POLARIS
INTEGRATED LIBRARY SYSTEM

Polaris® Technical Services Administration Guide

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Contents

About This Guide

This guide contains information about using Polaris Administration to set up cataloging, acquisitions, and serials processing functions. It is intended for Polaris administrators and others responsible for setting up, customizing, and maintaining Polaris.

Technical Services Administration Topics

Important:
For information about developments that may have occurred after this information was published, go to **www.polaristown.com**.

This guide covers the following topics:

Technical Services Administration Accessing administration records; instructions for setting permissions, profiles, parameters and tables.

Setting Up Cataloging Setting permissions, profiles, parameters, and tables that control cataloging functions such as identifying duplicates, validating MARC records, and importing.

Setting Up Labels Recommendations for setting up labels; setting label profiles for cataloging and serials labels; configuring existing label types; creating custom labels; and specifying default label printers.

Setting Up Acquisitions Setting permissions, profiles, parameters, and tables that control acquisitions functions, such as managing funds, selecting, ordering (including EDI ordering), receiving, claiming, and invoicing.

Setting Up Serials Processing Setting permissions, parameters, and profiles that control serials processing functions such as managing subscriptions, claiming, and routing.

Cataloging Permissions, Parameters, and Profiles Reference list of cataloging permissions, parameters, and profiles as they appear in Polaris Administration.

Acquisitions Permissions, Parameters, and Profiles Reference list of acquisitions permissions, parameters, and profiles as they appear in Polaris Administration.

Serials Permissions, Parameters, and Profiles Reference list of serials permissions, parameters, and profiles as they appear in Polaris Administration.

Related Resources

- *Polaris Installation Guide* - Installing and updating Polaris servers, staff client software, and public access software.
- Polaris Administration Guides - This guide is part of a Polaris Administration document set. The set also includes the following guides:
  - *Polaris Administration Guide* - Using the Polaris Administration interface; setting up organizations, servers, collections, workstations, and staff members; setting permissions, parameters, and profiles; working with tables; setting search tool characteristics, barcode formats, online document location, and transaction logging.
  - *Polaris Public Access Administration Guide* - Setting up and customizing Polaris® PowerPAC™, Polaris® Mobile PAC, and Polaris® PowerPAC™ Children's Edition.
  - *Polaris Technical Services Administration Guide* - Setting up Cataloging, Acquisitions, and Serials, and granting permissions to your technical services staff.
  - *Polaris Telephony Administration Guide* - Setting up and customizing outbound and inbound telephony services.
  - *Polaris ExpressCheck Administration Guide* - Setting up the Polaris ExpressCheck workstation, Polaris Administration settings for Polaris ExpressCheck circulation, and customizing the Polaris ExpressCheck interface.
- *Polaris Basics Guide* - Basic Polaris information, including procedures to start Polaris tasks, and find, create, and display records. This guide also discusses how to use Polaris documentation, including online Help.
- Polaris Online Help - The Polaris online Help is accessible from the Help menu on any Polaris window or by pressing F1 with a Polaris window active.
- Polaris Library Systems Web Site

  For updated user and support information, go to **www.polaristown.com**. You can also contact your Site Manager at:
  1-877-857-1978.

Technical Services Administration

Polaris Administration settings control how Polaris data is categorized, used, and stored, and what functions are available to staff and patrons. You can make most administration settings by two methods: through the Administration Explorer, and through the appropriate workform for a specific record. For detailed information about using the Administration Explorer, finding and opening administration records, and general methods for setting permissions, parameters, profiles and tables, see the *Polaris Administration Guide*.

Note:
Topics in Polaris Administration guides and online Help use the Administration Explorer method, unless you must specifically open the record workform.

This unit covers the following topics:

- "Set technical services security" on page 4
- "Set technical services profiles and parameters" on page 5
- "Edit technical services policy and database tables" on page 7

Set technical services security

Follow these steps to review and set Cataloging, Acquisitions, and Serials permissions.

Note:
Certain System Administration permissions are required to assign permissions. See "Permissions to Set Permissions" in the *Polaris Administration Guide 4.1*.

1. In the Administration Explorer tree view, select the **Security** folder for the organization for which you want to set permissions.

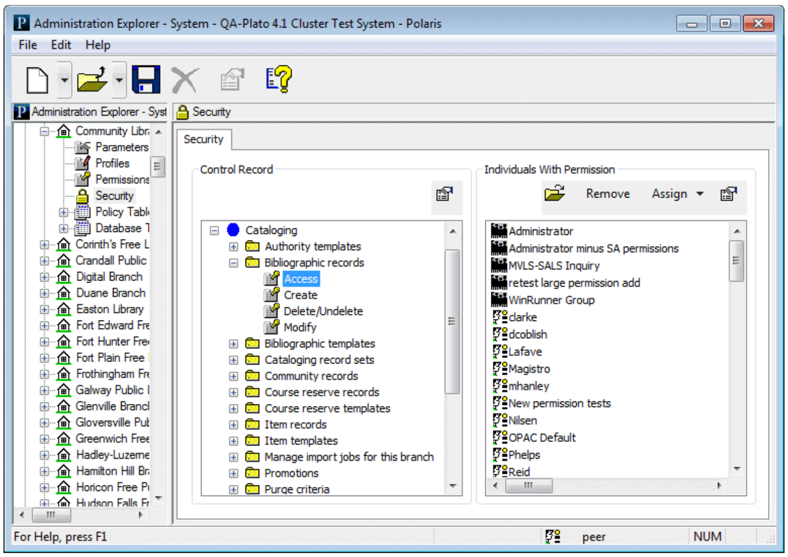
   The Security view is displayed in the details pane.

