

Invoiced Receipts Truck Distribution List (LTS Procedure #120)

Scope: Receive truck from the Shipping Room (Shipping Room staff may deliver packages to the front Acquisitions bar too).

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Unit: Monographs Receiving

Date last updated: 08/08/2023

Date of next review: August 2024

BEFORE PLACING BOOKS ON THE SHELVES:

* Check the books against the invoice and verify everything was received that should have been. Put the books in the order they are listed on the invoice. Place the invoice in the first book.

* The information sheet needs to be date stamped and initialed. The amount of stacks or books [i.e. 2 stacks] or [i.e. 3 books]. Type of order [i.e. Firm or Standing Order]

MONOGRAPHS:

* Regular FIRM orders with EDI invoices or not go on the shelves labeled "FIRM" outside of 110C.

MSOs (Monographic Standing Orders):

* ALL MSO's go on the standing order distribution shelf outside of 110C.

SERIALS:

* WITH INVOICES - go on the shelves next to the MSOs, outside of 110C.

* WITHOUT INVOICES-go on the shelf in front of the Serials sorting table in 107E.

MAPS:

* Give ALL Maps directly to the Receiving Unit Supervisor.

APPROVAL PLANS:

The Approval Coordinator handles ALL approvals with the exception of "specialized languages"-see below. These books should not come on the receiving truck but occasionally do. If they do, direct them to the Approvals Coordinator on the shipping label or invoice. (These will be labeled with Approval Plan or Blanket Order). Watch especially for the following vendors:

- * Arthur Clark
- * BERNAN
- * Corner House Publishers
- * Coutts
- * Huntington Library
- * Iberbook-Approvals only
- * Lindsay & Croft
- * Manhattan
- * OECD
- * RAND
- * World Bank

HEBREW PUBLICATIONS:

Direct ALL Hebrew publications to the Hebrew specialist.

SLAVIC PUBLICATIONS:

Direct ALL Slavic publications to the Slavic specialist.

PREPAYS, VIDEOS, DVDS, MICROFILM & MICROFICHE:

Give to the Receiving specialist. Watch especially for the following vendors:

- * Amazon
- * UMI (University Microfilms)-Proquest blue books & invoices
- * ASME
- * Asian Development Bank

Lastly, when putting these on the appropriate shelf be sure they are in date order (oldest being on the left hand side of the shelf). Shift to the left when needed.