

HANDLING RUSH ORDERS

The library has a special account with both Yankee Book Peddler and Baker & Taylor for rush orders. Titles ordered against these accounts are shipped separately so that they will not get lost among our general purchases. To speed receipt, paperback titles are not bound.

Steps for initiating a rush order:

- 1) Download bibliographical records from OCLC if available.
- 2) Create purchase order in Voyager as usual.
- 3) Import OCLC records or manually create line items setting Copies/Funds to the same funds used for general purchases. Enter a note with each line item to indicate that the order is a rush. For example: "Rush for A. Jones and notify when cataloged," or, "Rush for B. Smith and place on reserve."
- 4) Depending on the severity of the need, direct the vendor to expedite the order and charge the library for special handling.
- 5) Receive items in the normal manner.
- 6) Give items received to L. Breininger for rush cataloging. When cataloging is completed, she will take the items to Access Services.
- 7) Access Services staff Inform requesters that titles are available to pick or that the have been placed on reserve.

Rev.
8/31/07
S. Steely