

Acquisitions Selection Practice Exercises

Before these selection exercises can be performed users must have acquisitions supplemental permissions assigned to them.

Selection

Exercise 1 - Brief Records

1. Create the brief record and selection list pictured below.

(This can be done all at once using *Acquisitions -> New Brief Record*)

New Brief Record	
Add To Selection List	Selection Exercise 1
Title of work	Murder on the Orient Express
Author of work	Christie, Agatha
Language of work	
Pagination	
ISBN	0425200450
ISSN	
Price	
Identifier	
Publisher	Berkley Book
Publication Date	c1934
Edition	
UPC	
Local Notes	
<input type="button" value="Save Record"/>	

2. Add a second brief record, of your choice, to your selection list using the *Actions* menu on the selection list. (*Actions -> Add Brief Record*)
3. Create 2 copies for *Murder on the Orient Express* using the information below.
 - Leave the shelving location for the first copy blank.
 - Select a shelving location for the second copy.
 - Add "This copy replaces a damaged copy" as a note to the 1st copy.
 - Select a different fund for each copy
4. Create copies for your second brief record.
5. Enter 11 as the estimated price for *Murder on the Orient Express*.
6. Enter an estimated price for your second brief record.

7. Using any alert code add the following alert to *Murder on the Orient Express*:
 - “Part of the Agatha Christie Collection”
8. Add a note to your second brief record.
9. Mark your line items as ready for order. (*Actions -> Mark Ready for Order*)

Exercise 2 - My Selection Lists Part 1

1. Go to *My Selection Lists* and create the following selection lists. (*Acquisitions -> My Selection Lists*)

(Append the name of each list with your initials. This will allow you to distinguish your lists from others performing these exercises. ie. **Exercise Selection 2 JP**)
 - a. **Exercise Selection 2 XX**
 - b. **Selection Exercise 3 XX**
 - c. **Selection Exercise 4 XX**
2. Clone **Exercise Selection 2**. Name the new list **Selection Exercise 2**.
3. Delete **Exercise Selection 2**.

Exercise 3 – Selecting from the Catalogue

1. In the catalogue, do an ISBN quick search for 9781594744761.
2. In the *Title Details* view select *View/Place Orders* from the *Actions for this Record* menu.
3. Find three other bibliographic records in the catalogue and add them to **Selection Exercise 3** using *View/Place Orders*.
4. Using the *Load Catalog Record IDs* interface, load the provided file - selection_exercise_ids

(*Acquisitions -> Load Catalog Record IDs*)
5. Select two of the records and add them to **Selection Exercise 3**.
6. Add copies, notes, alerts, and estimated prices to each line item.

Exercise 4 – Selecting from Outside Sources

1. Perform a MARC Federated search for each of the following records and add them to **Selection Exercise 4**.
(*Acquisitions -> MARC Federated Search*)
 - a. ISBN: 9781455500291
 - b. ISBN: 0140441581
 - c. ISBN: 019283259X
 - d. ISBN: 0226307867

Use Evergreen, Outlook Online, and Vancouver Public Library as your search sources and limit the *Hits per Source* to 5.

2. Using the *Load MARC Order Records* interface, load the provided file - selection_exercise_marc
(*Acquisitions -> Load MARC Order Records*) – **this function requires Acq Purchaser or Acq Admin permissions**
3. Add the records to **Selection Exercise 4**.
4. Add copies, notes, alerts, and estimated prices to each line item.

Exercise 5 – My Selection Lists Part 5

1. Go to *My Selection Lists* and merge **Selection Exercise 1** and **Selection Exercise 3** together. Use **Selection Exercise 1** as the lead selection list.
2. **Selection Exercise 1** should now contain 8 line items in total.

Detailed instructions for performing all the tasks above can be found at <http://docs.sitka.bclibraries.ca/Acq/current/html/>