

Gifts: Acquisitions Procedures in Aleph

28 February 2003

Most of the following information is based on recommendations contained in the document [Best Practice Recommendation: Gifts](#) in the Harvard University Aleph document (Revised January 15, 2004)

1. Create or locate (in Aleph/OCLC/RLIN) a **bibliographic record**
2. Create order record
 - The following fields merit special attention in **creating the order record**:

Tab 1. Order Information

- Acquisition Method G (Gift)
- Order Status SV (Sent to vendor)
- Order Group e.g.: apg031 (order group + g for gift + year of gift and gift code)

*Our department has chosen to put this information here because the Order Group “can be used for library-specific coding established locally to group materials in your own categories. Consistent coding (including attention to character position) is essential to ensure accurate reports based on content of this field.” *

Tab 2. Vendor

- Vendor Code XGIFT

Tab 3. Quantity and Price

- Unit price: blank (**not** 0.00)
- There is no need to encumber the budget because there is no price.

Arrival note: gift of Slavic

3. Forward the piece to cataloging or cat stacks according to your division guidelines.

Book-in-hand /Gift codes

10 gift of publisher
11 gift of author
1 anonymous gift

Example: apg971 would indicate a French-Italian book received in 1997 that was an anonymous gift.
03 is the date code for 2003

Lists of established gift codes for Harvard units are available, either listed [alphabetically by unit](#) or in [numerical order by established code](#).

When writing the gift number in the book on the t.p. verso, it should appear without the order group, such as: 97*1, 03*1 etc. If there is no gift number use a check mark. (In the past, “G” for Gratis was used, if you should come across that.)