Show X on Arrival Books (LTS Procedure #4)

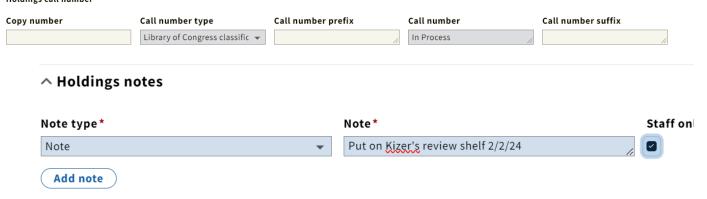
Scope: This procedure addresses the treatment of books ordered by a selector who needs to see the items when they are received in LTS before they are cataloged, to determine if they are destined for the proper collection and/or are suitable for our collection.

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"Show X on arrival" books are identified by an annotation in the requestor field of the purchase order, instructing the receiver to "Show [a selector's name or initials] on arrival."

- 1. Do not immediately catalog these books.
- 2. The receiver should:
 - · Receive the book and leave the receiving note "Show [selector name] on arrival"
 - · Pay for the book

Add In Process to the Holding, call number field, and add a note under "Note type" "On [selector's name] review shelf" with the date



- · Write at the top of the routing flyer "Show [selector's initials] on arrival" and the receiver's initials
- Place the book on the selector's review shelf
- After the selector reviews the book and makes a decision, the selector annotates the flyer with instructions on what to do with the book and
 places it on the Olin Gifts sorting table.
- · Olin Gifts staff return the book to the Receiving Unit staff member who placed it there or to the Receiving Unit supervisor if initials are absent.

Receiving Unit staff:

- Make necessary corrections to the Holding, Instance and Item records
- Remove all acquistions-type notes from the holding record
- Line through the "Show to" annotation on the top of the routing flyer
- Process the book exactly as they would if the book had just been received.