

Processing NY Times Orders (LTS Procedure #90)

Scope: *This document outlines the steps involved in creating order records in FOLIO for items selected from Sunday's New York Times to be placed in CUL's New & Noteworthy section. The premise is that the orders will be treated as rush.*

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Date updated: 23 Jan 2024

Date of next review: January 2025

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Each week the selector for American and English literature selects from the Book Review section of the Sunday NY Times, for ordering. The selector uses the OASIS interface to send order requests to LTS with appropriate notes to identify selections as destined for New & Noteworthy section. Additionally, the selector sends a separate email with the list of selected titles to the print ordering mailbox. The ordering staff will order requested titles directly from OASIS if they have the status of in stock/available. Otherwise, they will order from Amazon.

A. Notification from the Selector of New & Noteworthy titles:

1. Each week, the selector sends a message to ltsorders@cornell.edu with a list of selections for that week.
2. The selector submits order requests for selected titles through OASIS interface.
3. Next business day, the marc files are ready for pick up in Cyberduck.
4. Designated LTS ordering staff sorts through the marc files to ensure that each requested title is associated with selected titles in the email previously sent.
5. Ordering staff will upload the edited marc files through the Lehigh App to create purchase orders in FOLIO.

B. Choosing selected titles from the OASIS and order:

1. Open OASIS and login. Account name: Generic Stock Rush Ordering
2. Using the ISBN from the FOLIO order records, search in OASIS for availability, making sure the item is listed as "In Stock".
3. Confirm the price in OASIS and choose hardcover edition when one is available.
4. Add an item to a the cart by clicking on the "Add to Cart" button. Follow steps 2 and 3 for each title.
5. Click on the cart icon on top right corner to open the shipping cart.
6. In the shopping cart page, match the titles with the purchase order lines in FOLIO to ensure all titles have been selected.
7. Select "Stock Rush" option for all titles. Use the FOLIO PO number to fill out the purchase order field, along with the fund and location code.
8. In "note to ProQuest" field, ADD "Stock Rush"; or you may use the previously saved NYTBR template but change the PO number.
9. Click on the blue submit button to place the OASIS orders.

C. Completing the purchase order in FOLIO:

1. Make sure each PO line has "NYTBR; NEW&NOTEWORTHY", in the receiving note field.
2. In the receiving app, edit each PO line and check the "Must acknowledge receiving note" box and save.
3. Title will appear as "Print order-open" in OASIS and items arrive within 5-7 business days.