

## Exclude Location Procedures- Firm Orders

**\*\*\*Beginning 4.11.2002, Firm Orders will do ALL work in the:**

***MainSci Acq Exclude*** location of the Cataloguing Module

What this means:

If you are receiving a purchase order that is linked to a catalogued record, with either a **910 CA or CC or 945 CA** field, and you need to update the bibliographic record **for any reason**, you must **delete the 946 MARCIVE field before you save your updates** on the record. **NOTE: not all 910s will have a 946.**

There are 3 receiving procedures that would require you **delete the 946 MARCIVE field**:

1. receiving an added location and adding the appropriate 049
2. receiving an added copy whose record needs corrected dates
2. receiving an added volume or added copy of a music score and adding the appropriate 980/981 information

**If there is a 945 but there is not a 946, check the date catalogued on the history tab *BEFORE* you do any updates. The record may be at MARCIVE and any updates to records made after the record is sent to MARCIVE will be lost when the record returns. *Records are sent to MARCIVE on Friday evening and reloaded on the following Wednesday evening.* If the record is at MARCIVE, do not process the piece until the record returns.**

2002.04.15