



**25TH ANNUAL
INNOVATIVE USERS GROUP
CONFERENCE**

APRIL 2-5, 2017



Autoship: Integrating an Approval Plan in a Hybrid Monograph Collection Development Environment

Ya Wang

Head of Collection Management Services
San Francisco State University

April 04, 2017



Agenda

- Introduction
- Project timeline
- GOBI profile
- YBP technical specifications
- Sierra set up
- OCLC set up
- Workflow
- Discussion



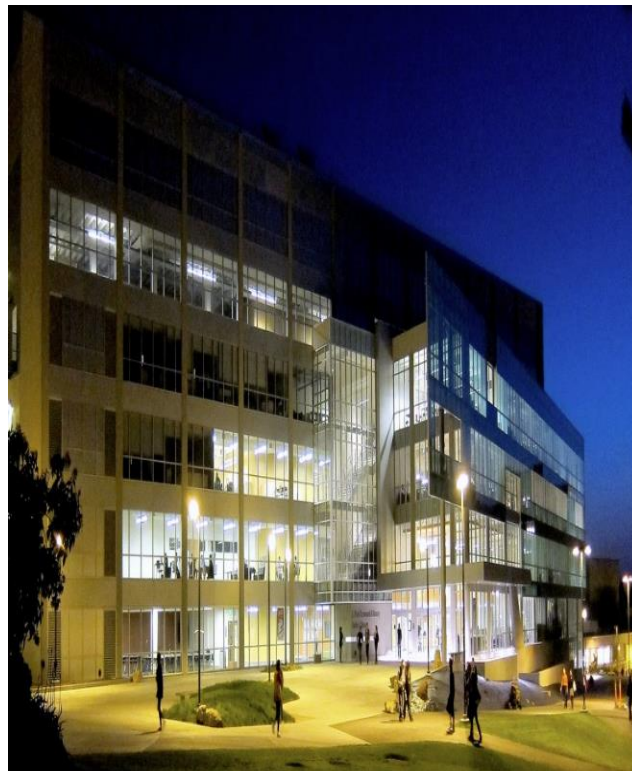
Introduction

San Francisco State University

- One of the 23 California State University campuses
- Mostly 4 year
- FTE about 25,000

J. Paul Leonard Library

- About 1.5 million items in the catalog
- Collection budget: 2.83 million
- Major book vendor: GOBI Library Solutions (formerly YBP Library Services)



Introduction

Before we introduced autoship approval plan in 2015:

- Selectors order print and ebooks title by title through GOBI
- Selectors rely on GOBI e-slips to order books
- Most print books come shelf-ready
- ebrary eBook DDA program with YBP since 2014
- eBook packages are purchased and loaded to the Sierra catalog



Introduction

Autoship Approval Plan

- Autoship books are based on the profile that we put together – utilizing subjects, non-subject parameters, and a unique press list.
- Relevant shelf-ready books are automatically shipped to the library
- Titles should either go to autoship or DDA, not both
- Autoship title price cap is \$100
- We use one fund for autoship books to simplify technical processing
- Autoship budget comes from individual subject and college level funds



Project timeline

2015

- Planning (communicated with YBP, discussed with selectors) – Summer
- Selectors met with Collection Development Coordinator to adjust their subject profiles – August, September
- YBP revised technical specifications and applied new autoship approval profile – October, November
- YBP ran a test to estimate autoship spending based on our profile. We adjusted and finalized the GOBI profile - November
- Created record templates and loading tables in Sierra and discussed technical services workflow – November

2016

- Received first box of autoship approval plan books – January
- Loaded MARC records and generated orders and invoices in Sierra – January
- Moved to OCLC WorldShare Collection Management Services – July



GOBI profile

			PL	Languages and Literatures of Eastern Asia, Africa, Oceania			
Action-13	Action-52		LC Range	Description	Fund	Exceptions-13	Exceptions-52
X	X	PL	1-8844	Languages and Literatures of Eastern Asia, Africa, Oceania	FORLM	For LITERATURE assign fund code WLITM	
		PL	1-490	Ural-Altaic languages			
		PL	491-5000	Far Eastern languages and literatures			
		PL	491-494	General			
S		PL	501-898	Japanese	JPNM		
		PL	501-699	Language			
		PL	701-898	Literature			
		PL	901-998	Korean			
		PL	901-949	Language			
		PL	950-998	Literature			
S		PL	1001-3279	Chinese	CHIM		

Switching "S" (or X) to "B" in the 13 account (print preferred approval plan account) column. It means books will be sent instead of e-slips.

			PL	Languages and Literatures of Eastern Asia, Africa, Oceania			
Action-13	Action-52		LC Range	Description	Fund	Exceptions-13	Exceptions-52
X	X	PL	1-8844	Languages and Literatures of Eastern Asia, Africa, Oceania	FORLM	For LITERATURE assign fund code WLITM	
		PL	1-490	Ural-Altaic languages			
		PL	491-5000	Far Eastern languages and literatures			
		PL	491-494	General			
B		PL	501-898	Japanese	JPNM		
		PL	501-699	Language			
		PL	701-898	Literature			
		PL	901-998	Korean			
		PL	901-949	Language			
		PL	950-998	Literature			
B		PL	1001-3279	Chinese	CHIM		



YBP technical specifications

- Materials supplied on the -13 subaccount are tagged as approval
- Provide physical processing for materials supplied on the -13 subaccount
- Provide electronic invoices for materials supplied on the -13 subaccount
- Provide OCLC Worldshare Collection Manager (WCM) for -13 subaccount
- Also remember to add the -13 subaccount to charge technical services fee and WCM support fee



Sierra set up

Bibliographic record template

BIBLIOGRAPHIC template: pcatb: pcat bibs

File Edit View Tools Help

Insert Save Print Prompt Close

Move Up
Move Down

LANG	<input type="text"/>	CAT DATE	<input type="text" value="- -"/>	SUPPRESS	<input type="text" value="n SUPPRESSION"/>
SKIP	<input type="text" value="0"/>	BIB LEVEL	<input type="text" value="m MONOGRAPH"/>	COUNTRY	<input type="text"/>
LOCATION	<input type="text" value="mn Main Collection"/>	MAT TYPE	<input type="text" value="a PRINTED MATL"/>		

Edit Mode (OVR)



