

# Acquisitions

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# 1 **Policies**

## 1.1 **Collection Development Policy**

The Collection Development Policy of the Clayton State University Library can be found at:

<http://www.clayton.edu/Portals/546/docs/policies/2015/collectiondevelopment.pdf>

## 1.2 **General Acquisitions Policies**

Effective Date: September 1, 1987

Review Date: June 11, 2015

The Clayton State University Library acquisitions staff will endeavor to acquire unique resources needed to support the curriculum of the University and make those resources available to users in a timely manner. In addition the acquisitions staff will serve as good stewards of University funds adhering to policies and procedures established by the University Business Office.

## 1.3 **Selection of Vendors**

Effective Date: September 1, 1987

Review Date: June 11, 2015

It is the policy of Clayton State Library to select vendors that provide resources or services in a cost effective way that best supports the curriculum of the University. Selection of one vendor over another may be based upon: single source availability of materials, excellent customer service, unique services provided, discounted pricing, or fastest delivery.

## 1.4 **Interdepartmental Ordering**

Effective Date: September 1, 1987

Review Date: June 11, 2015

It is the policy of the Clayton State University Library that all orders against the library materials budget will be placed by the Acquisitions Assistant, the Head of Electronic Resources and Services, the Electronic Resources Librarian or the Head of Collection and Resource Management. In rare emergency circumstances it may be necessary for other Library staff members to place materials orders but this should be the exception and not the rule.

Under no circumstances should non-Library members of the University faculty and staff place orders to be charged against the Library materials budget.

### 1.5 Fund Accounting Policy

Effective Date: January 1, 1999

Review Date: June 11, 2015

It is the goal of the Clayton State Library to provide a balance of expenditures for library materials to support the curriculum of all departments of the University. To that end, at the beginning of each fiscal year, the Library materials budget is divided among the Colleges and Schools with a portion also set-aside for general purchases and binding which are charged to the Library fund. The department budgets may be used for the purchase of any materials provided by the Library including books, e-books, audiovisual materials, databases, other electronic resources and periodical subscriptions. Funds are tracked by both department and material type to provide better information on how the Library materials budget is expended. The Library reserves the right to redistribute the funds during the year based on need and faculty participation.

### 1.6 Ordering Policies

Effective Date: September 1, 1987

Review Date: June 11, 2015

Titles will be ordered based on the Library's [Collection Development](#) Policy and the availability of sufficient funding. It is the policy of the Collection and Resource Management Department to place all orders in a timely manner. As long as funds are available, orders should be placed as soon as possible after the receipt of an approved request.

It is Clayton State Library policy to follow guidelines established by the University [Procurement Office](#) when placing orders. When placing orders it is the policy of Clayton State University to use a University Procurement Card (PCard) as the method of payment whenever possible. The Collection and Resource Management Department follows this policy. As a state agency Clayton State University has tax exempt status for Georgia sales tax. It is the policy of the CSU Library to request tax exemption when placing orders that are subject to Georgia sales tax.

To avoid the necessity to cancel outstanding orders, it is the Collection and Resource Management Department policy to delay ordering titles that will not be published for more than six months. It is also the policy of the Department to limit

orders for out-of-print materials. Acquisition staff will attempt to locate and order out-of-print titles that are required by a faculty member and are otherwise unavailable.

### **1.7 Receiving Policies**

Effective Date: September 1, 1987

Review Date: June 23, 2015

It is the policy of the Collection and Resource Management Department to process the receipt of all materials in a timely manner. Ideally materials received will be checked in according to established procedures and the system updated within one week of receipt. Damaged, duplicate or defective items should be identified at the time of receipt and returned to the vendor as soon as possible.

### **1.8 Order Cancellation Policy**

Effective Date: September 1, 1987

Review Date: June 23, 2015

It is Collection and Resource Management Department policy to cancel orders that have not been filled in six months.

### **1.9 Accounts Payable Policies**

Effective Date: September 1, 1987

Review Date: June 23, 2015

The Collection and Resource Management Department will follow accounts payable policies established by Clayton State University [Procurement Services](#). Specifically requirements regarding check requests and reconciling purchasing card (p-card) statements will be adhered to. For most purchases the p-card is the preferred method of payment. A check request is normally used when the vendor does not accept payment via the p-card. A check request may also be used at the end of the fiscal year when the last date for p-card charges has passed. The p-card is issued to individual personnel who are responsible for its safe keeping and regulated usage. P-card statements must be reconciled monthly prior to the end of the billing cycle.

Accounts payable should be processed to meet the payment due date set by the vendor. Usually a vendor will expect payment thirty to forty-five days after the date of the invoice.

## 2 **Procedures**

Effective Date: July 1, 2008

Review Date: June 23, 2015

### 2.1 **Accounts and Purchase Order Numbers**

The Business Office designates budget account numbers. Those currently assigned include the following:

843200	Books
843210	Periodicals
843220	Microforms
843230	A-V Material
843240	Binding
843260	Standing Orders
843270	Online Resources

Library staff members assign purchase order numbers in Voyager. These purchase order numbers are for Library use only and are not used by the Business Office. The person creating the purchase order assigns the purchase order number. Purchase order numbers are composed of eight digits, with each portion of the purchase order number having a specific meaning. Part of the purchase order number designates the type of material being ordered. These numbers mirror the account numbers used by the Business Office

200	Books
210	Periodicals
220	Microforms
230	A-V Material
240	Binding
260	Standing Orders
270	Online Resources

An example of the Library purchase order structure follows:

08-200-150

- 08 This portion of the number represents the current fiscal year. Clayton State's fiscal year runs from July 1 through June 30. The fiscal year is identified as the year when the fiscal period ends. The purchase order number carries the last two digits of the fiscal year.

In this example, the fiscal year is from July 1, 2007 to June 30, 2008.

- 200 This portion of the number designates the type of material. It is based on the account structure used by the Business Office.
- 150 This portion of the number is an accession number. It is the portion of the number that makes each purchase order number unique. When assigning a purchase order number it is necessary to check Voyager to determine the last number assigned in the appropriate category. The new purchase order should be assigned the next consecutive number in the sequence. These numbers range from 001 to 999. The purchase order that would follow the number used in this example is 08-200-151.

Therefore, the purchase order number 08-200-150 tells us the following things:

This purchase order is for fiscal year 2008 (08)

It is for books (200)

It is the 150<sup>th</sup> order for books that was placed during FY2008 (150)

The next order for books should be assigned the purchase order number 08-200-151.

## 2.2 Voyager Ledger Procedures

At the beginning of the new fiscal year, a new ledger is created in the Voyager Acquisitions client to track expenditures from the materials budget for the fiscal year. The Library Director in consultation with the Head of Collection and Resource Management determines the allocation for each academic department on campus. The Head of Collection and Resource Management uses this information to build the fund accounts in the ledger.

The ledger includes three basic types of funds. These are:

■ Summary Funds

▲ Allocating Funds

● Reporting Funds.

The funds appear in an outline format. Voyager best practices require that the top level of the outline to be a Summary fund labeled ZZSummary. Summary funds are also used for Colleges and Schools within the University that have multiple

departments. Each department is assigned one allocating fund. The allocating fund contains the money that has been made available for expenditures in that department. In addition to the allocating fund, each department is assigned 6 to 11 reporting funds. These funds are used to report expenditures by the type of material purchased. See an example of the Voyager materials budget ledger below:

**Ledger - CSU Lib FY2009**

File Fund Tools Help

Save [Icons]

**Ledger and Funds**

- CSU Lib FY2009
  - ZZ SUMMARY
    - College of Arts & Science
    - College of Info & Math
      - Information Technology
        - IT AV
        - IT BKS
        - IT MF
        - IT OR
        - IT PER
        - IT SO
      - Mathematics
    - College of Prof. Studies
    - Gifts
    - Library
    - School of Business
    - School of Nursing
      - NUR AV
      - NUR AV-G
      - NUR BKS
      - NUR BKS-G

New Fund...

**Fund Name:** Information Technology  
**Fund Code:** IT  
**Fund Category:** Allocated **Fund Type:** Regular  
**Begin Date:** 07/01/2008 **End Date:** 06/30/2010  
**Institution ID:**  ☐ Expend Only

**Summary** | Override Rules | Transactions | Notes | Properties

Allocations		Commitments		Expenditures	
Original Allocation:	\$200.00	Total:	\$0.00	Total:	\$0.00
Increases:	\$3,000.00	Pending:	\$0.00	Pending:	\$0.00
Decreases:	\$0.00				
Net:	\$3,200.00				

**Balances**

Available:   
 Cash:

5:18 PM 04/16/2009

Many Voyager sites use fiscal period close and rollover to create a new ledger. Because Clayton State is unable to roll either surplus funds or open invoices to the new fiscal year, it has not been the practice of the Collection and Resource Management Department to use the rollover function. Instead CSU creates a new ledger each year.

