

Processing Uncataloged Rejects in Aleph

14 November 2002

M-TYPE ORDERS

Bib record:

If there are NO other Sublibrary holdings or other copies in WID:
add STA field, indicators **1 _ \$\$a SUPPRESSED**

Item record:

Aleph-native records: delete item for rejected copy

Converted records: no item (delete if present)

Holdings record:

Aleph-native records: there is none (unless reject is a duplicate*)

Converted records: add STA field, indicators **_ _ \$\$a SUPPRESSED**
use **852** subfield **x** "Reject per [initials/date]" or "Dup reject per [initials/date]"

*note: if reject is a duplicate, do not suppress the holdings record

Order record:

Aleph-native records: change Order Status to **REJ**
add general note "Reject per [initials/date]" to the Order Log

Converted records: no order record

S- AND O-TYPE ORDERS

Bib record:

If there are NO other Sublibrary holdings or other volumes in WID:
add STA field, indicators **1 _ \$\$a SUPPRESSED**

Item record:

No item (delete for rejected copy if present)

Holdings record:

create holdings record if not already present
add STA field, indicators **_ _ \$\$a SUPPRESSED***
use **852** subfield **x** "Reject per [initials/date]" or "Dup/v.n reject per [initials/date]"

S-type orders only:
Add **H09 \$\$k *srp**

*note: if reject is a duplicate or another vol. of title is present, do not suppress the holdings record

Order record:

Aleph-native records: change Order Status to **REJ**
OPTION: add general note "Reject per [initials/date]" to the Order Log

Converted records: no order record