Sierra set up

Item record template

ITEM template: pcati: pcat items

File Edit View Tools Help

Insert Save Print Prompt Close

Move Up
Move Down

COPY #	1	LCHKIN	- -	LOUTDATE	- - :
ICODE1	0	INVDA	- -	LOCATION	newbk New Book Browsing 1st Floor
ICODE2	-	IN LOC		LOANRULE	0
I TYPE	0 Monograph	# RENEWALS	0	STATUS	- AVAILABLE
PRICE	\$0.00	# OVERDUE	0	INTL USE	0
OUT DATE	- - :	ODUE DATE	- -	COPY USE	0
OUT LOC		IUSE3	0	IMESSAGE	
DUE DATE	- -	RECAL DATE	- -	OPACMSG	- ---
PATRON#	0	TOT CHKOUT	0	YTDCIRC	0
LPATRON	0	TOT RENEW	0	LYCIRC	0

Edit Mode (INS)



Sierra set up

Order record template

ORDER template: autoship: YBP autoship

File Edit View Tools Help

Insert Save Print Prompt Close

Move Up
Move Down

ACQ TYPE	<input type="text" value="p PURCHASE"/>	E PRICE	<input type="text" value="\$0.00"/>	RLOC	<input type="text" value="a CAM: FIRM ORD"/>
LOCATION	<input type="text" value="mn Main Collection"/>	FORM	<input type="text" value="b BOOK"/>	BLOC	<input type="text" value="a CAM: FIRM ORD"/>
CDATE	<input type="text" value="- -"/>	FUND	<input type="text" value="autom Auto-Ship Mono"/>	STATUS	<input type="text" value="o ON ORDER"/>
CLAIM	<input type="text"/>	ODATE	<input type="text" value="- -"/>	TLOC	<input type="text" value="- ---"/>
COPIES	<input type="text" value="1"/>	ORD NOTE	<input type="text"/>	VENDOR	<input type="text" value="yaus Yankee Book Peddler - yaus"/>
CODE1	<input type="text"/>	ORD TYPE	<input type="text" value="a APPROVAL PLAN"/>	LANG	<input type="text"/>
SUPPRESS	<input type="text"/>	REACTION	<input type="text"/>	COUNTRY	<input type="text"/>
V STATUS	<input type="text"/>	RDATE	<input type="text" value="- -"/>	VOLUMES	<input type="text" value="1"/>
USE TAX	<input type="text"/>				

Edit Mode (OVR)



Sierra set up

YBP autoship approval plan loading profile

Use bib, item and order templates we created. Load records without overlay.

```
|||0|0| | |0|n|G|0|@main="b"
```

```
|||0|0| | |0|n|G|0|@marc="boi"
```

```
|||0|0| | |0|n|G|0|@atab="a"
```

```
|||0|0| | |0|n|G|0|@msg="Bib, item, order and invoice records will be created"
```

```
/^999||m|0|12| | |0|n|G|0|#com="ins" @password=""
```

```
/^999||z|0|10| | |0|n|G|0|#com="recs" @recs="autoship"
```

```
/^999||o|0|20| | |0|n|G|0|#com="dflt" @dflt="pcatb,pcati,autoship"
```

```
/^999||t|0|10| | |0|n|G|0|#com="ov" @ov_tag="!"
```

```
|||0|0| | |0|n|G|0|@ov_action=""
```



Sierra set up

YBP autoship approval plan loading profile (cont.)

Create Full MARC in phase 0

Create order, invoice in phase I

|||0|0| | |0|n|G|0|@link="o:1:#1"

- ##placeholders for invoice info##
- /^980||a|0|0|o| |0|n|N|1|invoice date
- /^980||b|0|0|o| |0|n|N|1|list price
- /^980||c|0|0|o| |0|n|N|1|service charge
- /^980||d|0|0|o| |0|n|N|1|sales tax
- /^980||e|0|0|o| |0|n|N|1|net amount
- /^980||f|0|0|o| |0|n|N|1|invoice number
- /^980||g|0|0|o| |0|n|N|1|copies invoiced
- ## Modify order templates using 981 info
- /^981||b|0|0|o| |12|n|N|1|fund
- /^981||c|0|0|o| |2|n|N|1|location
- /^981||m|0|0|o| |20|n|N|1|status

Create item record in phase 2

- |||0|0| | |0|n|G|0|@link="i:2:945"



OCLC set up

Collection: YBP13Appr

Save Collection Actions ▾

▼ Properties

Collection Name*	<input type="text" value="YBP13Appr"/>	?
Provider*	<input type="text" value="GOBI Library Solutions from EBSCO"/>	▾
Account Number*	<input type="text" value=""/>	? Your OCLC Symbol
Collection ID*	<input type="text" value=""/>	? YBP GOBI account
Created	7/11/2016, 6:17:29 PM	
Last Updated	7/22/2016, 5:22:41 PM	
Status	Active	
Description	<input type="text"/>	

▶ WorldCat Holdings

▶ MARC Records

▶ Labels

▶ Dewey Call Numbers



OCLC set up

Collection: YBP13Appr

Save Collection Actions ▾

▶ Properties

▶ WorldCat Holdings

▼ MARC Records

Customize Records Record Delivery

Delivery File Output

Deliver records in the default provider files

Customize delivery

Deliver my firm and approval records in separate files by provider

Deliver records for this collection in a separate file

We use GOBI account as part of the file name ?

Limit Output by

Encoding Level(s) Use all encoding levels

Select encoding level(s) ▾

Cataloging Source(s) Use all cataloging sources

Select cataloging source(s) ▾



OCLC set up

Labels

Enable Labels Yes No

Deliver To Library Provider ?

Format

Class Scheme

Customize LC Label

Sample Data	Label Preview
DR	DR
↑ 340	340.3
↓ .3	15th
↑ 15th	.N4
↑ N4	1968
↑ 1968	A313
↑ A313	1971
↑ 1971	

Add workmark ?

Add period before first Cutter number (N4)

Add space after alphabetic portion of class number (DR)

Add space after whole number portion of class number (340)

