

**GEORGIA PERIMETER COLLEGE ACQUISITIONS DEPARTMENT
PROCEDURES FOR ORDERING 2008-2009**

This year we are implementing some new procedures for ordering the various materials needed by the LRC's . Most of the previous rules will still apply, however, this year each campus will be given a Log-in and Password for the Baker & Taylor Title Source III system (TSIII). This will enable those who do the selections the ability to obtain much more current and detailed information about individual titles for Books, CD's, DVD's and even Audio books. The instructions for using the TSIII are included separately. While we are requesting that most items selected be printed from TSIII, (instructions included), we will still accept legible print-outs. We suggest that you use Barnes & Noble, (their site shows the ISBN and pertinent information on the first page printed), however, we will accept other sites. We still want to limit the slips to ONE title per page and each page should have the campus printed on the top right-hand corner. Please make sure that the page includes the ISBN (**highlighted**), and all needed information (i.e. author's name, title, publisher, list price, date of publication, etc.).

1. We are requesting the all orders sent be separated by types of materials (this includes DVD's, CD's, and Audio Books. The slips should be sent to us in alphabetical order.
2. The name of the campus **MUST** be printed in the upper right hand corner of the page – this includes all types of materials – each page should have the campus indicated. If ordering media (CD, DVD, or Audio Book), please indicate this in the left-hand corner.
3. Carefully check to make sure the title requested is not a duplicate request for your campus. Please check to see if the title requested is listed on the standing order or Continuations list. An effort will be made by us to determine if this title is a duplicate, however the ultimate responsibility belongs to you. If indeed you want a duplicate copy of a title, please indicate as **DUPLICATE COPY** or **ADDED COPY**. If we discover that you are ordering a duplicate for your campus and there is no indication on the slip that this is a duplicate, we will return this slip to you, if you do indeed wish to order another copy please return this slip with your next order and make sure the slip indicates the known duplication.
4. Any slips sent for titles that **are not being published within the next two months will be returned to the campus**. Hopefully, TSIII will help with projected publication dates.
5. We are asking that any notes that you wish to include on your order be written on the front of the page in the **lower right-hand corner**. This note should be very brief and should be **highlighted**. If you wish to write notes on the slips which are for you at the campus, please **write only on the back of the order page**. The only **highlighted** notes on the front of the page are for TS to include in the P.O. Example: **POPULAR**; **REFERENCE**; **ADDED**, or **Notify**: Dr. Smith – Humanities – Dunwoody, etc.
6. Order slips are first run through Baker & Taylor – if rejected, they are then run through Emery-Pratt or Midwest. Any slips which are rejected by the

second jobber (EP or MW) will then be returned to the campus. We will indicate (if known) the reason for the rejection on the order slip:

NYP – Not Yet Published

OP – Out of Print

POS – Publisher out of stock

TOS – Temporarily out of stock

If you decide that you wish to try for any of these titles at a later date, please return _____ to Technical Services. If the title is for an "Out of Print" book, but you still wish to _____ have us attempt to obtain this title, please indicate on the slip what the highest amount you are willing to pay for this particular title. Remember, just because you look at Powell's and it shows they have the OP copy, doesn't mean the copy will still be there when ACQ is trying to purchase it.

7. We are requesting that any slips that need to be handled as SPECIAL REQUESTS or RUSH, be limited and should be run through your Campus Contact.
8. Please send all orders via intercampus mail to Dianne Gilmer or Rose Davis @ LRC/Technical Services Dept. – B Building (Clarkston)