

# ACQUISITIONS

## Version 5, 2002

### 1.0 INTRODUCTION

- 1.1 General Procedure
- 1.2 Types of Expenses
- 1.3 Where to Record Purchases
- 1.4 Purchase Order Numbers

### 2.0 BOOKS, SERIALS, AUDIO/VIDEO TAPES

- 2.1 Overview
- 2.2 Purchasing Books, Serials, Audio/Video Tapes
- 2.3 Purchasing Direct from Publisher
- 2.4 Purchasing from Amazon.com
- 2.5 Purchasing from a Deposit Account Vendor (e.g. Blackwell's)
- 2.6 Receiving Books, Serials, Audio/Visual Materials
- 2.7 Receiving Invoices for Books, Serials, Audio/Visual Materials
- 2.8 Receiving Invoices from Deposit Account Vendors
- 2.9 Receiving Statements from Publishers
- 2.10 Receiving Statements from Deposit Account Vendors
- 2.11 Depositing Funds in Book Deposit Accounts

### 3.0 DOCUMENTS

- 3.1 Ordering CASI Documents
- 3.2 Receiving CASI Documents
- 3.3 Receiving CASI Invoices
- 3.4 Ordering Documents through Deposit Account
- 3.5 Receiving Deposit Account Documents
- 3.6 Receiving Deposit Account Invoices
- 3.7 Receiving Deposit Account Statements
- 3.8 Depositing Funds in Document Deposit Accounts
- 3.9 GPO riders
- 3.10 Ordering Other Documents
- 3.11 Receiving Other Documents
- 3.12 Receiving Invoices for Other Documents

- 3.13 Receiving Statements for Other Documents

### 4.0 JOURNALS

- 4.1 Ordering Journals From Vendor
- 4.2 Receiving Invoices From the Vendor
- 4.3 Ordering Journals From Publisher
- 4.4 Receiving Invoices From Publisher
- 4.5 Receiving Journals

### 5.0 NEWSPAPERS

- 5.1 Ordering Newspapers
- 5.2 Receiving Newspaper Invoices
- 5.3 Receiving Newspapers

### 6.0 DATABASES

- 6.1 CD-ROMs
- 6.2 CAPCON
- 6.3 Dialog and DowJones
- 6.4 Other Databases
- 6.5 Receiving Database Statements

### 7.0 SEMINARS/TRAINING

- 7.1 Paid by the Contractor's Human Resources Office
- 7.2 Paid through a Database Vendor
- 7.3 Paid by NASA, but not through a Database Vendor

### 8.0 PURCHASE AGREEMENTS

### 9.0 STATISTICS & MAINTENANCE

- 9.1 Job Status Reports
- 9.2 Statistics Reporting
- 9.3 Monthly Maintenance
- 9.4 Annual Maintenance

### APPENDICES

- A. Purchase Request
- B. Statistics Form
- C. Blackwell Order

## 1.0 INTRODUCTION

### 1.1 General Procedure

This is the general sequence of events for purchasing books from a publisher. Most of the same steps are used when purchasing other materials but the order of the steps will vary.

1. Collection development team selects item.
2. Library Manager & Performance monitor/Contracting Office Technical Representative approve item.
3. For orders \$200 and over, Acquisitions Specialist requests Purchase Order numbers from the prime contractor (LESCO).
4. Acquisition Specialist creates purchase request for items, sends purchase orders to vendors and records order (item is encumbered). For orders \$200 and over, use contractor assigned PO numbers. For orders under \$200, use Library created PO numbers (Ex: NHQ-23).
5. Acquisitions Specialist receives & records item and gives item to cataloging.
6. Acquisitions Specialist receives & records invoice.
7. Library Manager signs invoice and gives to prime contractor (LESCO) program manager to send to HQ.
8. Acquisitions Specialist receives Job Status Report and records amount paid for item (item is expended).

### 1.2 Types of expenses

- Books, serials, audio/video tapes - selected by the collection development team
- Journals & newspapers - selected based on patron usage
- Documents - ordered by reference librarians on request from patrons
- Database accounts - paid for through monthly or annual invoices
- Deposit accounts - used for some documents orders & one database
- Training expenses - arranged by the Library Manager

### 1.3 Where to record purchases

- All orders and expenses are recorded in the Excel files in the directory:  
**U:\code\_cf\code\_cfs\Job-2\Library\Acqs\**
- Each file name indicates the contract year (2001-2002) and the document type.

