

Baker and Taylor – how to order Uncataloged Books

When a cart is ordered, if the librarian simply writes "Do Not Process" in the Special Instructions box, the cart will flow through as a non-processed and non-cataloged order. Many schools use this as the chosen option for classroom sets and non-processed reference materials. When this box is used, either for a non-processed order or even when special cataloging is needed, the order is put on hold so the B&T Order Dept can view and enter the order following the instructions. Because the order is on hold, the confirmation that typically follows the orders is not sent because of the small delay in the order being entered.

I would be happy to answer any questions or supply any additional instructions.

Thank you for your continued interest in Baker & Taylor.

Respectfully,

Debbie Durham
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