2. Double-click the **Cataloging**, **Acquisitions**, or **Serials** folder in the Control Record list.

   The permissions appear under the object folders.

3. Select the permission.

   The permission groups, staff members, and workstations with that permission appear in the right pane of the Explorer.



4. Click **Assign**, and select **Permission Group**, **Workstation** or **Staff Member**.

   The Find Tool appears.

5. Use the Find Tool to search for and select the staff member, permission group, or workstation to which you want to grant the selected permission.

   The staff member, workstation, or permission group appears in the list of those that have the selected permission.

6. Select **File, Save** to save any changes.

Related Information

- **Technical services permissions (organized by task)**
    - "Cataloging Workflow Permissions" on page 10
    - "Acquisitions Workflow Permissions" on page 84
    - "Serials Workflow Permissions" on page 148
- **Technical services permissions (alphabetical reference lists)**
    - "Cataloging Permissions" on page 165
    - "Acquisitions Permissions" on page 179
    - "Serials Permissions" on page 187
- **General information about setting Polaris permissions**
    - "Granting Permissions" in the *Polaris Administration Guide 4.1*

Set technical services profiles and parameters

You use profiles and parameters to control automated processes, set defaults, indicate the default directory for reports, and specify whether deleted records are retained in the database. In addition, you can set staff members' profiles to allow them to override blocks in Cataloging, Acquisitions, and Serials.

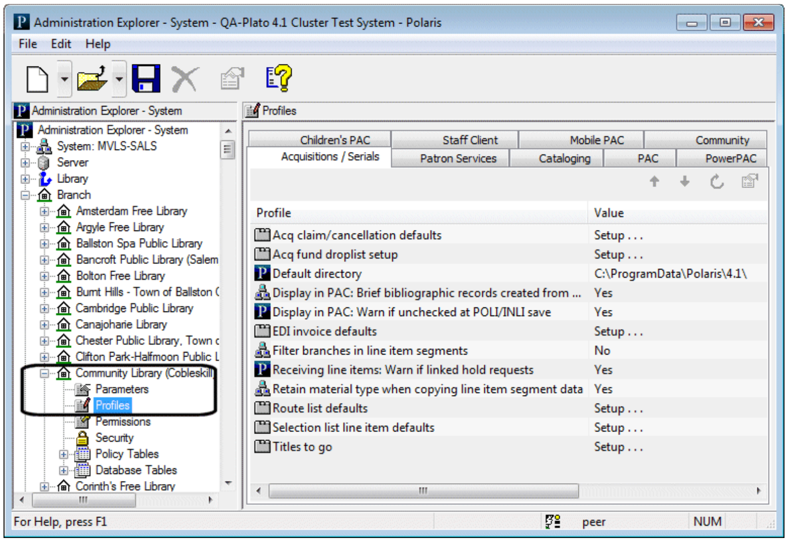
> **Note:**
> Not all profiles and parameters are available at every organizational level. For a list of technical services profiles and parameters, including the levels at which they can be set, see the following reference sections:
> "Cataloging Permissions, Parameters, and Profiles" on page 165
> "Acquisitions Permissions, Parameters, and Profiles" on page 179
> "Serials Permissions, Parameters, and Profiles" on page 187

Follow these steps to access and set technical services profiles and parameters.

1. In the Administration Explorer tree view, expand the folder for the organization (system, library, or branch), staff member, or workstation for which you want to set the parameters or profiles.
2. Select **Profiles** or **Parameters** under the organization, staff member, or workstation name.

   The Profiles or Parameters tabs are displayed.
3. Select the **Acquisitions/Serials** or **Cataloging** tab.

   The profiles or parameters that can be set at the selected level are listed in the details view.



Tip:
To get a setting from the next higher organizational level, right-click and select **Inherit higher level values.** To give a setting to multiple lower organizations, workstations, and staff members, right-click the profile or parameter, and select **Transmit the value to lower levels**. Not all settings can be inherited or transmitted.

4. Double-click the profile or parameter you want to set.

   The profile or parameter is highlighted and ready for editing, or a dialog box appears.

5. Set the profile or parameter as follows:

   - Type text.
   - Use the arrows to select an option.
   - In a dialog box, enter the information, and click **OK**.

