Approval E-Book & Print Collection: Project (LTS Procedure #75)

Scope: *This procedure outlines the workflow for Duke University Press print collections, which encompasses e-book and print collections. The e-book processing is being handled through batch processing in conjunction with the LTS-ERSM unit.*

Contact: Lisa Maybury

Unit: Monographs Receiving and ERSM Units

Date last updated: 03/1/2024

Date of next review: March 2025

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1. Books published by Duke University Press will arrive monthly directly from the publisher rather than with the Coutts approvals, accompanied by packing slips. There are no invoices to process as the titles have already been paid as part of our e-book package.
2. The approval coordinator will place the generic white approval flyer in the book and write "Duke", the date of receipt and LC class number from the CIP information found on the last page of the book on the white flyer along with a location flyer and will be routed to the approval without records shelf.
3. They will be searched, input and fastcatted by the Inputting Unit following regular processing guidelines for approval books when there is no preloaded record in the database. Please note to import a bibliographic record for the print version as there will also be a separate record for the electronic version.
4. Add appropriate statistics fields on the Instance record, under "Administrative notes" by clicking on **Actions-Edit instance**:

Administrative note

date:20240301 ttype:i userid:lat3 ploc:lts

Note: If you also fastcatted the Instance record, create an ADDITIONAL "Administrative note" using ",,f" for fastcat. You will then have two Administrative notes.

Administrative note

date:20240301 ttype:i userid:lat3 ploc:lts

date:20240301 ttype:f userid:lat3 ploc:lts

Macros: LTS has created macros to enter the above Administrative notes. To activate the macros, put the cursor in the **Administrative note** field, and type in the appropriate command from the list below:

- · Inputting= ,,i
- · Fastcatting= ,,f
- · Added copies= ,,a (see procedure 3d)
- · Added locations= ,,l (see procedure 3d)

5. In addition if you have fastcatted the book, on the same screen as you put your statistics, above those, you will need to add the cataloged date, instance status term ("Cataloged (folio: cat") **if not, leave those field alone but ALWAYS add the Statistical code** (the source code for inputting these books is **appr and then add the appropriate vendor it was received from)**.

Cataloged date

2024-03-01

Instance status term

Cataloged (folio: cat)

Mode of issuance

single unit

Statistical code

Source of acquisition: appr - Approval/Blanket order

Vendor: HARRASS - HARRASS