



Shelf Ready Specifications

Whitehots

Shelf Ready Items

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.

Shelf Ready Specifications

All libraries agree on standard processing specifications, but each can have local shelving locations, circulation modifiers, and call numbers. The per item price includes cataloguing (both on-order records and full MARC records with item level information) and processing.

Processing includes the following:

- Mylar jacket covers for hardcover books with dust jackets
- Spine label, attached to spine, with bottom of label 1/2 inch from bottom, 14 pt Arial font for all labels with exception of large print label using 18 pt Arial font, with protective cover if not using a mylar cover. Spine label 2x4 cm, with call number put at bottom of label.\
- Smart barcode (1.5 x 5 cm) with item title, call number and owning library, placed on upper centre front cover, with protective cover, if not using mylar cover. Note that if the placement of barcode covers the title or author then adjust so the barcode is placed anywhere in the top 1/3 or so of the book as long as it doesn't cover critical information.

Pricing

- Print (paperback without mylar/dustjacket) = \$1.35 + \$0.87*
 - *\$0.87 is charged for each English language Marc record
- Print (hardcover with mylar/dustjacket) = \$2.55 + \$0.87*
- Audiobook = \$5.44 + \$0.87* + cost case/binder
 - + cost of case depending on # of discs
- **Security can be applied at an extra cost**
 - Pricing for security can be obtained if requested

Detailed 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 MARC 9xx records from Whitehots Website
4. Library uploads MARC 9xx records via Load MARC Order Records
 - a. <http://docs.sitka.bclibraries.ca/Acq/current/html/marc-order-records.html>
5. Library activates Purchase Order -> order is sent to Whitehots via EDI
 - a. This creates On Order copies in the catalogue
6. Library clears cart / deletes order from Whitehots website
7. Vendor ships processed materials to the library (can include barcode, spine label, property stamping, mylar covers, security or rfid and more)
8. Vendor sends consolidated file to Sitka staff for centralized loading of full MARC records and item records.
9. Library receives box of materials.
10. Staff scan in barcodes to bring up the item record
<http://docs.sitka.bclibraries.ca/Sitka/current/html/circulation-item-status.html>
 - a. Check to make sure the item is in status = "In process"
 - i. Very important -> if the item still says 'On order' wait 48 hours and try again
 - ii. If the item still shows "On order" after 48 hours email **sitka@bc.libraries.coop**
 - b. Retrieve EDI Invoice
 - i. Using the paper invoice included with the shipment -> Search for "Vendor Invoice ID"
 - ii. <http://docs.sitka.bclibraries.ca/Acq/current/html/invoice-search.html>
 - c. Mark Line Items as received
 - i. <http://docs.sitka.bclibraries.ca/Acq/current/html/receive-invoice.html>
 - d. Verify invoice totals - edit EDI invoice to match paper invoice
 - i. Prorate Charges
 - ii. Save & Close the invoice
 - iii. <http://docs.sitka.bclibraries.ca/Acq/current/html/pay-invoice.html>
 - e. Check the completeness of the item attributes
 - i. Barcode
 - ii. Call number
 - iii. Shelving location
 - iv. Circulation modifier
 - f. Check in the item to make it available for circulation.