



## **OUT-OF-PRINT ORDER PROCEDURES**

### **PREORDER SEARCHING**

1. Pre-determined OP order is received by Preorder Searching Unit .
2. Preorder search is made to determine whether title is owned by UL. If owned, or ON ORDER, confirmation of intent to order is obtained from selector if intent is not obvious from order request.
3. This title is identified as OP in a 949 note field in the bibliographic record in VTLS.

### **ORDERING/RECEIVING**

4. Order request and accompanying documentation is routed to Ordering/Receiving Unit.
5. Relevant ordering information is placed in the Acquisitions Item (Record), the item is given Regular Order status, and a note identifying this as a new order/out of print order is added.
6. Titles treated as *in print* titles at the *beginning* of the acquisitions process and later identified as out of print titles are given a Reordered status. Any order history is then contained in note fields.
7. Any confirmation, status update, or other information provided by the vendor affecting receipt is placed in the item's note field.

### **FOLLOW-UP**

8. Claim dates for OP titles are set at 6 months. OP items not received will be evaluated twice per year. The order history and selector's opinion will determine whether an order is pursued or cancelled.

### **PROPOSED PROCEDURES**

9. Fiscal year roll-over: OP orders that are still open at the close of the fiscal year will re-encumber funds if not cancelled or removed from ULFS. During the last quarter of the fiscal year, if it can be determined from the order history that an OP order is inactive or unavailable, a list of OP orders will be generated by fund code and given to the selector for decision. If no response is indicated, the outstanding OP orders will be cancelled.
10. Acceptance of used books: Many of our OP titles are available from used book dealers. We are experimenting with this method for three months from a vendor to test feasibility, reliability, etc.