

Monographic Series and Multi-volumes Receipt and Payment (LTS Procedure #76)

Scope: *This document outlines the procedures that staff of the Monograph Receipt Unit in LTS Acquisitions follow for receipt and payment of monographic series and multi-volume parts.*

Contact: [Lisa Maybury](#)

Unit: Monographs Receiving

Date last updated: 03/1/2024

Date of next review: March 2025

Pre-Receiving Preparation

The Invoiced Receipt Unit retrieves these books, checks them against the invoices for accuracy, puts them in the order they are listed on the invoice and shelves them in designated areas for processing.

A. Search the title in the Inventory app of FOLIO:

1. Search the series title on the book and or title if it's a multi-volume.
2. Confirm this is actually a MSO or Multi-vol. by seeing the notes in the **Holdings notes field**.
3. Update the the SHLD (series holdings) with the appropriate issue in hand.
Example: **SHLD 1-39**
4. Insert pink flyer indicating this is a miscellaneous receipt and location flyer when the series is already set up for a specific library and put on the red MSO cart for inputting.
5. Insert white MSO flyer for series that need to be reviewed by selectors. Fill in the dealers name, P.O. number, and volume in hand. At the top of the flyer put your initials and the invoice number so the books will be returned to the appropriate person. Put directly on the MSO for review shelf.
6. For multi-vols., add administrative note for receiving activity to the Instance record. Add an additional "Holdings note" on the Holdings record indicating the number or volume you are receiving and the date received. (Example: v.2 rec'd 3/1/24). Annotate flyer as appropriate.

B. Processing the invoice:

1. Process invoice as you normally would but add in the "Comments" field of the POL the number or volume you are paying for.
2. For series that need to be reviewed the invoice will need to be filed in a folder awaiting the book to be returned for the appropriate fund to be charged.