



## CHECKLIST FOR RECEIVING NEW BOOKS

- Check books to make sure processing is correct (spine label; barcode label in upper right corner flyleaf page; barcode label in upper right corner back cover in vertical position reading bottom up; circulation card and pocket with call number, author, title, barcode # and school name on pocket).
- Compare inventory of books received against the packing slip(s); Place a checkmark on the packing slip in front of each title as you confirm.
- Check books for imperfections (for example: pages that are torn or not separated, cover upside down, title and body of book mismatch, spinal damage).
- Create an Online Services Remedy ticket to request the loading of the MARC catalog records into the school's Destiny. Include the following information: School name and location code, P.O. number, invoice number, date ordered, vendor name, and if possible the barcode range.
- Scan a sampling of barcodes in Destiny to make sure the correct titles are displayed.
- Check spine labels, circulation cards, book pockets and barcodes to make sure they match and reflect the title of the book.
- Make note of any books needing corrections or repairs (title, author, barcode #, other problem).
- Interfile the books once you have completed the inventory process.
- Breakdown the boxes and request the plant manager remove them.
- Give the checked packing slips to the SAA so a Goods Receipt can be generated by the school.