

Acquisitions Question & Answer

- What if I'm ordering things that are not going to be cataloged, like a toy or game from Amazon?
- Is there a cheat sheet of what to do when I'm making an Acquisitions order?

What if I'm ordering things that are not going to be cataloged, like a toy or game from Amazon?

Order any items that are not going to be cataloged in a separate purchase order (and separate vendor cart) from items that *will* be cataloged. In your non-cataloged PO, you can simply **create brief records** and input the name of the item, purchase price, assign your fund, and choose Activate Without Loading Items. This will allow you to track the purchase, the receipt of the item, and when it's invoiced without creating copies in the catalog.

Is there a cheat sheet of what to do when I'm making an Acquisitions order?

There is now.

- Create your cart on your vendor's website.
- Download the cart to your computer.
- Upload the file through Load MARC Order Records.
- Wait until all the lineitems on your purchase order say "catalog" and not "link to catalog."
- Make sure all your copies have quantity, branch, shelving location, circ mod, fund, and price info. Add it if they don't.
- Activate the order.

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