



Sitka

Enhanced On Order Records and Shelf Ready Items

(for Acquisitions Libraries)

Enhanced On Order Records - Available from ULS and Whitehots

Enhanced On Order Records include holdings information in a 9xx field. This information can be used by Evergreen to create your line items and add quantity, fund, price, shelving location, and circulation modifier information to them.

Basic Workflow

1. Library creates a cart on the vendor's website and adds the desired items to the cart.
2. Using the drop down menu the library selects the relevant item template for each item.
3. Library downloads the MARC records from the vendor's website and then clears the cart.
4. Library uploads the MARC record file into Evergreen using the Load MARC Order Records interface.
5. Evergreen loads the records and creates a purchase order with line items that contain the correct number of copies, fund code, and price (*and optionally shelving location and circulation modifier*)
6. Library adds any additional information and activates the purchase order.

Note:

- There is no extra cost for Enhanced On Order Records
- Multi-branch libraries will need to select their top 30 most used items templates

Shelf Ready Items - Available from ULS and Whitehots

In addition to everything you get with Enhanced On Order Records, Shelf Ready Items arrive at your library with their processing done and ready to go on your shelf. When Shelf Ready Items are sent to your library a file of matching full MARC records are sent to the Co-op for loading. These full records include the barcodes for your items. When you physically receive the items you will open Evergreen to review the invoice, mark the items as received, check them in and then shelve them.

Note:

- There are additional costs for Shelf Ready Items