

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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Unit: Acquisitions Services

Date last updated: 02/2/2024

Date of next review: February 2025

"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 **Holdings call number**

Copy number	Call number type	Call number prefix	Call number	Call number suffix
	Library of Congress classific		In Process	

^ Holdings notes

Note type *	Note *	Staff on
Note	Put on <u>Kizer's</u> review shelf 2/2/24	<input checked="" type="checkbox"/>
Add note		

- 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 acquisitions-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.