6. Select **File**, **Save** to save your changes.

Related Information

- **General information about setting profiles and parameters** - See "Setting Parameters and Profiles" in the *Polaris Administration Guide 4.1*.
- **Permissions for working with profiles and parameters** - See "Administration Workflow Permissions" in the *Polaris Administration Guide 4.1*.
- **Technical services profiles and parameters (reference lists)**
  - "Cataloging Parameters" on page 171
  - "Cataloging Profiles" on page 173
  - "Acquisitions Parameters" on page 182
  - "Acquisitions Profiles" on page 184
  - "Serials Parameters" on page 189
  - "Serials Profiles" on page 190

Edit technical services policy and database tables

When you set up Cataloging, you use policy and database tables to customize duplicate detection, define tags to retain when records are overlaid, define the order in which fields are checked for the call number and price, and make other settings.

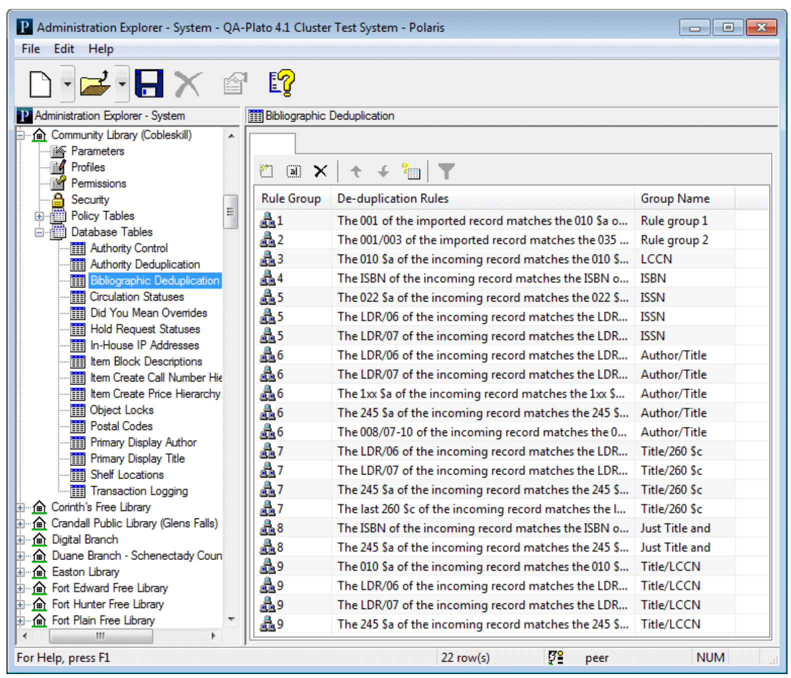
When you set up Acquisitions, you use policy tables to define claiming reasons, set up currencies (if you use suppliers outside of the U.S.A.), set up donation fund categories, and set up the links to supplier databases. Serials processing does not use database or policy tables.

Follow these steps to edit technical services policy and database tables.

Note:
Some tables are set up at installation, and you cannot modify the entries.

1. In the Administration Explorer tree view, expand the folder for the organization for which you want to edit tables.
2. Expand the **Policy Tables** or **Database Tables** folder under the organization name.
3. Select the policy or database table you want to edit.

   The entries in the table appear in the details view of the Explorer.



4. Make modifications to the policy or database tables as required.

   Note:
   You must have specific permissions to modify the tables. See “Administration Workflow Permissions” in the *Polaris Administration Guide 4.1*.

5. Select **File, Save**.

Related Information

- **Policy tables used in Cataloging**
    - Authority Overlay Retention - See "Specify tags to retain when records are overlaid" on page 26.
    - Bibliographic Overlay Retention - See "Specify tags to retain when records are overlaid" on page 26.
    - Authority Record Import: Preferred Cataloging Source - See "Specify preferred cataloging sources for authority records" on page 28.
- **Database tables used in Cataloging**
    - Authority Control - This is a read-only table where you can see the bibliographic tags and the authority tags to which they are matched during authority control processing.
    - Authority Deduplication - See "Change bibliographic or authority deduplication tables" on page 21.
    - Bibliographic Deduplication - See "Change bibliographic or authority deduplication tables" on page 21.
    - Item Create Call Number Hierarchy - See "Modify the Item Create Call Number Hierarchy table" on page 34.
    - Item Create Price Hierarchy - See "Modify the Item Create Price Hierarchy table" on page 37.
- **Policy tables used in Acquisitions**
    - "Set up donation fund categories" on page 96
    - "Add links to supplier databases" on page 104
    - "Define claiming reasons" on page 128
- **Information on Polaris Administration tables** - See "Administration Tables Reference" in the *Polaris Administration Guide 4.1*.
- **Permissions for working with database and policy tables** - See "Administration Workflow Permissions" in the *Polaris Administration Guide 4.1*.

Setting Up Cataloging

To set up Cataloging in Polaris, you grant the appropriate permissions to your cataloging staff, set profiles and parameters that control automated processes, and define database and policy tables.

Note:
For information on settings for Community Records, see the Polaris Community Profiles Guide.

This unit covers the following topics:

Note:
For information on Cataloging labels, see "Setting Up Labels" on page 67.