File Name	Contents
<b>01-02avs.xls</b>	Audio visual materials
<b>01-02bks.xls</b>	Books

<b>01-02dat.xls</b>	Databases and CD-ROMs
<b>01-02doc.xls</b>	Documents
<b>01-02jnl.xls</b>	Journals
<b>01-02new.xls</b>	Newspapers
<b>01-02sem.xls</b>	Seminars/Training
<b>01-02ser.xls</b>	Serials
<b>01-02.xls</b>	Budget for all materials

- All purchase orders for the current contract year are saved in this directory.
- Hard copies of unpaid invoices and purchase orders are kept in a folder labeled Unpaid Invoices.
- Orders/invoices that have been paid are attached to Job Status Reports and kept in a folder labeled 01-02 Paid Invoices.
- Orders and statements from deposit accounts are kept in folders labeled for each account. Invoices for payments into deposit accounts are kept in the Paid & Unpaid Invoices folders.

#### **1.4 Purchase Order Numbers**

- Every order requires a Purchase Order number.
- For an order that totals less than \$200, create a new PO number. Scan the file names in the Acq directory to see what the last library-assigned PO number is (Ex: PO-NHQ92-nap.doc). The PO number for the next order should be next in sequence (NHQ93).
- For an order that totals \$200 or more, request a new PO number from LESCO. Try to request several POs at a time. Send an email to Kelly Cummings at: [kcummings@lesco-logistics.com](mailto:kcummings@lesco-logistics.com) with the date, vendor, amount and description. In the file POlog.xls create a new sheet with today's date and record the same information. When Kelly responds, record the PO numbers in POlog.xls, in the acquisition Excel files, and on the actual PO and save the PO file using the PO number as the file name.

## **2.0 BOOKS, SERIALS, AUDIO/VIDEO TAPES**

### **2.1 Overview**

- Books, serials, and audio/video tapes are selected by the collection development team for purchase. After approval by the Library Manager they are submitted to the Acquisitions Specialist for processing.
- CD-ROMs are recorded in the Databases file.

- Serials are publications with a serial title and distinct titles for individual volumes (Ex. Progress in Astronautics and Aeronautics). Series are usually reference books that are published annually, quarterly, etc (Ex. Who's Who in America). We record both series and serials in **01-02ser.xls**. The only exception are series that are included in the journal purchase. These are recorded in **01-02jnl.xls**.

## 2.2 Purchasing books, serials, audio/video tapes

1. When you receive a list of items to purchase, search the titles in NASA GALAXIE to ensure the library does not already own any of them. Notify the Library Manager of any materials already owned and do not order them.
2. Organize titles by publisher.
3. Use publishers' catalogs & web pages, Books-in-Print, or internet bookstores to find missing ordering information.
4. Use these guidelines to determine which purchasing option to use **(from this point on, the term 'books' will be used for books, serials, and audio/video tapes)**:
  - Direct from publisher - Use when we need several items from a single publisher or when we need expensive items.
  - Amazon.com - Use for less expensive items (under \$100) from many different publishers.
  - Vendors with which the library has a deposit account (i.e. Blackwell) - Use only when funding is low. When there are excess funds (e.g. at the end of the contract year) make a deposit into the account.

## 2.3 Purchasing direct from publisher

1. Create a new Purchase Order by copying the file PO-template.xls and changing the file name. PO files are in the same directory as the other acquisition files. Their file names are in the format PO-NHQ92-nap.doc or PO-1659-nap.doc. The first example is of an order that totals less than \$200. NHQ92 is a purchase order number assigned by the library. NAP is an abbreviation of the publisher's name (National Academy Press). The second example is of an order that totals \$200 or more. 1659 is a PO number assigned by LESCO at the library's request.
3. 2. Enter the following information in the PO (Appendix A):
  - P.O. Number – Library or LESCO PO #
  - Order Date - today's date
  - Unit – the number of copies
  - Description - title/author of each

- Required Date - two weeks from today
- Vendor Name - publisher/vendor name
- Address/Phone #/Fax # - publisher/vendor information
- Contact Person - publisher web address
- item or purpose of payment or number of deposit account
- ISBN – ISBN or other item number
- Cost - cost per copy
- Sales Tax/Freight - helpful but not absolutely necessary

• The Amount, Subtotal and Order Total are calculated automatically by Excel.

4. If the list of materials requires more than two pages, reformat the file.

5. Copy the information in the PO to the respective Excel file (**01-02bks.xls**, **01-02av.xls** or **01-02ser.xls**). The following fields should be entered:

- PO
- Title
- ISBN
- Publisher
- Order date - today's date
- # of Copies
- Vendor - enter 'Direct' when ordering from publisher
- Encumbered Price
- 
- 

6. If there is shipping costs or sales tax, add these to the cost of the last item in the order and enter the total in the Encumbered Price cell for this item.

7. Have the Library Manager sign the PO.

8. Fax the PO to the vendor and then file it in the Unpaid Invoices folder. It should be filed alphabetically by vendor/publisher.

9. Account for items ordered in the Acquisition statistics (see Appendix B). Count volumes and copies as individual items.