Location Options

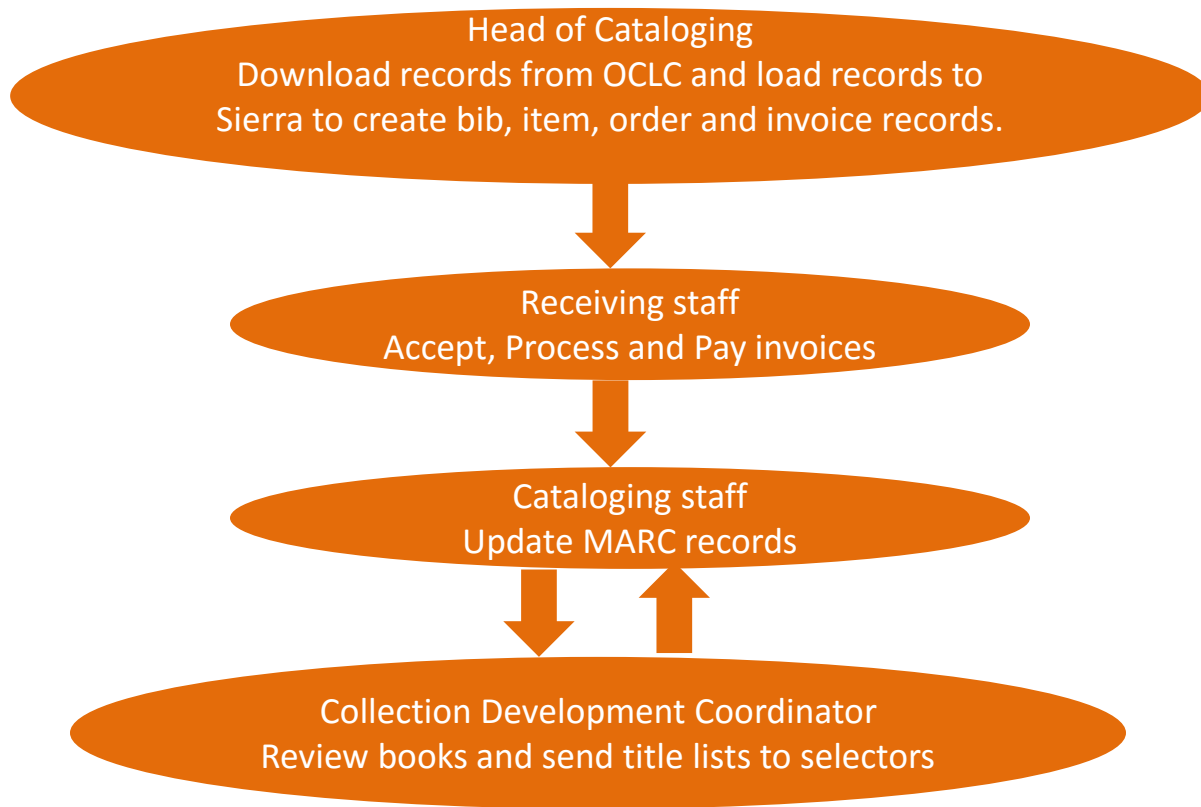
?

Place location information above call number

Add a blank line between call number and location



Workflow



Workflow - Head of Cataloging

Download records from OCLC

- Receive “WCP Records Report for WCP Collections” email from OCLC. Sometimes the email report includes both firm orders and autoship approval plan titles
- FTP to OCLC server and download records for firm and autoship books to local computer. They are separated files in OCLC

```
Status: Retrieving directory listing of "/xfer/metacoll/out/ongoing"...
Status: Listing directory /xfer/metacoll/out/ongoing
Status: Directory listing of "/xfer/metacoll/out/ongoing" successful
Status: Retrieving directory listing of "/xfer/metacoll/out/ongoing/wcp"...
Status: Listing directory /xfer/metacoll/out/ongoing/wcp
Status: Directory listing of "/xfer/metacoll/out/ongoing/wcp" successful
```

