



## **Recommended Workflows for Acquiring New Titles**

Below are the common steps that are involved in acquiring new titles from academic booksellers such as YBP. There are, of course, many variations to the workflow described below, and ultimately libraries will decide what is best for their individual library, based on a combination of their collection development priorities, system capabilities, and the skills of their staffs. This document is meant not as a prescription but a guide to the YBP services that can help streamline the process for acquiring new titles.

*The “options” listed in each step below are various ways the function can be done.*

### **1.) Identification and Selection of New Titles**

#### **Options:**

- View electronic notification slips in GOBI, YBP’s collection development database. Slips are based on the library’s slip profile, which can be developed with a YBP staff member and customized according to each library’s collection development needs.
- Search the GOBI database or other bibliographic utility to identify appropriate titles
- View lists of recommended and core titles from YBP’s collection development resources:
  - Academia [www.ybp.com/academia](http://www.ybp.com/academia)
  - Community College Center [www.ybpccc.com](http://www.ybpccc.com)
  - Health Center [www.libraryhealthcenter.com](http://www.libraryhealthcenter.com)
- Requests from faculty. Requests can come via e-mail, phone, conversation, or through GOBI Alerts, a GOBI feature\* which helps librarians easily manage the process of distributing their slip notifications to faculty and receiving recommendations from faculty.
- Miscellaneous (publisher catalogs, reviews, etc.)

### **2.) Sending Titles to Acquisitions Staff**

#### **Options:**

- Library selectors submit their selections via GOBI, for pick-up by acquisitions staff. A GOBI feature called GOBI Smart allows customization of the ordering screen, so that selectors can enter information such as fund codes, notes to acquisitions, faculty requester, and any other information that may be desired.
- Library staff notifies acquisitions of selections via e-mail, phone, request slip, etc.

### **3.) Pre-Order Searching for Duplicates**

#### **Options:**

- GOBI database automatically displays actions taken on a title (i.e. selected, ordered) for all GOBI users to see. Duplicate alerts appear if users try to select or order the title again.
- For duplication check against all library holdings, selectors or acquisitions staff use Open URL feature in GOBI for one-click search of library catalog, using ISBN or title as match.

(Libraries can also send to YBP an electronic file of all their holdings (ISBN), which YBP can load into the library's GOBI account to establish full order history through YBP. This is especially helpful for libraries that are working with multiple vendors, or have in the past.)

- Library staff searches the catalog for duplicates before placing order.

#### 4.) **Ordering Titles**

##### **Options:**

- Acquisitions staff enters local order data in GOBI (i.e. sub-account, P.O. number). Libraries can work with YBP to customize the local order screen, using a service called GOBI Smart. Examples of customizations include renaming fields and creating drop down menus of fund codes, location codes, or other fields.
- Next, library staff uses GOBI to export orders from YBP, using the GobiExport service. Library staff picks up the exported file from the YBP server and sends it to the MOBIUS Consortium Office (MCO). MCO staff load the records into the (Innovative Interfaces, Inc.) Millennium catalog, using an interface (a.k.a. "load table") that creates brief bibliographic records, with attached order records. MCO staff notifies the library that the load has been completed. Library staff then submits an order to YBP as an EDIFACT electronic order.

*Mobius Libraries are advised to notify MCO help desk ([mcohelp@umsystem.edu](mailto:mcohelp@umsystem.edu)) as soon as a decision has been made to implement the Export service.*

For more information on GOBI Export, see addendum at the back of this handout. Note: there is an annual subscription fee for this service. YBP is offering a reduced rate for MOBIUS members.

- Acquisitions staff keys in order record and brief bib record (if necessary), and sends EDIFACT order to YBP.
- Acquisitions staff keys in order record and brief bib record (if necessary). Order is sent to YBP by fax, phone, or mail.

#### 5.) **Book Receiving and Cataloging**

##### **Options:**

- YBP/ OCLC PromptCat service. PromptCat supplied cataloging and invoicing can overlay the brief bibliographic record which was created during GOBI Export process or which was manually input by library staff. Incoming record breaks into a bib, holdings, and electronic invoicing component, using Innovative's Extended Approval Plan Interface.
- YBP Cataloging Service. See Tech Services Price List for full description.
- Library-specific procedures for cataloging.

#### 6.) **Invoicing**

##### **Options:**

- Library retrieves paper invoice from YBP shipments. Invoices arrive with book shipments. Electronic copies of invoices are also available in GOBI. These invoices are .pdf documents.
- Electronic invoicing using EDIFACT. YBP has recently developed this service with Innovative. Implementation by MOBIUS is being assessed and planned during 2007. Watch for news in the year ahead.
- MARC Record Invoicing, using Innovative's Extended Approval Plan Interface. Contact the MCO Help Desk for more information.