## 2.4 Purchasing from Amazon.com

The Library has a corporate account with Amazon that enables us to order items online. A PO number has already been requested from LESCO. It is recorded in **01-02bks.xls**. Once it's amount is used up, request another PO number from LESCO.

When many titles are from a single publisher or a title is very expensive (>\$150) or a title is not on Amazon, order direct from the publisher. In most other cases, order from Amazon in a single monthly purchase. Currently, ordering from Amazon offers savings in shipping and per item prices. It is also more efficient than contacting multiple publishers.

1. Go to the Amazon web site and click on Your Account. Under Corporate Accounts click on Manage Your Account.
2. To login, enter the library's email address and hqlib.
3. Click on Start Shopping and add items to the Shopping Cart.
4. When done proceed to checkout. Always pick the cheapest option for shipping. If there is a rush request for an item, make it a separate order.
5. When completing the order a list of all the items will be displayed. Copy and past the item information into the **01-02bks.xls** file. Enter Amazon.com in the Vendor field. Print the list displayed by Amazon and file it in the Unpaid Invoices file.

## **2.5 Purchasing from a vendor (e.g. Blackwell's) using a deposit account**

1. Confirm there is cash in the account by checking the last statement.
2. Use the vendor's online database (<http://www.blackwell.com/>) to confirm they have the books we need.
3. Type a list of the books needed including titles, publishers, authors, and ISBN numbers (See Appendix C). Include NHQ Library's account number, the Acquisition Specialist's name and contact information, today's date, the vendor's name and contact information. Preface the list with fax/contact information for the vendor and NHQ library and a message requesting the order. Include the Library's deposit account number. Save the list to the **.../Acq/** directory.
4. Give a copy of the list to the Library Manager for approval. After approval fax it to the vendor's ordering department. File the fax in the vendor's file.
5. Copy the information in the faxed list to the appropriate Excel files following the directions under **Purchasing direct from publisher** with the following exceptions:
  - Enter the vendor's name in the Vendor field.
  - Enter the cost of the items in the Invoice Amount column, NOT in the Encumbered column.
6. Account for items ordered in the Acquisition statistics. Count volumes and copies as individual items.

## **2.6 Receiving books, serials, audio/visual materials**

1. When materials arrive, check that all items on the packing slip are in the delivery.

2. All materials that have been ordered should already be listed in **01-02bks.xls**, **01-02av.xls**, or **01-02ser.xls**. In the Excel file where you find the item's order record, enter today's date under Receipt Date.
3. Staple the packing slip to the back of the order in the Unpaid Invoices folder.
4. Gifts will not have order records in the Excel files. When you receive gifts, add them after the last order record. Enter the Title and Receipt Date. Under Vendor enter "Gift". For sets of older books, you can enter just the number of items instead of individual titles (Ex. "25 gifts").
5. Account for items received in the Acquisition statistics. Count volumes and copies as individual items.
6. Give the items received to cataloging.

## **2.7 Receiving invoices for books, serials, audio/visual materials**

1. Check the invoice against the library's order in the Excel file to confirm the correct items have been ordered and that the invoice has not already been paid.
2. In the Excel file enter the Invoice Number and Invoice Amount for the items on the invoice. If there are notes on the invoice for some items (e.g. backordered, out of stock) enter these in the Notes column.
3. For invoices that are \$200 or more, ensure they have a prime contractor assigned PO number on them. If the PO number isn't on the invoice, write the number on it. If you don't have a prime contractor assigned PO number, request one and hold the invoice until you have one (See 1.4 above).
4. Give invoices to the Library Manager for signatures.
5. Photocopy the invoices.
6. Attach one copy of the invoice to the order in the Unpaid Invoices file.
7. Return the original invoice to the Library Manager for delivery to the prime contractor program manager.

## **2.8 Receiving invoices from book Deposit Account Vendors (except for those making deposits in deposit accounts)**

1. In the **01-02bks.xls** enter the invoice number for the items and update the Invoice Amount.
2. Do NOT send invoice to prime contractor.

3. Fax the invoice to vendor with a message to deduct amount from the Library's account.
4. File the message and invoice in Vendor's folder.

### **2.9 Receiving statements from publishers**

1. If an order or invoice was sent to the prime contractor for payment in the last month - discard statement.
2. If prime contractor says order has been paid but statement says it hasn't been paid - contact vendor to resolve issue. Enter notes in Excel file.
3. If order/invoice was sent to prime contractor months ago and has not been paid - contact prime contractor to resolve issue. Enter notes in Excel file.

### **2.10 Receiving statements from deposit account vendors**

1. If ordered materials are listed as paid - in **01-02bks.xls** enter statement's date in Paid Date column, enter 'deducted from deposit account' in Notes column, and file in vendor's folder. Do NOT put amount in Expended Price column.
2. If ordered materials are not listed as paid - send message to vendor with instructions to use deposit funds to pay for materials.
3. Enter current balance in field at top of **01-02bks.xls**.
4. File statement in vendor's folder.

