

GEORGIA PERIMETER COLLEGE ACQUISITIONS DEPARTMENT CHECKING ORDER SLIPS

When the campuses send order slips to us for purchase, we must first determine if we (GPC), (or Gwinnett if checking Gwinnett slips) currently have this bibliographic record. The best place to determine this is in CATALOGING.

1. Open Cataloging
2. Click on "Search" icon
3. Choose "Keyword" – "Free Text" – "Search For" – first try ISBN #. If you feel that this slip is for a multi-volume set, or if the cost for this item is over \$100, or if you have ANY questions about the slip, place the slip in the REVIEW BOX.
4. If no "hit" is possible with the ISBN search, further searching is necessary. Try another search such as using "Non-Keyword" – "OPAC Title Heading" search.
5. If you achieve a "hit" click OK to retrieve record and use the "Hierarchy" icon to determine which campus currently owns this bib record. (Please write the Bib ID # in Red in the top right hand corner of the slip.)
6. If this is a duplicate record for the campus you are currently searching, and there is no indication on slip that this is an "added copy", indicate the duplication on the slip and return to the appropriate campus: Clarkston=Eva Lautemann; Decatur=Julius Whitaker; Dunwoody=Lora Mirza; Gwinnett=Claudia Shorr
7. If the record appears to be a suppressed record (the book icon on the top bar in the left hand corner has been turned off), write on slip that record is "suppressed" and place the slip in the REVIEW BOX.
8. After all searching has been completed, you should have two piles of slips:
 - A. Slips with Bib records currently in the database (please write the Bib ID # in Red in the top right hand corner of the slip.)
 - B. Slips with no bib record in our database.
9. Place the two stacks of slips (paper clip each pile) in the TO BE ORDERED box for the appropriate campus.