

YBP/PROMPTCAT WORKFLOW

Procedures Manual

rev. 3/30/09

YBP Provisional Bib/Purchase Order Records

When we place orders with YBP on our -11, -12, or -60 accounts via GOBI, YBP generates an Electronic Order Confirmation Record (EOCR) for each title. A local script picks up any new files around 6:00 p.m. daily and loads them into our catalog using bulk import rule “YBP/EOCR”. This loads them as bibliographic and holdings records, with a single multi-line purchase order.

On a daily basis, check to see if there were any of these purchase orders created the previous day. The quickest search is to look for any purchase order with a status “Pending”. Or look for the purchase order number reported by our script in our YBP email folder. Change the purchase order status from Pending to Approved. This will keep our order records up to date and provide the correct information to our readers.

The EOCR records carry two types of information: the bibliographic description and the order details. They get mapped to the MARC record as follows:

Leader = <all defaults>
008 = <all defaults>
020 \$a ISBN
024 \$a YBP order key
037 \$a YBP UID
100 \$a Author
245 \$a Title
250 \$a Edition statement
260 \$a Place of publication \$b Publisher \$c Year of publication
490 \$a Series statement
980 \$b List price \$g Quantity \$c ISO currency code
981 \$b Fund code \$c Location
982 \$b subaccount number \$c Item PO number* \$d Binding \$e Initials \$f Order note#1 \$g Order note#2
984 \$a Date order received \$b Time order received \$c vendor code (YBP)
985 \$a Local data#1 \$b Local data#2
993 \$a Volume number

* In practice, 982 \$c is used as the local note field since it prints on the invoice.

If we get notified by the vendor that a particular title is delayed, add this information to the note area on the appropriate line item of the purchase order. If it becomes apparent that the order might not get fulfilled or is cancelled, change the receipt status on the corresponding line item to “cancelled” and suppress the corresponding bibliographic record(s) from displaying to the public.

OCLC Records

Based on information provided by YBP, OCLC pulls together a corresponding file of MARC bibliographic records. A local script looks for and loads these records into our catalog on a daily basis using the bulk import rule PROMPT (which overlays the provisional YBP EOCR record with an OCLC record). The content of these records are the full OCLC bibliographic record, plus:

024 \$a YBP order key
037 \$a YBP UID
949 \$h Location \$i Barcode number \$v Volume number
980 \$b List price \$g Quantity
981 \$b Fund code
982 \$b subaccount number \$c Item PO number* \$f Order note#1
985 \$a Local data#1 \$b Local data#2

We automatically load these full bibliographic records into our catalog as soon as they are available to ensure that this step is done and out of the way before the actual books arrives.

Meanwhile YBP pulls together our shipment of books. For those getting full physical processing YBP will plate, stamp, security strip, bind, and barcode the volume. Based on the information provided by OCLC, YBP will also print and attach an appropriate spine label.

When the shipment is finished, YBP posts an electronic copy of the invoice to their server. We have a daily script that loads these invoices into our Voyager "Incoming EDI" buffer.

Receiving YBP Shipments

When a shipment has come in:

1. Unpack, sort, and verify that the shipment is complete.
2. Flag any rush books as identified on the invoice.
3. Load the corresponding electronic EDI invoice from the Voyager EDI Incoming buffer into the database proper and correct any unlinked line items and charges. Approve the invoice when complete. Print voucher/check request if needed.
4. Add any special bookplates to the volumes.

Continue the process by pulling out any cataloging problems:

1. Books without spine labels and multi-volume books should be forwarded to cataloging. You may also find it useful to sort Quarto, Reference, and Hold & Notify books at this point (see 'Special Situations' below).
2. Go through the books, calling up each bibliographic record via the invoice or using the barcode number in a general keyword search.
 - a. Editing the bibliographic record.
 - Check the title to be sure the book matches the record.
 - Delete all fields within the 900-999 range.
 - Delete any 650 fields that do not have a second indicator of 0.
 - On the System tab, check the "OK to export" box and then "Save to DB".
 - b. Call up holdings record.
 - Use "CTRL/N" to automatically insert the call number. Verify it against spine label and "Save to DB".
 - If the call numbers in the MFHD and spine label don't match, forward the book to cataloging.
 - c. Create an item record. Enter barcode on book in appropriate box and save changes.

Special Situations

Is the book over 28 cm. high and going into Main? Prefix the call number with |k QUARTO and cross out its call number label to force it to be relabeled.

Book going into Reference? Use item type Restricted instead of Standard.

Book attached to a bibliographic record describing a multi-volume set? Change holdings record type code to "v". Enter summary holdings in 866 field of holdings record and item enumeration on item record(s).

Additional Rush/Holds from patron-initiate holds may identify themselves as you create your new item records. Note this on an appropriate slip and leave it sticking up from behind the title page for our Circulation staff.

Sorting

- Completed books can be brought directly to Circulation. Leave any Rush/Hold volumes on Charles Rua's desk.
- Books needing their labels retyped can be put on the labeling booktruck.
- Any other questions should be noted and the book left with an assistant cataloger.