# **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 Creating the Purchase Order

#### 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.

#### **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 rect -

- 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"