Local site:	Remote site:																																																																																																																																													
<code>\\Lib-User\Desktop\CMS\Cataloging\OCLC\</code>	<code>/xfer/metacoll/out/ongoing/wcp</code>																																																																																																																																													
<table border="1"><thead><tr><th>Filename</th><th>Filesize</th><th>File type</th></tr></thead><tbody><tr><td>..</td><td></td><td></td></tr><tr><td>SOCLC.docx</td><td>162 Mi</td><td></td></tr><tr><td>YSKY RECORDS.docx</td><td>13,728 Mi</td><td></td></tr><tr><td>YSKY RECORDS 2.docx</td><td>47,493 Mi</td><td></td></tr><tr><td>WorldCatCatalogingPartnersPre...</td><td>1,748,602 Ac</td><td></td></tr><tr><td>WorldCat.Staging.pdf</td><td>294,020 Ac</td><td></td></tr><tr><td>Welcome to OCLC Cataloging.d...</td><td>16,594 Mi</td><td></td></tr><tr><td>wcp_q-a_transcript.pdf</td><td>245,603 Ac</td><td></td></tr><tr><td>WCP_Manifest_YBP_OCLC_Term...</td><td>15,702 Mi</td><td></td></tr><tr><td>wcp-cm-features.pdf</td><td>296,143 Ac</td><td></td></tr><tr><td>WCD-FirstSearch-FAQs.pdf</td><td>201,191 Ac</td><td></td></tr><tr><td>Slide_Show.pdf</td><td>3,261,053 Ac</td><td></td></tr><tr><td>SKYRIVER 949 MACROS.docx</td><td>13,237 Mi</td><td></td></tr><tr><td>setup.pdf</td><td>45,076 Ac</td><td></td></tr></tbody></table>	Filename	Filesize	File type	..			SOCLC.docx	162 Mi		YSKY RECORDS.docx	13,728 Mi		YSKY RECORDS 2.docx	47,493 Mi		WorldCatCatalogingPartnersPre...	1,748,602 Ac		WorldCat.Staging.pdf	294,020 Ac		Welcome to OCLC Cataloging.d...	16,594 Mi		wcp_q-a_transcript.pdf	245,603 Ac		WCP_Manifest_YBP_OCLC_Term...	15,702 Mi		wcp-cm-features.pdf	296,143 Ac		WCD-FirstSearch-FAQs.pdf	201,191 Ac		Slide_Show.pdf	3,261,053 Ac		SKYRIVER 949 MACROS.docx	13,237 Mi		setup.pdf	45,076 Ac		<table border="1"><thead><tr><th>Filename</th><th>Filesize</th><th>Filetype</th><th>Last modified</th><th>Permissions</th><th>Owner/Gro...</th></tr></thead><tbody><tr><td>..</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>metacoll.CSF.wcp.FIRM.YDX.D20170308.T183013.585714.1.mrc</td><td>954</td><td>MARC Files</td><td>3/9/2017 5:28:5...</td><td>-rw-rw-r--</td><td>70070 40015</td></tr><tr><td>metacoll.CSF.wcp.FIRM.YDX.D20170308.T183013.585710.1.mrc</td><td>323,333</td><td>MARC Files</td><td>3/9/2017 5:28:2...</td><td>-rw-rw-r--</td><td>70070 40015</td></tr><tr><td>metacoll.CSF.wcp.APPR.YDX.D20170308.T183013.585713.1.mrc</td><td>75,357</td><td>MARC Files</td><td>3/9/2017 5:37:5...</td><td>-rw-rw-r--</td><td>70070 40015</td></tr><tr><td>metacoll.CSF.wcp.FIRM.YDX.D20170307.T183016.585710.1.mrc</td><td></td><td></td><td></td><td>-rw-rw-r--</td><td>70070 40015</td></tr><tr><td>metacoll.CSF.wcp.FIRM.YDX.D20170228.T183015.585710.1.mrc</td><td></td><td></td><td></td><td>-rw-rw-r--</td><td>70070 40015</td></tr><tr><td>metacoll.CSF.wcp.APPR.YDX.D20170228.T183015.585713.1.mrc</td><td></td><td></td><td></td><td>-rw-rw-r--</td><td>70070 40015</td></tr><tr><td>metacoll.CSF.wcp.FIRM.YDX.D20170221.T183015.585710.1.mrc</td><td></td><td></td><td></td><td>-rw-rw-r--</td><td>70070 40015</td></tr><tr><td>metacoll.CSF.wcp.APPR.YDX.D20170221.T183015.585713.1.mrc</td><td></td><td></td><td></td><td>-rw-rw-r--</td><td>70070 40015</td></tr><tr><td>metacoll.CSF.wcp.FIRM.YDX.D20170215.T183013.585710.1.mrc</td><td></td><td></td><td></td><td>-rw-rw-r--</td><td>70070 40015</td></tr><tr><td>metacoll.CSF.wcp.FIRM.YDX.D20170215.T183013.585713.1.mrc</td><td></td><td></td><td></td><td>-rw-rw-r--</td><td>70070 40015</td></tr><tr><td>metacoll.CSF.wcp.FIRM.YDX.D20170207.T183013.585710.1.mrc</td><td></td><td></td><td></td><td>-rw-rw-r--</td><td>70070 40015</td></tr><tr><td>metacoll.CSF.wcp.APPR.YDX.D20170207.T183013.585713.1.mrc</td><td></td><td></td><td></td><td>-rw-rw-r--</td><td>70070 40015</td></tr><tr><td>metacoll.CSF.wcp.FIRM.YDX.D20170206.T183013.585710.1.mrc</td><td></td><td></td><td></td><td>-rw-rw-r--</td><td>70070 40015</td></tr><tr><td>metacoll.CSF.wcp.APPR.YDX.D20170206.T183013.585713.1.mrc</td><td></td><td></td><td></td><td>-rw-rw-r--</td><td>70070 40015</td></tr></tbody></table>	Filename	Filesize	Filetype	Last modified	Permissions	Owner/Gro...	..						metacoll.CSF.wcp.FIRM.YDX.D20170308.T183013.585714.1.mrc	954	MARC Files	3/9/2017 5:28:5...	-rw-rw-r--	70070 40015	metacoll.CSF.wcp.FIRM.YDX.D20170308.T183013.585710.1.mrc	323,333	MARC Files	3/9/2017 5:28:2...	-rw-rw-r--	70070 40015	metacoll.CSF.wcp.APPR.YDX.D20170308.T183013.585713.1.mrc	75,357	MARC Files	3/9/2017 5:37:5...	-rw-rw-r--	70070 40015	metacoll.CSF.wcp.FIRM.YDX.D20170307.T183016.585710.1.mrc				-rw-rw-r--	70070 40015	metacoll.CSF.wcp.FIRM.YDX.D20170228.T183015.585710.1.mrc				-rw-rw-r--	70070 40015	metacoll.CSF.wcp.APPR.YDX.D20170228.T183015.585713.1.mrc				-rw-rw-r--	70070 40015	metacoll.CSF.wcp.FIRM.YDX.D20170221.T183015.585710.1.mrc				-rw-rw-r--	70070 40015	metacoll.CSF.wcp.APPR.YDX.D20170221.T183015.585713.1.mrc				-rw-rw-r--	70070 40015	metacoll.CSF.wcp.FIRM.YDX.D20170215.T183013.585710.1.mrc				-rw-rw-r--	70070 40015	metacoll.CSF.wcp.FIRM.YDX.D20170215.T183013.585713.1.mrc				-rw-rw-r--	70070 40015	metacoll.CSF.wcp.FIRM.YDX.D20170207.T183013.585710.1.mrc				-rw-rw-r--	70070 40015	metacoll.CSF.wcp.APPR.YDX.D20170207.T183013.585713.1.mrc				-rw-rw-r--	70070 40015	metacoll.CSF.wcp.FIRM.YDX.D20170206.T183013.585710.1.mrc				-rw-rw-r--	70070 40015	metacoll.CSF.wcp.APPR.YDX.D20170206.T183013.585713.1.mrc				-rw-rw-r--	70070 40015
Filename	Filesize	File type																																																																																																																																												
..																																																																																																																																														
SOCLC.docx	162 Mi																																																																																																																																													
YSKY RECORDS.docx	13,728 Mi																																																																																																																																													
YSKY RECORDS 2.docx	47,493 Mi																																																																																																																																													
WorldCatCatalogingPartnersPre...	1,748,602 Ac																																																																																																																																													
WorldCat.Staging.pdf	294,020 Ac																																																																																																																																													
Welcome to OCLC Cataloging.d...	16,594 Mi																																																																																																																																													
wcp_q-a_transcript.pdf	245,603 Ac																																																																																																																																													
WCP_Manifest_YBP_OCLC_Term...	15,702 Mi																																																																																																																																													
wcp-cm-features.pdf	296,143 Ac																																																																																																																																													
WCD-FirstSearch-FAQs.pdf	201,191 Ac																																																																																																																																													
Slide_Show.pdf	3,261,053 Ac																																																																																																																																													
SKYRIVER 949 MACROS.docx	13,237 Mi																																																																																																																																													
setup.pdf	45,076 Ac																																																																																																																																													
Filename	Filesize	Filetype	Last modified	Permissions	Owner/Gro...																																																																																																																																									
..																																																																																																																																														
metacoll.CSF.wcp.FIRM.YDX.D20170308.T183013.585714.1.mrc	954	MARC Files	3/9/2017 5:28:5...	-rw-rw-r--	70070 40015																																																																																																																																									
metacoll.CSF.wcp.FIRM.YDX.D20170308.T183013.585710.1.mrc	323,333	MARC Files	3/9/2017 5:28:2...	-rw-rw-r--	70070 40015																																																																																																																																									
metacoll.CSF.wcp.APPR.YDX.D20170308.T183013.585713.1.mrc	75,357	MARC Files	3/9/2017 5:37:5...	-rw-rw-r--	70070 40015																																																																																																																																									
metacoll.CSF.wcp.FIRM.YDX.D20170307.T183016.585710.1.mrc				-rw-rw-r--	70070 40015																																																																																																																																									
metacoll.CSF.wcp.FIRM.YDX.D20170228.T183015.585710.1.mrc				-rw-rw-r--	70070 40015																																																																																																																																									
metacoll.CSF.wcp.APPR.YDX.D20170228.T183015.585713.1.mrc				-rw-rw-r--	70070 40015																																																																																																																																									
metacoll.CSF.wcp.FIRM.YDX.D20170221.T183015.585710.1.mrc				-rw-rw-r--	70070 40015																																																																																																																																									
metacoll.CSF.wcp.APPR.YDX.D20170221.T183015.585713.1.mrc				-rw-rw-r--	70070 40015																																																																																																																																									
metacoll.CSF.wcp.FIRM.YDX.D20170215.T183013.585710.1.mrc				-rw-rw-r--	70070 40015																																																																																																																																									
metacoll.CSF.wcp.FIRM.YDX.D20170215.T183013.585713.1.mrc				-rw-rw-r--	70070 40015																																																																																																																																									
metacoll.CSF.wcp.FIRM.YDX.D20170207.T183013.585710.1.mrc				-rw-rw-r--	70070 40015																																																																																																																																									
metacoll.CSF.wcp.APPR.YDX.D20170207.T183013.585713.1.mrc				-rw-rw-r--	70070 40015																																																																																																																																									
metacoll.CSF.wcp.FIRM.YDX.D20170206.T183013.585710.1.mrc				-rw-rw-r--	70070 40015																																																																																																																																									
metacoll.CSF.wcp.APPR.YDX.D20170206.T183013.585713.1.mrc				-rw-rw-r--	70070 40015																																																																																																																																									

