

## **Prioritizing orders**

### **University of Arkansas Libraries – Acquisitions Department**

**Rush** orders are usually placed within 24 hours of receipt. These orders should be put in the Rush box. RUSH should be marked on the order (preferably in red). These are normally orders that will be needed the current semester.

Those labeled **(1) priority** will be ordered first, ahead of those lacking priority designation and those labeled priority two. These are orders that will be needed directly for teaching or research purposes. Those labeled **(2) collection building** will be ordered as daily workflow and fund levels permit.

When you request an item, be sure to include as much information as possible: ISBNs, publishers, editions, etc. If the item is rare or unusual, and you have a catalog or source, we would appreciate that information, as well.

Please batch your orders by fund and priority for quicker processing.

The earlier we receive requests, and the clearer you are about the urgency and use of the materials, the greater our ability of meeting your needs.

Please remember to prioritize replacement orders, as well.

FYI: Orders will be sorted by date as they are submitted. The oldest will be ordered first within the priorities respectively: Rush, Priority & collection building. Orders that have been processed will be filed in a folder under the selector's name in a file drawer by the receiving desk so that they may be reviewed if desired. The folders will be emptied each year at the beginning of a new fiscal year.