CORAL - Guide to Continuing Resource Order Workflows

Continuing Resource Order Workflow Steps Defined

- **Initial order prep** - performed by the serials manager overseeing new order distribution and includes the following:
  - Creating the new resource record.
  - On the routing tab, reassigning the appropriate workflow steps from “Serials Staff” to a specific unit staff member.
  - Attaching the new order request form submitted by collection management to the resource record.
  - If the manager has already collected information about license work for the new order they will include that information in the resource details. They will also attach a license file to the resource record if available.

- **Create order records** - this workflow step is complete once the brief bibliographic record and purchase order are created in Sirsi to encumber the subscription cost.

- **Prep license for negotiation** - here the staff member handling the order will determine if there is license work associated with the purchase (Note: sometimes this information is already detailed by the serials manager while prepping the order). If there is a license to negotiate they will prepare the license for the license team. If no license is required, they will delete the license negotiation and license association steps from the workflow as needed.

- **License negotiation** - this step is optional and can be deleted if there is no license or amendment required for purchase or if resource is covered by an existing license.

- **Create serial control** - this workflow step is complete once a brief serial control has been created to predict the first expected issue of a new print order.

- **Place order** - This workflow step is complete once the order has been placed and confirmed either directly with the publisher or with our EBSCO rep.

- **Obtain and pay invoice** - This workflow step applies only to direct orders and is complete once the staff member has obtain the invoice, created and paid the invoice record in Sirsi, and passed the invoice off for signature and voucher creation.

- **Set up patron access** - This workflow step can include registering access at the publisher site, should such action be required by the publisher, and activating the title in our knowledge base.

- **Receive first print issue** - This workflow step is complete once the first expected print issue is received and checked in on the serial control in Sirsi.

- **Catalog resource** - This workflow step can include the following:
  - If print, staff will bring in a full bib record from OCLC. This step can be re-assigned to another unit member if title requires original cataloging and can not be completed by the staff member handling the order.
  - If electronic and a record is available through the MARC record service, the staff member will only need to confirm the presence of an ssj# in the brief bib record.
  - If electronic and a record is not available through the MARC record service, staff will bring in a full bib record from OCLC. Here too, this step can be re-assigned to another unit member if title requires original cataloging and can not be completed by the staff member handling the order.

- **Verify patron access** - This workflow step specifically refers to verification of the presence of the title or resource in the Journal list or database A-Z list. Since we heavily rely on the MARC record service for cataloging and there is typically a two week lag between activation and record load, staff are not required to verify that the record is found in Endeca before completing this step.

- **Associate resource with E-matrix license record** - This workflow step is complete when staff have confirmed that a resource is appropriately associated with the controlling license record in E-matrix. If not, the staff member will associate the resource with the license record before completing. This step can be deleted earlier in the workflow if there is not a license associated with the order.

- **Populate acquisitions details for the appropriate holding(s) in E-matrix** - This workflow step is complete when the staff have confirmed that the acquisitions details for the print and/or electronic holding corresponding to the subscription have been populated in E-matrix. For the print format this includes setting the correct acquisition type, payment type, subscription status and populating the vendor title number field. For the electronic format this includes confirming that the holding has inherited the correct acquisitions type and payment type from the parent collection record, then setting the correct subscription status, archive type (only when "owned" and including a coverage date range), and populating the vendor title number field. Please see the Data Dictionary for Acquisitions Details in E-Matrix for additional information on each acquisitions detail field.

- **Notify collection manager** - This workflow step is complete when the staff member has notified the collection manager that the order is complete and the purchase material is now available for patron use.
1. Direct Order, Electronic, Continuing resource
   a. Initial order prep
   b. Create order records
      • includes creating a brief bib & creating a PO
   c. Prep license for negotiation
   d. License negotiation (can delete if not necessary)
   e. Place order
   f. Obtain and pay invoice
   g. Set up patron access
   h. Catalog resource
   i. Verify patron access
   j. Associate resource with E-matrix license record (can delete if no license)
   k. Populate acquisitions details for the appropriate holding(s) in E-matrix.
   l. Notify collection manager

2. Direct Order, Print, Continuing resource
   a. Initial order prep
   b. Create order records
      • includes creating a brief bib & creating a PO
   c. Create serial control
   d. Place order
   e. Obtain and pay invoice
   f. Receive first print issue
   g. Catalog resource
   h. Populate acquisitions details for the appropriate holding(s) in E-matrix.
   i. Notify collection manager

3. Direct Order, Print+Electronic, Continuing resource
   a. Initial order prep
   b. Create order records
      • includes creating a brief bib & creating a PO
   c. Prep license for negotiation
   d. License negotiation (can delete if not necessary)
   e. Place order
   f. Create serial control
   g. Obtain and pay invoice
   h. Set up patron access
   i. Catalog electronic format of resource
   j. Verify patron access
   k. Associate resource with E-matrix license record (can delete if no license)
   l. Receive first print issue
   m. Catalog print format of resource
   n. Populate acquisitions details for the appropriate holding(s) in E-matrix.
   o. Notify collection manager
1. **EBSCO Order, Electronic, Continuing resource**
   a. Initial order prep
   b. Create order records
      • includes creating a brief bib & creating a PO
   c. Prep license for negotiation
   d. License negotiation (can delete if not necessary)
   e. Place order
   f. Set up access in Serials Solutions
   g. Catalog resource
   h. Verify access
   i. Associate resource with E-matrix license record (can delete if no license)
   j. Populate acquisitions details for the appropriate holding(s) in E-matrix.
   k. Notify collection manager
2. **EBSCO Order, Print, Continuing resource**
   a. Initial order prep
   b. Create order records
      • includes creating a brief bib & creating a PO
   c. Create serial control
   d. Place order
   e. Receive first print issue
   f. Catalog resource
   g. Populate acquisitions details for the appropriate holding(s) in E-matrix.
   h. Notify collection manager
3. **EBSCO Order, Print+Electronic, Continuing resource**
   a. Initial order prep
   b. Create order records
      • includes creating a brief bib & creating a PO
   c. Prep license for negotiation
   d. License negotiation (can delete if not necessary)
   e. Place order
   f. Create serial control
   g. Set up patron access
   h. Catalog electronic format of resource
   i. Verify patron access
   j. Associate resource with E-matrix license record (can delete if no license)
   k. Receive first print issue
   l. Catalog print format of resource
   m. Populate acquisitions details for the appropriate holding(s) in E-matrix.
   n. Notify collection manager