### **2.11 Depositing funds in book deposit accounts**

1. Contact the vendor for the proper procedure. If they want a purchase order from us so that they can create a pro forma invoice, follow the steps below.
2. Request a PO number from the prime contractor since deposits are usually over \$200.
3. After receiving the PO number, create a new Purchase Order by copying the file PO-template.xls and changing the file name using the PO number.
4. In the Purchase Order, under Description enter "Pay Deposit Account #....."
5. In **01-02bks.xls** enter "Pay deposit account #...." in the title field and enter the amount in the Encumbered and the Invoice Amount fields. Also, enter the PO, Vendor, and Order Date.

6. Have the Library Manager sign the Purchase Order and fax it to the vendor. After faxing, file it in the Unpaid Invoices folder.
7. When the Pro Forma invoice arrives, ensure it has the PO number, give it the Library Manager for signing.
8. Photocopy the signed invoice. Attach the copy to the PO in the Unpaid Invoices folder. Return the original to the Library Manager to give to the Prime Contractor.

### 3.0 DOCUMENTS

#### 3.1 Ordering CASI Documents

1. CASI documents are ordered through RECONplus for patrons by reference librarians with the following restrictions:
  - Maximum of \$50 worth of documents per patron per month.
  - CASI documents are ordered only for NASA HQ civil servants and NASA HQ contractors with approval from their Contracting Officer Technical Representative.
2. To order a document on RECONplus:
  - a. Login to RECONplus
  - b. Do a search to locate the document record
  - c. Display the full document record
  - d. From the menu at the bottom of the screen select Request-Doc.
  - e. Using the tab key move to the different fields:
    - Processing – put an X under Normal unless it is a rush request
    - Delivery – enter your name under Attn:
    - Desired Media – for documents that are less than 50 pages, put an X under “Microfiche”. We will keep the microfiche and print a copy for the patron. If the document is over 50 pages, put an X under “Stock or Copy”. If the patron specifically wants the book as it was published, choose “Stock Only”.
    - Enter the number of copies needed.
  - f. After entering all the fields hit Enter to send the request
  - g. Record the Order number that displays
  - h. Before exiting the system, you can copy and paste the data into **01-02doc.xls**
3. To find the document price, find the price code in the AV field of the record and look it up on the Price tables on the STI web site.
4. Enter in **01-02doc.xls** on the CASI sheet:
  - Title
  - Encumbered Price

- Document Number
- Order Date - today's date
- # of Copies
- Patron Name
- Order Number

5. Note the number of documents ordered on the Acquisitions statistics sheet. Count volumes and copies as individual items.

### 3.2 Receiving CASI Documents

1. Enter today's date under Receipt Date in **01-02doc.xls** in the CASI sheet.
2. Call patron to let them know document has arrived.
3. If document arrived as microfiche, print the document and file the microfiche in the Lektrovers. Put document on hold shelf with Hold Slip.
4. Note the number of documents received on the Acquisitions statistics sheet. Count volumes and copies as individual items.

### 3.3 Receiving CASI invoices

1. Enter in **01-02doc.xls** in the CASI sheet:
  - Invoice Number
  - Invoice Amount
  - Date to prime contractor
  - today's date
2. Most CASI invoices are less than \$200 and don't require any PO number and can be given to the Library Manager for signature. If there is an invoice over \$200, request a PO number from the prime contractor. When you receive the PO number, write it on the invoice and give to Library Manager for signature.
3. Photocopy the signed invoice. File the copy of the invoice in the Unpaid Invoices folder. Return the original to the Library Manager to give to the Prime Contractor.

### 3.4 Ordering Documents through Deposit Account

The library currently has deposit accounts with Global Engineering, Bell&Howell, NTIS, Library of Congress, and GPO. The NTIS account is also used for DTIC documents. Library of Congress documents can be ordered through the deposit account or purchased directly (see 3.9 Ordering Other Documents). For the Library of Congress use the Deposit Price/Deposit Expended columns for deposit account purchases and the Encumbered Price/Expended Price columns for direct purchases.

1. Ordering options vary for each vendor. Contact the vendor to determine which method is best.

2. Enter in **01-02doc.xls** in the vendor's sheet:
  - Title
  - Order Date - today's date
  - Deposit Account Price
  - Document Number
  - Copies
  - Patron Name
3. File the order in the vendor's folder.
4. Note the documents ordered on the Acquisitions statistics sheet. Count volumes and copies as individual items.

### **3.5 Receiving Deposit Account Documents**

1. Enter today's date under Receipt Date in **01-02doc.xls** in the vendor's sheet.
2. Call patron to let them know document has arrived.
3. Put document on hold shelf with Hold Slip.
4. Note the documents received on the Acquisitions statistics sheet. Count volumes and copies as individual items.

