

## Replacement Triage and Coding

Replacement orders will be done daily, just as new orders are. They will be date stamped on receipt in the unit and will be handled “first-come, first-served” based on that date until the fiscal year’s replacement allocation is depleted or the ordering deadline is reached. Anticipated funds for monograph replacement are approximately \$25,000 per year (11/06).

As Patty date stamps the replacement forms, she will do an initial sort, wherein monograph and serial items will be separated, with monographs marked to be withdrawn being sent to Cheryl Conway, head of Cataloging & Acquisitions. All forms for serial items also will go to Cheryl Conway.

Patty will then sort the remaining monograph forms into the priorities indicated by the selectors. Beginning with Priority 1 items, she will search InfoLinks to determine (1) the item still is missing, (2) that appropriate notes have been added to item records, and (3) how many copies of the item are in the library.

If the item has been found, the form will be discarded. If the item record lacks a note stating the item has been sent either for a replacement decision or for actual replacement, the form will be returned to Circulation for remedy. If additional copies are available, either in the stacks or in LISA, the form will be referred to Circulation to confirm existence and condition of additional items; and if the library owns a usable copy, the form will be sent to Cheryl Conway for the missing item’s withdrawal. (Appropriate items in storage will be reinstated to circulating status and returned to stacks.)

Priority 1 requests will be treated as “RUSH” orders. If a selector requires a new copy of either the same edition or a new one, or has chosen an alternate title, Patty will check the databases of our two main book vendors, Yankee Book Peddler <[www.gobi2.com](http://www.gobi2.com)> and Blackwell’s Book Service <<http://cm.blackwell.com>>; and if the item is available for rush shipping, she will place the order. If it is not, she will give the form to Doris so she can order it from either Barnes & Noble.com <http://btob.barnesandnoble.com>, Amazon.com [www.amazon.com](http://www.amazon.com) or which ever of our commonly used secondary market vendors (e.g. [www.abebooks.com](http://www.abebooks.com), [www.alibris.com](http://www.alibris.com), [www.powells.com](http://www.powells.com), [www.eBay.com](http://www.eBay.com), [www.half.com](http://www.half.com), [www.Strandbookstore.com](http://www.Strandbookstore.com), [www.stoutbooks.com](http://www.stoutbooks.com) ) using a university procurement

card. Doris will handle all priority 1's that require purchase through the secondary market or by p-card, and any that require a different format.

As soon as orders have been placed for Priority 1 titles, Priority 2's will be handled in the same way, with the exception that orders placed will not be designated "RUSH."

Ordering of Priority 3 items will be done only after the order submission deadline set by Judy Ganson and all possible Priority 1 and Priority 2 titles have been ordered. When the first three classifications are completed, we will go as far as time and money allow us to process Priority 4's. Priority 5's will be ordered only if there are available funds.

Selectors will base their replacement decisions on the demand for the title, its significance to the collection, coverage of the subject in the collection, and the accuracy and currency of the content of the item. Doris makes her decision on which copy to buy based on the description of the item's binding and condition, total price, including shipping costs, length of delivery time, and dealer reliability.

If a suitable copy cannot be found based on the criteria the selector established for the title, Doris will return the form to the selector for further consideration. If the selector decides the item should be withdrawn at that point, he/she can select "withdraw", putting initials and date of the revised decision next to that option and send the form back to Acquisitions for proper disposition. If the selector feels the item must be acquired, he/she can select any options not previously selected and return the form to Acquisitions for additional handling. If the initial criteria included all options, he/she should write in RED "Continue OP search," sign initials, date the decision and return the form to Acquisitions.