

University of Arkansas Fayetteville -- Acquisitions

YBP Accounts Explained

This document explains the complicated YBP account structure at the University of Arkansas. When YBP sends books and slips to us, they use their own numbered account system for their purposes. Be aware, however, that these numbers are not the same account numbers we use to order books from YBP. The two most common accounts YBP uses to send us their slips are the 7075-11 and 7075-12 accounts. We order the 11s on the 7075-09 and 7075-10 accounts. The 7075-09s arrive shelf-ready (with records and physical processing included). The 11s that could not be processed correctly at YBP are ordered on a bypass account: 7075-10. Examples of materials we have had to order on this account include added copies, multi-volume sets, series, and oversize materials.

Shelf-ready definition: Shelf-ready titles from YBP are ordered on Gobi on the specified accounts above. We receive a short record from YBP to hold the place of the order so that we do not order duplicates. The bibliographic records are then overlaid based on the order number by a record from OCLC when we load the records for that invoice. If a record is not found by OCLC then a short record will remain in our system. An item record is created by the system at the point of the load. The shelf-ready titles also receive physical processing from YBP such as labels, security strips, stamps and barcodes.

Our most complicated plan is what was first called the University Press Plan but is now sometimes referred to as either University Press Plus or the Expanded Academic Plan since some trade presses have been added to this plan. The Expanded Academic Plan is the term that YBP representatives now use. The fund code used for this plan is AYANK. The subaccount number for this plan is 7075-12. If you would like to see the document that has been set up to bring books or slips in on this plan, there is an electronic copy on Gobi under the approval plan heading, a hard copy is on the shelf next to the approval books waiting for review, and another electronic copy is accessible on the StaffWeb at: (<http://libinfo.uark.edu/collectionmanagement/colldev.asp>).

Other YBP plans have been set up, as well.

The following list includes **all** of the YBP accounts that have been set up, and the following directions are for the acquisitions staff about ordering and processing issues for these accounts.

7075-08 Children's Awards Approval Plan

This plan has been set up by the education subject specialist using a profile requesting YBP to send books that have won awards. These books can be added without review most of the time. But if you see that we have many duplicates or have a question about something, then feel free to contact her. She prefers not to receive paperbacks. If a paperback has come in, please search to see if there is a hardback available. If there is, please order it and return the paperback to YBP.

7075-09 Trade Press Plan Slip Orders (Shelf-ready)

7075-10 Firm Orders – account created to bypass 09 processing (No records, no physical processing)

7075-11 Trade Press Plan Profiled Books and Slips (Do not submit orders on this account.)

As stated above, slips generated at YBP from the 7075-11 account are ordered here on the 7075-9 and 7075-10 accounts. The 9s are shelf-ready (with records and physical processing included), and 7075-10 is a bypass account created so that we could order materials that YPB could not process correctly. Materials that we have found are unable to process the way we would like include added copies, multi-volume sets, series, and oversize materials. Records will have to be searched for on OCLC for books ordered on the 10 account.

Titles that have not been profiled for book or slip can also be ordered from accounts 9-11 as these orders are paid out of the subject funds.

7075-12 University Press Plan Notification Slip Orders (Do not submit orders on this account.)

7075-13 University Press Plan Notification Slip Orders (Shelf-ready)

7075-20 Bypass account created in order to bypass 13 processing (No records, no physical processing)

Slips generated at YBP from the 7075-12 account are ordered by us on the 7075-13 or 7075-20 accounts. Books ordered on the 13 account will be shipped shelf-ready. Those ordered on the 20 account will not have records or processing, and include such materials as added copies, multi-volume sets, series, and oversize materials. Records will have to be searched on OCLC for books ordered on the 20 account.

7075-14 Middle East Studies Program University Press Books and Slips (Do not submit orders on this account.)

7075-15 Middle East University Studies Program Slip Orders

Middle East slips generated on the 14 account are ordered with this account number.

7075-80 Serials

7075-81 Monographs Standing Orders

1/05 mw, 1/06 mw/amc