

Firm Order Receiving Guidelines

1. Receipt of different imprint/editions:

****VERY IMPORTANT****

Before receiving:

- Search the title received in Cataloging to make sure we do not already own a copy. If you find a record, **do not receive**. Refer to the unit head.
- If the order is for an older imprint, added copy, replacement, added location, reserve or reference collection, **do not receive**. Refer to the unit head.
- If there are no instructions on the order to receive only the edition ordered & neither of the 2 items above applies, search the title in OCLC & export the record to your dat file, import and merge the record. Refer to **Import/Merge** instructions (#2 below), then follow the established receiving &/or cataloging procedures.

IF YOU HAVE ANY DOUBTS OR QUESTIONS ABOUT RECEIVING A TITLE DIFFERENT FROM THE ONE ORDERED, REFER TO THE UNIT HEAD!!!

2. Bibliographic Import/Merge

*****VERY IMPORTANT***** - Before importing/merging, be sure that you are not on a GIL or OCLC cataloged record (GIL=945 CA & OCLC="Held by GUA"), that there are no other orders or copies attached to the record & that you have searched GIL for the title received.

- Find correct record in OCLC & export to your .dat file.
- On GIL bib record, add or change OCLC# (035 tag) to the # for the correct record. OCLC# must be 8 or 9 digits & must have the prefix **ocm[#]** for 8 digits & **ocn[#]** for 9. Add 0's to the beginning of the OCLC# if needed & **save**. Do not close the record.
- Import record to GIL (**alt+rpn** or **alt+rpv**, if you have already opened your dat file) & **Save**.
- **PAY ATTENTION TO THE MESSAGE that displays when the merge is complete.** It should say record was "merged with overlaid record# [bib#]". If the message says the "record was added to the database", a new record was created instead of a merge with your record. Stop & confer with the unit head.

DANGER: DO NOT PROCESS MIXED MEDIA ADDED COPIES/ADDED LOCATIONS. RECEIVE & PLACE ADDED COPIES/ADDED LOCNS ON CATALOGING TRUCK WITH APPROPRIATE STICK. PLACE ADDED VOLUMES ON ADDED VOL. SHELF!!!!!!!!!!!!!!

3. ADDED COPIES/ADDED LOCATIONS:

- **Added copies** - each copy attached to a monographic record must have its own mfhd. On the mfhd, add **\$t c.2, etc.** after the call#. On the item record, enter copy# in **copy box** (0=copy 1, 2=2, etc.). Route to **Clean up Shelf** if the item is not linked to a separate mfhd.
- **Added locations** - add the appropriate input stamp to the 049 on the bib record & complete the mfhd according to established procedures.
- **Serials/Monosets added locations** - (see serial/monoset definitions at end of document)
 - a. Add the appropriate input stamp to the 049.
 - b. Complete the mfhd & add the treatment & the mark after the call#. Refer or copy information from 852 of another mfhd attached to the bib. **Do not add the mark if processing a complete monoset**
e.g. \$x TR:S/M/AS/AM & \$x MARK:use v., no., etc.
 - c. Add an **866** field on the mfhd with 1st indicator 3 & 2nd indicator 0 & add the holding(s) for the piece(s) in hand.
 - d. Edit the leader/008 -
 - v - multipart item holdings for monosets**
 - y - serial item holdings**
 - 4 - holdings level for monosets or serials**
 - 008 receipt status - 2/Complete or 4/Currently received**
 - e. Route to **Added Volume shelf** with copy of mfhd.
 - f. If the set is analyzed, process the analytic according to established procedures.

- **NOTE: Added copies:** if there is a discrepancy in the date pub *only* of your piece & the GIL record, check that record in OCLC. If it has been corrected to reflect this date change, edit the GIL record. **DO NOT** merge the corrected record over the present record. *Refer to the unit head if there are other discrepancies or if any copies attached need to be remarked.* If you have received a different edition, refer to procedures for receipt of different editions in #1.

4. ADDED VOLUMES: (see serial/monoset definitions at end of document)
Place all added volumes on Added Volume Shelf after receipt. After holdings are updated, unit head will route to marking or to cataloguing truck, as appropriate.

