Buy or Borrow: Creating Orders for Items Procured by ILS Services (LTS Procedure #121)

Scope: *This document outlines the steps involved in creating order records in FOLIO for items requested to purchased by ILS Services. This patron accomodation, developed in conjunction with Collection Development, will supplement the Interlibrary Loan and Borrow Direct Services. Titles for all campus libraries with the exception of Law, can be acquired through this means.*

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Unit: Ordering

Date last updated: 10/12/2023

Date of next review: October 2024

Patron Request via ILS
LTS Receiving Workflow

A. Patron Request via ILS

1. When a patron requests an item not held by CUL, following predetermined guidelines in LTS/ILS Procedure #122, Interlibrary Services (ILS) staff sometimes decides that purchasing a requested item is a better option than handling through Interlibrary Loan or Borrow Direct.
2. ILS staff will search current imprints in Oasis (Coutts' interface). If they determine that the title has shipped or selected for approval, the patron information is sent to the LTS ordering email list ltsorders@cornell.edu so that the item will be rush processed on receipt.
3. If the item is not expected from Coutts, ILS staff will send the order to ltsorders@cornell.edu who will order the item from Amazon, ILS will provide pertinent location information. The email sent to ltsorders@cornell.edu should include the subject line: **Buy or Borrow record needed.**
4. Ordering staff will create PO in FOLIO (order template name: Amazon/ILL BUY or Borrow) and place an order from Amazon as followed by the rush order workflow.
5. In the event that another patron requests an item while it has the "On order" status, Ordering staff will add the patron request information to the Receiving note of the PO's line item.

Receiving note

zzz1234@cornell.edu
Pickup Location: OLIN

B. LTS Receiving Workflow:

1. When the book arrives, LTS will receive and catalog before sending it on to the patron.
2. Receiving staff will give all packing lists or a printout of the POL to the Receiving Unit Supervisor for payment purposes who will search the Amazon Business account for the appropriate invoice and create an invoice in FOLIO following LTS Procedure # 166 (Paying Invoices in FOLIO (LTS Procedure #118).