

Hello Elementary TLs who order EASY books,
Craig Fowler found out that you can override the Library of Congress recommendations for which books are catalogued as EASY and which are not.... If you don't like the way B & T catalogues and you'd like some books in EASY even tho B & T won't put them there, you can follow the instructions below, EACH TIME you order. Please use this service so you don't have to send books to cataloging to get them changed to Easy. Sending to cataloging is OK for some books or older books, but for newer books, you CAN control how they are catalogued and that's GOOD NEWS!

Kim

Pls see below for instructions on how your librarians can stipulate an override on LOC cataloging. It is important that they know that these instructions are PER ORDER and are not held in their account and would have to be done on each order if they indeed have special instructions.

Thank you

Craig

-----Original Message-----

From: Debbie Durham <Debbie.Durham@baker-taylor.com>

To: fowlercl@aol.com

Cc: Debbie Durham <Debbie.Durham@baker-taylor.com>

Sent: Tue, Sep 7, 2010 9:51 am

Subject: FW: special instructions

Craig,

If the books need to be processed as "EASY", "REFERENCE", "BOARD BOOK", etc... the librarian will just need to indicate "Process as Easy" in the special instructions field of TS3 or School Selection and the order clerk will check for the code that we have established on the profile, and will process the entire order with the requested cataloging/processing information.

The codes for the Adams 12 Schools are R=RF, C1=PR, C2=ST, C3=BB, C4=CC, E=E

Respectfully,

Debbie Durham

Baker & Taylor, Inc.

debbie.durham@baker-taylor.com

TITLE SOURCE -

Cart Options then click 'GO' button



#17

Cart Options

Select Function...

Cart Options

Order

Change Status

Download

Transfer

Copy

Merge

Reports

Slip w/Grid Report

Cart Summary

Email

One-Click Marc

Split

Delete

Mass Maintenance

☐ Mike10/22 Todd 08 MOC

Status: **Build** Titles: **16**

Grid: **Y** Total Qty: **16**

PO#: Total List \$: **\$15.84**

Account: **L020230 Adult Mylar Acct** Total Est. \$: **\$447.29**

Special Instructions: **A/I wa Mem**

System Notes: **Cart sent from Adult Team 1**

☐ 1021EAAVHA08SL

Status: **Confirmed** Titles: **2**

Grid: **Y** Total Qty: **2**

PO#: **1021EAAVHA085** Total List \$: **\$9.94**

Account: **40010163 - Adult DVD** Total Est. \$: **\$7.46**

System Notes: **Cart sent from Team Branch1**

☐ 1021EAED08DG

Status: **Confirmed** Titles: **16**

Grid: **Y** Total Qty: **16**

Total List \$: **\$447.48**

Special Instructions Field:

http://h3c.informat.com Title Source 3. Cart Header Display - Microsoft Internet Explorer

BAKER & TAYLOR

Print | Close Window

Update Cart Cancel Apply ONE Apply Duplicates

Cart Name: Mike10/22 Todd 08 MOC

Account Name: L020230 Adult Mylar Acct(3650944 0001)

Discount Plan Name: Marathon County Library

DIE Profile Name: -None-

Duplicate Profile Name: All User's Dup Check

Vendor Name: BAKER & TAYLOR

Maximum Copies Per Line: 5

Cart Status: build

Cart Availability: ☒ Open ☐ Locked ☐ Closed ☐ BTO

Cart Visibility: ☒ Private ☐ Shared

Sharing End Dates (Contributor): [mm/dd/yyyy] 03/03 for midnight

Sharing End Dates (Acquisition): [mm/dd/yyyy] 03/03 for midnight

Cart Group Identifier: -None-

Grid Enable: ☒ Yes [Agency Code: Y Item Code: N Collection Code: Y Call Number: Y]

Full Width: ☐ Blank

☐ Default

Location Codes: Fund Codes: Call Number: Quantity:

Select Select

☐ Template

Select a Grid Template



Total Price: \$515.84

Total Discount: \$447.29

Price:

Purchase Order:

Created By: MCDLWHL (Acquisitions Staff)

Date Created: Oct 22 2008 1:44PM

Date Updated: Oct 22 2008 5:13PM

Date Ordered:

Special Instructions: A/I wa Mem

Special instruction is to be used to provide special order handling information to B&T. This option is only available to accounts ordering Book Product only.

Please note: Use of this field will result in the order going into a temporary hold status which will prevent a title by title confirmation from being received and may result in a delay of the order.

User Notes:

Vendor Order Number:

Vendor EOI Number:

System Notes: Cart sent from Adult Team 1

Vendor Confirmation Message:

Lines: 10 1000: 16 Confirmed: 0 Backordered: 0 Cancelled: 0

Update Cart Cancel

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For more information, call us toll-free at 1-800-775-1800

BAKER & TAYLOR

Done Internet