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HELIN Acquisitions Manual

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HELIN Acquisitions Manual

Compiled by the

HELIN Acquisitions Committee

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I. GENERAL GUIDELINES

A. Order records will be displayed in the HELIN OPAC.

B. Duplicate order records shall be avoided. A brief bibliographic record created by one institution for an order may be overlaid by another institution with a full MARC record if there is a match based on author, title, publisher, date and ISBN (as appropriate).

C. Innovative Interfaces synchronization software will automatically supply an institutional location code in the bibliographic record when the order record is attached (See Section IV. C. for treatment of canceled orders).

D. Obsolete order records will be deleted from the HELIN database on a regular schedule. Obsolete orders consist of canceled orders and old fulfilled orders. (See Section IV.A.).

E. MARC bibliographic records will not be altered in the HELIN database during the ordering process, except the automatic addition of the institutional code. It is essential to remove the cataloging data from the biliographic record when attaching an order record. Return to Index Menu

II. CREATION AND TYPES OF ORDER RECORDS

A. Order records may be created in any of the four methods outlined below. The choice of method may vary from institution to institution and record to record.

Each order record must be attached to an OCLC MARC bibliographic record unless such a record is not available in the OCLC database.

1. An order record may be attached to a bibliographic record that is already in the HELIN database. Verify that the bibliographic record is not suppressed; if it is, it should be unsuppressed.

2. An order record may be downloaded with a bibliographic record from the OCLC database into the HELIN database. **[See Section I.E]**

3. A short bibliographic record may be keyed in the HELIN database only if an OCLC MARC bibliographic record is not available in the OCLC database.

4. An order record may be downloaded into the HELIN database as part of a vendor download. All vendor downloads of bibliographic records should be cleared with the HELIN Central Office to insure record quality and compatibility and the enabling of the proper load table.

The bibliographic record associated with each order must be an OCLC MARC record, unless such a record is not available in the OCLC database.

B. New methods of creating order records will be brought before the Acquisitions Committee for consideration prior to implementation.

C. In cases where the bibliographic record information is insufficient or inaccurate for ordering purposes, problems or issues may be noted in the internal note field of the order record.

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III. CODES

A. Fund Codes

1. The Fund Code file is completely separate for each institution. It is limited to five characters.

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IV. DELETION OF ORDER RECORDS

A. There are a fixed number of records available to each institution. When limits are near, new order records must be purchased or existing order records deleted to insure functionality.

Each institution should monitor its own limits through the Management function of the Acquisitions module.

B. It is preferable for a brief bibliographic record to be deleted at the point of cataloging, and the order record transferred to the MARC bibliographic record. Any institution may overlay a brief bibliographic record attached to an order record if they deem it a match. (See Section I. B.)

C. A canceled order may be keyed for suppression in the order record ("n" in CODE1).

If the only record attached to a bibliographic record is a canceled order record, the bibliographic record may be suppressed from public view ("n" in BCODE3).

