

**REFERENCE SHEET FOR SELECTED FIELDS OF ACQUISITIONS ORDER AND ITEM RECORDS**

BIBLIOGRAPHER LIST: <http://ucblibraries.colorado.edu/services/bibliographers.htm>

CALL NUMBER/LOCATION CHART: <http://ucblibraries.colorado.edu/about/classification.htm>

FIELD 01 ACQ TYPE		FIELD 11 FORMAT		FIELD 20 STATUS		CALL #	LOC
c	prepayment	2	print + online	o	on order	A-BD	NOR
d	deposit	a	non lib material	a	fully paid	BF	SCI
k	\$ on parent record	b	book	q	part paid	BH-G70.1	NOR
e	exchange	c	cdrom	z	cancelled	G70.2xx	ESC
g	gift	d	software disc	l	on hold	G70.3-GA	NOR
o	\$ on print record	e	elec journal	c	ser on order	GB-GC	ESC
p	purchase	f	motion film	d	serial paid	GE	SCI
u	bundle bonus	g	compact disc	e	serial part paid	GF-HC	NOR
		h	audio cassette	f	serial no enc	HD1-HD71	BUS
		i	phono record			HD72-HD2320	NOR
		j	spec membership	<b>FUND</b>	<b>LOC</b>	HD2321-4800	BUS
2	Palermo	k	map	artmo	art	HD4801-HD8943	NOR
3	Hardey	l	microfilm	arvmo	arv	HD9000-HG199	BUS
4	Callahan	m	microfiche	astmo	mph	HG200-HG1499	NOR
5	Stepanyan	n	print newspaper	biomo	sci	HG1500-HG9999	BUS
7	Lambo	o	mss & archives	busmo	bus	HJ-LT4490	NOR
c	Maxwell	p	photograph	chemo	sci	M	MUS
g	Gholson	q	multi media	cscmo	eng	N	ART
k	Kellsey	r	electronic book	desmo	art	P-PT	NOR
l	Key	s	print serial	engmo	eng	PZ (JUV)	JUV
m	Morimoto	t	catalog type	escmo	esc	Q	SCI
n	Anagnost	u	bib utility	govmo	gov	QA1-QA75	MPH
o	Ortman	v	video cassette	juvmo	juv	QA75.4-QA76.94	ENG
p	Seko	w	video disc	kinmo	sci	QA76.95-QC	MPH
s	Gould	x	remote db	mapmo	map	QD	SCI
t	Maps	y	elect. non-subscr	matmo	mph	QE	ESC
w	Helgoth	z	other	mcdmo	sci	QH-SB468	SCI
				murmo	mus	SB469-474.4	ART
				musmo	mus	SB474.5-	SCI
				mutmo	mus	T-T995	ENG
				phymo	mph	T1999-	NOR
				psymo	sci	TA-TP	ENG
				refmo	ref	TR	ART
				scimo	sci	TS	ENG
				spcmo	spc	TT	ART
						TX-ZA	NOR

**FIELD 07 CODE 2**

code	meaning
2	front approval
5	lc cs copy
9	member cs copy
a	add cop serial
c	cartographics
e	e. asian materials
g	gov docs
j	serials
m	ser memb/plans
o	original with
s	spec collections
t	tunes/music
v	add copy/vol
w	orig without
y	ser analytic

**FIELD 15 ORD TYPE**

code	meaning
a	approval plan
b	block purchase
f	firm order
h	shared purchase
m	spec membership
o	s.o. serial
p	mo pub/vend plan
q	serial publ plan
s	serial subscription
u	ser. subscr bonus
x	acq manage use
y	serial deposit

**FIELD 16 REACTION**

code	meaning
n	notify
r	rush
a	attention

**KEY TO ACQUISITIONS ITEM NOTES**

code	meaning
aot=	Acquisitions order type
c1=	Acquisitions staff person/created record
c2=	Acquisitions distribution code
sel	Selector initials
loc=	Location
vl=	Volume number of item
fm=	Format (if other than book)
po#=	Purchase order number

**ACQUISITIONS ITEM NOTES**

**For items without order record or with remote order record**

Acquisitions uses the item note (w) to capture source and statistical data. Acquisitions item notes beginning with aot represent gifts, block purchases, and items received on standing order in Serials or Acquisitions.

**EX. aot=g06/07 : sept : c1=s : c2=5 : loc=nor**

**Ex. Gifts – aot=g06/07 : sept ; c1=n : c2=9 : sel=skh : loc=lib**

code	meaning
g	gift
f	firm
a	approval
f	mona (ex) aot=06/07mona : sept : c1=s : c2=9 : loc=lib
d	standing order (ex) aot=d06/07 : sept : c1=n : c2=5 : loc=sci
aac	added copies (ex) aac06/07 : sept : lmg