



**Sitka**

---

# Enhanced On Order Records and Shelf Ready Items

## **Enhanced On Order Records** - Available from ULS and Whitehots

After you place an order on your vendor's website the vendor will send Co-op support a file of brief MARC records with holdings information (Enhanced On Order Records) for the titles you ordered. Enhanced On Order Records include holdings information (quantity, owning library, shelving location & circulation modifier) in a 9xx field . Co-op support loads these files to create On Order copies in the catalogue for your library.

### 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 completes order by a set time. (EOD Tuesday)
4. Sitka staff get a consolidated on-order file that is loaded centrally once a week. (Thursday)
5. Library receives box of materials
6. Library updates the On Order copies
  - a. Library catalogues & processes the item

### Note:

- There is **no extra cost for Enhanced On Order Records**
- On-order records are in the system right after ordering allowing staff or patrons to place holds

## **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 all you need to do is check them in and then shelve them.

### Note:

- There are **additional costs for Shelf Ready Items**
- We recommend that you scan all Shelf Ready Items into Item status to confirm the item attributes are correct and complete