The first step in creating a new ledger is to ask the System Administrator to create a new fiscal period. The new fiscal period should begin on the first day of the new fiscal year and end on the last day of the next fiscal year making the fiscal period 2 years long. This should provide ample time to complete work on any open purchase orders or invoices. It also allows anyone creating a new purchase order to copy a purchase order from the preceding year. If more time is needed, it is possible to extend the end date for the fiscal period. It is not possible to adjust the beginning date of the fiscal period.

After establishing the new fiscal period, it is possible to create the new ledger and assign the appropriate fiscal period. Then the process of building the ledger can begin. The ledger is given a name and a fiscal period. The first fund which

should be called ZZ Summary is created. Other funds are created to form an outline structure as illustrated above. Each fund is given a name and in most cases a fund code. A category of fund should be selected. Allocations are made to the allocating funds. Override rules should be established to determine if overspending on any accounts is allowed and by how much. In the most recent fiscal year accounts were established with an Over Commit and Over Expend Warning when the expenditures reached 100% of the allocation. Spending was blocked when the Over Commitment or Over Expenditure reached 125%. Allowing over commitments and over expenditures reduces the need to transfer funds during the year. Rarely do all accounts expend all funds allocated. Monitoring the Ledger at the close of the year prevents over expending the budget. See the example below.

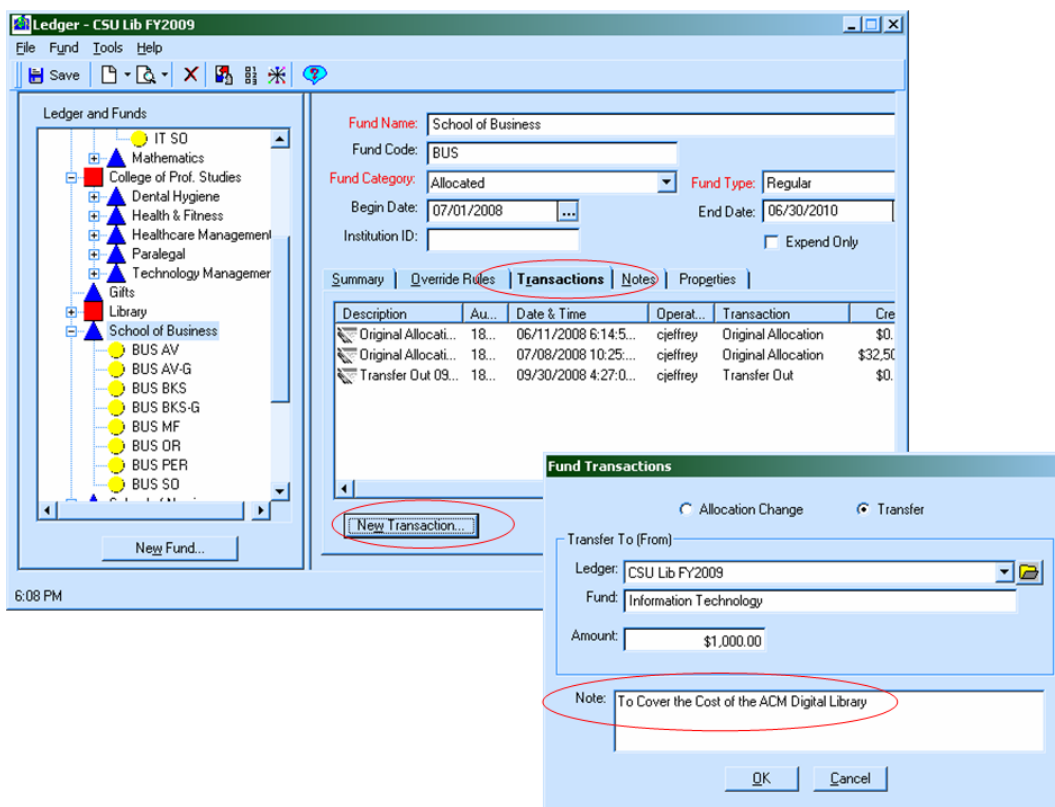
Each department is assigned 6-11 reporting funds. These track expenditures for the 6 main types of materials purchased by the Library as well as expenditures for books and audio visual materials to support graduate programs. A code for the material type should be added to the department fund code to create the name and fund code for the reporting funds. In the example above the Information Technology fund code is "it." The fund codes for the reporting funds in Information Technology are:

- it av - Information Technology Audiovisual
- it bks - Information Technology Books
- it ebks1 - Information Technology ebooks – one time purchase
- it ebksx - Information Technology ebooks – continuations



- it mf1 - Information Technology Microform – one time purchase
- it mfx - Information Technology Microform – continuations
- it or1 - Information Technology On-Line Resources – one time purchase
- it orx - Information Technology On-Line Resources - continuations
- it per1 - Information Technology Periodicals – one time purchase
- it perx - Information Technology Periodicals – continuations
- it ser1 - Information Technology Serials – one time purchase
- it serx - Information Technology Serials – continuations (i.e. standing orders)

If it is necessary to transfer funds from one allocating fund to another, this can be accomplished using the transactions tab. Click New Transaction to begin. It is good practice to include a note explaining why funds are being transferred. See the example below.



## 2.3 Selection Procedures

Materials added to the collection of the Clayton State University Library are selected by faculty members and by librarians. Librarians are assigned as liaisons to specific departments and assist the faculty in those departments in the selection of library materials to support their classes and research.

Faculty suggesting items for purchase are asked to mark their requests with priorities as follows:

- Priority 1: Needed for class assignments, essential for course-related work.
- Priority 2: Needed to meet information needs of students and faculty
- Priority 3: Desirable to purchase if funds permit. (These requests are sometimes held until the end of the fiscal year and ordered if funds are available at that time)

As long as funds are available, all items that are needed to support class assignments and essential course-related work will be purchased.

Faculty members can communicate their selections through the liaison to their department. Librarians select materials that support the curriculum of their assigned departments or the Library's general and reference collections by using reviews, catalogs, and Baker & Taylor's Title Source database.

## **2.4 Ordering Procedures**

### **2.4.1 Selecting a Vendor**

Vendors may be selected in several ways. At the present time, Baker & Taylor is the Library's primary book vendor and Ebsco Information Service is the Library's periodical vendor. The Library has a long standing relationship with both vendors and receives discounts on some orders. On-line ordering through the Internet is available from both. Baker & Taylor's Title Source and Ebsco's Ebsconet are both very useful. Amazon.com is also frequently used for book and AV orders.

Reasons for using Amazon rather than Baker & Taylor include: availability of title, better pricing and faster delivery. Ordering directly from the publisher particularly for electronic content is becoming more common. Other vendors may be used as needed in order to locate the content requested.

There are no clear-cut rules defining the circumstances that require an item to be ordered directly from its publisher rather than from a vendor. Many encyclopedias, scores, and audiovisual materials must be ordered directly from their publishers. Some items are also ordered directly from their publisher to obtain a discount or prepublication price. Materials issued by the United States and state governments usually must be obtained directly, as well. Some foreign press materials must be ordered directly from the publisher. However, there are vendors that do distribute foreign publications. Usually, if an item is ordered from a vendor that does not supply materials from the publisher involved, the Library is notified and the order can then be placed directly.

### **2.4.2 General Ordering Procedures**

Most requests for materials are initiated by the liaison librarians based on their familiarity with the needs of the department and requests from the faculty. The liaison may request firm orders for books, ebooks and audiovisual materials up to \$500.00 per title. Orders for individual titles costing over \$500.00 and all continuations must be approved by the director.

The actual orders for materials should be placed by the Acquisitions Assistant, the Electronic Resources Librarian or the Head of Electronic Resources and Services. In general other Library staff members should not place orders for materials. If a situation arises that requires another Library staff member to place an order for Library materials, then information about the order including the reasons that it had to be placed should be forwarded to the Head of Collection and Resource Management without delay.

As library materials are ordered, each item is counted for statistical purposes. There are two basic types of orders, firm orders and standing orders. Firm orders are used for titles that are ordered and received with no future shipments expected. Firm orders are typically used for monographic titles that are complete in one volume or a set number of volumes. Standing orders are used for titles that continue to be published over a period of time. Standing orders are used for serial titles which do not have a planned end or, occasionally, for monographs issued in parts which will be published over a number of years. No matter what type of order is involved, each title must be checked in Voyager before the order is placed with the vendor.