86 files. Total size: 12,192,709,335 bytes

Selected 1 file. Total size: 75,357 bytes



Workflow - Head of Cataloging

Load records to Sierra

- Go to Acquisitions function – Import Invoices
- Click Get Shipment button

sierra

Import

Accept/Reject

Reports

Import

Get Shipment View shipment Test Process Process

Process Options

Vendor Order date - -20

Load Profile Standard Approval Plan

Check for duplicates Create Review File: None

#	Shipment number	Shipment date	Vendor
---	-----------------	---------------	--------



Workflow - Head of Cataloging

Load records to Sierra

- Approval/Firm Order Invoice (MARC)
- Vendor – ybp
- Click Browse button

The screenshot displays the Sierra Import interface. On the left is a navigation menu with 'Import', 'Accept/Reject', and 'Reports'. The main area is titled 'Import' and contains a 'Process Options' section with fields for 'Vendor', 'Order date', 'Load Profile', and a 'Check for duplicates' checkbox. A 'Receive' dialog box is open in the foreground, showing radio button options for 'Approval/Firm Order Invoice (MARC)', 'Serials Invoice', and 'NetLibrary'. The 'Vendor' field in the dialog is populated with 'ybp GOBI Library Solutions from EB'. At the bottom of the dialog are 'FTP', 'Browse', and 'Close' buttons.



Workflow - Head of Cataloging

Load records to Sierra

- Choose the downloaded OCLC file and click “View shipment” to verify records

The screenshot displays the Sierra Import interface. On the left is a navigation menu with 'Import', 'Accept/Reject', and 'Reports'. The main area is titled 'Import' and contains several buttons: 'Get Shipment', 'View shipment', 'Test Process', and 'Process'. Below these are 'Process Options' including 'Vendor', 'Order date', 'Load Profile' (set to 'Standard Approval Plan'), and a 'Check for duplicates' checkbox. A 'Create Review File' dropdown is set to 'None'. A table below shows columns for '#', 'Shipment number', 'Shipment date', and 'Vendor'. A 'Receive' dialog box is open, showing a file list with columns for Name, Size/item type, and Date modified. The selected file is 'metacoll.CSF.wcp.APPR.YDX.D20170308.T183013.585713.1.mrc'. The 'File Name' field contains the same filename, and 'Files of Type' is set to 'All Files'. 'Open' and 'Cancel' buttons are at the bottom right of the dialog.

#	Shipment number	Shipment date	Vendor

Name	Size/item type	Date modified
metacoll.CSF.wcp.APPR.YDX.D20170308.T183013.585713.1.mrc	73.5 KB MARC Files	3/9/2017 3:2...
OCLC.docx	12.6 MB Microsoft W...	2/28/2017 6:...
OCLCreclamation20170228.mrc	1.65 GB MARC Files	2/28/2017 6:...
OCLCbib420170228.out	274 MB OUT File	2/28/2017 6:...



Workflow - Head of Cataloging

Load records to Sierra

- Count records and check a few records. Close records.

The screenshot displays the Sierra import workflow interface. On the left is a navigation menu with 'Import', 'Accept/Reject', and 'Reports'. The main area is titled 'Import' and contains several buttons: 'Get Shipment', 'View shipment', 'Test Process', and 'Process'. Below these are input fields for 'Vendor' and 'Order date' (set to '-20'), a dropdown for 'Load Profile' (set to 'Standard Approval Plan'), and a checkbox for 'Check for duplicates' (unchecked) and a 'Create Review File' button (set to 'None').

A table below shows shipment records:

#	Shipment number	Shipment date	ybp	Vendor	Approvals/Firm Order Invoice	Type
<input checked="" type="checkbox"/>	1 Shipment 01	03-09-17				

Two pop-up windows are open:

- View Shipment - ap170309.dat01**: Shows file details (File Name: ap170309.dat01, 79,360 bytes, Offset: 256, Blocks: 1-12) and a hex view of the data. The data includes a 'LEADER' and a 'DIRECTORY' section with various alphanumeric strings.
- Counting Tags**: Shows file details (File Name: ap170309.dat01, Number of Records: 29) and a table of tag counts.

Tag	Count	Tag	Count	Tag	Count
001	29	084	5	600	14
003	29	085	1	610	2
005	29	086	2	630	1
008	29	100	25	648	4
010	21	240	3	650	73
015	2	245	29	651	19
016	1	246	7	655	20
019	12	250	9	700	21
020	75	260	2	710	3
024	1	264	39	740	2
029	15	300	29	775	1
035	29	336	33	776	9
040	29	337	29	830	9



Workflow - Head of Cataloging

Load records to Sierra

- Choose the Shipment, select the vendor, and enter today's date as Order date
- Use “YBP autoship approval plan” loading profile, create a review file and click Process button

The screenshot shows the 'Import' section of a software interface. On the left is a sidebar with 'Import', 'Accept/Reject', and 'Reports' options. The main area has a dark header with 'Import' and a row of buttons: 'Get Shipment', 'View shipment', 'Test Process', and 'Process'. Below this is a 'Process Options' section with input fields for 'Vendor' (yaus), 'Yankee Book Peddler - yaus', 'Order date' (03-09-2017), and 'Load Profile' (YBP autoship approval plan). There is also a checkbox for 'Check for duplicates' and a 'Create Review File' button with the text '112:DH autom20170309'. At the bottom is a table with columns for '#', 'Shipment number', 'Shipment date', 'Vendor', and 'Type'. One row is checked, showing '1 Shipment 01', '03-09-17', 'ybp', and 'Approvals/Firm Order Invoice'.

