



## POLARIS ACQUISITIONS

### 970 Subfield Guide

Importing bibliographic records with 970 subfield data and then bulk adding them to a purchase order is the most efficient way to create purchase orders in Polaris, whether or not the orders are sent via EDI. When bibliographic records are bulk added to a purchase order, the bibliographic title-level information creates each purchase order line item, and the following subfield data in the 970 tags creates the distribution grid, or segments, for each line item:

SUBFIELD	MEANING	ACCEPTABLE VALUE	EXAMPLE
I (lower case l)	Location	Abbreviation	CBL
q	Quantity	Number	2
f	Fund	Fund name or Alternative fund name	Print Adult Fiction or PAF
c	Collection	Abbreviation	FIC
P	Price	Amount	24.95
m	Material Type	Name or Code	Book or 7
n	Note	Text	High Priority
h	Item Template Code	Name of item template after "On Order"	Central Juvenile DVD

Examples:

970 \$q1\$cNF\$p18.50\$mDVD\$lCEN\$fCJNF

970 \$fNLRF\$p19.45\$q2\$hRedwood Spanish DVD\$nVerify complete contents\$lRDWD

**NOTE:** If using the \$h, there is no need to also use the \$c or \$m. The \$h is only used when designating the on-order item template to use in place of Polaris determining the template to use based on the location, collection and material type in the purchase order line item.

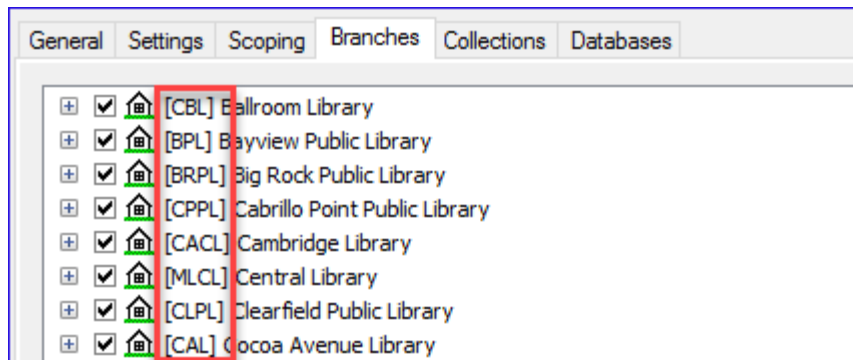
**NOTE:** The subfields can be in any order in the 970 tag.