Every effort will be made to avoid ordering duplicate copies. Exceptions may be made at the discretion of the Liaison Librarian in charge of the subject area or the Director. Duplicate items that are identified as such prior to cataloging will be returned to the vendor. Early detection of duplicates is important as some vendors/publishers (for example Baker & Taylor) assess service charges on items returned after their specified grace period has elapsed.

Titles requested by faculty members will include the name of the faculty member as a requestor in the line item. At the beginning of each month a new materials list is prepared which lists titles that were processed the preceding month. One of the purposes of the New Materials list is to notify faculty members that requested titles have been received, cataloged and processed. The new Materials List includes a list by requestor that can be used for this purpose. In addition, copies of the new materials list will be sent to the Liaison Librarians each month to allow the Liaisons to notify all faculty members of new titles in their areas of interest.

The Library's on-line catalog will be checked for each item to be ordered to ensure that the title is not already in the collection or on order.

Clayton State University is exempt from Georgia state sales tax. A tax exempt form should be provided to all vendors. The Acquisition Assistant must insure that sales tax is not added to any orders placed for Library materials.

**P-Card.** The state issued purchasing card (p-card) is used to facilitate the order of library materials via internet, phone, or in person. At the CSU Library Collection and Resource Management Department, the p-card is issued to the Acquisitions Assistant. The card has a pre-determined credit limit which is set by the Clayton State University [Procurement Office](#). Within the credit limit, there is a daily amount that may be charged for purchases and/or payments. Currently, the credit limit on the Collection and Resource Management p-card is \$10,000.00 and the daily amount that can be charged is \$5,000.00

**Internet Orders.** When using the internet to place an order, care should be taken to insure the security of the transaction. The Acquisitions Assistant should verify to the extent possible that the web site is secure. The presence of a closed padlock as illustrated below is one method of verifying that the site is secure.



In addition to using secure sites, the Acquisitions Assistant should develop secure passwords. A password is more secure if it is at least 8 characters long, contains special characters, numbers and upper and lower case letters.

To place an order via the internet, the Acquisitions Assistant locates the items to purchase on a vendor's website. If it is the first time using the vendor, the Acquisitions Assistant may need to create an account. The item(s) are placed in a cart. Once shopping is complete, the Acquisitions Assistant should proceed to the check-out section to place the order with the vendor. If not done beforehand, an account will be created including a login username and password. Follow the vendor's instructions to create billing and shipping information and to enter the p-card data. Before completing the transaction, print a copy of the order to have on file in the event that an invoice is not received with the shipment. The order is submitted and a confirmation/order number is sent via email or is available as a receipt. In either case, print a copy of the confirmation and attach to the copy of the order.

**Mail, phone, and fax orders.** Some vendors may prefer that an order be placed by phone, fax or mail. When placing an order by any of these methods, make sure to have all of the ordering information nearby. If placing an order by phone, it is possible to request that an invoice with the total cost of the order is included with the shipment. Sometimes the vendor will send an invoice separately from the item(s) before or after the shipment of the merchandise.

When placing an order by fax, email or mail, a brochure with an order form may be used if available.

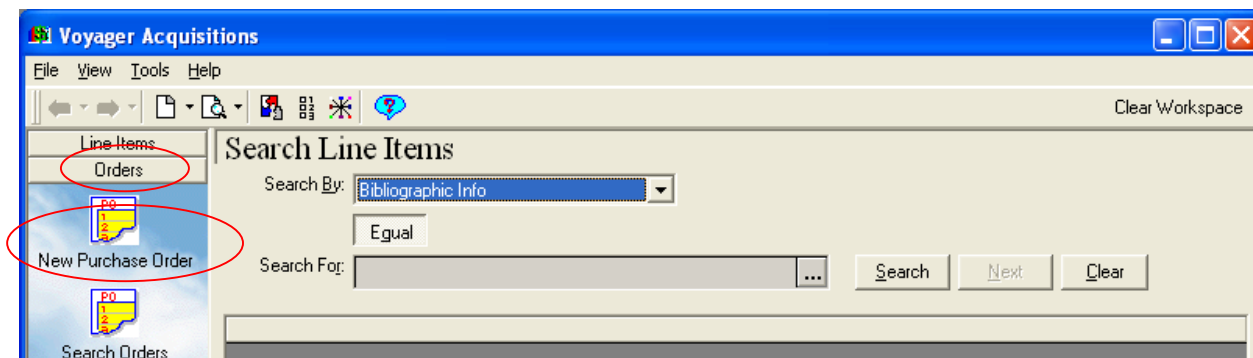
#### 2.4.3 Voyager Ordering Procedures

The Collection and Resource Management Department tracks expenditures from the materials budget with the Voyager Acquisitions Client. The Voyager

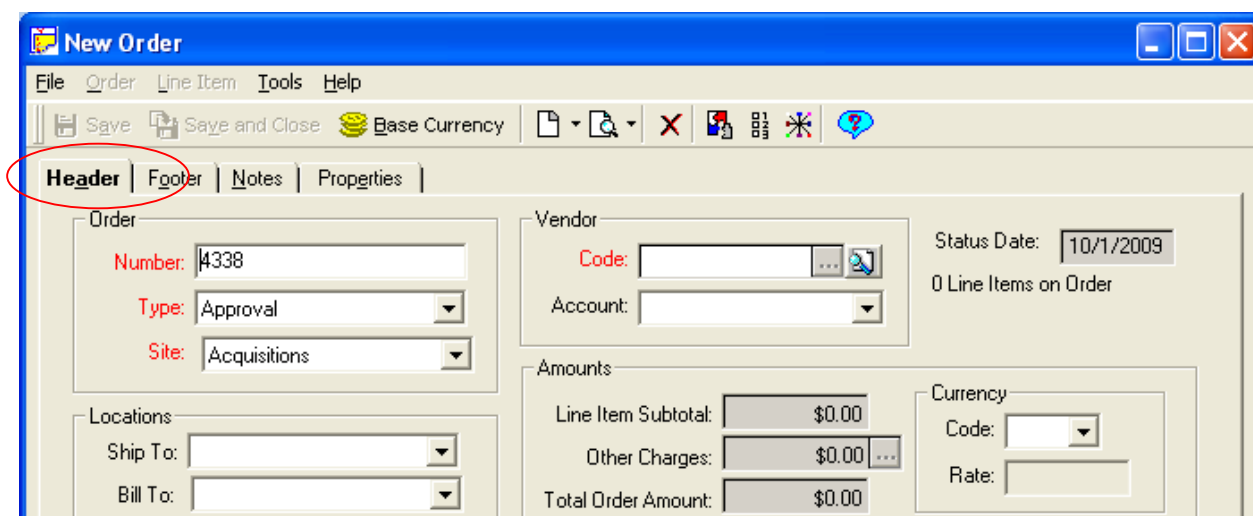
Acquisitions Client uses three primary record types to track expenditures. These are purchase orders (POs), line item records, and invoices.

The first step in the Voyager ordering process is the creation of a purchase order. Purchase orders can be created by copying previous purchase orders or by creating a new purchase order. Copying a purchase order is used primarily for volumes received on standing order. For more information about this process see the section of this manual on [Standing Order Receiving Procedures](#).

To create a new purchase order, select “New Purchase Order” from the Orders Menu.



Clayton State does not use the automatically generated purchase order number. The first step in the purchase order process is to create an [appropriate purchase order number](#) and then complete the required information in the Header Tab including Type, Site, Ship To, Bill To, and Vendor Code fields.



Type will usually be Firm Order. Continuation and Gift are also used. Site, Ship To and Bill To will always be “Acquisitions”. The Vendor Code will be determined by the source of the items to be ordered. If the vendor code is unknown, click the magnifying glass next to the vendor code box. This action will open a vendor

search box. It is possible to search by vendor code, vendor name or vendor type. The “Condition” field sets the parameters for the search and can be “greater” “less” or “equal”. Enter the terms for the search in the “Search For” area.

The screenshot shows the 'Select Vendor' window. At the top, there's a 'Select:' dropdown with 'Vendor' selected. Below it is a table with four columns: 'Search By', 'Condition', 'Search For', and 'Operator'. The 'Search By' dropdown is open, showing 'Vendor Code', 'Vendor Name', and 'Vendor Type'. The 'Condition' and 'Search For' fields are highlighted with a red oval. The 'Operator' field is also visible. To the right of the table are 'Search' and 'Clear' buttons. Below the table is a 'Search Results' section with a list box.

