

## PROCESSING ORDER CANCELLATIONS IN ALEPH: Order Type M – Monographs

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**There are three key steps in processing most cancellations in Aleph:**

- 1) annotations to the Order Log (automatic or manual),**
- 2) manual changes to the Order Status, and**
- 3) update and/or suppression of holdings and bibliographic records, when necessary.**

These steps apply whether the cancellation is library- or vendor-initiated.

The major difference, apart from coding values, is the need to notify the vendor in the case of a library-initiated cancellation.

Orders created in HULPR also must have Holdings records adjusted.

The changing of the Order Status to “VC” or “LC” in the procedures below *automatically* changes the corresponding **encumbrances** to “0” and, therefore requires no further adjustment. Note, however, the price information remains in the Order; the Encumbrance window will display **Enc/Active Amount** as [price] **(0.00)**.

### Library-initiated cancellations

*When a sub-library initiates an order cancellation, it must first issue a cancellation letter, email, or communicate by phone, fax, etc. with the vendor.*

- Find the order record that needs to be cancelled. Click on the corresponding order in the Order List to highlight.
- Click on **Print/Cancel** button.
- Select **Print cancellation letter** to vendor; Click **OK**.
- Record the cancellation manually in the **Order Log**
- Close.

The cancellation letter will either be printed at your desk or queued to print with others [this defaults from the vendor record]. The order status on the order form will be automatically changed to **LC** [library cancelled] and the Item record will be suppressed from the public catalog.

*If a unit cancels an order without sending a formal cancellation letter through Aleph [i.e. via email, phone, fax], the order status will need to be changed manually.*

- Find the order record in the **Acquisitions** module
- Highlight the order on the **Order List**
- Click on **Modify**; From the dropdown list next to **Order Status** field on Tab 1, select **LC** (Library Cancelled) ; Click **OK**.

- Record the cancellation manually in the **Order Log**
- Close.

The Item record will be suppressed from the public catalog.

## Order cancellations initiated by vendor

If an Aleph-native order is cancelled after a vendor, in response to a claim, reports that the title is no longer available: record the vendor's reply in the **List of Claims**. [This information will automatically be transferred by the system into the **Order Log**]

If the vendor reports the unavailability of a title without a claim having been issued, or the order originated in HULPR, record this information directly in the **Order Log**.

Since no cancellation letter has been sent, in both these cases the **Order Status** must be changed manually.

- Find the order record in the **Acquisitions** module
- Highlight the order to be cancelled in the **Order List**
- Click on **Modify**
- From the dropdown list next to the **Order Status** field on Tab 1, select **VC** (Vendor Cancelled); Click **OK**
- Record the cancellation manually in the **Order Log**
- Close.

The Item record will be suppressed from the public catalog.

## Bibliographic Record

If no other Sublibrary has holdings or any outstanding orders attached to the bibliographic record, it should be "suppressed." As such, it will not index in the public catalog but will be available in the Staff Search indexes. This will allow it to be unsuppressed and used if a new order is initiated at a later date.

- Open **bib record** in the Cataloging module
- Add **STA field**, 1st indicator 1, 2<sup>nd</sup> indicator blank, with subfield "a" value "SUPPRESSED"
- **Save** to server

## Cancellation of Orders created in HULPR (Holdings records)

Orders now being cancelled which were created in HULPR were open orders at the time of conversion. As such they automatically got item records when Aleph orders were created. The procedures outlined above generally apply.

These items also have **Holdings records (HOL)** created from the data in the **HULPR LOC** field. The MARC21 for Holdings field 852, subfield “z” in the HOL overrides the Item status code to display order status in the public catalog.

*Changes to the HOL will need to be done manually.*

The following applies to both library- and vendor-initiated cancellations for orders created in HULPR:

- Call up the **HOL record**
- Add the **STA field**, both indicators blank, with the subfield “a” status “SUPPRESSED”
- Delete *converted* **852, subfield “z”**, if present\*
- **Save to server**

\*In Aleph-native orders that use Holding records instead of Item records to display order status in the public catalog (i.e. SSO and Serial order types), the 852 subfield z governs the public catalog display. These are generally created by catalogers after the receipt of the individual pieces (sso type: analytics classed separately) or received by Serial records and will be scarcely in the hands of acquisitions staff.