Cataloging Workflow Permissions

Before your staff can do cataloging tasks in Polaris, you must assign permissions to do the tasks. Cataloging permissions define who can create, access, and work with cataloging records and functions. Each organization can specify which permission groups, workstations, or staff members are permitted to work with records and control processes.

The following table lists cataloging tasks, the Polaris permissions required to do the tasks, the administrative levels at which they can be set, and the subsystems where the permissions are located. For instructions on how to set technical services permissions, see "Set technical services security" on page 4.

Note:

To modify Polaris Administration profiles and parameters, you must have the following permissions:

Access administration: Allow
Modify parameters: Allow
Modify profiles: Allow

For more information, see "Administration Workflow Permissions" in the *Polaris Administration Guide 4.1*.

Workflow	*Required Permissions*	*Administration Explorer Security Location*
Maintain the Authority Catalog		
Maintain authority control headings	Access cataloging subsystem: Allow Authority records: Access Authority records: Create Authority records: Delete/Undelete Authority records: Modify Authority templates: Access Authority create links to authority records Authority create links to bibliographic records	System - Cataloging System - Cataloging System - Cataloging System - Cataloging System - Cataloging System, Library - Cataloging System - Cataloging System - Cataloging
Additional permission for enabling or disabling automatic re-indexing during the next server upgrade.	Access MARC Re-index during next server upgrade: Allow	System - Cataloging
Maintain the standard authority control templates for the organization	Access cataloging subsystem: Allow Authority records: Access Authority templates: Access Authority templates: Create Authority templates: Delete Authority templates: Modify	System - Cataloging System - Cataloging System, Library, Branch - Cataloging System, Library, Branch - Cataloging System, Library, Branch - Cataloging System, Library, Branch - Cataloging

Workflow	*Required Permissions*	*Administration Explorer Security Location*
Use and edit the authority record templates the staff member created. (Add this permission to other authority control permissions to give staff members the ability to use their own templates without affecting the organization's templates.)	Use 'own' authority templates: Allow	System - Cataloging
Maintain the Bibliographic Catalog		
Add bibliographic entries to the catalog (original and copy cataloging)	Access cataloging subsystem: Allow Bibliographic records: Access Bibliographic records: Create Bibliographic records: Modify Bibliographic templates: Access	System - Cataloging System, Library, Branch - Cataloging System, Library, Branch -- Cataloging System, Library, Branch - Cataloging System, Library, Branch - Cataloging
Create authority records from heading tags in a bibliographic record	Authority records: Create Bibliographic records: Access	System - Cataloging System, Library, Branch - Cataloging
Maintain existing bibliographic records, including replacing records.	Access cataloging subsystem: Allow Bibliographic records: Access Bibliographic records: Delete/Undelete Bibliographic records: Modify	System - Cataloging System, Library, Branch - Cataloging System, Library, Branch - Cataloging System, Library, Branch - Cataloging System - Cataloging
Prevent warning messages from appearing when deleting multiple bibliographic records	Suppress warnings for breakable links when deleting multiple bibliographic records: Allow Suppress warnings for unbreakable links and other stopping conditions, when deleting multiple bibliographic records: Allow	System - Cataloging System - Cataloging
Additional permission for enabling or disabling automatic re-indexing during the next server upgrade.	Access MARC Re-index during next server upgrade: Allow	System - Cataloging
Bulk change bibliographic records	Access cataloging subsystem Bibliographic records: Access Bibliographic records: Modify Cataloging record sets: Access Cataloging record sets: Create Cataloging record sets: Delete Cataloging record sets: Modify Access bibliographic bulk change: Allow Access bibliographic fixed fields bulk change: Allow	System - Cataloging System, Library, Branch- Cataloging System, Library, Branch - Cataloging System, Library, Branch - Cataloging System, Library, Branch - Cataloging System, Library, Branch - Cataloging System, Library, Branch - Cataloging System - Cataloging System - Cataloging
Maintain bibliographic record templates used by the entire organization	Access cataloging subsystem: Allow Bibliographic templates: Create Bibliographic template: Access Bibliographic templates: Delete Bibliographic templates: Modify Bibliographic records: Access	System - Cataloging System, Library, Branch - Cataloging System, Library, Branch - Cataloging System, Library, Branch- Cataloging System, Library, Branch - Cataloging System, Library, Branch - Cataloging

