Local Review Subaccount – Possible Exceptions

Key: Blue=Acquisitions Orange=Cataloging Green=Info Desk

See YBP Workflow document for detailed process up to this point

Acquisitions Receives and Invoices and puts the YBP-created labels into the books

Acquisitions will place received books on Music shelf or Local Review cart or shelves

Acquisitions will create and/or affix labels and place materials on processing truck

Processing truck will be taken to Info Desk where student workers will complete processing

Cataloging loads bib records from YBP and applies "In Process" status

Books arrive fully catalogued and processed with labels NOT affixed & dust jackets bundled

Cataloging will check records, edit as necessary & indicate any new call #s on the YBP-created label

Cataloging will place books on "Needs Some Processing" truck

Truck goes to Circ where they will wand/scan to remove the "In Process" status

Circ shelves materials