# Adding a physical serial issue for libraries not using acquisitions

1. Search for the serial title in Alma- Search by physical title and title or ISSN:



1. Click on the Expand all double-arrow drop-down:



1. Click on the Items link:



1. Find the most recent issue in the list, and click the row action menu next to it, and select the menu option, “Duplicate.”



1. Everything should be filled in for you. Update the barcode, enumeration, chronology, and description fields.



1. Click Save.