Subaccount – All Exceptions (manual ordering, invoicing, cataloging)

Key: Blue = Acquisitions  Orange = Cataloging

1. Resources acquired in non-EOD/EDI YBP way (YBP Bypass, UK, Standing Orders, Approval Plan or Credit Card Purchases, Gifts, Education Curriculum, Scores, CDs, etc.)

2. Resources arrive with NO cataloging (other than possible order record) and NO processing

3. Acquisitions manually receives and invoices resources and puts a color workslip in each resource according to eventual shelving location

4. Acquisitions places materials on appropriate shelf (Copy cataloging, Original cataloging, or Music)

5. Cataloging pulls materials at their discretion and catalogues and then places on "Needs ALL Processing" side of processing book truck

6. Acquisitions completely processes materials and takes them to Circ for shelving