

Naming convention for all purchase orders and carts:

**XX****XX**mmddyy**XX**

Example: CAYA010103

“Carbondale Young Adult Books to be ordered on January 1, 2003”

Name of Library  
 Possible values:  
 AB-Abington  
 BK-Bookmobile  
 CA-Carbondale  
 CH-Childrens  
 DA-Dalton  
 GR-Green Ridge  
 LS-Library System  
 NP-North Pocono  
 PR-Providence  
 RE-Reference  
 SA-Circulation Audio  
 SC-Circulation Books  
 SV-Circulation Video  
 TA-Taylor  
 TK-Tunkhannock  
 VA-Valley

Type of order  
 Possible values:  
 AD-Adult Book  
 AY-Automatically Yours  
 BR-BluRay  
 CD-CDs  
 CN-Continuation  
 CR-CD-ROMs  
 DN-DVD Non-Holdable  
 GE-Genealogy  
 JV-Juvenile Books  
 JY-Juv Automatically Yours  
 LH-Local History  
 LT-Large Type  
 MW-Midwest Tape  
 NP- No Processing Requested  
 NR- Non-Reservable  
 PC-Professional Collection  
 PS-Parents’ Shelf  
 RF-Reference  
 RJ-Juvenile Reference  
 SE-Series  
 SH-Process for Story Hour  
 SO-Staff Order  
 TB-Talking Books  
 VD-Video / DVD  
 VJ-Juvenile Video / DVD  
 YA-Young Adult Book

Miscellaneous information  
 Possible values:  
 AE-AEC  
 BT-Baker and Taylor  
 CP-Center Point  
 GF-Gifts  
 GR-Grant  
 HD-Holds  
 IN-Ingram  
 JF-Jack Finnerty  
 LM-Landmark  
 MC-Marie Crispino  
 ME-Memorials  
 MJ-Mim J.  
 NY-New York Times  
 OP-Tunk Outreach Prog.  
 RB-Recorded Books  
 RU-RUSH!!!!  
 TP-Thorndike Press

Notes:

“XX” is not a possible value for any field

All notes on carts for Tier One CD and DVD orders should be made in the Note field for the entire cart, not fields for individual items, which will not be read. All notes on carts for Tier One book orders should be made in the Note field for the individual items or the Internal Notes.

Items of different types may not be mixed in the same order or cart.

In any case in which a group of items is to be processed in a special way apart from others, those items should be in a cart all by themselves with your preferences reflected both in the Purchase Order number and in the note field for the cart.

When creating, a “wish-list” cart (one not to be ordered), the name should begin with the letters WISH. Aside from that specification, no other convention must be followed. When the items in the “wish-list” cart are ready for order, they should be divided into carts based on the type of item, and those carts should be given names which adhere to the naming convention specified here.

All carts and purchase orders must use the naming convention, and only the possible values listed above. Any Tier One cart which does not meet this criteria will be edited by TS (on consultation with the library/department) to fit this model. Some delay may result in that case.

The purpose of these conventions is to establish a clear language for communication between the libraries/departments and TS so as to ensure that the libraries’ and departments’ wishes are carried out for their items, and that this is done in an efficient way which does not unduly inconvenience anybody. These will also be very valuable in keeping clear records for fund accounting purposes. These conventions may be reviewed and edited on a periodic basis, but should be considered firm.