Once the vendor has been added to the PO, the PO can be saved. After saving the PO, the next step is to add line items for the titles that are being ordered. Line items can be imported from the B&T Title Source 3, added through a search of the online catalog or entered using a template.

The screenshot shows the 'Purchase Order: 4362 - [Pending]' window. The 'Header' tab is active. The 'Order' section has fields for 'Number' (4362), 'Type' (Firm Order), and 'Site' (Acquisitions). The 'Vendor' section has 'Code' (bt) and 'Account'. The 'Amounts' section shows 'Line Item Subtotal' (\$0.00), 'Other Charges' (\$0.00), and 'Total Order Amount' (\$0.00). The 'Currency' section shows 'Code' (USD) and 'Rate' (1). The 'Locations' section shows 'Ship To' (Acquisitions) and 'Bill To' (Acquisitions). At the bottom, there are buttons for 'Add Line (Bib Search)', 'Add Line (Bib Import)', 'Add Line (Template)', 'Delete Line', 'Quick Line Item...', 'Detailed Line Item...', and 'MARC...'. The 'Add Line (Bib Search)' button is highlighted with a red oval.

Once the line item has been added and the purchase order has been saved, the line item can be edited. To edit a line item select the line item and choose <Detailed Line Item>. This action will open the line item record.

**Purchase Order: 4362 - [Pending]**

File Order Line Item Tools Help

Save Save and Close Approve Base Currency

**Header** | Footer | Notes | Properties | Vendor History

Order Number: 4362 Vendor Code: bt Status Date: 10/22/2009  
 Type: Firm Order Account: 1 Line Items on Order  
 Site: Acquisitions

Locations: Ship To: Acquisitions Bill To: Acquisitions

Amounts: Line Item Subtotal: \$0.00 Currency: USD  
 Other Charges: \$0.00 Code: Rate: 1  
 Total Order Amount: \$0.00

Line #/Status	Title	Price (Adjustments)	# of Copies	Location	Fund	Line
1 / Pending	This is a test.	\$0.00	0			

Add Line (Bib Search) Add Line (Bib Import) Add Line (Template) Delete Line Quick Line Item Detailed Line Item...

**Line Item - This is a test.**

File View Tools Help

Save Save and Close

Problems Claims Properties Delivery Options Notes Order Payment History Receive/Mark

**Bib Record** Price Copies/Funds Copy Status Type

Title: This is a test.  
 Author: Jeffrey, Cathy.  
 Edition:  
 Publisher: Library of America  
 Place: New York: System No: 65091  
 Date: LCCN: 68022270 //av dvd?  
 Series: Harper torchbooks Bib Record ID: 65091

Check the Standard Number you wish to appear on the printed Purchase Order

ISSN: GPO Stock Number: Publication Number: 681 .IG  
 CODEN: Std Technical Report No: Change Bib Record MARC... Save

Select the Copies/Funds tab from the item record. This action will open the Copies and Funds window. Enter the intended location, the number of copies (usually 1) and select the appropriate holdings in Link to holdings. The ship to: box should specify Acquisitions. In the Ledger field use the drop down menu to select the correct ledger. Usually this will be the ledger that corresponds to the current fiscal year. Finally enter the appropriate fund code. The available fund codes can be found in the ledger that is being used for the item. In acquisitions select the Ledgers and Funds menu and then Search Ledgers using the appropriate fiscal year.

The screenshot shows the 'Line Item - This is a test.' window with the 'Copies/Funds' tab selected. The 'Copies/Funds' dialog box is open, displaying the following information:

- Cost per copy: \$0.00
- PrePay per copy: \$0.00
- Intended Location: Circulating Collection
- # of Copies: 1
- Link to Holdings: Circulating Collection - PN1997 .J44 1969
- Ship To: Acquisitions
- Ledger: CSU Lib FY2010
- Fund: lib bks

The 'Add' button is highlighted in the bottom left corner of the dialog box.

After editing the Copies and Funds tab, open the Price tab. Enter the price of the item. Then select the Add button to add shipping and processing charges.

The screenshot shows the 'Line Item - This is a test.' window with the 'Price' tab selected. The 'Price' dialog box is open, displaying the following information:

- List Price: \$0.00
- Quantity: 0
- Line Item Total: \$0.00
- Total Adjustments: \$0.00
- Adjusted Price: \$0.00

The 'Add/Edit Adjustment' dialog box is also open, showing the following information:

- Charge Type: [Blank]
- Application Method: [Blank]
- Amount: \$0.00
- Adjustment: \$0.00
- Adjusted Price: \$0.00

The 'Add' button is highlighted in the bottom left corner of the 'Add/Edit Adjustment' dialog box.

Finally open the notes tab to enter any additional information about the item such as the volume number.

Save and close the item record. Once all item records attached to the purchase order have been updated and saved, the purchase order can be approved.



Before approving a purchase order review each line item for accuracy. Once the purchase order has been approved, it will be more difficult to change.

See [Firm Order Receiving Procedures](#) for information on creating and approving an invoice.

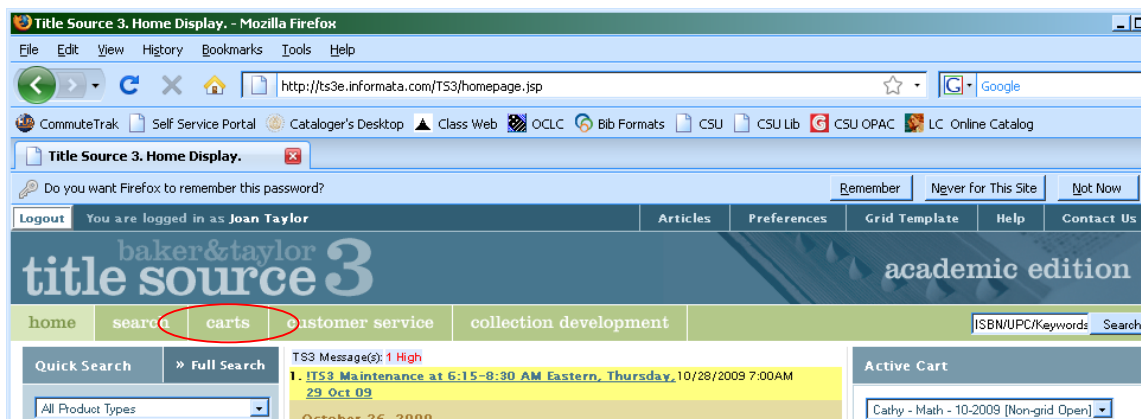
#### 2.4.4 Firm Orders

Firm orders are received in Collection and Resource Management in two primary ways. The first is as an order for a single title or a small number of titles. Typically this occurs when a faculty member needs a title urgently to use in a class. For this type of order, the Liaison Librarian will forward the approved request to the Acquisitions Assistant for purchase. Once the Acquisitions Assistant receives the order, he or she will search for the lowest price available and place the order.

The second type of firm order is initiated by the Liaison Librarians in consultation with faculty members from the department involved. This type of order is created to support the University curriculum and build the Library's collection. The Liaison Librarian will use the Baker & Taylor Academic Library interface to select materials to order. For instructions on this procedure, see the document titled: [Instructions for Using Baker & Taylor Title Source 3](#).

After selections have been made by the librarians the Baker & Taylor carts are transferred to the Acquisition Assistant's account to be downloaded into Voyager and placed on order. To begin this process open Title Source 3 and login to the appropriate account.

Click on the "Carts" button at the top of the display to open the cart list.



Locate the cart to be downloaded and from the "Select Function" menu choose "Download" then press the "GO" button.

#3	<input type="button" value="Select Function..."/> <input type="button" value="Go"/>	<input type="checkbox"/> <b>Clayton Science_74 11-15-2006</b> Status: <b>Build</b> Titles: <b>36</b> Total Qty: <b>36</b> Grid: <b>N</b> Total List \$: <b>2535.25</b> PO#: Total Est. \$: <b>2535.25</b> Account: <b>75030151 A/V</b> System Notes: <b>Cart sent from BTCL5</b>
#4	<input type="button" value="Select Function..."/> <input type="button" value="Go"/>	<input type="checkbox"/> <b>History - DJeffrey picks 3</b> Status: <b>Build</b> Titles: <b>29</b> Total Qty: <b>29</b> Grid: <b>N</b> Total List \$: <b>1977.14</b> PO#: Total Est. \$: <b>1964.96</b> Account: <b>U002993 General Funds Acct</b>
#5	<input type="button" value="Select Function..."/> <input type="button" value="Go"/>	<input type="checkbox"/> <b>Cathy - Math (Catalogs) - End-of-year 2008</b> Status: <b>Build</b> Titles: <b>19</b> Total Qty: <b>19</b> Grid: <b>N</b> Total List \$: <b>1237.06</b> PO#: Total Est. \$: <b>1220.52</b> Account: <b>U002993 General Funds Acct</b>
#6	<input type="button" value="Select Function..."/> <input type="button" value="Go"/>	<input type="checkbox"/> <b>ycarson\odm\nursingcareer\NCLEX-RN</b> Status: <b>Build</b> Titles: <b>200</b> Total Qty: <b>220</b> Grid: <b>N</b> Total List \$: <b>12343.92</b> PO#: Total Est. \$: <b>12209.03</b> Account: <b>Clayton State Univ (U445379)</b>
#7		<input type="checkbox"/> <b>ycarson\odm\nursingdiagnosis</b>

From the next screen Select "Marc Download" and then click the "Download" button.