### **3.6 Receiving Document Deposit Account invoices**

1. Enter the Invoice Number and confirm Deposit Price **01-02doc.xls**
2. Fax the invoice and a typed message to the vendor asking them to deduct the invoice amount from the Library's account.
3. Include in the message the Library's account number, the invoice number, contact information for the Acquisitions Specialist, today's date, and a copy of the invoice.
4. After faxing, attach the message and invoice to the order in the vendor's folder.

### **3.7 Receiving Document Deposit Account Statements**

1. If the statement indicates the items have been paid for, enter the amount in the Deposit Expended column and today's date in the Paid Date column.
2. If the statement indicates the items have not been paid for, contact the vendor just as if you have received an invoice from them (see previous section).
3. Enter the current balance at the top of the vendor's sheet along with the statement's date.
4. File in vendor's folder.

### **3.8 Depositing Funds in Document Deposit Accounts**

1. Contact the vendor for the proper procedure. If they want a purchase order from us so that they can create a pro forma invoice, follow the steps below.
2. Request a PO number from the prime contractor since deposits are usually over \$200.
3. After receiving the PO number, create a new Purchase Order by copying the file PO-template.xls and changing the file name using the PO number.
4. In the Purchase Order, under Description enter "Pay Deposit Account #....."
5. In **01-02doc.xls** in the individual sheet for the vendor, enter "Pay deposit account #..." in the title field and enter the amount in the Encumbered (NOT the Deposit Encumbered). Also, enter the PO number in the Note field.
6. Have the Library Manager sign the Purchase Order and fax it to the vendor. After faxing, file it in the Unpaid Invoices folder.
7. When the Pro Forma invoice arrives, ensure it has the PO number, give it the Library Manager for signing.
8. Photocopy the signed invoice. Attach the copy to the PO in the Unpaid Invoices folder. Return the original to the Library Manager to give to the Prime Contractor.

### **3.9 GPO riders**

Some documents from GPO are ordered through the deposit account, others are ordered through riders. Documents ordered through riders are not charged back to the Library.

1. The library receives circular letters from GPO announcing available riders.
2. To order a document on a rider, email a message to the designated person in Printing & Design. In the message include: how many copies, what type of binding (if there are options), the document title, jacket number, the mail code for the library.
3. Enter the ordering information in the GPO sheet. Under Deposit Account Price enter RIDER.
4. Note the documents ordered on the Acquisitions statistics sheet.
5. Receive the document as you would any other.

6. Note the documents received on the Acquisitions statistics sheet. Count volumes and copies as individual items.
7. Because these documents are 'free' for the library they will never be paid for nor will they appear on a statement.

### **3.10 Ordering Other Documents**

These include documents ordered from AIAA Dispatch/Linda Hall Library, ASME, Interlibrary loan charges, and documents ordered from other sources. They are all entered on the Others sheet. Our account numbers for some of these vendors are listed at the top of the Others sheet. Include these account numbers in all correspondence and Purchase Orders. We also used to use the Others sheet for deposits to the deposit accounts. Always record the patron's name in **01-02doc.xls**

1. Contact the vendor to determine purchasing requirements.
2. If the order is over \$200, request a PO number from the prime contractor before placing the order. If the order is under \$200 assign a new PO number in the library sequence (Ex. NHQ-92).
3. If the vendor requires prepayment, request a pro forma from the vendor:
  - If they require a Purchase Order to create a pro forma, create a new Purchase Request (see above **2.3 Purchasing direct from publisher**) and record the order in the Other documents sheet.
  - Give to the Library Manager to sign.
  - Fax the order to the vendor and then file it in Unpaid Invoices.
  - Note the number of documents ordered on the Acquisitions statistics sheet.
4. If they do not require prepayment:
  - Order the document online if possible (see the staff databases page for links and passwords). When the order is complete, save the web page in ACQ directory with a PO file name as if it were a regular Purchase Order. Also, print the page and file it in Unpaid Invoices.
  - If you cannot order online, create a new purchase order, have the Library Manager sign it, fax it to the vendor, and file it in Unpaid Invoices.
  - Record the order in the Other documents sheet.
  - Note the number of documents ordered on the Acquisitions statistics sheet. Count volumes and copies as individual items.

### **3.11 Receiving Other Documents**

1. Enter today's date under Receipt Date in the Other documents sheet.
2. Call patron to let them know document has arrived.

3. Put document on hold shelf with Hold Slip.
4. Note the documents received on the Acquisitions statistics sheet. Count volumes and copies as individual items.