Workflow	*Required Permissions*	*Administration Explorer Security Location*
Use and edit the bibliographic record templates the staff member created. (Add to other bibliographic record permissions so staff members can use their own templates without affecting the organization's templates.)	Use 'own' bibliographic templates: Allow	System - Cataloging
Maintain Item Records		
Add item records to the catalog	Access cataloging subsystem: Allow Item records: Create Bibliographic records: Access Item records: Access Item records: Modify cataloging view Item templates: Access Override invalid item barcode message: Allow	System - Cataloging System, Library, Branch - Cataloging System, Library, Branch - Cataloging System, Library, Branch - Cataloging System, Library, Branch - Cataloging System, Library, Branch - Cataloging System
Maintain existing item records	Access cataloging subsystem: Allow Item records: Access Item records: Modify cataloging view Item records: Modify header Item records: Modify history view Item records: Modify notes and notices view Item records: Modify reserves view Item records: Modify source and acquisition view Item records: Delete/Undelete Bibliographic records: Access	System - Cataloging System, Library, Branch - Cataloging System, Library, Branch - Cataloging System, Library, Branch - Cataloging System, Library, Branch - Cataloging System, Library, Branch - Cataloging System, Library, Branch - Cataloging System, Library, Branch - Cataloging System, Library, Branch - Cataloging System, Library, Branch - Cataloging
Prevent warning messages from appearing when deleting multiple item records	Suppress warnings for breakable links when deleting multiple item records: Allow Suppress warnings for unbreakable links and other stopping conditions, when deleting multiple item records: Allow	System - Cataloging System - Cataloging
Override and continue when invalid barcode message appears	Override invalid item barcode message: Allow	System - Cataloging
Maintain item records for ephemeral items so that they can be circulated	Quick-circ item records: Access Quick-circ item records: Create Quick-circ item records: Modify Quick-circ item records: Delete	Branch - Cataloging Branch - Cataloging Branch - Cataloging Branch - Cataloging
Create bibliographic records from item records or item templates	Create a bib record from the item or item template: Allow	System - Cataloging

Workflow	*Required Permissions*	*Administration Explorer Security Location*
Bulk change item records	Access cataloging subsystem: Allow	System - Cataloging
	Item records: Access	System, Library, Branch - Cataloging
	Item records: Bulk change	System, Library, Branch - Cataloging
	Item records: Modify header	System, Library, Branch - Cataloging
	Cataloging record sets: Access	System, Library, Branch - Cataloging
	Cataloging record sets: Create	System, Library, Branch - Cataloging
	Cataloging record sets: Modify	System, Library, Branch - Cataloging
	Access item record bulk change: Allow	System - Cataloging
Maintain item templates used by the organization	Access cataloging subsystem: Allow	System - Cataloging
	Item templates: Create	System, Library, Branch - Cataloging
	Item templates: Delete	System, Library, Branch - Cataloging
	Item templates: Access	System, Library, Branch - Cataloging
	Item templates: Modify	System, Library, Branch - Cataloging
	Item records: Access	System, Library, Branch - Cataloging
Use and edit the item templates the staff member created. (Add this permission to other workflow permissions to allow the staff member to templates they created.)	Use ‘own’ item templates: Allow	System - Cataloging
Maintain Labels for the Organization		
Create, modify, and delete label configurations	Label Manager Configuration: Create Label Manager Configuration: Delete Label Manager Configuration: Modify	System - Cataloging System - Cataloging System - Cataloging
Maintain Import Profiles in Import Profile Manager		
Create, modify, and delete import profiles	Import profiles: Access Import profiles: Create Import profiles: Delete Import profiles: Modify	System - Cataloging System - Cataloging System - Cataloging System - Cataloging
Import Records		
Import bibliographic, authority, and item records using Express Import	Bibliographic records: Create Bibliographic records: Modify Authority records: Create Authority records: Modify Express import: Allow Item records: Create Cataloging record sets: Create Cataloging record sets: Access	System, Library, Branch - Cataloging System, Library, Branch - Cataloging System - Cataloging System - Cataloging System - Cataloging System, Library, Branch - Cataloging System, Library, Branch - Cataloging System, Library, Branch - Cataloging

Workflow	*Required Permissions*	*Administration Explorer Security Location*
Import bibliographic, authority, and item records using Full Import	Bibliographic records: Create Bibliographic records: Modify Authority records: Create Authority records: Modify Import bibliographic, item and authority records: Allow Item records: Create Cataloging record sets: Create Cataloging record sets: Access	System, Library, Branch - Cataloging System, Library, Branch - Cataloging System - Cataloging System - Cataloging System - Cataloging System, Library, Branch - Cataloging System, Library, Branch - Cataloging System, Library, Branch - Cataloging
Manage your own import jobs from the import jobs queue	Import bibliographic, item and authority records: Allow or Express import: Allow	System - Cataloging
Manage import jobs for a branch organization	Manage import jobs for this branch: Allow	Branch - Cataloging
Specify blackout times when importing cannot be run.	Modify import blackout times: Allow	System - System Administration
Export Records		
Export bibliographic, authority, and item records from the Polaris catalog	Export bibliographic, item and authority records: Allow	System - Cataloging
Maintain Cataloging Record Sets		
Maintain authority, bibliographic, and item record sets used by the entire organization	Access cataloging subsystem: Allow Cataloging record sets: Access Cataloging record sets: Modify Cataloging record sets: Delete Bibliographic records: Access Authority records: Access Item records: Access	System - Cataloging System, Library, Branch - Cataloging System, Library, Branch - Cataloging System, Library, Branch - Cataloging System, Library, Branch - Cataloging System - Cataloging System, Library, Branch - Cataloging
Use and edit the authority, bibliographic, and item record sets the staff member created	Use ‘own’ cataloging record sets	System - Cataloging
Purge Cataloging Records Marked as Deleted		
Maintain purge criteria that are used to purge cataloging records from the database when they are marked for deletion but retained in the database	Purge criteria: Access Purge criteria: Delete Purge criteria: Create Purge criteria: Modify	System, Library, Branch - Cataloging System, Library, Branch - Cataloging System, Library, Branch - Cataloging System, Library, Branch - Cataloging
Maintain Course Reserves		
Maintain course reserve records	Access cataloging subsystem: Allow Course reserve records: Access Course reserve records: Delete Course reserve records: Create Course reserve records: Modify Patron registration: Access Patron registration: Modify	System - Cataloging System, Library, Branch - Cataloging System, Library, Branch - Cataloging System, Library, Branch - Cataloging System, Library, Branch - Cataloging Branch - Circulation Branch - Circulation
Maintain reserve items	Item records: Access Item records: Modify reserves view Auto delete processing of reserve item records: Allow	System, Library, Branch - Cataloging System, Library, Branch - Cataloging System - Cataloging

