

## Policies and Processes for Ordering Media Materials

### Cataloging Module

1. Search title in Voyager for potential duplication.
  - By title or by ISBN.
  - If a dup is found, return request to selector with bib # information.
2. If no duplication, search OCLC for a representative bibliographic record.
  - If found, XPO appropriate record into Voyager.
3. Retrieve imported record.
  - Save to database and write down bib #.
4. Create MFHD.
  - Add 852 field with appropriate location and "On Order."
  - Save to database.
5. If no record is found in OCLC, create provisional record.
  - Use appropriate template for the different media.
6. Go to Acquisitions module.

### Acquisitions Module

1. Create new purchase order.
2. Fill in Header information.
3. Save.
4. Bring in line item by bib number.
5. Complete Quick line-item details box.
6. Enter any unique information concerning order in the notes field.
7. Example: CD-ROM accompanying volume.
8. Appropriate notes should be added to Header note field if it is a single-line item order.
9. If multi-line item order, add note to line-item tab box note field.
10. IMPORTANT: Imperative to also add note in requester field in the Quick Line-Item details box for Receivers.  
This note should read SEE NOTE. Receivers do not check any note field unless they see this message in the pop-up box.
11. Complete and approve Purchase Order.