- **Route with printout of the mfhd.** This screen has call# information, how to mark the individual volumes, & the bibliographic treatment (S, M, AS, or AM) in the 852 field. Write the mark for your piece beside the info in the 852. If the title is a supersession, e.g. \$x **SSES:Latest ed. only...**, route with a supersession stick, as well.
- **Treatment AS or AM,** route with analytic stick & mfhd printout. **Do not enter enumeration on item records unless the analytic is a monoset or a serial within the parent, and then enter the enumeration for the parent, not the analytic.** Route the piece with a mfhd printout for the parent & the analytic.
- **Added copies,** route with added copy stick & mfhd printout. Write the copy# on the printout.
- **Fiche** - route with printout of mfhd for text & fiche. The unit head will remove fiche from text pocket & place in paper sleeve, 5 fiche per sleeve, write call# on & property stamp the sleeve. The sleeve & text table of contents page will also be stamped with "Accompanying microform is available in Main/Science Library Microform Area". After holdings are updated, text is routed to Marking & fiche & mfhd printout are sent to Serials for shelving in the microfiche area. If title is analyzed, unit head will route fiche with text to Cataloging.
- **Text & cd rom** - when a serial/monoset includes a cd rom for the first time, the unit head will route the serial to Serials Cataloging & the monoset to Database Maintenance after the holdings are updated.

5. NONBOOK PROCESSING:

- **Videos & DVDs** - for videos, place the barcode on the video, not the case. Write the BIB# on a small label & place in the best available spot on the video. For DVDs, place the barcode in the lower left front corner of the case & the BIB# label in the lower right corner. ****USE YOUR BEST JUDGMENT WHEN PLACING LABELS ON THESE MATERIALS.**
- **Music CDs & Music CD ROMs** - place the barcode in the lower left front corner of the case & write the BIB# on the inner sleeve. Use a label for the BIB# if that would be more legible.
- **CD ROM (stand alone)** - place the barcode in the lower left front corner of the case & write the BIB# on a small label & place in the lower right corner.
- **Microfilm/Microfiche** - do **NOT** create item records for these materials. Receive & write BIB# on film box or fiche sleeve. **DO CREATE** item records for printed guides.

6. MIXED MEDIA PROCESSING (text & cd rom, diskette &/or video): **DOES NOT APPLY TO MUSIC**

Do not catalog text with accompanying materials. Receive & place on Cataloging truck with lime green media stick. *Bar code is placed in left corner.*

- **sleeves** for media must be fixed to back cover of text and must have a flap to secure cd or diskette. If sleeve provided with text does not conform to this, remove the sleeve very carefully & replace it.
- **multivolume set with cd rom/diskette** - place the media in sleeve. *Do not affix sleeve to any of the texts. Rubberband to set.*
- **text too small for sleeve** - rubberband sleeve with media to text.
- **information inside back cover of text** - if the text has useful information inside the back cover that the sleeve will obscure, rubberband the sleeve to the text & *paperclip the barcode for the text to the title page.*
- **text accompanied by multiple kinds of media** - receive each piece according to established procedures & rubberband all pieces together.

7. ROUTING:

*****Analytics, Branch(out of town only), Reserve & Rush materials are always routed with a stick, whether they are going to Cataloging or Marking.**

- **Rush** - route with rush stick & notify printout. Place on marking truck or routing table as appropriate.
- **Reserve** - route with reserve & rush sticks. Place on marking truck or routing table as appropriate.

****If the rush is an added volume, give to unit head after receipt.**

- **Leisure** - route with appropriate stick for Main or Science. Place barcode vertically near the gutter of the inside back cover. Place on routing table.
- **Office Copies** - property stamp and place in interoffice mail to the person &/or office given in the notify on the order.

NOTE: Check mfhd. Office copy mfhds should be suppressed. If it is not, suppress it. If office is the only mfhd attached to the bib record, suppress the bib as well.

- **Music Materials** - place in the NonBook box on routing table. This includes: **videos, dvds, music cds, music cd roms & scores, including added copies & added volumes.**
- **Microfilm, microfiche & stand alone CD ROMs** - *place on routing table* & route to Nancy Brown/Cataloging.
- **New Serial/Monoset** - If you are receiving the first volume, receive & place the orange New Serial stick in the serial or the white New Incomplete Monoset stick in the monoset. Do not catalogue. Place the monoset on the Cataloging truck & the serial on the routing table.
- **Mixed Media Added Copy/Added Locn** - Place on routing table with appropriate stick. Route to shelf in Database Maintenance.
- **Student Learning Center** - These books need a different security strip than all other books. After receipt, place **uncat** SLC books on SLC shelf above the marking truck & place **cat** books on marking truck. Student will strip & route books for Cataloging & Marking appropriately.

8. PO has 1 line item & you need more:

You can only receive 1 piece. **If the title is nonDLC**, & the po has only 1 line item & your title is 2 or more parts, receive the predominant piece. On the item record in the free text field enter what you have, e.g. text & CD ROM. In the **Pieces Box** at the bottom of the item record enter the total # of pieces in hand. Cataloging will create the extra item record(s) from the mfhd in the Cataloging module. **If the title is DLC**, create the extra item records needed from the mfhd in the Cataloging module.