### **3.12 Receiving Invoices for Other Documents**

1. Enter in **01-02doc.xls** in the Other sheet
  - Invoice Number
  - Invoice Amount
  - Date to prime contractor
2. If the order was prepaid, contact vendor and prime contractor to resolve order.
3. Make sure the prime contractor assigned PO# is on the invoice. If it isn't, write it in. Library assigned PO#s do not have to be on the invoice.
4. Give invoices to the Library Manager for signature.
5. Photocopy the invoice. Attach the copy to the original order in the Unpaid Invoices file. Return the original to the Library Manager for delivery to prime contractor.

### **3.13 Receiving Statements for Other Documents**

1. If order or invoice on statement was recently sent to prime contractor - disregard statement.
2. If order has been paid but statement says it is unpaid - contact vendor to resolve issue.
3. If invoice was sent to prime contractor months ago but is still not paid - contact prime contractor to resolve issue.

## **4.0 JOURNALS**

### **4.1 Ordering Journals From Vendor**

1. Almost all of the journals are ordered through a vendor in September. Because it is such a large purchase, we are sometimes required to request proposals from at least three vendors.
2. Compile a list of all the journals selected for renewal along with their ISSN numbers. Previous lists have been saved as **nasahq01-02.xls**. Save the new list in the same format but with the new contract year.

3. Write a description of subscription service requirements and a list of possible vendors. Previous descriptions have been saved as **nasahq01-02.doc**. Save the new description in the same format.
4. Give the journal list and requirements to Library Manager to either send to prime contractor or send to individual vendors. See program manager for guidance.
5. Copy the order information into **01-02jnl.xls**.
6. The Library Manager will review proposals from the vendors, make a selection, and communicate the decision to all the vendors.
7. Request a PO # from the prime contractor for the estimated amount given by the selected vendor, plus ~\$5000 as a buffer.
8. After receiving the PO#, you may have to notify the vendor by sending them a Purchase Order. If so, create one, save it with the PO# file name, print it for the Library Manager to sign, fax it to the vendor, and file it in Unpaid Invoices.

#### **4.2 Receiving Invoices from the Vendor**

1. When you receive the invoice make sure it has the correct PO#.
2. Create a new column in **nasahq01-02.xls** and enter the final prices for individual titles and the service fee. Ensure that only the titles that were requested are on the invoice.
3. If there are notes on the invoice for some items (e.g. title merged) enter these in the Notes column. If the notes indicate we must order the titles ourselves, see **4.3 Ordering Journals From Publisher** below.
4. Give invoice to the Library Manager to sign.
5. Photocopy the entire invoice. Put the copy in the Unpaid Invoices file and return the original to the Library Manager to give to the prime contractor.
6. Enter the order information in **01-02jnl.xls**. Instead of entering all the journal titles, enter the number of titles ordered and the total cost on one line.
7. Note the number of journals ordered on the Acquisitions statistics sheet.
8. After the renewal invoice with most of the journal titles, you will receive invoices for price increases, series titles, electronic journals, and titles that were ordered late. You should be able to continue using the same PO# for these invoices.

9. Enter the invoice information in **01-02jnl.xls** and give the invoice to the Library Manager for signature.
10. Photocopy the entire invoice. Put the copy in the Unpaid Invoices file and return the original to the Library Manager to give to the prime contractor.

#### **4.3 Ordering Journals From Publisher**

1. A few journals are ordered separately. Use the procedures under **2.3 Purchasing direct from publisher** above, but enter the information in **01-02jnl.xls**.
2. A few journals are available for free. Fill out and send the renewal forms when they are received. Fill in the Title and Order Date fields in **01-02jnl.xls**. Under Invoice number enter FREE.
3. Note any journals ordered on the Acquisitions statistics sheet.

#### **4.4 Receiving Invoices From Publisher**

1. Check the invoice against the library's order in the Excel file to confirm the correct items have been ordered and that the invoice has not already been paid.
2. In the Excel file enter the Invoice Number and Invoice Amount for the items on the invoice. If there are notes on the invoice for some items (e.g. backordered, out of stock) enter these in the Notes column.
3. Give invoices to the Library Manager for signature.
4. Photocopy the entire invoice. Put the copy in the Unpaid Invoices file and return the original to the Library Manager to give to the prime contractor.

#### **4.5 Receiving journals**

1. Because journals are checked in by another person and subscriptions immediately follow one another, the Acquisitions Specialist rarely sees titles when they arrive.
2. Examine the NASA GALAXIE check-in records in January to ensure all titles ordered from the vendor have been received.
3. For individually ordered titles, examine the check-in records a month after the titles were ordered to ensure they were received.
4. The Acquisition Specialist does receive new issues of series (e.g. AAS History Series) ordered through the journal vendor. Enter these in **01-02jnl.xls**.

5. For all journals received, enter the Date Received in **01-02jnl.xls**.
6. Note all journals received on the Acquisitions statistics sheet.

