

# Ordering Multi-volume Continuations (LTS Procedure #42)

**Scope:** *This document outlines the procedures that Ordering Unit staff of LTS follow when placing orders for multi-part items whose pieces have not all been published yet.*

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**Unit:** Acquisitions, Ordering

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## Verifying the Instance Record

Look for the presence of:

1. A 300 field with a volume designation.
2. A 245 with a main title to cover all of the pieces (The pieces themselves may have their own unique titles, which may appear in a 505 field).
3. A 260 or 264 field with a hyphen at the end of the date.
4. Multiple date designation in the 008 fixed field.
5. After FOLIO instance record is created and updated as it should be create a purchase order as below.


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## Creating the Purchase Order


1. Create a new purchase order in the Orders App.
2. Enter the correct vendor code.
3. Select "Ongoing" from the **Order type** field.
4. Select "**LTS Acquisitions**" from the pop-down menu in the **Bill to** and **Ship to** fields.

**Approved**



5. Check the "Approved box" 
6. Save and close.
7. "Add PO line" via "Title look-up"
8. Acquisition method "Purchase"; Order format "Physical resource"

**Receiving workflow** ⓘ \*

Independent order and rec 

1. Change Receiving Workflow to:
2. Enter proper beginning volume and future volume(s) in the 'Instructions to Vendor' field  
**Example:** Order for vol. 2 and continue until cancelled.
3. Physical unit price should be set at \$0; Quantity physical "1".
4. Add fund distribution
5. Add location; Quantity physical "1".
6. Save & open order.
7. Add a note in the notes field on the holdings record: **MULTI-VOL. ORDERED (with date ordered) \*\*\* ADD VOLUMES AS THEY ARRIVE"**