

PATRON REQUESTS – ENTERING NOTIFY INFORMATION INTO THE ORDER RECORD FOR MATERIAL ON ORDER

22 July 2002

You may batch updates by printing out your On Order requests for the day, or do them one at a time as you encounter On Order requests in the Team Mail (Eudora):

1. Open the **Aleph Acquisitions module**.
2. Use the “Find” search to **search for the correct bibliographic record**. (Binoculars Icon or “Retrieve” Menu >> “Get Record by Find” or Keyboard equivalent: Alt + r ; f)
 - The HOLLIS number from a new request can be searched in the “Bib. record number” search option.
 - An old HOLLIS number can be searched in the “Numbers All” search option.
3. The Order List window will open on top, and you will need to move it down to **verify that you have the correct bibliographic record open** in the Navigation window.
 - A truncated title will also display on the Title bar of the Order List window.
 - Fully received materials (Z’ed OPRs) ordered in HULPR did not have an order record created during data conversion, therefore if Aleph opens an empty Order list it’s a clue to search further.
4. If the record is a match, return to the Order List window and **select the “Modify” button to enter the patron request note**.
 - It’s useful at this point to maintain a list of simple text strings, such as in this case, "NFY: ROUTE FOR PATRON REQUEST ON FILE ()" in a simple text file, such as with Notepad. You can copy the string you need to your clipboard and enter it repeatedly by pasting [Ctrl-v] if updating multiple orders.
5. At the bottom of Tab 1, **enter our default note (with appropriate request date in parentheses) at the beginning of whatever text is found (if any) in the "Library Note" field**. Save the change by selecting the "OK" button.
 - If you need to verify that the note has been saved, you can open the record again by selecting "Modify" and then canceling out.
 - Various familiar data elements are retained on the tabs of the order record, including price, vendor, order group (formerly “ordunit”), etc. It’s important not to change any of these fields.
The Library Note field is the only field we will update.
6. **File the request in our Unreceived mail folder** until the book is received and processed for the patron.