## Addendum: GobiExport Records

### Notes:

- Please contact Jim Shetler, YBP's Director of Technical Services, to initiate setup of GOBI Export. Jim can be reached at 1-800-258-3774, ext. 3259, or [jshetler@ybp.com](mailto:jshetler@ybp.com).
- Testing is required before full implementation of GOBI Export.
- Libraries must contact MOBIUS Consortium Office (MCO) to notify them that they are implementing GOBI Export service. MCO must do all loading of records, except invoices.
- There is an annual subscription fee for this service. YBP is offering a reduced rates for MOBIUS members:
  - Small libraries                      \$500 per year
  - Medium libraries                    \$750 per year
  - Large libraries                      \$1000 per year

GobiExport records are MARC-formatted records containing bibliographic information from the GOBI database. Any library-specific information entered by library personnel prior to record export is also included. GobiExport records support duplicate checking and order creation in automated library systems, obviating the need for local keying of bibliographic and order data.

### GOBISmart SUPPORT

Many libraries contracting for GobiExport records use GobiSmart to (i) select which fields are visible on the GOBI screen, (ii) customize field names, (iii) specify any local data fields required in export records, and (iv) to validate the data entered in local data fields. GobiSmart is described in separate documentation.

### DATA MAPPING

GobiExport records contain the following values in the leader and 008 field:

LEADER			008		
00-04	logical rec length	system supp	00-05	date entered	system supp yymmdd
05	rec status	n (new)	06	type of date	n (unknown)
06	rec type	a (lang mat)	07-14	date(s)	φφφφφφφφ (all blanks)
07	bib level	m (mono)	15-17	place	xxφ (unknown)
08-09	undefined	φφ	18-21	illus code	φφφ
10	indicator count	2	22	audience	φ (unknown)
11	subfield code count	2	23	form of item	φ (none of those listed)
12-16	base address of data	system supp	24-27	contents	φφφφ (no specified type)
17	encoding level	z (not applic)	28	gov pub	u (unknown)
18	desc cataloging form	φ (non ISBD)	29	conference	
19	linked record req	φ (no)	30	festschrift	
20	length-of-field-length	4	31	index	

21	starting ch position len	5	32	undefined	φ
22	imp defined posn len	0 (zero)	33	fiction	
23	undef ent map ch posn	0 (zero)	34	biography	
			35- 37	language	und (undetermined)
			38	modified rec	φ (no)
			39	cat source	u (unknown!)

GobiExport records load readily to automated systems which allow local library definition of loader profiles. However in recognition of the fact that some systems do not support local mapping, the format accommodates the mapping proscriptions of several widely used automated library systems. Volume number, list price, currency code, subaccount number, initials, quantity, fund and location codes, order note, other local ID, and local data 1 and 4 mappings reflect the requirements of the Innovative Interfaces generic MARC loader<sup>1</sup>. These mappings are accessible to the loaders of other automated library systems, although local in-system translation is required to stream the data for use in Aleph systems. Multiple mappings of the YBP/L&C UID make this data accessible for record matching and overlay. Endeavor systems access the UID in 024 \$a and load it as Title Number for subsequent use in cataloging overlay and/or invoicing; Sirsi applications access the UID in 035 \$a. The original generic mapping of the UID to 987 \$a is retained for libraries that have built loaders using this placement.

Data is mapped to the fields and subfields shown below. Empty fields are not output. Local data – initials, fund code, order notes, invoice separate by, location, other local ID, and local data notes – is output in the case in which it is entered. Bibliographic data is output in upper case.

DATA	FORMAT	GOBIEXPORT	III LOAD <sup>o</sup>
ISBN	10 characters	020 \$a	Same
YBP/L&H UID <sup>†</sup>	up to 9 digits	024 \$a <i>and</i> 035 \$a <i>and</i> 987 \$a	local field
author	up to 50 chs	100 \$a	Same
title	up to 100 chs	245 \$a	Same
edition	up to 20 chs	250 \$a	Same
place of publication	up to 100 chs	260 \$a	Same
publisher	up to 100 chs	260 \$b	Same
year of publication	yyyy	260 \$c	Same
series title(s) *	up to 100 chs	490 \$a	Same
series volume*		490 \$v	Same
bibliographic notes**	up to 100 chs	590 \$a	local field
quantity	up to 3 digits	960 \$o	COPIES/QT Y
list price	up to 8 chs, nnnnn.nn	960 \$s	E PRICE
location code	up to 20 chs	960 \$t	LOCATION
fund code	up to 10 chs	960 \$u	FUND

<sup>1</sup> III loaders can be customized. Please review local loader programming for specific local mappings.

