSER ISSN Requests

1. Click on "Create new CONSER request" under the "CONSER requests" menu.
2. In the "Request type" dropdown, choose "ISSN requests."
3. Use the "CONSER Team" dropdown to select the CONSER team relevant to this request.

The form consists of several input fields and dropdowns. At the top, a dropdown for 'Request type' is set to 'ISSN Requests'. Below it is a dropdown for 'CONSER Team' containing 'Example CONSER Team'. A 'Batch Notes' text area is empty. Under 'Titles', there are buttons for 'Add' and 'Remove All', and a table with columns for 'Actions', 'Title', 'OCLC ID', and 'Title notes'. The table body contains the message 'No data to display'.

ⓘ All team members receive emails and notifications about every set of requests. It is best to keep teams small for this reason. For information on managing teams, please review the *Manage My Teams* instructions on our [on our website](#).

4. Add a batch note if you choose. This can be a note for ISSN staff regarding the entire batch, or it can be a note that you add for your own internal tracking purposes.

5. To add a title, click on "Add."

* Titles

<input type="button" value="Add"/>	<input type="button" value="Remove All"/>		
Actions	Title	OCLC ID	Title notes
No data to display			

This will open a modal window. Enter the title, OCLC ID, and any notes related to the title, such as the format if you are submitting different formats for the same title. Click "Add" to add the title to your batch of requests.

Add Row

* Title
<input type="text"/>
* OCLC ID
<input type="text"/>
Title notes
<input type="text"/>

6. Once saved, the title will be added to your list of requests. To edit a request click the pencil under the Actions column. To remove a title, click the blue X button for that title. You may add up to 20 titles in a single request.

* Titles

<input type="button" value="Add"/>	<input type="button" value="Remove All"/>		
Actions	Title	OCLC ID	Title notes
	This Publication	123456	online
	This Publication	123457	print

Number of rows: 2

7. You can save your batch and come back to it using the "Save draft" button. Once finished you can submit your batch using the "Review and Submit" button.

i Once your batch has been submitted, ISSN staff will leave the ISSN field blank for those where they can't assign ISSN and indicate a reason (such as "not U. S."). If you choose, you can resolve any issues and resubmit these with a new batch.

Prepub Record Updates

1. Click on "Create new CONSER request" under the "CONSER requests" menu.
2. In the "Request type" dropdown, choose "Prepub records need to be updated."
3. Use the "CONSER Team" dropdown to select the CONSER team relevant to this request.

The screenshot shows a form for creating a CONSER request. At the top, there is a dropdown labeled "Request type" with the option "Prepub records need to be updated" selected. Below it is a dropdown labeled "CONSER Team" with "Example CONSER Team" selected. There is a section for "Batch Notes" with an empty text area. Under "Titles", there is a table with columns: Actions, Title, OCLC ID, ISSN, and Title notes. The table shows a single row with the message "No data to display". At the bottom of the form are two buttons: a red "Save Draft" button and a blue "Review and Submit" button.

i All team members receive emails and notifications about every set of requests. It is best to keep teams small for this reason. For information on managing teams, please review the *Manage My Teams* on our [on our website](#).

4. Add a batch note if you choose. This can be a note for ISSN staff regarding the entire batch, or it can be a note that you add for your own internal tracking purposes.

5. To add a title, click on "Add."

Add	Remove All			
Actions	Title	OCLC ID	ISSN	Title notes
No data to display				

This will open a modal window. Enter the title, OCLC ID, ISSN, and any notes related to the title, such as the format if you are submitting different formats for the same title. Click "Add" to add the title to your batch of requests.

indicate the format in the Title notes field.

Add Row	x
Req	*Title
Prep	This had an ISSN
CO	*OCLC ID
atch	1234556
Title	ISSN
	1234-5678
Title	Title notes
	<input type="button" value="Cancel"/> <input type="button" value="Add"/>

6. Once saved, the title will be added to your list of ISSN to be confirmed. To edit a request click the pencil under the Actions column. To remove a title, click the blue X button for that title. You may add up to 20 titles in a single request.

*Titles

Add	Remove All			
Actions	Title	OCLC ID	ISSN	Title notes
	This had an ISSN	1234556	1234-5678	

Number of rows: 1

7. You can save your batch and come back to it using the "Save draft" button. Once finished you can submit your batch using the "Review and Submit" button.

If you have any questions about how to use this form, you may email issn@loc.gov to contact us.