Training

POLARIS ACQUISITIONS
Using subfield 'h' with EDI

Introduction to using 970|h

The subfield h of the 970 tag instructs Polaris to use a specified on-order item template, instead of choosing the template based on location (assigned library), collection, and material type. This can be very helpful to libraries when the 3 match points are not specific enough for their needs.
To create on-order items, the library creates item templates with the copy level code in the template name (**NOTE:** It still must start with On order or On-order) When the purchase order is released, the copy level coded in the purchase order line item segments are matched to the template codes and create the on-order items.

Follow these steps to use copy level codes in the creation of on order items:

1. Define copy level codes on the supplier's materials selection Website. The codes can contain at least one alpha or numeric character, not to exceed 10 characters.

2. For each copy level code, create an on-order item template with the code in the template name, following On-Order. For example: On order MAV4WKBCD Main AV 4 Week.

3. Select titles on the supplier's Website, select the appropriate code for each copy, and other order data, including branch, quantity, fund and price.

4. Download the brief acquisitions bibliographic records containing the 970 tags with the copy level code in subfield h.

5. Import the bibliographic records into a record set and bulk-add them to a purchase order.

6. Release the purchase order and select the option to create on order items.

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