## **5.0 NEWSPAPERS**

### **5.1 Ordering Newspapers**

1. All newspapers are ordered/renewed through a distributor in September.
2. If renewing through the same distributor, an invoice will arrive in August or September. Go to **5.2 Receiving Newspaper Invoices**.
3. If not renewing through the same distributor, the library manager will have to request quotes from other vendors.

### **5.2 Receiving Newspaper Invoices**

1. There should be only one invoice per year for newspapers.
2. Request a PO # from the prime contractor for the amount on the invoice.
3. Enter the order information in **01-02new.xls**.
4. When the PO# arrives enter it in **01-02new.xls** and write it on the invoice. Give the invoice to the Library Manager to sign.
5. Photocopy the invoice. Put the copy in the Unpaid Invoices file and return the original to the Library Manager to give to the prime contractor.
6. Note the number of newspapers ordered on the Acquisitions statistics sheet.

### **5.3 Receiving Newspapers**

1. Newspapers are checked in by the serials check-in staff.
2. Check with the serials check-in staff on the day the subscriptions are to begin to ensure they are received.
3. Enter the Date Received in **01-02new.xls**.
4. Note the number of newspaper titles received on the Acquisitions statistics sheet.

## **6.0 DATABASES**

## 6.1 CD-ROMs

1. CD-ROMs: These are ordered, received and invoiced just like books from publishers. See **2.3 Purchasing direct from publisher** above, but enter the data in **01-02dat.xls** in the CD-ROM sheet.

## 6.2 CAPCON

1. CAPCON is unusual because it is paid through a deposit account. Every July two invoices are automatically received from CAPCON for membership fees and to deposit funds in the account. Occasionally additionally deposits may have to be made if the funds are used up. *These are the only CAPCON invoices that should be entered as Encumbered.*
  - 1) In **01-02dat.xls** on the OCLC sheet enter Billing period, Item/Description, invoice date, Invoice Number, Encumbered amount and Invoice amount.
  - 2) Request a PO number from the Prime contractor for the total amount of the membership fee and deposit amount. When it the PO # arrives, enter it in **01-02dat.xls** and enter the Date to Lesco. Write the PO # on the invoice and give to Library Manager for signature.
  - 3) Make a copy of the invoice and put it in the Unpaid Invoices file. Return the original to the Library Manager to give to the Program Manager.
2. All other CAPCON invoices will arrive stamped "Withdrawn from Deposit Account".
3. Enter the invoice amount ONLY in the Invoice Amount column, NOT in the Encumbered column.
4. Enter "deducted from deposit account" in the notes field.
5. File the invoices and accompanying statement in the OCLC file, NOT the Unpaid invoices file.

## 6.3 Dialog and DowJones

1. Every June, request new PO#s from the prime contractor for Dialog and DowJones. To determine the amounts to request, look at the totals spent the previous year and round them up to the next \$1000.
2. When the PO#s arrive, contact Dialog and DowJones to inform them of the new PO#s.

3. For each invoice, enter the invoice information in the following fields in **01-02-dat.xls**:
  - Billing Period
  - Encumbered Amount
  - Invoice Date
  - Invoice Amount
  - Invoice Number
  - Date to Prime contractor
4. Ensure that the current PO# is on the invoice by circling it or writing it and give invoice to the Library Manager for signature.
5. Copy the first page of the invoice. Return the first page of the original to the Library Manager for delivery to prime contractor. Attach the copy of the first page to the rest of the invoice and file it in the Unpaid Invoices file.

#### **6.4 Other Databases**

1. Lexis-Nexis costs are paid by Code CI. You should never receive an invoice for them.
2. There are almost never invoices for other databases. If you do receive one and the cost is over \$200, request a PO# from the prime contractor. When it arrives, write it on the invoice. If the cost is under \$200 you do not need a PO#.
3. Enter the invoice information in the appropriate sheet in **01-02-dat.xls**.
4. Give to the library manager for signature.
5. Copy the first page of the invoice. Return the first page of the original to the Library Manager for delivery to prime contractor. Attach the copy of the first page to the rest of the invoice and file it in the Unpaid Invoices file.

#### **6.5 Receiving Database Statements**

1. For CAPCON, enter the deposit account balance in the field provided in the OCLC sheet.
2. For all others, resolve unpaid bills by contacting the vendor and prime contractor.

### **7.0 SEMINARS/TRAINING**

#### **7.1 Paid by the Contractor's Human Resources Office**

1. To register, fill out a contractor training form and submit to the Library Manager.
2. Enter the class information in **01-02sem.xls**. No cost should be entered because the class will not be charged to the contract.

## 7.2 Paid through a Database Vendor

1. To register, fill out the vendor's registration forms and send to vendor. File a copy in the Unpaid Invoices file.
2. Enter the class information in BOTH **01-02dat.xls** and **01-02sem.xls**.
3. Enter the Encumbered Amount ONLY in the databases file.
4. Make a note in the seminars file that the class is charged in the databases file.
5. Process the invoice like any other for that database. Attach the registration form to the invoice for the library's records.