### Where can I find the values listed in the table?

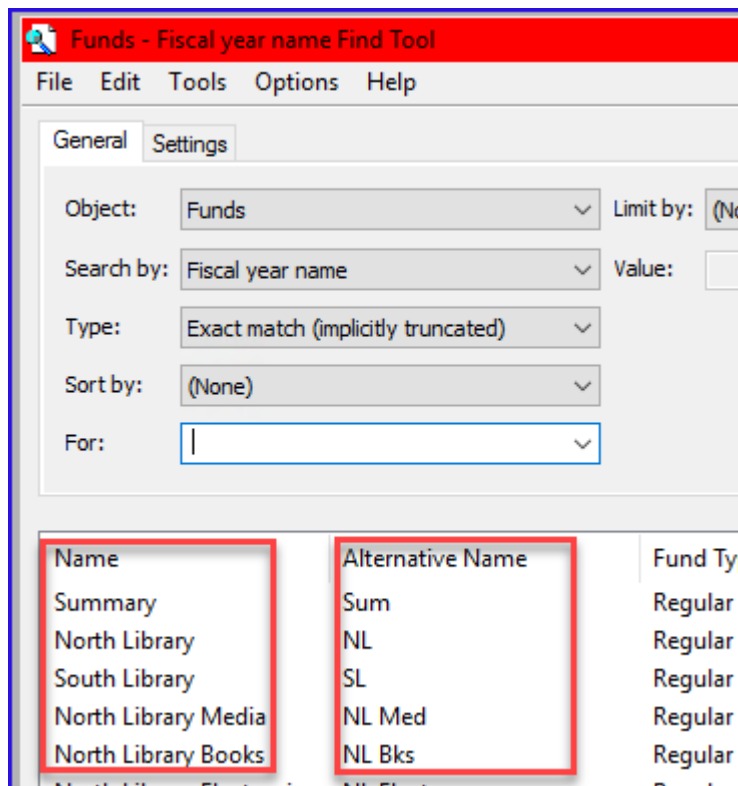
Location (\$l) abbreviation

In the brackets of the Branches tab in the Item/Bib find tool

# Training

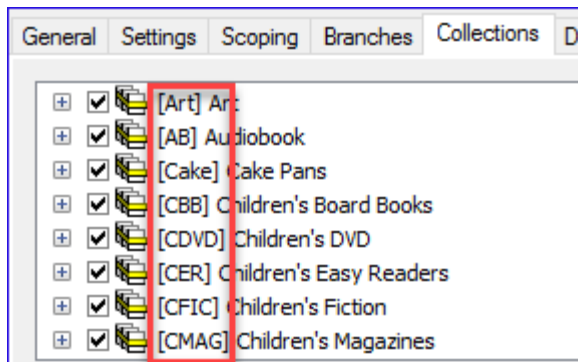


Fund (\$f) Name and Alternative Fund Name  
In the browse view of the Fund find tool



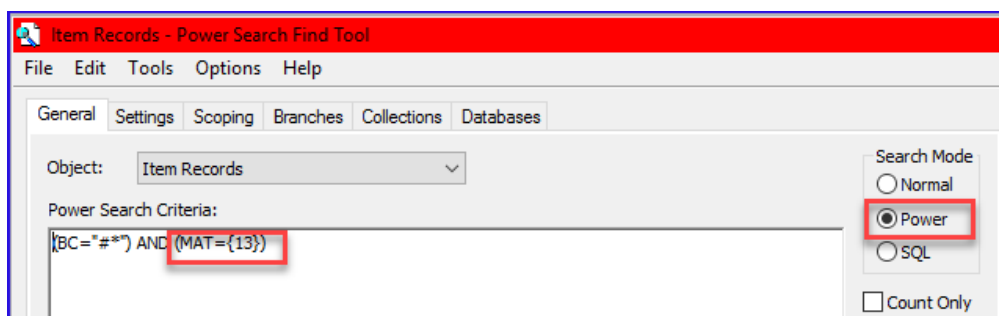
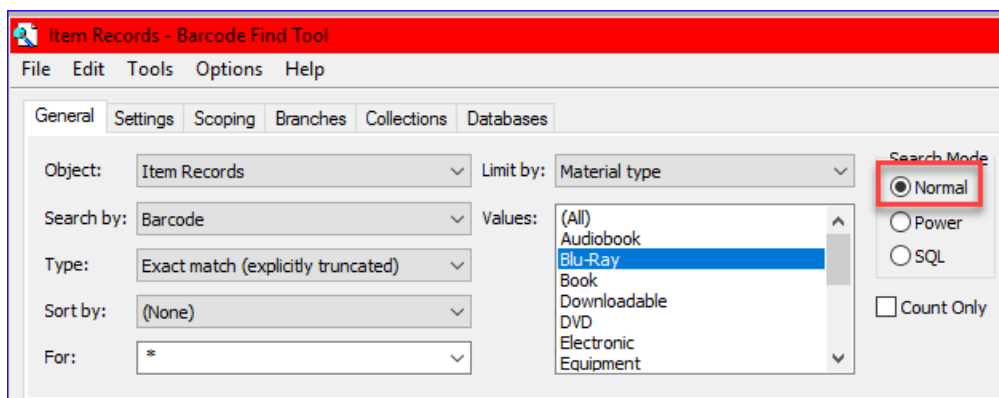
Collection (\$c) Abbreviation  
In the brackets of the Collections tab in the Item/Bib find tool

# Training



## Material Type (\$m) Code

Create a search in the Item find tool with a Material Type value selected as a limit. Switch view from Normal to Power. To see the codes of all the Material Types, view the MaterialTypes SQL table.



## Item Template (\$h) Name

Name of item template after "On Order"

# Training

**Item Templates - Name Find Tool**

File Edit Tools Options Help

General Settings Scoping Branches Collections Databases

Object: Item Templates Limit by: (None)

Search by: Name Value:

Type: Exact match (implicitly truncated)

Sort by: (None)

For: on order

Name	Assigne...	Collection
on order NF / BPL	Bayview ...	Nonfiction (NF)
on order NF / BRPL	Big Rock...	Nonfiction (NF)
On order ANF Kitchen	Kitchen ...	Nonfiction (NF)
on order NF / FVPL	Friendly ...	Nonfiction (NF)
On order JFIC Ballroom	Ballroo...	Children's Fictio...
On order JFIC Conservatory	Conserv...	Children's Fictio...
On order JFIC Kitchen	Kitchen ...	Children's Fictio...
on order REF / BPL	Bayview ...	Reference (REF)
On order JFIC Study	Study Li...	Children's Fictio...
on order REF / BRPL	Big Rock...	Reference (REF)
on order REF / FVPL	Friendly ...	Reference (REF)

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