

BLACKWELL NON PROMPTCAT RECEIVING GUIDELINES

If there is no DLC copy for an approval title, Blackwell will supply a provisional, or packing list, approval record. These records are very incomplete & are not formatted according to cataloging standards. These are non PromptCat records and will have a 910 BO record code. Some of these will be added volumes to a parent record in GIL. Follow these steps in processing:

- verify the basic fields in the bibliographic record, e.g., 020, 1XX, 245, 250, 260, 4XX
- if there is a volume# in the 245, search for a parent record & follow the *Blackwell Approval Added Volume* procedures document
- follow the same procedure for verification as in copy cataloging if there is a 4xx on the record & refer to the added volume procedures
- if you do not have a new serial, new monoset, or an added volume, **add the date received in the 981 \$b & save**

NOTE: To save the record, you may need to delete certain fields &/or subfields that are part of the provisional record but not defined in the tag tables

e.g.: \$d or \$v in the 245 or the 591

- edit the mfhd:

008: method of acquisitions status = p (purchase)
852 location = stacks

- create the item record & edit:

item status = in process
statistical category = BNA DOMESTIC app/o/a21854
or BHB univ press/o/a21855

- write the bib# on the verso of the title page along with the location if other than stacks & place on cataloging truck
- record statistics