Creating Purchase Orders in Voyager for Ebrary and EBSCOhost Ebooks Ordered from Yankee Book Peddler

This procedure supersedes all instructions created prior to December 6, 2012.

When ebooks are ordered from any vendor, a purchase order will be created immediately in Voyager. Waiting for full bibliographic records for Ebrary ebooks to appear in Voyager before a purchase order is created has not worked as I had hoped it would. I wanted to avoid creating purchase orders with manually entered line items but it is necessary to do this to keep track of expenditures in a timely fashion.

1. Order ebooks through YBP's GOBI interface. Assign purchase order numbers as you have been.
2. When you receive the order acknowledge from YBP, email copies of the acknowledgement to Stephanie Steely and Michael Weber.
3. Open both Voyager Cataloging and Acquisitions modules and create a purchase order.
4. In the Copies/Funds tab in the Detailed Line Item, use Ebrary Purchases or EBSCO E-Book KU Purchases as the intended location.
5. Prepare the remainder of the purchase order in the usual way following the instructions below depending on whether the ebooks were ordered from EBSCO or Ebrary.
6. Approve the purchase order and immediately create an invoice indicating that the items have been received.

EBSCO E-books
1. As the bibliographic records for ebrary ebooks come in to Voyager within a few days after they are ordered, wait a couple days and then use the full bibliographic records in the database to create purchase orders.

Ebrary E-books
1. Use the "template" function to create line items. Only complete the Title line. In all upper case letters, type the tile and subtitle and follow them with a double dash and an indication of whether the purchase was for a single or multiple user license.
   Ex. CHILD ABUSE: A GLOBAL VIEW – SINGLE USER EBOOK
   OXFORD HISTORY OF MEXICO – THREE USER EBOOK
   HARRY KALAS: BROAD CASTER FOR THE FIGHTIN' PHILS – MULTIPLE USER EBOOK

2. Use the MARC button to access the bibliographic records you created from the template and suppress both the bibliographic and holdings records so that they do not show in the public catalog.
3. Approve the purchase order and immediately create an invoice indicating that the items have been received.

S. Steely
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