**Title Source 3. Cart Download - Mozilla Firefox**

http://ts3e.informata.com/TS3/crtldload.jsp?cartid=6790806&DFunc=1

**BAKER & TAYLOR** Print | Close Window

**cart: download**

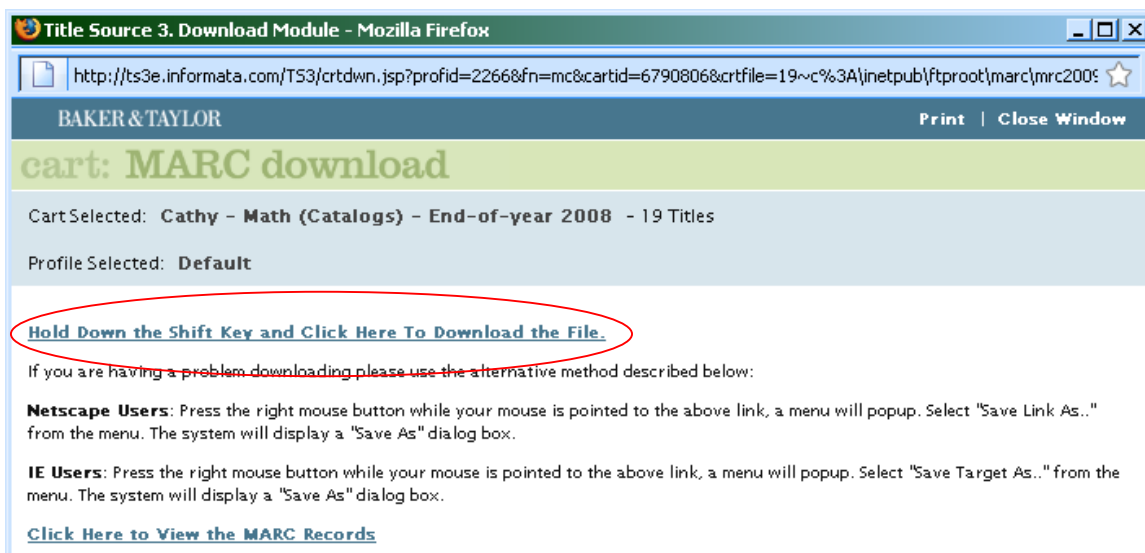
Cart Selected: **Cathy - Math (Catalogs) - End-of-year 2008**

Select the type of download you wish to perform by clicking one of the radio buttons below, then select the format of the download using the appropriate pulldown menu.

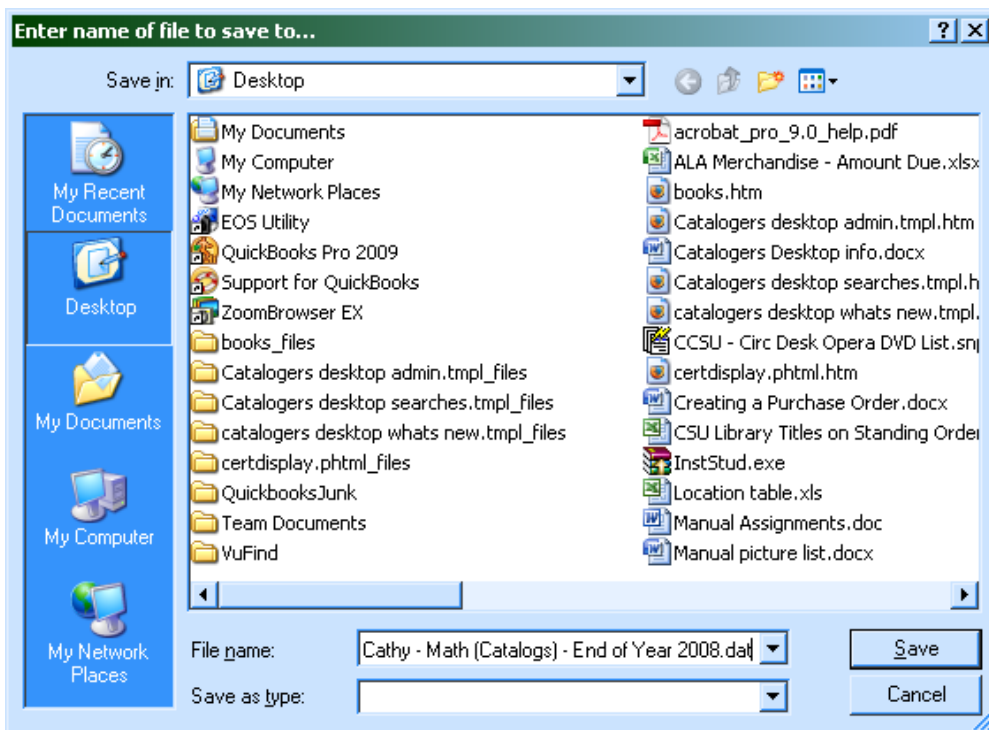
☐ **File Download**

☒ **MARC Download**

On the next screen click the link “Hold Down the Shift Key and Click Here to Download the File” (For some browsers a right click may be required. Follow the instructions on the page if problems occur.)

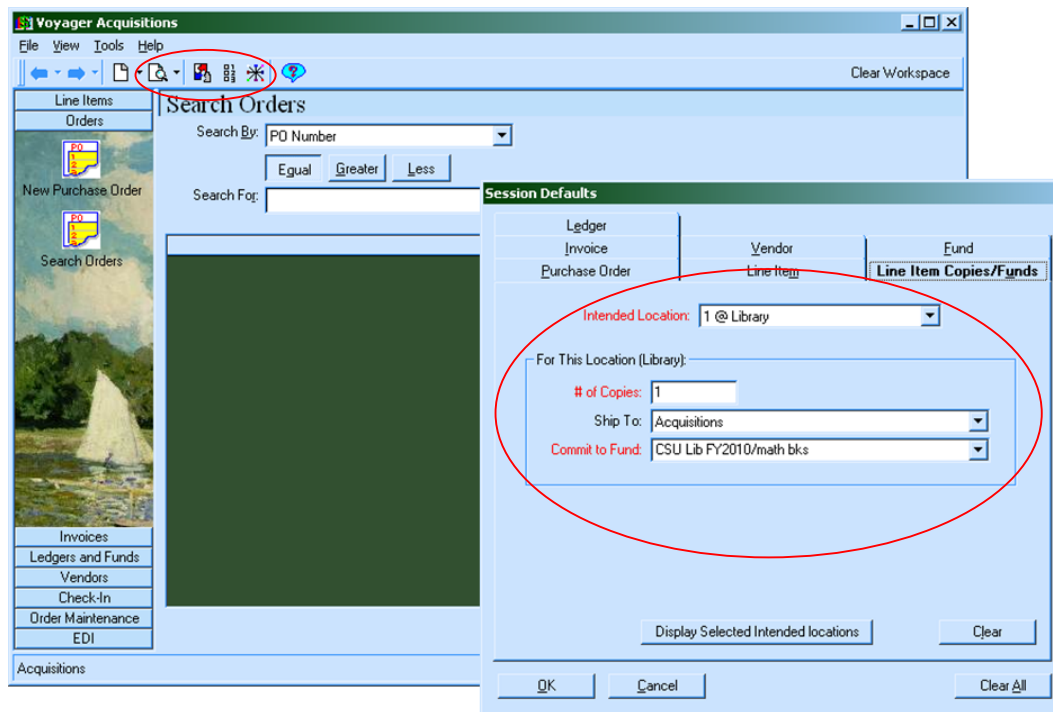


Save the cart. Depending on the browser used, the correct selection could be “Save File”, “Save Link As”, “Save Target As”, etc. When saving the cart it is good practice to save the cart to the same location each time. A folder on the C: drive can be set up for this purpose. Each cart will need a unique name that is easy to identify. A good practice is to continue to identify the cart by the name used in Title Source 3. Before saving the cart, change the extension to .dat.

