## Acquisitions Stats (LTS Procedure \#20a)

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Unit: Acquisitions Services
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## Book-In-Hand Inputting: ,,i

Use the ,,i to reflect book-in-hand inputting whether the record is created by hand or imported from OCLC. This will go on the Instance record by clicking "Actions-Edit instance"

Actions

## Inventory

## Edit instance

Scroll down to "administrative note" and click on that which then brings up an empty box where you will type ",,i" which will create the appropriate text for inputting.

## Administrative note

date:20220915 ttype:i userid:lat3 ploc:Its

## Add administrative note

Be sure to record the source of the book-in-hand in the Instance record (ie: gift, exch, appr, mao, dep, pl480, npac, misc.) Just above the "Add administrative note" you will find "Statistical code". After you click on that you will select the appropriate statistical code:

## Statistical code

## Source of acquisition: pl480-PL480

## Add statistical code

Book-in-Hand Inputting and Fastcatting

Administrative note
date:20220915 ttype:i userid:lat3 ploc:Its
date:20220915 ttype:f userid:lat3 ploc:Its

Add administrative note

Book-in-Hand Inputting and Added Copy (someone else already cataloged)

Administrative note

```
date:20220915 ttype:a userid:lat3 ploc:Its
```

Add administrative note

Book-in-Hand Inputting and Added Copy (YOU are first to catalog)
Administrative note
date:20220915 ttype:f userid:lat3 ploc:Its
Add administrative note

Book-in-Hand Inputting, Added Location (someone else already cataloged)
Administrative note

```
date:20220915 ttype:I userid:lat3 ploc:Its
```

Add administrative note

## Administrative note

## date:20220915 ttype:f userid:lat3 ploc:Its

Add administrative note

## Monographic Receipts: ,,r

## Administrative note

date:20220915 ttype:r userid:lat3 ploc:lts

## Add administrative note

Single book: use a ,r
Multiple COPIES of a title received together: use a single ,r. Example: you receive three copies of a book, you use ,rr one time.
Multi-volumes received through the Serials Check-in system: add one ,,r per title.

- Multi-volume set received together, record the entire receiving activity with a single,,r. Example: you receive a three-volume set, you use „r on e time.


## Receiving, Fastcatting

## Administrative note

```
date:20220915 ttype:r userid:lat3 ploc:Its
```

date:20220915 ttype:f userid:lat3 ploc:Its

Add administrative note

Receiving, Added Copy (someone else already cataloged)

## Administrative note

```
date:20220915 ttype:r userid:lat3 ploc:Its
```

date:20220915 ttype:a userid:lat3 ploc:Its
Add administrative note

Receiving, Added Copy (YOU are first to catalog)
Administrative note
date:20220915 ttype:r userid:lat3 ploc:Its

```
date:20220915 ttype:f userid:lat3 ploc:Its
```

Add administrative note

Receiving, Added Location (someone else already cataloged)

## Administrative note

date:20220915 ttype:r userid:lat3 ploc:Its

```
date:20220915 ttype:l userid:lat3 ploc:Its
```

Add administrative note

Receiving, Added Location (YOU are first to catalog) Administrative note

```
date:20220915 ttype:r userid:lat3 ploc:lts
```

```
date:20220915 ttype:f userid:lat3 ploc:lts
```

    Add administrative note