

Processing Books

Below is the check list of what you should do when your books arrive.

1. **Please do not mark on the invoice.**
2. It is not necessary to copy either the invoice or packing slip. Use your book order instead.
3. **Check each book off the packing slip.**
4. Check the books over for damage.
5. Please put the date you receive the books on the packing.
6. Send all paperwork and damaged books to Jill Hegg **ASAP** noting any discrepancies such as damage, missing books, etc.
7. Go to Horizon and check each book in by scanning.
8. Since some schools shelve books in different collections, please make sure the following are correct in the item record:
 - a. Collection code
 - b. Call number
 - c. Spine labels
9. Sometimes a couple of books are not in the download process. In that event you will have to add the item record yourself.
 - a. If you add the item records, please put the purchase order number in the "source" field of the item record.
 - b. If you copy an item record from an existing item record, please make sure to change the purchase order number. Jill needs the correct number when she has to return books to the vendor because of damage or defects that are not noticed right away.

*If you receive an order from a vendor and none of or most of the item records are not there, please call me at the District Office (13049) before you do anything. It may be that the vendor is either late or neglected to post the file for download. It will save you time and work if I can get the file and download it for you.