When more than one institution holds the bibliographic entity, a particular library may suppress its own attached records (item, order, serials) but not the bibliographic record itself. Note that the institutional symbol remains in the location field of the bibliographic record even when attached records are suppressed; *therefore, it is important to delete suppressed records on a regular basis*.
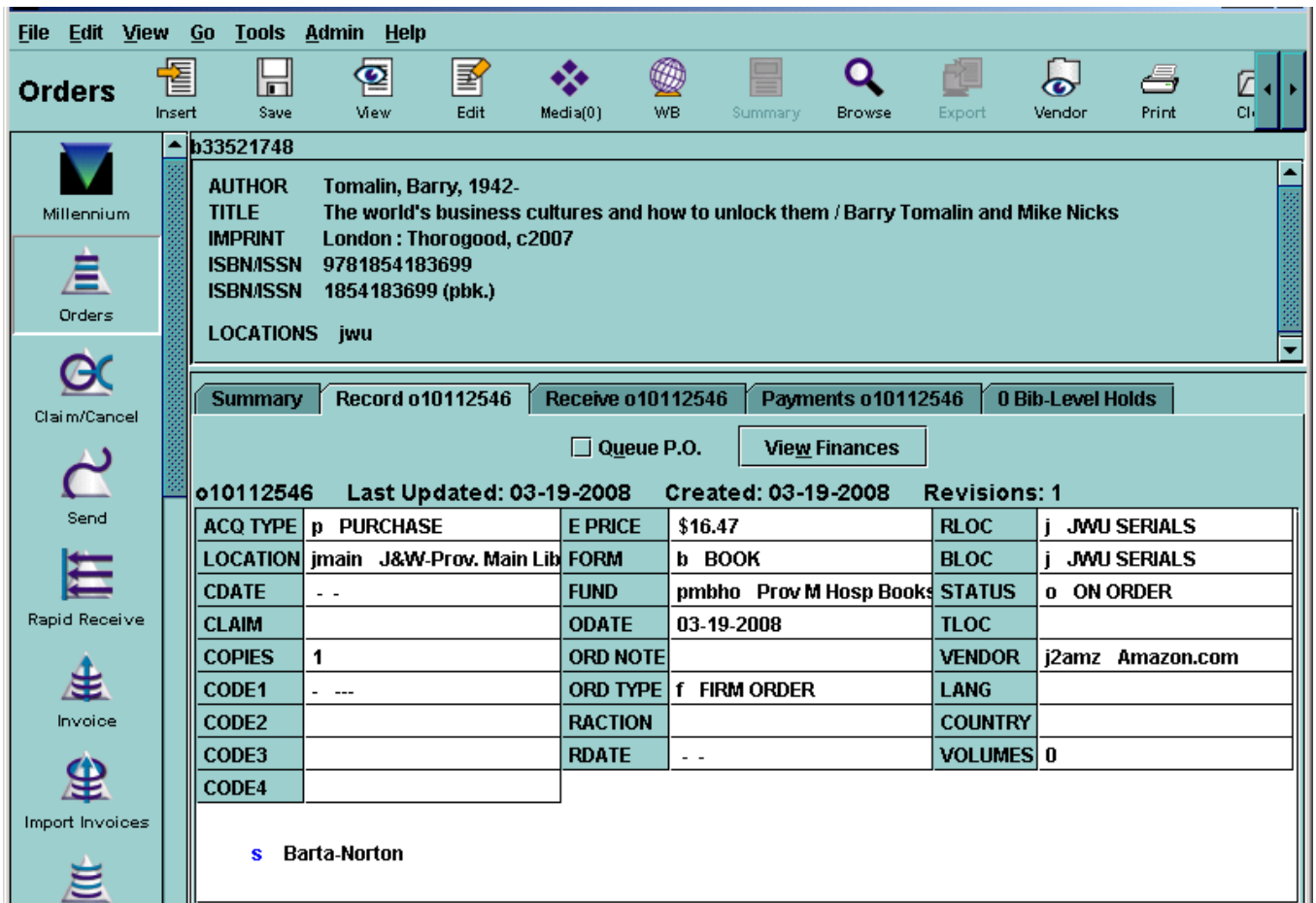
V. METHODS OF SENDING ORDERS

Orders can be placed in numerous ways (e.g., by phone, printed purchase orders, credit card). However, for the purchase order to be reflected in the Acquisitions Module, an order record must be created.

A. Printed purchase orders

1. Orders must follow the format illustrated:

File Edit View Go Tools Admin Help

Orders | Insert | Save | View | Edit | Media(0) | WB | Summary | Browse | Export | Vendor | Print | Cl◄

Millennium
Orders
Claim/Cancel
Send
Rapid Receive
Invoice
Import Invoices

b33521748

AUTHOR	Tomalin, Barry, 1942-
TITLE	The world's business cultures and how to unlock them / Barry Tomalin and Mike Nicks
IMPRINT	London : Thorogood, c2007
ISBN/ISSN	9781854183699
ISBN/ISSN	1854183699 (pbk.)
LOCATIONS	jwu

| Summary | Record o10112546 | Receive o10112546 | Payments o10112546 | 0 Bib-Level Holds |

