

# On the way—On Order

Tip for February 25, 2019

Darla has a particular request. She has heard that Raina Telgemeier is about to release a new book, and she *really* wants to be the first one to check it out when your library receives it. Well, you won't play favorites, because that's unfair, but there *is* a way Darla can get in line early.

The screenshot shows a library management system interface. At the top, there is a search bar with a dropdown menu set to 'Hold (H)' and a text input field for 'Enter a Command or Barcode'. Below this, the interface is divided into two main sections: 'Darla Anderson' and 'Guts'.

**Darla Anderson** section:

- Barcode: 1001
- Category: High Student
- Image: A portrait of a young woman with braids, labeled 'COMP'.
- Status: No Items Checked Out, 1 Hold
- Buttons: Details, Notes, Lookup

**Guts** section:

- Barcode: 1300004
- Category: Fiction
- Status: On Order (in red), 1 Hold, 0 of 2 copies available, Replacement Cost: \$20.00
- Image: Book cover for 'Guts' by Raina Telgemeier, featuring a yellow smiley face with a tongue sticking out.
- Buttons: Details, Copy Stats, Notes, Lookup

Below these sections is a navigation bar with tabs: Circulation, Command Help, Holds, Reservations, Charges, Support, Special. Under 'Circulation', there are sub-tabs: Transaction Log, Renewals, Campus.

The **Transaction Log** section shows a list of transactions:

Icon	Type	Description	Amount/Date
💰	Balance	1001 Anderson, Darla Payment:\$1.00	\$0.00
⚠️	Message	'Guts', Call# CL TELG will be held for you when it becomes available. Your hold request expires 02/22/2020. You are in position 1 of the queue.	
👤	Hold	'Guts' CL TELG, In position 1	Expires: 02/22/2020
👤	Start Hold Mode	• Start Hold Mode	
😊	Patron	1001 Anderson, Darla	02/22/2019 11:34 AM
👤	Start Check Out	• Start Check Out	
👤	On Order	1300004 'Guts', to Patron: 5	On Order
👤	On Order	1300005 'Guts', to Patron: 5	On Order
😊	Patron	5 On Order	02/22/2019 11:31 AM

At the bottom of the Transaction Log, there is a warning: "The barcode entered (9) is in the range 1-50, and is reserved for program use. Please select a different demo, demo, COMP - COMPanion DC Demo"

## On Order

Sometimes vendors will send the MARC records to you before the order is shipped. When they do, you can import the records into Alexandria and assign them to the On Order system patron (barcode 5), which is used to indicate items that are in your system but are not currently available for circulation. Your patrons will be able to see the item in their search results, and they can even place a hold on it before it arrives.

Here's what you do:

1. Import the MARC records into Alexandria.
2. To make the records easier to find, assign them to In Processing upon import.
  - v7 In the Options tab, check the box "Set New Copies as 'In Processing'."
  - v6 In the Item Settings tab, check the box "Set Copy Status as 'In Processing!'."
3. Go to Utilities and go to the Copies category.
  - v7 Select the *Check Out to System Patron* utility.
  - v6 Select the *Check Out* utility.
4. Open the Options tab.
  - v7 Set the *Check Out Selected Copies* to dropdown to On Order.
  - v6 Set *To Patron* to 5-On Order Copies.
5. Select by accession date, then set the date you added the items.
  - v7 Fill in the Copies Added selection. If applicable, set *Copies with a Status of* to *In Processing*.
  - v6 Add a selection for Copy Accession Date.
6. Run the utility. Those items will now show in Researcher as On Order (according to your [Auto-Hide](#) preferences).
7. When the order arrives, simply bookdrop the items to change their status to Available, and Alexandria will let you know if there are any holds pending. If you need additional time to process the items, check them out to In Process (barcode 7) first!

Darla and your other patrons will love being able to see that these items are coming!