<i>DATA</i>	<b>FORMAT</b>	<i>GobiEXPORT</i>	<i>III LOAD</i> <sup>o</sup>
local data 1	up to 80 chs	960 \$v	VENDOR
currency of price	ISO code	960 \$z	CURRENCY
volume number	up to 3 digits	961 \$a	IDENTITY
local data 4	up to 80 chs	961 \$c	NOTE
order note 1	up to 99 chs	961 \$d	INT NOTE
initials	up to 10 chs	961 \$f	SELECTOR
other local ID #	up to 20 chs	961 \$h	VEN NOTE
subaccount #	nnnnnn	961 \$m	VEN ACCT #
binding	paper/cloth	961 \$n	III skips
item PO number	up to 16 digits	982 \$c	III skips
group PO/"sep by" ***	up to 16 chs	982 \$i	III skips
date of transaction	yyyymmdd	984 \$a	III skips
time of transaction	hhmmss	984 \$b	III skips
vendor	YBP or L&C	984 \$c	III skips
local data 3	up to 80 chs	985 \$c	III skips
local data 2	up to 80 chs	986 \$a	III skips
<sup>o</sup> III's generic MARC loader maps data as shown, but III loaders can be customized. Please review local loader programming for specific local mappings. <sup>†</sup> Control number for bib record to which the selection is linked in the GOBI database. The III load can be configured to map the associated fields. * Multiple 490s are created for titles with multiple series affiliations. ** The III load can be configured to map this field. *** Used to assign items to invoices. Requires special account set-up. For authorized accounts, this data element appears on GOBI as "invoice sort".			

#### FILE CREATION

The generation and management of GobiExport records is library-mediated and immediate. Records are output as soon as an export command is issued by an operator with the appropriate password. File creation is governed by the file naming convention established during service set-up. If a library using a naming convention that includes a date element processes more than one export file a day, each group of exported records is appended to a single file named in accordance with the date of export. For libraries using file names with sequential numbering, multiple exports result in the creation of multiple GobiExport files.

#### UNLISTED TITLES

Records based on customer-supplied information can be generated for titles not listed in GOBI. Title and author information is output in all upper case, other bibliographic and local data is output in the case supplied by the customer.

#### LIST PRICE PRESENTATION

The presentation of pricing information in export records may differ from that displayed on GOBI, reflecting the currency parameters of a library's automated library system rather than standard GOBI defaults. For titles listed in GOBI, treatment is keyed to (1) the 'origin' of the

selected record, (2) the ‘affiliation’ of any subaccount specified in the selection and, if a subaccount is specified, (3) the currency in which that subaccount is invoiced. [A slightly different approach is used in creating GobiExport records for unlisted titles for which library personnel have keyed bibliographic and pricing data into GOBI.]

The ‘origin’ of the record is the source from which the record is selected for export – directly from an electronic file of approval slips or from the general GOBI database. If the record is selected directly from an electronic file of approval slips, the list price exported is the price displayed in GOBI for the country of origin of the slip plan – the US price for slips generated on YBP approval plans, the UK price for slips from L&H plans. For items selected through GOBI generally rather than from an approval plan slip file, price selection is based on the ‘affiliation’ of the account. If an item is tagged for export against a specific subaccount, the affiliation regarded – YBP or L&H – is that of the subaccount; if no subaccount is specified, the affiliation of the base account number is referenced. The base account affiliation is the vendor system in which service was first established for the account; base account affiliations are overwhelmingly, but not exclusively, YBP. If GOBI does not show a price for the country of affiliation of an item/account, 0.00 is selected as the list price for export. Unlisted titles are handled in the same way except that the price and currency input by the library are returned, unaltered, in the export record.

Once the appropriate list price is identified, the export software then determines the currency in which to output the selected price. For selections for which a 6-digit subaccount number is specified, the currency is that in which the subaccount is invoiced – USD, GBP, HKD, AUD etc. For selection in which no subaccount is specified, the system supplies a base account designation – nnnn99 – and the price is exported in the currency of the affiliation of the base account, USD or GBP. Currency conversions are made using the conversion rate in force for invoices created on the day of GobiExport record creation. For unlisted titles, the price and currency data entered by library personnel are exported unaltered in the GobiExport record.

