Types of Orders in Aleph

There are three types of orders in Aleph.

- Monograph (M)
- Standing Order (O)
- Serial (S)

Monograph Order Type can be used for ...

- any 1-time order (regardless of bibliographic format)
- single-volume titles
- multi-volume sets when all volumes are expected to be received in one shipment
- selected volumes of a multi-volume set

Important to remember ...

- all processing for Monograph orders is done on the Order Tab in the Acquisitions module
- item records are created automatically for Monograph orders
- OPAC display of order status for Monograph orders is derived from the Item Processing Status in the item record

Standing Order Type can be used for ...

- blanket orders
- memberships
- networked resources
- orders for which you do payment but do not do check-in (e.g. daily newspapers, vertical file material)
- works-in-parts where publication schedule is unknown
- the following types of monograph series:
  - unnumbered series
  - analyzed titles with pieces cataloged and classed separately (no volume holdings information on serial record, items are made on monograph records)
Types of Orders in Aleph

- numbered or unnumbered series when you want the item record on the analytic (with or without volume holdings information in the holdings record)

**Important to remember ...**

- all processing for *Standing Orders* is done on the Order Tab in the Acquisitions module
- no item records are created automatically for *Standing Orders* (you decide if item records should be made and where they should be made--e.g. items for a work-in-parts may be made on the order record while items for a monograph series may be made on the analytic records)
- OPAC display of order status for *Standing Orders* is derived from the Acquisition Status in the HOL (holding) record (3=on order, 4=currently received)
- cannot use predictive check-in for *Standing Orders*

**Serial Order Type can be used for ...**

- subscriptions (e.g. periodicals, annuals)
- continuing orders where publication schedule is predictable
- continuing orders where publication schedule is unpredictable but other features of serials control are needed (e.g. claiming, routing, binding)
- unanalyzed monograph series where both the holdings and items are maintained on the serial record
- works-in-parts that have regularly published supplements (e.g. loose leaves, pocket parts)
- works-in-parts with complicated numbering scheme or a large number of volumes
- issues that will later be bound in one volume

**Important to remember ...**

- initial receipt and invoice payment for *Serial* orders is done on the Order Tab in the Acquisitions module; ongoing check-in is done on the Serials Tab in the Acquisitions module
- OPAC display of order status for *Serial* orders is derived from Acquisition Status in the 008 of the HOL (holding) record (3=On order, 4=Currently received)
- to do check-in on the Serials Tab, you need to create a Subscription record in addition to an order record
- you can do predictive check-in (not required; issues can also be checked in manually)
- item records are created as part of the check-in process
- display of receipts comes from item records