Receiving Sample Periodical Issues (LTS Procedure #43)

Scope: This document outlines the procedure that Library Technical Services serials receiving staff follow when an issue is received in response to a sample request/order.

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Unit: Serials Management

Date last updated: 12/8/23

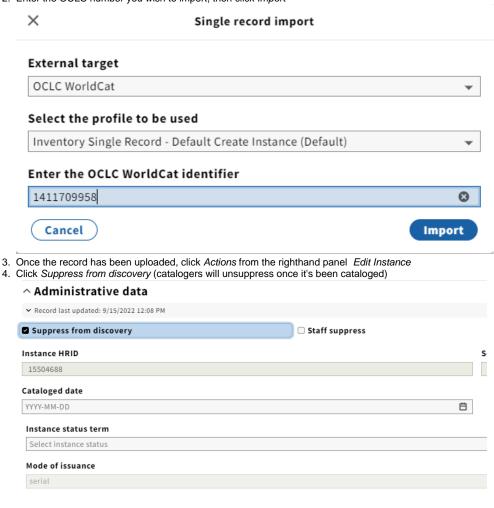
Date of next review: Dec. 2024

A. If a record exists in OCLC, import the record into FOLIO by taking the following steps:

1. From Inventory, click Actions Import

Add statistical code

2. Enter the OCLC number you wish to import, then click Import



5. Click Add administrative note, enter the following information to indicate that this record is in a pre-cataloged state: date:YYYYMMDD ttype:mpre userid:[enter your userid] ploc:lts

Administrative note

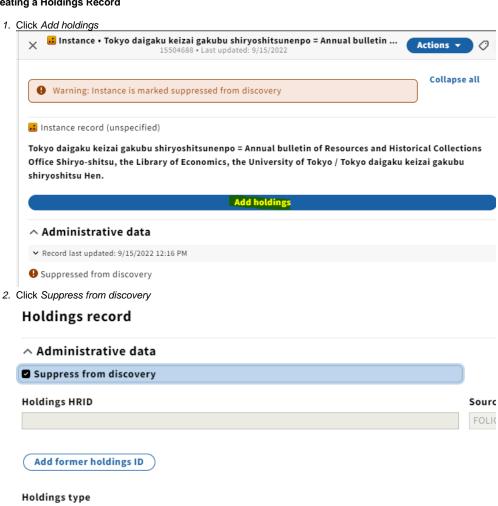
date:20220915 ttype:mpre userid:jec449 ploc:lts

Add administrative note

^ Title data

6. Click Save and close

B. Creating a Holdings Record



3. Under Location Permanent*, select LTS Review Shelves from the drop-down menu (this indicates that it's being placed on the selector's shelf in 110 for review)

^ Location

Holdings location

LTS Review Shelves (cts,rev)		
Location look-up		
Shelving order		
the Call number field, write DECISION I Select location look-up Shelving title	PENDING	*
Call number prefix	Call number DECISION PENDING	Call nur

le, if it's being



6. Click Save and close

C. Routing

Place issue received on the appropriate selector's review shelf in 110 Olin, along with the Decision Flyer filled out with the Instance HRID and print out of newly imported Instance record.