

ORDER CODE REVIEW

by Judy Casada, Doris Cleek, Molly Moore, Marilyn Rogers, Mary Walker, and Cheryl Conway

A. Bibliographic Codes.

Bibliographic codes are defined by the international standard, MARC21, and the code cannot be changed; however, III allows changing the display label.*

1. BIB LVL codes (bibliographic level): c collections, s serials, m monographs

InfoLinks will allow the addition of more codes; however, the group does recommend adding more codes. A possible addition is BIB LVL "I" integrating resource; however, the distinction between a serial and an integration resource is thought to be meaningless for patrons. The BIB LVL code is used by the limit feature of the OPAC.

2. MAT TYPE code (material type):

- a TEXT (change from PRINTED MATL (Material) per InfoLinks Review Committee)
- c MUSICAL SCORE
- d MUSIC MANUSCRI(PT)
- e MAP
- f MAP MANUSCRIPT
- g VISUAL MEDIUM
- i SPOKEN RECORD(ING) (oral)
- j SOUND RECORD(ING) (music)
- k 2-D GRAPHIC (2 Dimensional)
- m COMPUTER FILE (defined as games, software, numerical databases, online system or service)
- o KIT
- r 3-D OBJECT (3 dimensional)
- t MS LANGUAGE MT (manuscript language material, may be handwritten, typed or computer printout, most frequently used for theses and dissertations)

*InfoLinks will allow the addition of local material type codes; however, the group recommends that no codes are added. Adding local codes would compromise our records in relation to the MARC21 Format and any batch loading of records into another system.

B. Order record codes (as defined and used by University Libraries, UAF, review completed 6/2008).

3. Acq Type codes (acquisitions type code):

Code	Description	Used by
1 (one)	1x order	Serials Acq for 1x purchases of serials or back files, Mono Acq for ongoing fees by Mary
d	Misc/dues	Mullins accounting uses for deposit accounts; e.g., ILL super service, copyright clearance, YBP processing charges, ILL deposits, dues (not memberships)
b	Binding	Binding Dept. (fees for binding T&D)
z	Deposit	Mullins Accounting; e.g., OCLC prepayments, GWLA, Amigos, Harrassowitz)
i	ILL order	ILL (purchased because ILL cannot borrow the item)
0 (zero)	No charge	Serials Acq (gifts, exchanges, depository)
m	Monograph	Mono Acq (a single item)
s	Subscription	Serials Acq (a multiple item, continue to receive issues)
h	StanOrMo (standing order monograph)	Mono Acq
t	StanOrSe (standing order serial)	Serials Acq

4. Form Code (Format).

Code	Description	Used by
a	Audio Cass	Mono Acq
b	Book	Mono Acq, Serials Acq
c	Continuation	LAW only
d	CD-ROM (text, multimedia, spoken)	Mono Acq, Serials Acq
e	DVD (movie, text, multimedia, spoken)	Mono Acq, Serials Acq
f	Film (16 and 35 mm)	Mono Acq
g	Mag tape (magnetic)	Mono Acq
h	Slides	Mono Acq
i	Internet (single title, journal, monograph)	Mono Acq, Serials Acq
j	Music CD (music only)	Mono Acq
k	Kit	Mono Acq
l	Loose-leaf	Mono Acq, Serials Acq
m	Map	Mono Acq, Serials Acq
n	Newspaper	Serials Acq
o	On-line+print	Serials Acq
p	Periodical (print only)	Serials Acq
r	Sound recording (audio, lps, music, spoken, sounds, etc.)	Mono Acq, Serials Acq
s	Score	Mono Acq, Serials Acq
t	Software (computer program)	Mono Acq, Serials Acq
v	Videocassette	Mono Acq
w	Lmform (Microform)	Law only
x	Reference database (aggregated database or a multiple titles, indexing and abstracting services)	Serials Acq
y	Service (OCLC, fee, etc.)	Mono Acq,DIRO,ILL,LAW
z	Miscellaneous	Mono Acq, Serials Acq
1	Microfiche-book	Mono Acq, Serials Acq
2	Microfilm-book	Mono Acq
3	Microfiche-continuation	Serials Acq
4	Microfilm-continuation	Serials Acq
5	Microfiche-newspaper	Serials Acq
6	Microfilm-newspaper	Serials Acq
7	Microfiche-periodical	Serials Acq
8	Microfilm-periodical	Serials Acq

5. Order type.

Code	Description	Used by
a	Approval plan	Mono Acq
b	1 ST purchase	LAW
c	Recharge	LAW
d	Depacct (Deposit Account)	Serials Acq
e	Exchange	Serials Acq
f*	Firm order	LAW, Mono Acq, Serials Acq
g	Gift	Serials Acq
i	Approval slip	Mono Acq
k	Package plan	Serials Acq
l	Lease	Serials Acq
m	Maillist	LAW
n	Renewal	Mono Acq, Serials Acq
p	Membership	Serials Acq
s	Shiphand	Serials Acq
u	US Deposit(ory)	Serials Acq
w	prepaid	Serials Acq
z	UN Materials	LAW
0	Free exchange	Serials Acq
1	Paid exchange	Serials Acq

6. Status code.

The status code values are hardwired by Innovative Interfaces, Inc. and cannot be changed or deleted.

7. Order note.

Code	Description	Used by
a	Attention	Mono Acq
b	Subscript	LAW
c	confirming	Mono Acq
d	CANC	Serials Acq
f	Rush-Conf	LAW
o	Online	LAW
r	Rush	Serials, Mono Acq
s	StanOrd Req	LAW
v	Review	Serial Acq

12/17/07 –clc

2/13/08 rev—clc

3/25/08 rev—clc

6/2/08 rev—clc

6/19/08 rev—clc

7/25/08 rev—clc