9. PO has multiple line items & 1 or more will not be recd:

If a vendor provides information that 1 or more items on a purchase order are cancelled/not available, receive the items supplied & give a printout of the purchase order with the reason for cancellation to the unit head. The unit head will cancel the line item(s) & add a note.

10. PO is for monograph but title is now a monoset:

If the OCLC record used for the order is a monograph, but the title supplied is actually multi-volumes, search OCLC for a monoset/serial record. If found, confer with the unit head before merging the monoset/serial record with the one in GIL for the monograph.

11. GA Room Orders:

If the order has a line item note "**Do not bind**", print & route with item. If there is an additional note, "**Use pamphlet protector**", place item in pamphlet protector with printout after receipt. Pamphlet protectors are kept in the Receiving Unit.

12. Accompanying Materials:

*Do not catalog any titles with accompanying materials in any format represented in \$e or in a separate record. Do not confuse with **pocket materials**. See #13.*

13. **Pocket Materials:** *do not create item records for these*

If your piece has maps, charts, etc. in a back pocket, enter this information in the free text field of the item record, e.g. "text & (#) maps in pocket" & enter the total # of pieces in the **Pieces Box**.

14. **Title Page Verso:**

FOR BOOKS GOING TO CATALOGING ONLY: Write the bib# on the verso at the bottom of the page. If the piece is for a special location other than the stacks, write the location using a short abbreviation beside the bib#.

15. **License Agreements:**

When receiving electronics, look carefully for a license agreement. If there is one, copy bib record & note on printout the po#, price & fund. Staple with the license agreement, or a copy of the agreement if it is bound with the piece, & give this information to the Library Assoc.

16. **Catalog as Mono:**

If the purchase order has a note that says "catalog as mono", print this screen, highlight the note & route the printout with the book if record is not DLC. If the record is DLC, search GIL for the parent record. If found, follow the established procedure for added volumes & route to the **Added Volume Shelf** with mfhd & order note printout, & analytic stick. If parent record is not in GIL, search OCLC for a record & confer with unit head.

17. **Back Issues of firm order periodicals/gift periodicals:**

DO NOT CREATE ITEM RECORDS. For issues ordered: receive the purchase order line item(s) but delete the item record(s). For gift periodicals: refer to **Gift Periodical** procedure document. Route firm order & gift issues to **Added Volume Shelf** with copy of the mfhd printout.

18. Trial CD-ROMs:

If a trial cd-rom is supplied with a text, refer to the unit head for a decision *before* receiving the disc.

19. VISA orders:

Orders to be paid for with the Libraries' VISA card are prefaced with **fv**, or **frv** for rush orders. These orders should go to the Lib. Assoc. before receipt. If there is a VISA title with paperwork enclosed on the receiving truck, please give to the Lib. Assoc. for receipt.

20. Borders orders:

Books purchased at Borders Books will have a Borders stick with the purchase order#. There will be no invoice or other paperwork. All paperwork is handled by the Acquisitions Department Head.

21. Materials received free of charge

Materials received free of charge should have a note on the purchase order that the material will be supplied free, although sometimes we will not know this upfront. After receiving the piece, please give to the unit head to complete the order & if needed, add the note to the order.

22. Prepays

Give all prepay paperwork to the unit head after receipt. These orders may need to be completed to prevent FY rollover problems.

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DEFINITIONS OF BIB RECORD FORMATS

SERIAL - issued in successive parts bearing numeric or chronological designation & intended to continue indefinitely. Serials may include annuals, yearbooks, and directories. **Treatment:S/TR:S**

MONOSET - issued in separate parts & intended to cease after a predetermined number of parts have been published. **Treatment:M/TR:M**

ANALYZED SERIALS/MONOSETS - volumes within these sets (parents) are monographic in nature (e.g. they have a unique title), & the individual volumes (babies) are also cataloged & are marked with the same call# of the parent set. **Treatment:AS or AM/TR:AS or AM**

SERIES CLASSED SEPARATELY (traced series) - group of monographs related to one another in subject & with a collective title applying to the group, but each volume is cataloged separately with its own call#. Volumes may be numbered or unnumbered.

Series classed separately will also appear in the 4XX of the OCLC record, but titles ordered within these series are NOT added volumes since the series is not cataloged. When a series is searched in GIL, you will not retrieve a record for the series, but you should retrieve records for all titles we own that are within the series. Your search will pull hits from the series title in the 4XX on the individual title records. **Treatment:C/TR:C**

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