

Quick Checklist for Ordering Clerk:

1. Get the order queue from the unit coordinator.
2. Open the Voyager modules for Acquisitions and Cataloging.
3. Before creating the new order, check to see if it is part of a numbered series. If so, search Cataloging for the series title and check to see if we already have it on standing order or if it is a volume in an analyzed monographic set or analyzed serial. If we do have a standing order, tell the unit coordinator and skip to the next order in the queue. If the title is a volume in an analyzed monographic set or analyzed serial, the code "AVM" or "AVS" must be added to the line item note of the order.
4. Create a new order in Acquisitions (**Alt+fno**).
5. Enter an "f" before the order number.
6. Enter the vendor code (and account code if necessary).
7. Save the information (**Alt+fa**)
8. Add a line item using the Bib ID (**Alt+ladd**).
9. Highlight the line item and click the Details box (**Alt+d**).
10. Enter the correct price on the Price tab (**Alt+p**) and save (**Alt+s**).
11. Open the Copies/Fund tab (**Alt+u**), enter the correct location and fund, and save (**Alt+s; Alt+c**).
12. Enter any information needed by the vendor or library staff on the Notes tab (**Alt+Shift+n**) and save (**Alt+s**).
13. Enter the name and contact information for the requestor, if necessary, on the Delivery Options tab (**Alt+d**).

14. Save (Alt+s) and close the Details window (Alt+fc).
15. Approve the order (Alt+oa), deselecting the "print" box if it is an EDI, amazon.com or Alibris order.
16. Write the order number on the order queue for reference.
17. Once all the requests have been ordered, search for orders by "Create Date" to find all the orders you created for the day, and check to make sure they all have an "f" in front of their order numbers. If any order is missing the "f," replace the order by copying it and then delete the order without the "f."
18. When all orders are finished and approved, open Voyager Reporter and send them to the printer.
19. Collect, sort and mail the orders.
20. Notify the unit coordinator to send any EDI orders.