

# Patron-Driven Print Orders (LTS Procedure #89)

**Scope:** CUL participates in a patron-driven acquisitions plan which allows patrons to select titles they would like the library to purchase. The vendor provides MARC records for selected items and an email notification is sent to [itsorders@cornell.edu](mailto:itsorders@cornell.edu) when patrons choose one of the selected titles for purchase. The records fit a profile established by CUL selectors and include items published by a variety of publishers in a wide range of classifications. The records arrive periodically but with no scheduled regularity. This procedure addresses the process which Ordering staff follow when notification is received that materials have been selected by patrons as part of this plan.

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**Unit:** Acquisitions (Ordering)

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## RECORD LOADS:

When LTS ordering staff are notified by the vendor that there are records available for loading from their server, ordering staff load the MARC records according to Data import. These are loaded with holdings: **LTS Review Shelves – Available for the Library to Purchase**. Click “Request item” to ask **Cornell University Library to RUSH purchase**. We will contact you by email when it arrives (typically within a week).

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## WHEN A PATRON SELECTS AN ITEM:

An email notification (the subject line: **PDA Request Form Submission**), providing requester net ID and FOLIO instance HRID number, will be sent to [itsorders@cornell.edu](mailto:itsorders@cornell.edu) and LTS ordering staff handle the order.

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## CREATING AND PROCESSING THE PURCHASE ORDER:

1. Search the instance record and update the holding location from LTS Review Shelves to appropriate location depending on its call number.
2. If the item is in stock from OASIS, create a purchase order with selecting order template: **Patron Driven OASIS**, and place a stock rush order directly in OASIS (OASIS account name: Generic Stock Rush Ordering)
3. If the item is not in stock from OASIS, create a purchase order with selecting order template: **Patron Driven Amazon**, and place an order in Amazon.com.

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## RECEIVING AND PROCESSING PURCHASED ITEMS:

1. Items will generally be shipped to the library within three days of order placement.
2. Receiving staff will process items according to guidelines followed for other rush items.