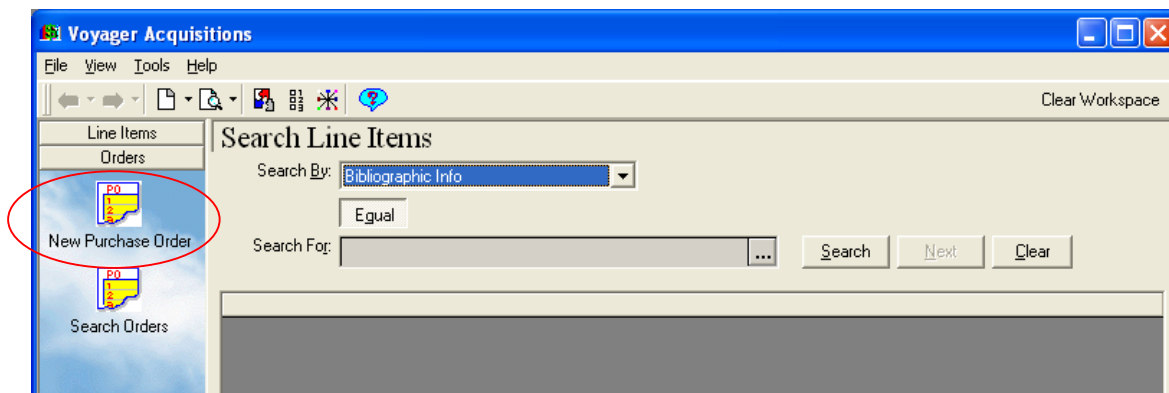


Once the download has been completed, a dialog box will appear with “Download Complete.” Click the “OK” button. Close the dialog box and exit the download screen. Logout of TS3 or minimize it. The records are now ready to upload to Voyager.

Open the Voyager Acquisitions module and set session defaults that are appropriate for this cart. These can include the name of the requestor, the fund code that will be charged, the number of copies, etc.

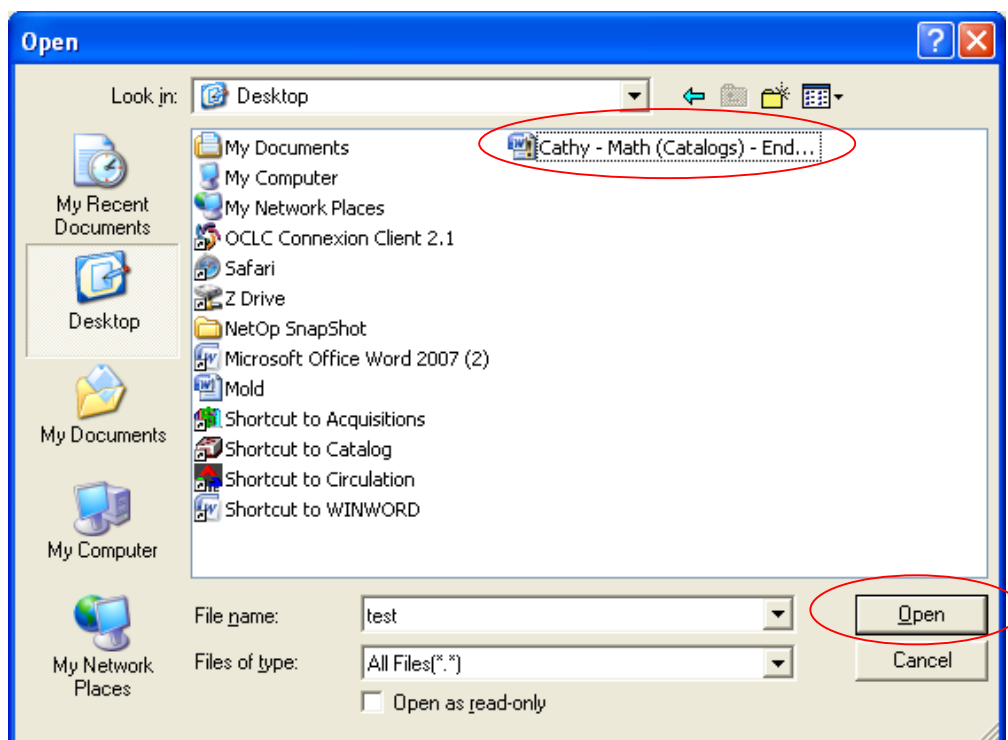


Select “New Purchase Order” from the Orders Menu and complete the information in the Header Tab of the new purchase order as described in the [Voyager Ordering Procedures](#) section.



After saving the purchase order, select the Add Line (Bib Import) button at the bottom of the screen.

Select the appropriate file and click Open



A list of records (titles) will appear. Make sure that the list is for the same number of titles that were in the cart. There is a counter just above the listing on the right.

To import the records, select all titles. Once all the titles have been highlighted, click the **Import** button. As the records are imported, each title will return to normal text. The import will be complete when the hour glass changes to a pointer. **\*\*\*If there are duplicates, a dialog box stating a duplicate exists will appear along with a question about adding the title. Select the “NO” option to prevent the addition of a duplicate title. Check the line items on the purchase order against the cart list in TS3 to find the title that was not added. The person who requested this title can be notified that the title is already available.\*\*\***

Click the close box near the bottom. The records should appear in the PO. The cost of each item will not carry over from the cart. It will necessary to manually enter the cost of each item.

#### 2.4.5 Standing Orders

New standing orders are infrequent. The Library Director will determine when it is appropriate to place a title on standing order. Some standing orders are placed with the publisher others can be placed through vendors like Baker & Taylor or Ebsco.

When a new standing order is initiated, firm order procedures are generally followed for the first volume of the title. As part of the ordering process, the vendor is asked to place the title on standing order. Once the title is on standing order new volumes will arrive automatically without an order being placed. When a volume on standing order is received, [Standing Order Receiving Procedures](#) should be followed.

### 2.5 **Receiving Procedures**

Shipments of new materials are delivered to the Collection and Resource Management Department daily. Cartons should be opened and materials unpacked as soon as possible after receipt. Packing lists should be verified against the contents of the boxes to be sure that all items were received. Each item should be checked for defects and placed on a shelf to await cataloging.

Once the procedures for processing receipt of the physical items have been completed, the Voyager Acquisition record should be updated to indicate that the item has been received. In the case of standing orders this procedure will include updating the check-in record for the title.

Damaged or duplicate items should be returned to the vendor or publisher as soon as possible. Many vendors have deadlines for accepting returned materials.

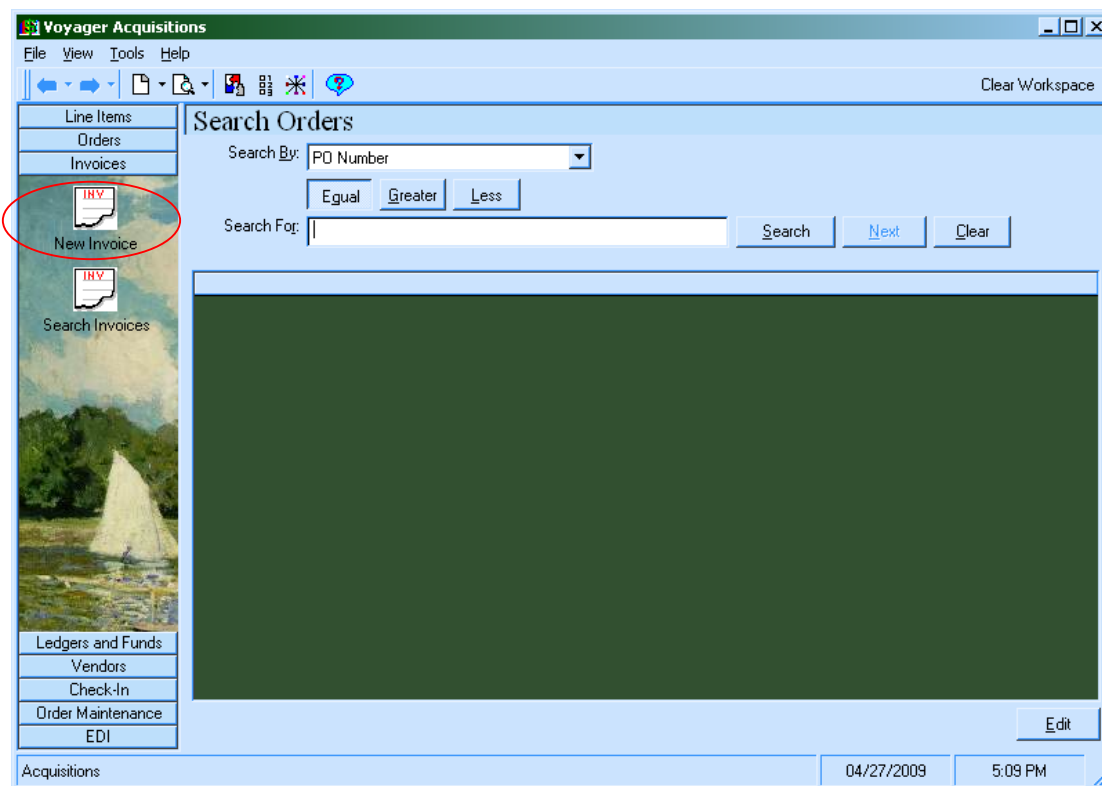
### 2.5.1 Firm Order Receiving Procedures

When receiving firm orders from a vendor, the Acquisitions Assistant unpacks the item(s) from the carton. Usually, an invoice or packing slip will accompany the shipment. If not, then one will be mailed separately. Materials should be removed from the box and checked against the invoice to insure that all items were received. Each item should be checked for damage or defect.