☐ Queue P.O.   [View Finances]

o10112546   Last Updated: 03-19-2008   Created: 03-19-2008   Revisions: 1

ACQ TYPE	p PURCHASE	E PRICE	$16.47	RLOC	j JWU SERIALS
LOCATION	jmain J&W-Prov. Main Lib	FORM	b BOOK	BLOC	j JWU SERIALS
CDATE	- -	FUND	pmbho Prov M Hosp Books	STATUS	o ON ORDER
CLAIM		ODATE	03-19-2008	TLOC	
COPIES	1	ORD NOTE		VENDOR	j2amz Amazon.com
CODE1	- ---	ORD TYPE	f FIRM ORDER	LANG	
CODE2		RACTION		COUNTRY	
CODE3		RDATE	- -	VOLUMES	0
CODE4					

   s   Barta-Norton

B. Electronic transmission **[See Appendix I: EDIFACT Ordering]**

Separate vendor records must be established by each institution with each vendor for electronic orders. This is a separate record from the one established for printed orders.

A Vendor SAN record must be established for each vendor in the Vendor SAN File.

In order to access the Vendor SAN file in Millennium, go to:

Admin>Parameters>Acquisitions>Vendor SAN file.

Each Vendor should be contacted individually regarding specifications for transmitting orders electronically.

Possible parameters may include the following:

- Vendor SAN
- Library SAN
- Format of file transmission
- File name format
- Account number
- Vendor FTP site, name and password

VI. CLAIM / CANCELLATION SCHEDULES

A. Claim / Cancellation schedules are determined by the coding in the Claim Cycle Codes and associated Vendor Records.

B. The Claiming Cycle Codes are subject to revision by the Acquisitions Committee.

The current Claiming Cycle Codes can be accessed by following the path below:

Admin>Parameters>Acquisitions>Claim Codes

Appendix 1: EDIFACT Ordering

To set up vendors for ordering:

First, contact the vendor for the FTP site where orders are to be sent and invoices to be picked up. The vendor record will need to be modified with these changes.

Vendor record: Change the VCODE3 from e (electronic) to d (EDIFACT). With electronic ordering the email address was used. With EDIFACT the Vendor SAN and Subaccount # is needed: o $VENDSAN= $SUBACCOUNT. Once the record has been changed you are ready to transmit.

Sending orders:

After orders are entered, select <**send**> on the left side menu.
Print Purchase Orders screen will appear.
Select <**xx purchase orders to FTP**>.
Now there is an **FTP** box at the top left.
If more than one vendor has orders ready, there is an option to <**Limit by Vendor**>.
At this point the desired vendor can be chosen.
A list of orders to selected vendor will appear, leaving the others in the queue.

Select the **FTP** button at the top
A box appears—**Select Ftp**

FTP Client appears.
Select the host from drop down menu (If a vendor is not on the list, see Bob or Ruth).

Once the host is selected, click <**Connect**> which brings up the **Login Box**.

Sign in with User name and password.

Click <**OK**>.

File names appear in **Local** box on the left side of the screen.

It is important to know how the vendor wants files transferred (binary, ASCII, etc.)
The method of transfer should be selected from **Transfer type**.

Check the **Rename files upon transfer** box.

Double click **Last modified** date & time to rename file in Remote box. This can be as simple as adding a date (uebc.edifact would be changed to uebc.03-14-08.edifact).

Click <**OK**>.

File will appear in **Remote** box on the right side of screen.

Message appears at the bottom of the screen **1 file(s) transferred** on the right, and **Completed** on the left.

Orders have been sent.

Click **Disconnect.**

Select <**Close**> on the right hand side of the screen.

A box appears**:   Ftp Status: Ftp completed.   Delete processed ftp entries**?

Select <**Yes**>. This will remove records from queue.