THE UNISA LIBRARY SHELF-READY BOOK PURCHASING PROJECT

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at the UNISA LIBRARY TECHNOLOGY SHOWCASE EVENT

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THIS PRESENTATION

• Is not a formal review or evaluation of shelf-ready purchasing,  
  But rather  
  Looks at the practical impact of shelf-ready purchasing  
  on current purchasing processes  
  And how they had to be adapted to  
  accommodate the shelf-ready project
The Shelf-ready project began in 2010
3 UK Book suppliers were identified as being able to supply fully shelf-ready books. These are:

- **Coutts UK**: implemented May 2011
- **Dawson**: implemented Sept 2013
- **Blackwell, UK**: company ceased trading, project terminated.

* Local book suppliers have been invited to supply partially shelf-ready books, i.e. physically processed but without Marc records or printed barcode numbers.

- Shelfready specifications were compiled by:
  - **Procurement Team**: physical book processing: barcode numbers and labels, date sheets, property stamps, tattle-tapes, RFID tags, etc
  - **Cataloguing Team**: Marc records
  - **Library Technology Support**: Load table, Item record data mapping
What is a shelf-ready book?

Physically processed:

✓ date sheet pasted on flyleaf

✓ property stamp on title-page verso

✓ barcode number printed on label by supplier

✓ barcode label pasted on flyleaf of book

✓ barcode label also pasted on title-page verso next to large property stamp
✓ Tattle-tape inserted

✓ RFID tag inserted on back inside cover of book

✓ Barcode number scanned onto RFID tag

✓ Small property stamps on top + tail of book-block

✓ Accompanying materials (CD, DVD) noted on a sticker placed on front cover of book

✓ Tattle-tape covers on any discs in book
Full shelfready also includes

**Bibliographic record:**

- Correct quality Marc record supplied
- Local data added to record: Marc 935, 999 and 945 fields for order number, invoice data, and fixed fields, eg material type, language, country

**Item record:**

- Data tags included in the Marc record will generate the creation of an item record by our download table
Implementation

- Shelf-ready ordering began with Coutts in May 2011
Purchasing processes affected

• Book ordering
• Book receiving
• Book accessioning
We do not yet order everything shelf ready yet; therefore some ‘sorting’ of orders has to take place:

- Phase 1 (current): Research collection orders only
- Phase 2: Branch and Postal Collections orders will be added shortly
- Further phases: other formats (audio, dvd) will be added
- Phase 1: Shelf-ready orders: our parameters are:
  - Main Library copies only- (currently our Marc record load table is not set up to create multiple item records, showing multiple item locations, barcodes)
• No Branch copies
• First copies only (no additional copies)— (to prevent existing catalogue records and Dewey numbers from being overlaid)
• No multivolume sets
• No multimedia sets
• English language only
• Initially, no Rush orders- (notes, speed, etc)
• No SA or foreign-language titles
• Therefore acquisitions staff need to scrutinize orders carefully before placing them against shelf-ready accounts
Book receiving

The book receiving workflow has expanded to include a quality control procedure.

**Workflow for shelfready receiving is:**

1. Unpack boxes
2. Separate the shelfready books and invoices
3. Verify correct books against invoices
4. ADDITIONAL PROCESS: Quality control of vendor’s shelf-ready processing:
   - Date sheet
   - Tattletape
   - Property stamps
   - Barcode label placement
   - RFID tag: check if activated and check whether barcode number on tag corresponds to barcode label
   - Accompanying items, eg discs: check if securely attached in pockets, and whether tattletape covers added/ required
   - Stick blue dot on spine on book
   - Add 2570 stamp inside book to indicate to other libraries that this is Unisa property
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Add 2570 stamp inside book to indicate to other libraries that this is Unisa property

5. Send an email to accessioners to indicate new deliveries of shelfready books are ready for accessioning/ and report any problem shelfready books directly to purchasing team

6. Turnaround time:

Receivers: approx 2-5 minutes to quality control shelfready book (incl use of RFID conversion station and tattletape checking machine)

Accessioners are asked to collect these books within 3 days
Book accessioning

Accessioning shelf-ready books is different to other collections: the process is quicker with less manual work; also less barcode-label printing.

- Check the book against the bibliographic record.
- According to Title, ISBN, Author, shelf number.
- Ensure that barcode number corresponds with the number on system item record
- Add further item record detail (sapse, initials, status code)
- Accession and receive the book on the system order record (insert order date, cat date).
Turnaround time (do books go through quicker now?)

Yes

Procurement staff spend less time processing new books, because books come ready with all the necessary processing already done: Stamps, barcode, date slip, RFID tag and Marc record with shelf number.
Findings

- Vendor-supplied shelf ready services have many advantages.

- However, unless a library is able to do 100% shelf ready ordering from the start (it may have less complex collections and requirements than Unisa Library).

- A shelf ready service will represent a new/additional workflow.

- Which has to be managed alongside other existing workflows.

- Until 100% shelf ready servicing of all library orders can be achieved.

- And shelf ready becomes the only workflow.
Statistics

Growth in Shelf Ready Orders Placed 2011 to 2013

- 2011: 387
- 2012: 2149
- 2013: 3693
Thank you.