All books are placed on a shelf to await cataloging. The shelves are dated that materials will be processed in the order received. After receiving procedures have been followed, audio-visual materials should be forwarded to the Catalog Librarian.

The final step of the receiving procedure is adding the invoice to Voyager. Using the invoice from the vendor, the Acquisitions Assistant will create an invoice in Voyager.

Open the Voyager Acquisitions client and select “New Invoice” from the “Invoices” menu.



A new invoice will be created. The header of the invoice is completed by adding the invoice number from the paper invoice, the vendor code, purchase order number which is included as the “Voucher ID”, the date and the total amount of the invoice. After the invoice has been saved, the “Add Line from Order” button will be available. Select this button to retrieve the “Find Purchase Order” search box.

**Invoice: 1234 - [Pending]**

File Invoice Line Item Tools Help

Save Save and Close Approve Base Currency

**Header** Footer Notes Properties

**Invoice**  
 Number: 1234  
 Voucher ID: test  
 Date: 04/27/2009  
 Amount: \$100.00

**Vendor**  
 Code: bt  
 Account: [Dropdown]

Status Date: 04/27/2009  
 0 Line Items on Invoice

**Locations**  
 Bill To: Acquisitions

**Amounts**  
 Line Item Subtotal: \$0.00  
 Other Charges: \$0.00  
 Total Invoice Amount: \$0.00

**Currency**  
 Code: USD  
 Rate: 1

Add Line from Order... Delete Line Quick Line Item... Detailed Line Item... MARC...

Using the Find Purchase Order dialog box, enter information and retrieve the purchase order.

**Find Purchase Order**

Find Orders:

Search By	Condition	Search For	Operator
→ PO Number	equal	test	

Find Now  
New Search

☐ Invoice Against Any Vendor

Select an Order from which to Invoice:

Order Number	Vendor	Order Status	Order Date	Order Type	Order Site



From the results, select the appropriate purchase order and then select the “Display Line Items” button.

**Find Purchase Order**

Find Orders:

Search By	Condition	Search For	Operator
→ PO Number	equal	test	

☐ Invoice Against Any Vendor

Select an Order from which to Invoice:

Order Number	Vendor	Order Status	Order Date	Order Type	Order Site	Order ID
test	Baker & Taylor	Received Complete	08/23/2000	Firm Order	Acquisitions	458
test	Baker & Taylor	Received Complete	09/14/2000	Approval	Acquisitions	514

☐ Include Already Invoiced Line Items

Select the appropriate line item from the list and then select the Append/Receive button.

**Find Purchase Order**

Find Orders:

Search By	Condition	Search For	Operator
→ PO Number	equal	test	

☐ Invoice Against Any Vendor

Select Line Items/Copies to Invoice:

<input type="checkbox"/> Title	Qty.	Price (Adj)	Copies/Funds	Line Total	Line Type	Line Item Notes
<input checked="" type="checkbox"/> This is a test.	1	@ \$10.00	CCSU Lib Acq FY	\$10.00	Single Part	This is a test of th

An invoice has now been created in Voyager. Retrieve the invoice and edit the line items. Add or edit the price, fund code and any other necessary information. See the section on [Voyager Ordering Procedures](#) for more information on editing

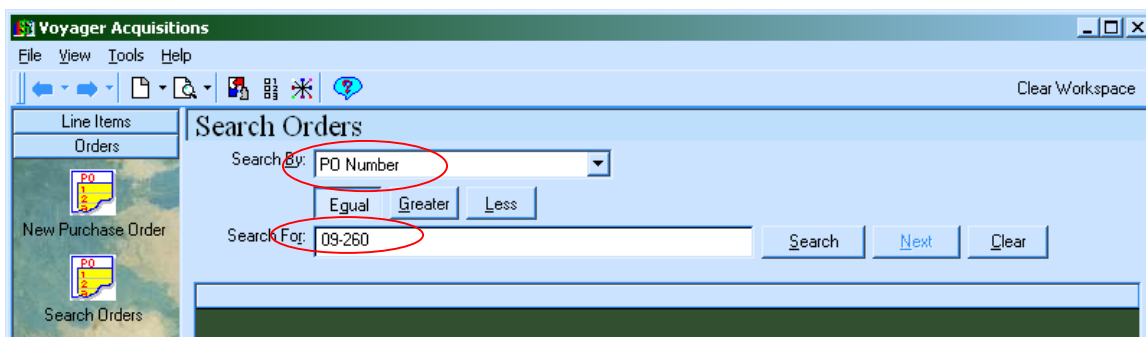
line items. When all line items have been updated the invoice is ready to be approved. Approving the invoice is the final step in the receiving procedure.

Alternatively, it is possible to use the procedure described below for standing orders when receiving firm orders. Each procedure has advantages and disadvantages. Which procedure is used is a matter of personal preference.

### 2.5.2 Standing Order Receiving Procedures

The acquisitions assistant is responsible for checking in and maintaining check-in records for volumes that are received on standing order. The acquisitions assistant will also be responsible for maintaining check-in records for titles that would appear to be periodicals because of their publication patterns, but are cataloged and classified in order to be placed in the reference collection. In general, items arriving in the Library from publishers and vendors will be checked in by Collection and Resource Management staff within one week of receipt.

When a volume is received on standing order a purchase order and invoice must be created. See the section on [Voyager Ordering Procedures](#) for information on entering a new purchase order in Voyager. One method of creating a purchase order that is particularly useful with standing orders is copying an existing purchase order. To copy an existing purchase order, open the Voyager acquisitions client and search for the title of the volume that has been received. In order to copy a purchase order it must have been entered in a currently active fiscal period. For this reason it is sometimes easiest to search the standing order POs for the current or previous fiscal year.



The result of this search is a list of all standing order POs for FY2009. By selecting the appropriate vendor it is possible to locate a recent purchase order that includes the new volume. In the example below, a purchase order of titles from Gale has been retrieved. Select Order and then <Copy Order with Components relinked> from the drop down menu.

**Purchase Order: 09-260-005 - [Received Complete]**

File Order Line Item Tools Help

Save Save and Close Base Currency

**Header** Footer Notes Properties Vendor History Related Invoices

Order

Number: 09-260-005  
Type: Continuation  
Site: Acquisitions

Vendor

Code: gale  
Account:

Status Date: 07/18/2008  
7 Line Items on Order

Locations

Ship To: Acquisitions  
Bill To: Acquisitions

Amounts

Line Item Subtotal: \$2,918.10  
Other Charges: \$0.00  
Total Order Amount: \$2,918.10

Currency

Code: USD  
Rate: 1

Line #/Status	Title	Price (Adjustments)	# of Copies	Location	Fund
1 / Received Comp	Classical and medieval liter	\$235.85 (-)	2	Reference Collectio	CSU Lib FY2009 / LANL S
2 / Received Comp	Drama criticism.	\$161.75 (-)	2	Reference Collectio	CSU Lib FY2009 / LANL S
3 / Received Comp	Nineteenth-century literatur	\$235.85 (-)	2	Reference Collectio	CSU Lib FY2009 / LANL S
4 / Received Comp	Poetry criticism : excerpts fi	\$176.95 (-)	2	Reference Collectio	CSU Lib FY2009 / LANL S

This will produce a new purchase order with all of the line items from the previous order included. Replace the automatically generated Order number with an appropriately configured order number and save the record to the database. See information in the [Accounts and Purchase Order Numbers](#) section for information on creating appropriate purchase order numbers.

