Orders through Polaris

SALS orders/ SALS receives (1,000 titles/yr)

Library completes order card, sends to SALS via mail or email

SALS sorts cards by vendor

Create PO in Polaris

Search title in Polaris by ISBN

ISBN match found?

Yes

Enter destination, price, qty, material type, collection, fund

Another title to order?

No

No

No

No

Yes

Library searches title in Polaris

Library searches Polaris for bib record

Bib found?

No

Library creates bibs?

Yes

Send message to SALS to create bib record (600/yr)

SALS finds or creates bib record

SALS notifies library that record is available

Library searches title in Polaris

Order from Midwest?

No

Place order on Midwest web site

Download MARC records for order, email to SALS

SALS loads MARC

Records match in Polaris?

Yes

No

Attach order data to existing record

Library releases PO, encumbering funds and creating on order items

Notify library that PO is created

Populate PO

Load new record and order data

Library releases PO, encumbering funds and creating on order items

END until receipt
Receiving and Invoicing

START

Search order in Polaris

Materials shipped to SALS?

No → Local library processing

Yes → Polaris invoice total = vendor total?

No → Check for input error

Yes → Distribute processing charges

Error: refer to manager

No → Received from B&T?

Yes → Verify electronic invoicing information

No → Enter invoice information as needed

Another title to receive?

Yes → Edit receipt info to invoice

No → End receiving and invoicing
Processing and Cataloging

START

Sort materials on truck by destination

Stamp ownership on each item

Add tag to material

Security strip needed?

Yes

No

Search all keyword indexes

Scan ISBN

Yes

No

Title found?

Yes

No

Record contains 099/082?

Yes

No

Copy call number to 092

Record contains 092?

Yes

No

Additional edits needed?

Yes

No

Another title to be cataloged?

Yes

No

Print spine labels

Link to on order item record

Order attached to correct bib?

Yes

No

Correct bib control # in item

Link to PO

Edit call number in item record as needed

Found?

Yes

No

Create spine label

Error: troubleshoot

Copy call number to 092

Edit as needed
1. Move materials to processors
   - Processors apply spine labels and mylar and/or security tags as needed
   - Sort and box books for delivery
   - END

2. Error: Troubleshoot

3. Browse subject
   - Subject found?
     - Yes: Identify appropriate call number
     - No: Search other databases
       - Subject found?
         - Yes: Identify appropriate call number
         - No: Search additional sources (OCLC, etc.)

4. END
Unpacking

START

Count number of boxes received

All boxes received?

Yes

Search for packing list or invoice

Found?

Yes

Unpack items

Item damaged?

Yes

Set aside

No

Count items by title and match to packing list or invoice

Match packing list or invoice?

Yes

Error: Troubleshooting

No

Alphabetize by title on cart

END