## 7.3 Paid by NASA, but not through a Database Vendor

1. Fill out the registration form. If the vendor must be prepaid, request a pro forma invoice from the vendor. If the cost is over \$200, request a PO# from the prime contractor. If the vendor requires a purchase order, create one from the template.
2. Enter the class information in **01-02sem.xls**. Enter cost in the Encumbered field.
3. Have the Library Manager sign the pro forma invoice or purchase order, if any. Make copies and file them in Unpaid Invoices. Return the original pro forma invoice and registration form to the library manager to send to the prime contractor. Send the purchase order and registration form to the vendor.
4. If the class is not prepaid, when the invoice arrives enter it in **01-02sem.xls**, give to Library Manager for signature, file a copy in Unpaid Invoices, and return original to Library Manager to send to prime contractor.

## 8.0 PURCHASE AGREEMENTS

In the past purchase agreements were used to request the prime contractor to set aside funds for vendors we frequently use. For example we had purchase agreements with CAPCON, Dialog, Lexis-Nexis, DowJones, CASI, EBSCO, and AIAA Dispatch. Currently, instead of purchase agreements, we request PO#s from the prime contractor for database vendors for amounts large enough to cover the whole contractor year. The database vendors are then notified of the new PO# by phone or by sending them a purchase order.

## 9.0 STATISTICS & MAINTENANCE

**9.1 Job Status Reports** The job status report (JSR) is received from the program manager at the end of every month. It indicates which invoices were paid that month. The library's expenses are mixed in with the rest of the contract but are usually easy to pick out.

1. For each library invoice listed in the JSR, find the paper invoice in the Unpaid Invoices folder and locate the order record(s) in the Excel files.
2. In the Excel file, delete the amount in the Encumbered column and enter the JSR amount in the Expended column. In some cases the JSR amount will be more than the amount on the invoice because of taxes or other charges.
3. If the invoice is for several items, cut and paste their prices from the Encumbered column to the Expended column. Add the difference between the total encumbered amount for the order and the JSR amount to the last item in the order list.
4. In the Excel file, enter the date from the top of the JSR in the Date Paid column.
5. On the order/invoice, write Paid and the JSR date.
6. Check off the invoice on the JSR.
7. Attach all the paid invoices to the JSR and file in the current Paid Invoices folder.

## 9.2 Statistics Reporting

1. Scan all the current Excel files to check for the following errors:
  - Anything entered in the wrong column.
  - Amounts in both Encumbered and Expended columns.
  - Amounts in Expended columns but no date in Paid Date column.
  - Same item entered twice in different places.
  - Totals at top of pages not adding entire column.
  - Totals sheets not accurately referencing or calculating amounts.
2. Print out all sheets, including the totals sheets, in all the current Excel files. Use Print Preview to make sure the right edge of the spreadsheet doesn't overlap onto a second page.
3. Open **01-02.xls**. This file takes the totals from all the current Excel files and calculates the budget.
4. Copy and paste the figures from **01-02.xls** into the **acq.xls** file in the statforms folder on the share drive. When you paste select Special Paste and only post the values not the formulas.
5. Total the Acquisitions statistics sheet and enter it's figures into the **orrec.xls** file in the statforms folder on the share drive.

6. Create a new Acquisitions statistics sheet for next month. Submit the old statistics sheet and the Excel printouts to the Library Manager.

### **9.3 Monthly Maintenance**

Once a month scan the older records in the file to ensure everything ordered has been received and paid for. If items have not been received or have not been paid, pull the invoice and call the vendor and prime contractor to resolve the problem.

### **9.4 Annual Maintenance**

At the end of the contract year, new Excel files have to be created. Although the contract ends May 31, this process doesn't occur until July when you submit statistics for June. This is because we do not receive the May JSR until the end of June. Without the May JSR, we don't know what the final expenditures were for the contract.

1. Put copies of the year's Excel files into the ...**\Acq\old\** directory. Do not alter these files ever again.
2. Change the titles of the copies in the ...**\Acq\** directory to reflect the new contract year (01-02jnl.xls).
3. Within each file, delete records of all items that have been BOTH PAID AND RECEIVED.
4. If an item has been received but not paid, keep it.
5. If an item has been paid but not received, keep it but delete the Expended amount.
6. If an item has been ordered but not paid or received, keep it.
7. Change the name of **01-02.xls** to reflect the current year and open it. This file contains links to all of the totals (except Invoice Amount) in the Excel files. These links will have to be revised to reflect the new file names.
8. If the library's budget changes, these amounts will also have to be changed in **01-02.xls**.
9. Create a new physical folder for the paid invoices of the new contract year.