**Purchase Order: 4360 - [Pending]**

File Order Line Item Tools Help

Save Save and Close Approve Base Currency

**Header** Footer Notes Properties Vendor History

Order

Number: 4360  
Type: Continuation  
Site: Acquisitions

Vendor

Code: gale  
Account:

Status Date: 10/22/2009  
7 Line Items on Order

Locations

Ship To: Acquisitions  
Bill To: Acquisitions

Amounts

Line Item Subtotal: \$2,918.10  
Other Charges: \$0.00  
Total Order Amount: \$2,918.10

Currency

Code: USD  
Rate: 1

Line #/Status	Title	Price (Adjustments)	# of Copies	Location	Fund
1 / Pending	Classical and medieval liter	\$235.85 (-)	2	Reference Collectio	CSU Lib FY2009 / LANL S
2 / Pending	Drama criticism.	\$161.75 (-)	2	Reference Collectio	CSU Lib FY2009 / LANL S
3 / Pending	Nineteenth-century literatur	\$235.85 (-)	2	Reference Collectio	CSU Lib FY2009 / LANL S
4 / Pending	Poetry criticism : excerpts fi	\$176.95 (-)	2	Reference Collectio	CSU Lib FY2009 / LANL S
5 / Pending	Shakespearean criticism : e	\$235.85 (-)	2	Reference Collectio	CSU Lib FY2009 / LANL S
6 / Pending	Short story criticism.	\$176.95 (-)	2	Reference Collectio	CSU Lib FY2009 / LANL S
7 / Pending	Twentieth-century literary c	\$235.85 (-)	2	Reference Collectio	CSU Lib FY2009 / LANL S

Add Line (Bib Search) Add Line (Bib Import) Add Line (Template) Delete Line Quick Line Item... Detailed Line Item... MARC...

Next, select and delete any line items that are not needed on the new purchase order.

**Purchase Order: 4360 - [Pending]**

File Order Line Item Tools Help

Save Save and Close Approve Base Currency

**Header** Footer Notes Properties Vendor History

Order: Number: 4360 Type: Continuation Site: Acquisitions

Vendor: Code: gale Account: Status Date: 10/22/2009 7 Line Items on Order

Locations: Ship To: Acquisitions Bill To: Acquisitions

Amounts: Line Item Subtotal: \$2,918.10 Other Charges: \$0.00 Total Order Amount: \$2,918.10

Currency: Code: USD Rate: 1

Line #/Status	Title	Price (Adjustments)	# of Copies	Location	Fund	Line
1 / Pending	Classical and medieval liter	\$235.85 (-)	2	Reference Collectio	CSU Lib FY2009 / LANL S	
2 / Pending	Drama criticism.	\$161.75 (-)	2	Reference Collectio	CSU Lib FY2009 / LANL S	
3 / Pending	Nineteenth-century literatur	\$235.85 (-)	2	Reference Collectio	CSU Lib FY2009 / LANL S	
4 / Pending	Poetry criticism : excerpts fi	\$176.95 (-)	2	Reference Collectio	CSU Lib FY2009 / LANL S	
5 / Pending	Shakespearean criticism : c	\$235.85 (-)	2	Reference Collectio	CSU Lib FY2009 / LANL S	
6 / Pending	Short story criticism.	\$176.95 (-)	2	Reference Collectio	CSU Lib FY2009 / LANL S	
7 / Pending	Twentieth-century literary c	\$235.85 (-)	2	Reference Collectio	CSU Lib FY2009 / LANL S	

Add Line (Bib Search) Add Line (Bib Import) Add Line (Template) Delete Line Quick Line Item... Detailed Line Item... MARC...

This action will leave only the line items that are needed for the standing order volumes in hand. Edit the line item by

**Purchase Order: 4360 - [Pending]**

File Order Line Item Tools Help

Save Save and Close Approve Base Currency

**Header** Footer Notes Properties Vendor History

Order: Number: 4360 Type: Continuation Site: Acquisitions

Vendor: Code: gale Account: Status Date: 10/22/2009 1 Line Items on Order

Locations: Ship To: Acquisitions Bill To: Acquisitions

Amounts: Line Item Subtotal: \$323.50 Other Charges: \$0.00 Total Order Amount: \$323.50

Currency: Code: USD Rate: 1

Line #/Status	Title	Price (Adjustments)	# of Copies	Location	Fund	Line
1 / Pending	Drama criticism.	\$161.75 (-)	2	Reference Collectio	CSU Lib FY2009 / LANL S	

Add Line (Bib Search) Add Line (Bib Import) Add Line (Template) Delete Line Quick Line Item... Detailed Line Item... MARC...

The remaining line items should be edited to include the correct price and volume information. If necessary the ledger and fund code should be updated. The PO is now ready to be approved. After approving the PO the invoice can be created and approved. For more information on editing line items and approving POs see the section [Voyager Ordering Procedures](#). For creating and approving invoices see the section [Firm Order Receiving Procedures](#).

After the purchase order and invoice have been created and approved the volume should be checked-in using the Voyager Acquisitions Serials check-in feature. Serials received on standing order are checked in using the same procedures used to check-in periodical issues. For a description of check-in procedures see the [Periodicals](#) section of this manual.

### 2.5.3 Gift Procedures

On occasion, the library will receive donations of items from faculty, staff, students and the community. The donated items will be added according to the CSU Library [Collection Development Policy](#). All gift items received will be sorted by discipline to facilitate review by the Liaison Librarians. Approved items are forwarded to the Acquisitions Assistant. The Acquisitions Assistant searches the Voyager database for duplicates before adding a gift title to the collection. If a duplicate item is discovered, it is only added if the Librarian reviewing the materials indicated that a second copy would be useful. The Acquisitions Assistant creates a purchase order in Voyager and adds the gift titles as line items of the purchase order. The gift fund code is used for these line items and the price is shown as \$0.00. The gift items are then added to the materials waiting to be cataloged and processed.

## 2.6 **Accounts Payable Procedures**

### 2.6.1 Purchasing Card (P-Card).

The P-card is the preferred method of payment of accounts payable. As outlined by the CSU Procurement department, the P-card may be used for payment on any invoice less than \$5000 or any single item less than \$3000. (It is important to remember the monthly credit limit and daily transaction limit that applies to each cardholder.)

The monthly P-card statement is reconciled online in the Bank of America WORKS Application. Detailed instructions are provided on the [Procurement Department's webpage](#). In addition, a packet containing the printed monthly statement, all associated invoices, a copy of that month's General Ledger Memo Statement, and a cover sheet signed by both the cardholder and the Library Director is compiled and forwarded to the Procurement Office by the 5<sup>th</sup> of the

month following the statement end date. A copy of this packet is retained for the Library's files.

### 2.6.2 Check Request.

If the vendor will not accept the P-card and the purchase is less than \$2500, payment may be made with a check request. A check request may also be used (as per Statewide Accounting Policy) for payment of subscriptions for any amount.

A blank check request template is located on the university's website under [Accounts Payable Forms](#). Fill in all fund code information and the vendor's information as completely as possible, including the federal tax ID number. A statement of business purpose must be included. It is a good idea to create and save a template for each vendor so that the vendor information and the ledger account numbers will not have to be re-keyed.

The completed check request form, after being signed by both the Library Director (as department approval) and the Acquisitions assistant (as department contact), and its associated invoice(s) should then be forwarded to the campus Accounts Payable department. A copy of the check request form and invoice is retained for the Library's files.

### 2.6.3 Requisition / Purchase Order

Any purchase totaling over \$5000, or any single item over \$3000, is required by the Business Office to be purchased with a purchase order. (Subscriptions are exempt from this requirement.)

A blank purchasing requisition form is located on the university's website under [Procurement Forms](#). Fill in all fund code information and the vendor's contact information as completely as possible, including the federal tax ID number. A statement of business purpose must be included. It is a good idea to create and save a template for each vendor so that the vendor information and the ledger account numbers will not have to be re-keyed.

The purchasing requisition form must be accompanied by a "quote", "proposal" or "estimate", never by an "invoice".

After the requisition form is signed by the Library Director, it should be forwarded with its accompanying "quote", to the appropriate contact in the Procurement office (currently Edmond Rainer) who will generate the purchase order and send it to the vendor. Procurement will also send a copy of the PO to the Library.

The Library should soon receive an invoice from the vendor for the items specified in the PO. The invoice should be signed and dated by the Library Director to

authorize payment, scanned, and emailed to the Procurement office at the specified address: [PO\\_Invoices@clayton.edu](mailto:PO_Invoices@clayton.edu)

Copies of all paperwork and forms should be retained for the Library's files.