Workflow	*Required Permissions*	*Administration Explorer Security Location*
Maintain reserve item templates used by the organization	Reserve item templates: Access Reserve item templates: Create Reserve item templates: Modify Reserve item templates: Delete	System, Library, Branch - Cataloging System, Library, Branch - Cataloging System, Library, Branch - Cataloging System, Library, Branch - Cataloging
Use and edit the reserve item templates the staff member created	Use 'own' reserve item templates: Allow	System - Cataloging
Maintain course reserve templates for the organization	Course reserve templates: Access Course reserve templates: Delete Course reserve templates: Create Course reserve templates: Modify	System, Library, Branch - Cataloging System, Library, Branch - Cataloging System, Library, Branch - Cataloging System, Library, Branch - Cataloging
Update URL Links		
Use the Polaris URL Detective, which is available from the Utilities menu if your library has purchased this product.	Use URL Detective: Allow	System - Cataloging
Maintain Community records		
Maintain Community records (if your library has purchased Community Profiles)	Community records: Access Community records: Create Community records: Modify Community records: Delete	System, Library, Branch, Staff, Workstation - Cataloging
Maintain Promotion records		
Work with Promotion records (if your library has purchased Feature It)	Access cataloging subsystem: Allow Promotion records: Access Promotion records: Create Promotion records: Modify Promotion records: Delete	System System, Library, Branch - Cataloging System, Library, Branch - Cataloging System, Library, Branch - Cataloging System, Library, Branch - Cataloging
Feature bibliographic records	Bibliographic records: Access	System, Library, Branch - Cataloging

Related Information

- **Permissions for administering cataloging** - For the permissions required to do cataloging administrative tasks, such as modifying MARC validation and setting duplicate detection criteria, see "Cataloging Administration Permissions" in the *Polaris Administration Guide 4.1*.
- **Instructions for granting permissions in technical services** - See "Set technical services security" on page 4.
- **List of all cataloging permissions** - See "Cataloging Permissions" on page 165.

Enabling Language Display/Entry in Cataloging

On the MARC21 view of the Bibliographic and Authority workforms, staff can enter international characters and diacritic marks. These characters are defined in the *MARC 21 Specifications for Record Structure, Character Sets, and Exchange Media* (2007). The Unicode international characters are stored in UTF-16 and displayed in the Polaris user interface.

To correctly display all international characters, a Unicode-compliant font must be installed on your cataloging computer. Look in the **Windows/Fonts** folder to determine if a Unicode font is installed.

Polaris uses fonts according to your Windows operating system. In the MARC21 view, Polaris uses fonts in the following order:

Note:
In the MARC21 view of the Bibliographic and Authority workforms, the Arial Unicode MS font overrides all other fonts. In the rest of the Polaris staff client, the Segoe UI font overrides all others.

- Arial Unicode MS (Unicode 2.1) - This font comes with Office 2000 and later. Libraries with an earlier version of Microsoft Office will see the font changed to Arial Unicode MS.
- Segoe UI (Unicode 4.1) - This font comes with Windows Vista and Office 2007. Libraries using Microsoft Office 2007 will see the font changed to Segoe UI.
- Lucida Sans Unicode (Unicode 2.0) - This font comes with Windows 98 and later. Libraries with any other version of the Windows operating system will see Lucida Sans Unicode.
- Default System Font (MS Shell Dlg 2, which maps to Tahoma) - If the system cannot install any of the fonts above, the default system font is used.

If your library has Windows Vista or Windows 7 operating system, support for the East Asian, Cyrillic, and Middle-Eastern language families is installed by default when Windows is installed. If the cataloging workstation is being used to catalog primarily in a specific language, you may want to change the keyboard input setting. See “Enter diacritics or non-Roman characters using an IME keyboard” on page 41.

Managing MARC Re-indexing

When the system-level Cataloging parameter **MARC Re-index during next server upgrade** is set to **Yes**, an automatic re-indexing of MARC records will take place when your library installs the next Polaris upgrade. If your library wants automatic re-indexing to take place, the parameter must be set to **Yes** *before* you upgrade to the next release. After the re-indexing process is complete, the parameter is automatically reset to **No** (the default setting).

