

GPC LIBRARY ACQUISITIONS PROCEDURES FOR ORDERING 2011-2012

We have renewed Baker & Taylor TS3, including Alpharetta with the same log-ins and passwords. The campus coordinator can provide the log-in/password for your campus and if they don't have information, contact either Dianne or Rose. TS3 features current and detailed title information for Books, Compact Discs, DVDs, Audiobooks, and it can be useful to ensure that you are not requesting an E-book. TS3 is a good source for publication dates, changes in publication dates, and cancellation information.

Continue to limit ONE title per page and use at **LEAST** 12 point for clarity. Include the ISBN (highlighted), and author's name, title, publisher, list price, date of publication, etc.

1. **Separate orders by material type** and send them in **separate inter-campus envelopes**. Campuses have three stamps (i.e. AUDIOBOOK, CD, & DVD) to use and if you are missing these stamps, notify us and we will provide you with replacements. Use appropriate stamp for each material type and stamp in the UPPER LEFT-HAND CORNER unless they are Books. Slips should be sent in ALPHABETICAL order within each type of material.
2. The name of the campus **must** be printed/stamped in the **UPPER RIGHT-HAND CORNER** of the page for **all** material types.
3. Check to make sure the title is not a duplicate for your campus. We will try to determine if this title is a duplicate; however the ultimate responsibility belongs the individual campuses. If you want a duplicate copy, indicate the note-DUPLICATE COPY or ADDED COPY. If we discover that you are ordering a duplicate and there is no indication that this is a duplicate, we will return this slip. If you wish to order another copy, return the slip in your next order indicating the known duplication.
4. Any slips sent for titles that **will not be published within the next two months will be returned to the campus**. TS3 will help with projected publication date. If you've held these slips for a period of time, check to make sure that the date of publication has not changed before sending to us.
5. Any notes that you wish to include on your order be written in the **center top of the slip** and should be very brief and highlighted. Example: POPULAR; YOUTH; REFERENCE; ADDED; DUNWOODY-NOTE; Notify: Dr. Smith – Humanities – Dunwoody, etc.
6. Orders are first run through Baker & Taylor TS3 – if rejected, they are then run through Emery-Pratt or Midwest. Any titles rejected by the second jobber (EP or MW) will be returned to the campus. We will indicate (if known) the reason for the rejection on the order slip:

NYP – Not Yet Published
OP – Out of Print
POS – Publisher out of stock
TOS – Temporarily out of stock
PC – Publication Cancelled

If you decide that you wish to try again for any of these titles at a later date, please return the slip to Technical Services. If the title is for an “Out of Print” book, indicate on the slip that the item is Out of Print and the highest amount you are willing to pay for this particular title. Remember, just because you look at *Alibris* or *Powell’s* and it shows they have an OP copy, doesn’t mean the copy will still be there when ACQ is trying to purchase it.

Titles will remain on order for **six months**; after that date, we will cancel the title and return the slip. We will indicate any information given to us for the cancellations, but sometimes the item just doesn’t come during that time period. You can always return the slip with a request that we try again for that particular title.

Order slips for nonprint items will first be run through Baker & Taylor-Entertainment, if rejected then Vide-O-Go. If item is rejected by both jobbers, we will try to obtain it as a direct order. Direct orders are time consuming and require numerous steps for ordering, processing and receiving of the item so please allow extra time when requesting these types of materials.

7. Any RUSH items or SPECIAL HANDLING should be approved through your campus contact. We will make every effort to accommodate this request, however keep special requests to a minimum and send them as a separate order.
8. Send **ALL** orders via intercampus mail to Dianne Gilmer or Rose Davis -- Library/Technical Services Dept. – JCLRC (Clarkston).
9. Submit at least 50% of your ordering done by December, 2011. The entire sum **MUST** be ordered by **April 13, 2012**. Direct orders and/or Media order **MUST** be ordered by **March 30, 2012**. Ordering in a timely manner helps us enormously with the work flow and we will greatly appreciate your efforts!!

CAMPUS CONTACTS:

Clarkston = Eva Lautemann
Decatur = Regina Beach
Alpharetta = Mary Ann Cullen

Dunwoody = Amy Bursi
Newton = Kip Cates