Unpacking

START

Count number of boxes received

All boxes received?

Search for packing list or invoice

Found?

Unpack items

Item damaged?

Set aside

Count items by title and match to packing list or invoice

Match packing list or invoice?

Error: Troubleshooting

Yes

Yes

Yes

No

No

No

Yes

Count items by title on cart

Alphabetize by title on cart

END
Orders through Polaris

Library orders/SALS receives

Library searches Polaris for bib record

Bib found?

Yes

Send message to SALS to create bib record

SALS finds or creates bib record

SALS notifies library that record is available

Library searches title in Polaris

Another title to order?

No

No

No

Another title to order?

No

No

No

No

Search title in Polaris by ISBN

ISBN match found?

Yes

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

Records match in Polaris?

Yes

Download MARC records for order, email to SALS

SALS loads MARC

Populate PO

Attach order data to existing record

Library releases PO, encumbering funds and creating on order items

END until receipt

Library receives

Order from Midwest?

Yes

Place order on Midwest web site

No

Order from Midwest?

No

Download MARC records for order, email to SALS

SALS loads MARC

Populate PO

Attach order data to existing record

Library releases PO, encumbering funds and creating on order items

END until receipt

SALS notifies library that record is available

Library searches title in Polaris

Order from Midwest?

Yes

Place order on Midwest web site

Download MARC records for order, email to SALS

SALS loads MARC

Load new record and order data

Populate PO

Attach order data to existing record

Library releases PO, encumbering funds and creating on order items

END until receipt

Library creates bibs?

Yes

Send message to SALS to create bib record

SALS finds or creates bib record

SALS notifies library that record is available

Library searches title in Polaris

Another title to order?

No

No

No

SALS loads MARC

Load new record and order data

Populate PO

Notify library that PO is created

Library releases PO, encumbering funds and creating on order items

END until receipt

SALS finds or creates bib record

Records match in Polaris?

Yes

Download MARC records for order, email to SALS

SALS loads MARC

Load new record and order data

Populate PO

Notify library that PO is created

Library releases PO, encumbering funds and creating on order items

END until receipt

SALS notifies library that record is available

Library searches title in Polaris

Another title to order?

No

No

No

Yes

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

Another title to order?
**Receiving and Invoicing**

START

Materials shipped to SALS?

Yes → Search order in Polaris

No → Local library processing

END SALS activity

1. Received from B&T, Midwest Tape or Ingram?
   - Yes → Polaris invoice total = vendor total?
     - Yes → Distribute processing charges $.75 per book $2 per av
     - No → Check for input error
   - No → “Pay” invoice in Polaris

2. Error found?
   - Yes → Correct error
     - Yes → Produce packing slip report
     - No → Move to stamping table

- Enter invoice information as needed
- Verify electronic invoicing information
- Edit receipt info to invoice
- Another title to receive?
  - Yes → 2
  - No → 1

Error: refer to manager

Local library processing
1. Processors apply spine labels and mylar and/or security tags as needed
2. Error: Troubleshoot
3. Browse subject
   Subject found?
   Yes
   Identify appropriate call number
   No
   Search other databases
   Subject found?
   Yes
   No
   Search additional sources (OCLC, etc.)
4. END