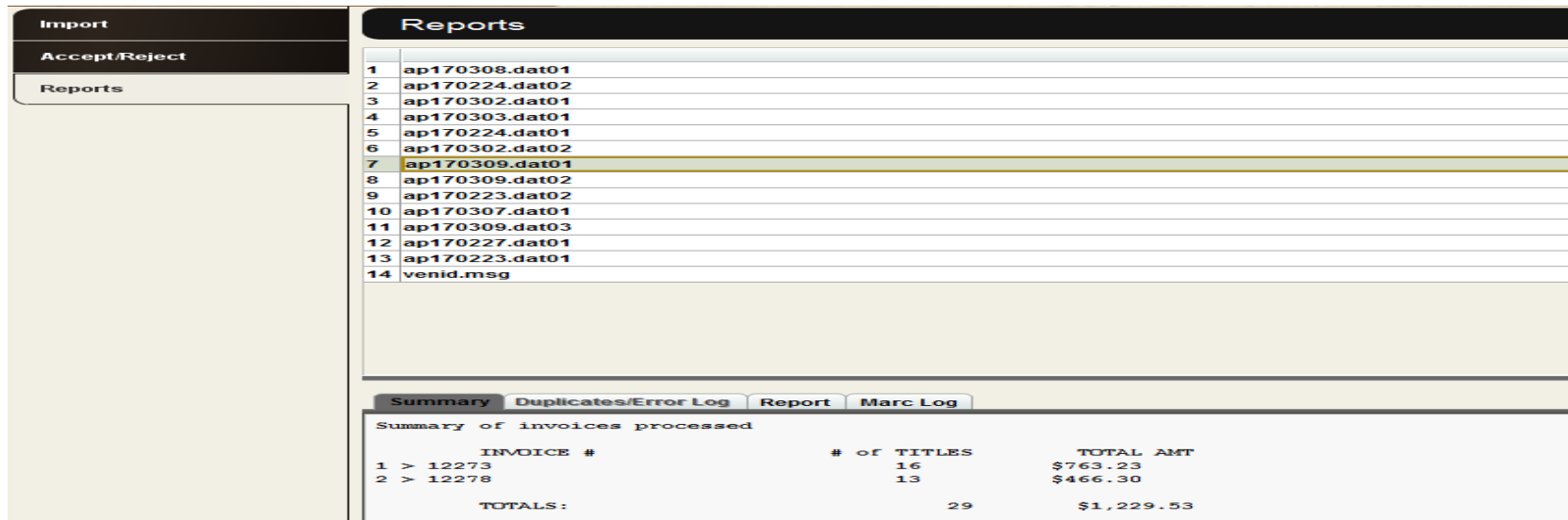
#	Shipment number	Shipment date	Vendor	Type
<input checked="" type="checkbox"/>	1 Shipment 01	03-09-17	ybp	Approvals/Firm Order Invoice



Workflow - Head of Cataloging

Load records to Sierra

- Click Reports tab to find the correct shipment and verify invoice #, total titles etc.
- Email Receiving staff that invoices are ready



The screenshot displays the Sierra system interface. On the left, a sidebar contains tabs for 'Import', 'Accept/Reject', and 'Reports'. The 'Reports' tab is active, showing a list of 14 data files. The file 'ap170309.dat01' is highlighted in yellow. Below the list, there are tabs for 'Summary', 'Duplicates/Error Log', 'Report', and 'Marc Log'. The 'Summary' tab is selected, displaying a table with the following data:

Summary of invoices processed		
INVOICE #	# of TITLES	TOTAL AMT
1 > 12273	16	\$763.23
2 > 12278	13	\$466.30
TOTALS:	29	\$1,229.53



Workflow - Head of Cataloging

Export the autoship title list

- Export the created list file to a txt file, correct some minor errors such as diacritics
- Email the autoship title list to the Collection Development Coordinator



Workflow – Receiving staff

Receiving staff gets the email notification from the Head of Cataloging that invoices are ready. Usually after 10 days, autoship books will arrive. Receiving staff will pay autoship invoices similar to other regular invoices and transfer books to Cataloging staff.



Workflow – Receiving staff

Import Invoices

- Select invoices

The screenshot shows the Sierra software interface for the 'Import Invoices' function. The top banner features the Sierra logo and a mountain range graphic. The 'FUNCTION' dropdown is set to 'Import Invoices'. A sidebar on the left contains 'Import', 'Accept/Reject', and 'Reports' buttons. The main area is titled 'Accept/Reject' and 'Invoices awaiting acceptance'. A 'Select' button is visible. Below it, a session summary shows 'Session 2' with '6 Invoices, 61 Line Items, Ready to be posted'. A table lists the invoices with columns for Invoice #, Vendor, and # items.

	Invoice #	Vendor	# items
1	12270	yaus	49
2	12271	yaus	49
3	12272	yaus	39
4	12273	yaus	16
5	12274	yaus	1
6	12275	yaus	50
7	12276	yaus	50
8	12277	yaus	10
9	12278	yaus	13



Workflow – Receiving staff

Import Invoices

- Verify record#, titles and prices against paper invoices

Accept/Reject

Invoice #12278 13 items

Process

Extended View

Invoice Date: 03-07-2017 Apply usetax: None [Process](#) [Edit Group](#) [Show Details](#) Display previous payments

Index	Record Number	Title	Prorated Price	Price	Fund	Location	Ord. Type	Note	Action
1	o1262763x	Ageing : a very short introduct	\$14.44	\$13.31	autom	mn	a		Accept
2	o12627641	BART : the dramatic history of	\$30.24	\$27.87	autom	mn	a		Accept
3	o12627653	Blackacre / Monica Youn.	\$26.70	\$24.61	autom	mn	a		Accept
4	o12627665	Cannibal / Safiya Sinclair.	\$28.43	\$26.20	autom	mn	a		Accept
5	o12627677	Companion animal economics : th	\$39.08	\$36.02	autom	mn	a		Accept
6	o12627689	The crunk feminist collection /	\$34.62	\$31.91	autom	mn	a		Accept
7	o12627690	Dimensions of Madeleine L'Engle	\$50.53	\$46.57	autom	mn	a		Accept
8	o12627707	Out of sequence : The Sonnets r	\$41.85	\$38.57	autom	mn	a		Accept
9	o12627719	Russian politics and presidenti	\$38.20	\$35.21	autom	mn	a		Accept
10	o12627720	Space Telescopes : capturing th	\$47.92	\$44.17	autom	mn	a		Accept
11	o12627732	Tarzan, jungle King of popular	\$45.05	\$41.52	autom	mn	a		Accept
12	o12627744	The traprock landscapes of New	\$34.62	\$31.91	autom	mn	a		Accept
13	o12627756	Why forests? why now?: the sci	\$34.62	\$31.91	autom	mn	a		Accept

