


CONSER Members: Submitting CONSER Requests

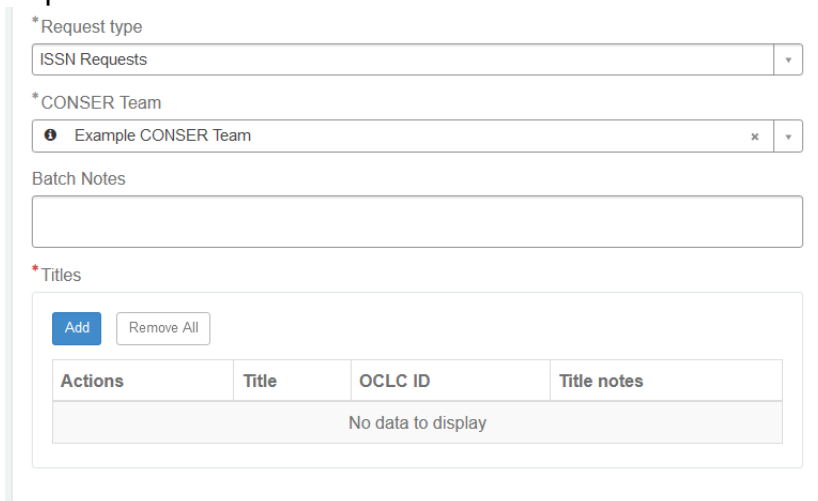
Last Update: August 12, 2024

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 screenshot shows a web form for submitting a CONSER request. It includes a dropdown for "Request type" with "ISSN Requests" selected, a dropdown for "CONSER Team" with "Example CONSER Team" selected, a text area for "Batch Notes", and a table for "Titles". The table has columns for "Actions", "Title", "OCLC ID", and "Title notes", and currently displays "No data to display".

| Actions | Title | OCLC ID | Title notes |
|--------------------|-------|---------|-------------|
| 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

Add 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

*OCLC ID

Title notes

Cancel Add

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

Add 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 web form for creating a CONSER request. It includes a dropdown for 'Request type' set to 'Prepub records need to be updated', a dropdown for 'CONSER Team' set to 'Example CONSER Team', a 'Batch Notes' text area, and a 'Titles' section with an 'Add' button, a 'Remove All' button, and a table with columns 'Actions', 'Title', 'OCLC ID', 'ISSN', and 'Title notes'. The table currently shows 'No data to display'. At the bottom are two buttons: 'Save Draft' (red) and 'Review and Submit' (blue).

*Request type
Prepub records need to be updated

*CONSER Team
Example CONSER Team

Batch Notes

*Titles

Add Remove All

| Actions | Title | OCLC ID | ISSN | Title notes |
|--------------------|-------|---------|------|-------------|
| No data to display | | | | |

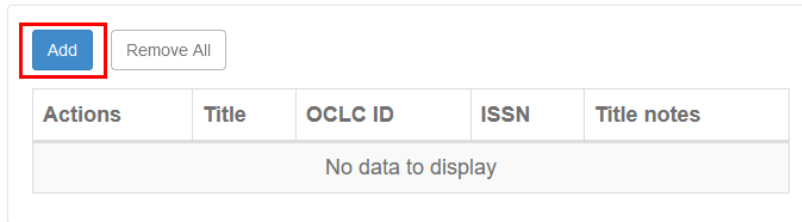
Save Draft

Review and Submit

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](#).

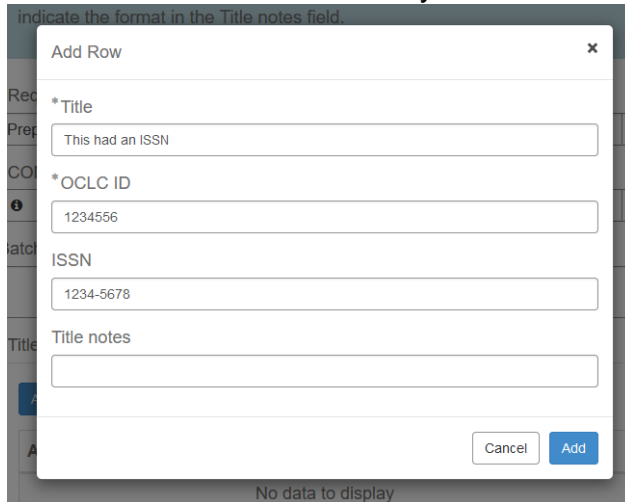
4. Add a batch note if you choose. This can be a note for ISSN staff regarding the entire batch, or it can be a note that you add for your own internal tracking purposes.

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



A screenshot of a web interface showing a table with columns: Actions, Title, OCLC ID, ISSN, and Title notes. The table is currently empty, displaying "No data to display". Above the table, there are two buttons: "Add" (highlighted with a red box) and "Remove All".

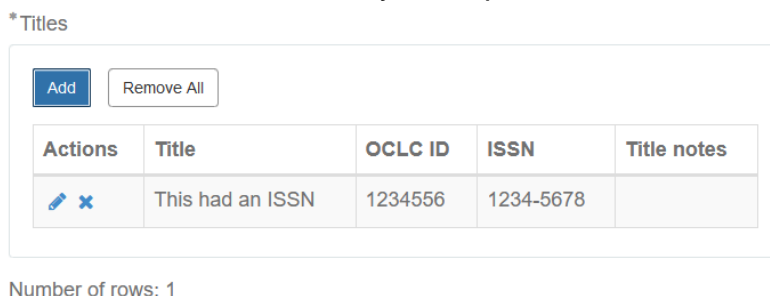
This will open a modal window. Enter the title, OCLC ID, ISSN, and any notes related to the title, such as the format if you are submitting different formats for the same title. Click "Add" to add the title to your batch of requests.



A screenshot of a modal window titled "Add Row". It contains the following fields: "*Title" with the value "This had an ISSN", "*OCLC ID" with the value "1234556", "ISSN" with the value "1234-5678", and "Title notes" which is empty. At the bottom right, there are "Cancel" and "Add" buttons. A note at the top of the modal says "Indicate the format in the Title notes field."

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



A screenshot of a web interface showing a table with columns: Actions, Title, OCLC ID, ISSN, and Title notes. The table contains one row with the following data: Actions (pencil and X icons), Title "This had an ISSN", OCLC ID "1234556", ISSN "1234-5678", and Title notes (empty). Above the table, there are "Add" and "Remove All" buttons. Below the table, it says "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.