Pricing information is mapped to the following fields and subfields:

984	\$c	source of price [YBP or L&H – not yet changed to output as L&C] list price [explicit decimal; 0.00 if no price is known; for unlisted titles,
960	\$s	price as input by library] currency code [appropriate ISO currency code; for unlisted titles,
	\$z	currency supplied by library]
961	\$m	subaccount [nnnnnn; if no subaccount specified, format is nnnn99]

For example, an item selected directly from an electronic YBP slip file against a subaccount invoiced in AUD would generate a GobiExport record containing the US list price converted to AUD for output. The record would contain 984 \$c YBP and 960 \$z AUD. A record for the same item selected from the general GOBI database with no subaccount specified for a library for which service was first established with YBP (rather than L&C) would contain the US price output in USD – 984 \$c YBP and 960 \$z USD.

# PromptCat Service

## 5.2 PromptCat Service

YBP and L&C offer pass-through support for libraries wishing to obtain cataloging from OCLC's PromptCat service. PromptCat can be combined with physical processing at YBP and/or L&C, including barcoding and spine label generation and application.

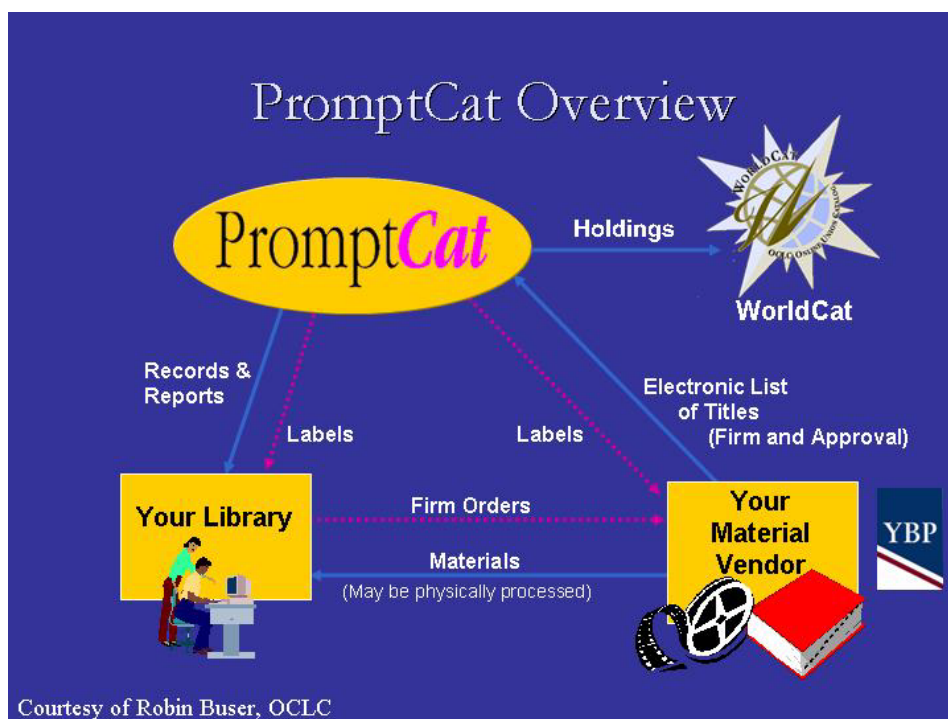
### 5.2.1 PromptCat Processing Elements

YBP and L&C use a flexible interface which supports the definition of PromptCat treatment profiles on variables including subaccount, fund code, location code, and OCLC 4-character holding library code. The interface accommodates the use of default codes, codes recorded by the library when placing orders, and/or codes assigned by YBP/L&C during approval profiling.

To ensure that a PromptCat profile takes full advantage of OCLC and YBP/L&C capabilities, libraries are encouraged to discuss their needs with a YBP/L&C Technical Services Specialist as soon as a decision is made to consider PromptCat service options.

### 5.2.2 Service Specifics

OCLC provides a detailed description of PromptCat at <http://www.oclc.org/oclc/man/10265pcat>. Options include choice of record level, record source, and record type, and the generation of spine label print files in the LC, Dewey, or NLM classifications. Dewey libraries have a choice of four Cuttering approaches.



# Key Contacts

## *How to get started with YBP Services:*

**Michael Walmsley**  
Director of Sales, Central U.S.  
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1-800-258-3774, ext. 3703

**Jean Eaglesfield**  
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## *YBP Customer Service:*

**Karla Meyette**  
Customer Service Bibliographer  
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## *YBP Technical Services Office*

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## *MOBIUS Consortium Office Help Desk (MCO)*

(573) 882-7233  
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