Total \$465.30



Workflow – Receiving staff

Import Invoices

- Process invoices

Accept/Reject

Invoice #12278 13 items

Process

Extended View

Invoice Date Apply usetax Display previous payments

Index	Record Number	Title	Prorated Price	Price	Fund	Location	Ord. Type	Note	Act
1	o1262763x	Ageing : a very short introduct	\$14.44						Accept
2	o12627641	BART : the dramatic history of	\$30.24						Accept
3	o12627653	Blackacre / Monica Youn.	\$26.70						Accept
4	o12627665	Cannibal / Safiya Sinclair.	\$28.43						Accept
5	o12627677	Companion animal economics : th	\$39.08						Accept
6	o12627689	The crunk feminist collection /	\$34.62						Accept
7	o12627690	Dimensions of Madeleine L'Engle	\$50.53						Accept
8	o12627707	Out of sequence : The Sonnets r	\$41.85						Accept
9	o12627719	Russian politics and presidenti	\$38.20						Accept
10	o12627720	Space Telescopes : capturing th	\$47.92						Accept
11	o12627732	Tarzan, jungle king of popular	\$45.05						Accept
12	o12627744	The traprock landscapes of New	\$34.62						Accept
13	o12627756	Why forests? why now? : the sci	\$34.62						Accept

Approvals

1 o1262763x Ageing : a very short intr \$14.44 autom mn Accepted.

2 o12627641 BART : the dramatic histor \$30.24 autom mn Accepted.

3 o12627653 Blackacre / Monica Youn. \$26.70 autom mn Accepted.

4 o12627665 Cannibal / Safiya Sinclair \$28.43 autom mn Accepted.

5 o12627677 Companion animal economics \$39.08 autom mn Accepted.

6 o12627689 The crunk feminist collect \$34.62 autom mn Accepted.

7 o12627690 Dimensions of Madeleine L' \$50.53 autom mn Accepted.

8 o12627707 Out of sequence : The Sonn \$41.85 autom mn Accepted.

9 o12627719 Russian politics and presi \$38.20 autom mn Accepted.

10 o12627720 Space Telescopes : capturi \$47.92 autom mn Accepted.

11 o12627732 Tarzan, jungle king of pop \$45.05 autom mn Accepted.

OK



Workflow – Receiving staff

Pay an Invoice

- Select the invoice and click Post button

The screenshot shows the Sierra software interface for the 'Pay an Invoice' function. The interface includes a menu bar at the top with options: File, Edit, View, Go, Tools, Reports, Admin, Window, Help. The Sierra logo is on the left, and the function name 'Pay an Invoice' is in a dropdown menu on the right. Below the menu bar is a decorative banner with a mountain range. The main area is titled 'Choose an invoice' and contains a table with the following data:

Line Items	Invoice	Invoice date	Vendor Code	Amount
2	19645	03-09-2017	yaebr	\$351.25
31	19646	03-09-2017	yaebr	\$2,780.78
12	19647	03-09-2017	yadda	\$874.37
1	26386	03-14-2017	yaebr	\$109.00
14	26387	03-14-2017	yaebr	\$1,335.77
1	26388	03-14-2017	yaebr	\$83.94
13	12278	03-07-2017	yaus	\$466.30

At the bottom of the interface, there are three buttons: 'New Invoice', 'Post', and 'Quit'.



Workflow – Cataloging staff

Receive the autoship book truck and check Sierra records to verify and correct errors

Move the book truck to the Collection Development Coordinator



Workflow – Collection Development Coordinator

Collection Development Coordinator (CDC) reviews books to see whether they are appropriate and match our autoship profile. CDC may adjust profile to make sure they meet our campus needs.

CDC returns the books to Cataloging staff and sends the title list to Selectors.



Workflow – Cataloging staff

Cataloging staff un-suppresses bib records and moves autoship books to the New Book shelf.



Workflow – Selectors

Selectors review books based on title list that Collection Development Coordinator (CDC) sends to them. Selectors may talk to CDC to adjust subject profiles.




Discussion

Issue

- All autoship order records have status=1 On Hold once they are created

AUTHOR Seymour, Frances.
TITLE Why forests? why now? : the science, economics, and politics of tropical forests and climate change.
CALL # SD411 .S49 2016
LOCATIONS mn



Summary

Record [012627756](#)

Selection ... [012627756](#)

Payments [012627756](#)

Bib-Level Holds **0**

Record

Queue P.O. [View Finances](#)

012627756 Last Updated: 03-09-2017 Created: 03-09-2017 Revisions: 1

ACQ TYPE	p PURCHASE	E PRICE	\$34.62	RLOC	a CAM: FIRM ORD
LOCATION	mn Main Collection	FORM	b BOOK	BLOC	a CAM: FIRM ORD
CDATE	- .	FUND	autom Auto-Ship Mono	STATUS	1 ON HOLD
CLAIM		ODATE	03-09-2017	TLOC	p PO REQUESTED
COPIES	1	ORD NOTE		VENDOR	yaus Yankee Book Peddler - yaus
CODE1		ORD TYPE	a APPROVAL PLAN	LANG	
SUPPRESS		REACTION		COUNTRY	
V STATUS		RDATE	- .	VOLUMES	1
USE TAX					



Discussion

Issue (cont.)

- Monograph ordering staff will see autoship titles in the “Print/Send Orders” ftp list. These records have to be manually deleted so they will not mix with other purchase order records that we are going to ftp to GOBI.

