



Acquisitions: Ordering

- Bundles by selector
- Dup Check
- Selects Aggregator
- Single/Multi user (if appropriate)
- Applies Fund Code
- Notifies Liaison of order

Gobi Select-Cart

Liaison Requests

50: Firm eBooks

Record Downloading

- Grabs Records
- Load recs into Millennium
- Checks all bib recs that Greg C. created

🕒 1

Cycle Time	10 min
Uptime %	M-F, 7a - 4p

Ebrary: 3rd Wed. Each Month (delay with when ordered) 0 - 20,000 recs
 Ebsco: Once a week
 EBL: Zero
 Wiley: ?

Acquisitions: Receiving

- Checks for bib rec
- (if none) creates a bib rec
- Creates OR, then attach to bib
- Copy/Paste all created bib recs
- Emails them to Cris C.
- Invoice inputted for posting

🕒 1 + Students

Cycle Time	2 min
Uptime %	M-F, 7:30a - 4:30p

Invoicing

- Processes Invoice

🕒 1 + Student

Cycle Time	?
Uptime %	?

