

University of Arkansas Libraries, Acquisitions

Inputting Order Records for Wiley Electronic books

*The selector and/or publisher will send a list of books that have been ordered.

*Search each title as usual.

*If there is a monograph record (paper) in the catalog, attach the inter order record to that record only if the Head of collections has approved duplicates. (They were approved for the 1st batch) Otherwise, do not order duplicates.

*If a duplicate is not found search OCLC.

TIP: Some of the titles may be abbreviated. If the electronic ISBN does not yield any hits. You can try searching for the ISBN of the monograph to get the expanded title and then search for that title.

*Often a title search will bring back an electronic record for a Netlibrary book, not a Wiley book. These records are usable even though the page #'s often did not match what was listed on the spreadsheet. If used, please delete the 856 as the netlibrary URL's confuse the patrons.

*When the invoice is received write the corresponding order record #'s and the fund next to the titles as usual. You may want to keep the original spreadsheet, as the title and ISBN on the invoice don't always match exactly what is in the order record. Mark with the right _____, and pass on to accounting.

- Coding of records should include:

Material Type = Printed (the material type "ebook" was created for the load of netlibrary ebooks, but should not be used for individually ordered ebooks)

Acquisition Type = Monograph

Format = Internet

Order Type = Firm Order

Location = Internet