Important:
Re-indexing can add a significant amount of time to the upgrade process and should be avoided if it is not necessary. However, if you must re-index, performing the process at upgrade may be both cost-effective and time-effective, since there is a fee associated with retroactive re-indexing and the server will be offline during the upgrade in any case.

When the parameter is set to **Yes**, the system sets a flag so that the server installation database update (DBUpdate) process performs a re-index comprised of the following general steps:

- Alerts the Polaris support engineer that a re-index will take place during the DBUpdate process
- Rebuilds indices and re-links bibs to authorities
- Defragments database tables
- Updates database statistics

When the re-indexing has successfully completed, an alert is logged in the DBUpdate report. To set the parameter before the next upgrade, you need the System Administration permission **Access MARC Re-index during next server upgrade: Allow**.

Enable or disable automatic MARC re-indexing

Follow these steps to either allow or disallow automatic re-indexing of MARC records when the server is upgraded.

1. Select **Administration, Explorer**, and select the System organization.
2. Select **Parameters**, and select the Cataloging tab.
3. Select the **MARC Re-index during next server upgrade** parameter and set it to **Yes** to allow automatic re-indexing of MARC records when the server is upgraded, or **No** to not allow automatic re-indexing.

   Note:
   When the parameter is changed from **No** to **Yes**, the following warning message appears: Setting the MARC Re-index during next server upgrade parameter to 'Yes' may substantially increase processing time during your next upgrade. If you have questions about this, please contact your Polaris Site Manager.

4. Select **File, Save**.

Managing Auto-Search Suggestions

If the system-level Cataloging parameter **Auto-suggest feature enabled** is set to **Yes** in Polaris Administration, automatic suggestions appear for the following types of searches in the Polaris Staff Client and the PAC.

Important:
For the Auto-suggest feature to work in the staff client, staff client workstations must allow port 80 traffic to the Polaris application server. To open port 80, select **Control Panel** on the workstation, select **Windows Firewall, Advanced Settings, Inbound Rules, New Rule, Protocol and Ports** and type **80** in the **Specific local ports** box.

- **Find Tool** - Automatic suggestions appear when staff members do a keyword or phrase search in the Find Tool for any record and access point that is keyword-indexed. See “Automatic Suggestions in Keyword or Phrase Searching” in the *Polaris Basics Guide 4.1* for information on this feature in the Polaris Find Tool.
- **PAC** - Automatic suggestions appear when patrons do quick, keyword, phrase, or advanced searches in Polaris PowerPAC.

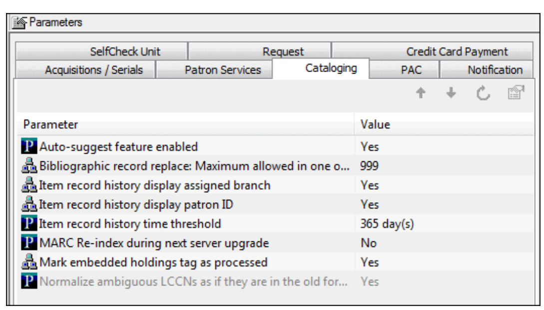
Enable or disable the Auto-suggest feature

1-2-3

Follow these steps to enable or disable automatic suggestions that appear for certain phrase and keyword searches in the Find Tool, and for quick, keyword, phrase, and advanced searches in Polaris PowerPAC.

1. In the Administration Explorer tree view, expand the **System** folder.
2. Select **Parameters** and select the **Cataloging** tab.

   The Cataloging parameters appear.



3. Select **Auto-suggest feature enabled**, and select **Yes** to enable this feature or **No** to disable this feature.
4. Select **File, Save**, click or press **Ctrl+S**.

   The Auto-suggest feature is enabled or disabled for your library system for the Find Tool and the PAC.

Displaying Cataloging Records

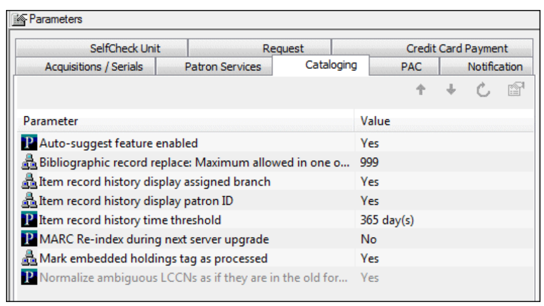
You can use Staff Client profiles in Polaris Administration to specify the view of the workform that appears when a staff member opens the Item Record or Bibliographic Record workform. These profiles can be set at the system, library, branch, staff, and workstation levels. For example, you could set the profile **Default view selected when item record opened** to **Circulation** for a staff member working at the circulation desk, and set it to **Cataloging** for a cataloger. For more information, see "Setting Preferred Workform Views" in the *Polaris Administration Guide 4.1*. In addition, you can set system-level Cataloging parameters to specify how many days circulation transactions are displayed in the Item Record workform - Circulation History view, and whether the patron ID or assigned branch are displayed.

