Acquisitions Stats (LTS Procedure #20a)

Contact: Lisa Maybury
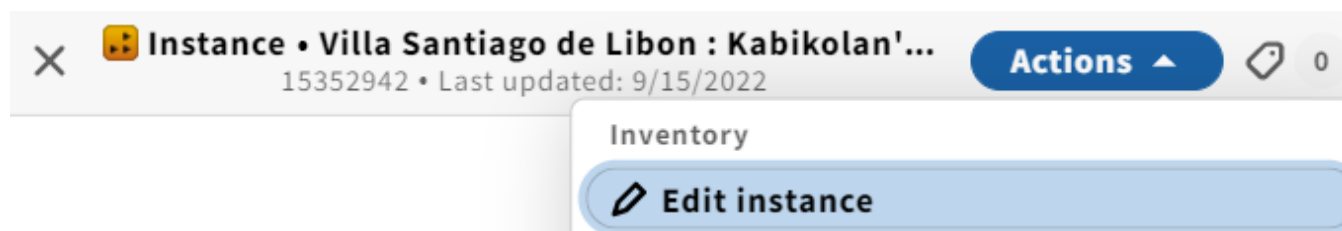
Unit: Acquisitions Services

Date created: Sept. 8, 2023

Date of next review: September 2024

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"

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.

Be sure to record the source of the book-in-hand in the Instance record (ie: gift, exch, appr, mso, 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:

Use one ,,i for each title input.

Added copy/added location: If creating an added copy use ,,**a** ; if you are creating an added location use ,,**l**

Book-in-Hand Inputting and Fastcatting

Administrative note

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

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

Add administrative note

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

Administrative note

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

Add administrative note

Book-in-Hand Inputting and Added Copy (YOU are first to catalog)

Administrative note

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

Add administrative note

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

Administrative note

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

Add administrative note

Book-in-Hand Inputting, Added Location (YOU are first to catalog)

Administrative note

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

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 ,,r 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 one time.*

Receiving, Fastcatting

Administrative note

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

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

Add administrative note

Receiving, Added Copy (someone else already cataloged)

Administrative note

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

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

(Add administrative note)

Receiving, Added Copy (**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)

Receiving, Added Location (someone else already cataloged)

Administrative note

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

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

(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)