Sierra - J. Paul Leonard Library · Ya Wang

File Edit View Go Tools Reports Admin Window Help

sierra

FUNCTION Print/Send Orders

Delete Edit Print Close

Vendors selected: ALL
Location selected: ALL

ftp 29 purchase orders to FTP Move All to Print File Limit by Vendors Limit by Location

#	Record	Title	Order Date	Order Type	Location	Vendor
<input type="checkbox"/>	3	012631723	Black performance theory / Thomas F. DeFrantz and Anita Gonzalez editors; foreword by D. Soyini Madison.	03-15-2017	v	erbk yadda
<input type="checkbox"/>	4	012631735	BRAC global policy language and women in Bangladesh : transformation and manipulation / Manzurul Mannan.	03-15-2017	v	erbk yadda
<input type="checkbox"/>	5	012631747	Centrality of history for theory construction in psychology / Sven Hroar Klempe Roger Smith editors.	03-15-2017	v	erbk yadda
<input type="checkbox"/>	6	012631759	Charlemagne / Johannes Fried; translated by Peter Lewis.	03-15-2017	v	erbk yadda
<input type="checkbox"/>	7	012631760	Human trafficking [electronic resource] : the complexities of exploitation / edited by Margaret Malloch and Paul Rigby.	03-15-2017	v	erbk yadda
<input type="checkbox"/>	8	012631772	A journey of the vocal iso(n) / by Eno Koço.	03-15-2017	v	erbk yadda
<input type="checkbox"/>	9	012631784	Necessary trouble : Americans in revolt / Sarah Jaffe.	03-15-2017	v	erbk yadda
<input type="checkbox"/>	10	012631796	Paying the price : college costs financial aid and the betrayal of the American dream / Sara Goldrick-Rab.	03-15-2017	v	erbk yadda
<input type="checkbox"/>	11	012631802	Social semiotics for a complex world : analysing language and social meaning / Bob Hodge.	03-15-2017	v	erbk yadda
<input type="checkbox"/>	12	012631814	Solving the achievement gap : overcoming the structure of school inequality / Stuart S. Yeh.	03-15-2017	v	erbk yadda
<input checked="" type="checkbox"/>	13	012632764	Aqing in America : a cultural history / Lawrence R. Samuel.	03-17-2017	a	mn yaus
<input type="checkbox"/>	14	012632776	The beautiful brain : the drawings of Santiago Ramón y Cajal / edited with commentaries by Eric A. Newman Alfonso Araque ...	03-17-2017	a	mn yaus
<input type="checkbox"/>	15	012632788	How emotions are made : the secret life of the brain / Lisa Feldman Barrett.	03-17-2017	a	mn yaus
<input type="checkbox"/>	16	01263279x	John Lockwood Kipling : arts and crafts in the Punjab and London / edited by Julius Bryant and Susan Weber.	03-17-2017	a	mn yaus
<input type="checkbox"/>	17	012632806	Journeyman : a novel / Marc Bojanowski.	03-17-2017	a	mn yaus
<input type="checkbox"/>	18	012632818	Lost worlds of the San Francisco Bay Area / Sylvia Linstedt; foreword by Gary Kamiya.	03-17-2017	a	mn yaus
<input type="checkbox"/>	19	01263282x	Mathematics : how it shaped our world / David Rooney; with contributions from June Barrow-Green [and 4 others]; and an a...	03-17-2017	a	mn yaus
<input type="checkbox"/>	20	012632831	A natural history of ladybird beetles / M.E.N. Majerus; editors H.E. Roy P.M.J. Brown.	03-17-2017	a	mn yaus
<input type="checkbox"/>	21	012632843	Numbers and the making of us : counting and the course of human cultures / Caleb Everett.	03-17-2017	a	mn yaus
<input type="checkbox"/>	22	012632855	A piece of the world : a novel / Christina Baker Kline.	03-17-2017	a	mn yaus
<input type="checkbox"/>	23	012632867	QUEST FOR SHAKESPEARE.	03-17-2017	a	mn yaus
<input type="checkbox"/>	24	012632879	A Tokyo anthology : literature from Japan's modern metropolis 1850-1920 / edited by Sumie Jones and Charles Shirô Inouye.	03-17-2017	a	mn yaus
<input type="checkbox"/>	25	012632880	When police kill / Franklin E. Zimring.	03-17-2017	a	mn yaus
<input type="checkbox"/>	26	012632892	Zero degrees : geographies of the Prime Meridian / Charles W.J. Withers.	03-17-2017	a	mn yaus
<input type="checkbox"/>	27	012632909	Aluminum in America : a history / Quentin R. Skrabec.	03-17-2017	a	mn yaus
<input type="checkbox"/>	28	012632910	Christian Falsnaes : Elixir / editors Aaron Bogart and Christian Falsnaes; texts Carson Chan ... [et al.].	03-17-2017	a	mn yaus
<input type="checkbox"/>	29	012632922	Feminist parenting / edited by Lynn Comerford Heather Jackson and Kandee Kosior.	03-17-2017	a	mn yaus

Row 13 of 29 selected



Discussion


Issue (cont.)

- Once autoship invoices are paid, order status will be changed as Fully Paid. The autom fund is expended.

o12627756
File Edit View Go Tools Window Help

Browse
Insert Save View Edit Export Vendor Print Close Fund

AUTHOR Seymour, Frances.
TITLE Why forests? why now? : the science, economics, and politics of tropical forests and climate change.
CALL # SD411 .S49 2016
LOCATIONS mn



Summary

Record o12627756

Receive o12627756

Selection ... o12627756

Payments o12627756

Bib-Level Holds 0

Record

Queue P.O. View Finances

o12627756 Last Updated: 03-17-2017 Created: 03-09-2017 Revisions: 3

ACQ TYPE	p PURCHASE	E PRICE	\$34.62	RLOC	a CAM: FIRM ORD
LOCATION	mn Main Collection	FORM	b BOOK	BLOC	a CAM: FIRM ORD
CDATE	- -	FUND	autom Auto-Ship Mono	STATUS	a FULLY PAID
CLAIM		ODATE	03-09-2017	TLOC	p PO REQUESTED
COPIES	1	ORD NOTE		VENDOR	yaus Yankee Book Peddler - yaus
CODE1		ORD TYPE	a APPROVAL PLAN	LANG	
SUPPRESS		REACTION		COUNTRY	
V STATUS		RDATE	- -	VOLUMES	1
USE TAX					

PAID	DATE	INVD	INV#	AMT	VOUCHER	COPIES	FOR CURR	NOTE
	03-17-2017	03-07-2017	12278	\$34.62	34521	001		

o12627756
Edit Mode (OVR)



Discussion

For the past calendar year 2016

- The library purchased 1,360 autoship books
- 43% autoship books have circulated once as of Mar.17, 2017
- In contrast, we purchased 5,158 print books in 2016. Their circulation rate is 27%
- Autoship budget is about 10% of the total monograph budget
- Autoship cuts selection time and books come in at a more steady pace

Comments from Selectors

- “Most of the books are fine, but issues would be 1) odd formats and more importantly 2) some stuff that seems to come out of nowhere. But it is a very small number.”
- “Actually for the most part, happy with what is coming in AUTOM for my subject areas.”
- “Autoship books in my areas don’t seem well selected.”



Thank you!

Ya Wang
wangy@sfsu.edu