Set the circulation history display for item records

Follow these steps to set the cataloging parameters for the Item Record workform - Circulation History view.

1. In the Administration Explorer tree view, expand the **System** folder.
2. Select **Parameters** and select the **Cataloging** tab.

   The system-level Cataloging parameters appear.



3. To change the Item Record - Circulation History view, do the following:
   - Select **Yes** or **No** in the **Item record history display assigned branch** value to turn on or off the display of the assigned branch.
   - Select **Yes** or **No** in the **Item record history display patron ID** value to turn on or off the display of the patron ID.
   - Type a different number in the **Item record history time threshold** value to change the number of days a circulation transaction or status change is displayed.
4. Select **File, Save**.

Managing Duplicate MARC Records

Bibliographic and authority records are checked for duplicates automatically when you create new records and save them. You can also check an existing bibliographic record for duplicates and replace duplicate records by selecting **Tools, Replace/Check for Duplicate**s from the Bibliographic Record workform. You can check an existing authority record for duplicates by selecting **Tools, Check for Duplicates** from the Authority Record workform. When you import records, the options for handling potential duplicates are set in the import profile. See “Setting Up Import Profiles and Importing Records” in the *Polaris Cataloging Guide 4.1*.

The following database and policy tables specify how duplicate bibliographic and authority records are identified, and the tags to retain when records are replaced:

- **Bibliographic Deduplication database table** - Rules in this table determine if imported or saved bibliographic records are duplicates of existing records. For details, see “Bibliographic Duplicate Detection Rules Reference” on page 23.
- **Authority Deduplication database table** - Rules in this table determine if imported or saved authority records are duplicates of existing records. For details, see “Authority Duplicate Detection Rules Reference” on page 25.

Note:
You can modify the rule groups in the deduplication tables to include or exclude rules, and you can create rule groups, but you cannot add or modify the rules themselves. The deduplication tables are set up by Polaris Library Systems during Polaris implementation, and the table entries apply to all organizations.

- **Bibliographic Overlay Retention policy table** - Identifies the tags to transfer from the record that is being overlaid to the retained record. If the bibliographic record contains a tag that is listed in the retention table, the data in the tag is copied to the retained record. See “Specify tags to retain when records are overlaid” on page 26.
- **Authority Overlay Retention policy table** - Identifies the tags to transfer to a new authority record from the duplicate record that is being overlaid. If the authority record contains a tag that is listed in the retention table, the data in the tag is copied into the new record. See “Specify tags to retain when records are overlaid” on page 26.
- **Authority Record Import: Preferred Cataloging Source policy table** - Identifies the preferred cataloging sources for imported authority records. If the imported record is a duplicate of an existing record, and the incoming record’s cataloging source is preferred over the existing record’s source, the existing record is overlaid with the new record. See “Specify preferred cataloging sources for authority records” on page 28.

The following Cataloging profiles and parameters control the number of records that can be replaced and whether records are automatically checked for MARC format and authority control:

- **Bibliographic records replace: Maximum allowed in one operation -** This system-level parameter limits the number of records that can be replaced at once. See "Set the number of bibs that can be replaced at once" on page 26.
- **MARC validation immediately after bib replace** - If this profile is set to **Yes**, a MARC validation check is performed immediately after bibliographic records are replaced. This prevents situations such as non-repeatable tags accumulating in the record that overlays the duplicate records. See "Enable validation when duplicate bibs are replaced" on page 30.
- **Check headings immediately after bib replace** - If this profile is set to **Yes**, the headings are checked as soon as a bibliographic record replaces one or more bibliographic records. See "Enable headings check when replacing bibs" on page 31.

Change bibliographic or authority deduplication tables

The Bibliographic Deduplication and the Authority Deduplication tables contain the rules that determine if a bibliographic or authority record is a duplicate of an existing record. The rules are applied in groups to more efficiently determine a duplicate. Two records must meet all the rules in at least one group to be potential duplicates.

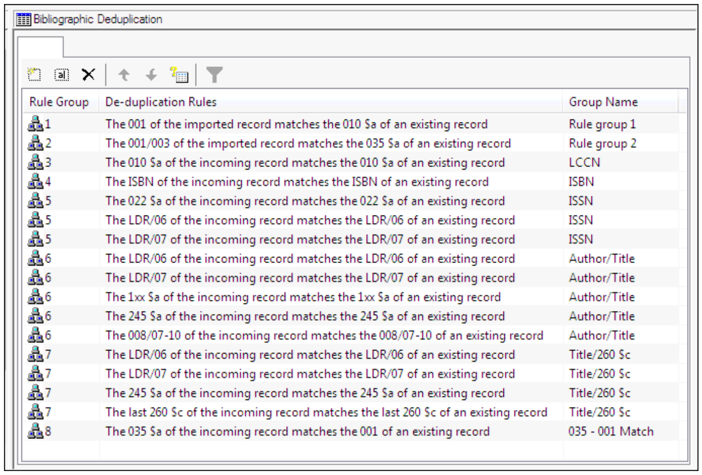
When records are checked for duplicates, the rules group name displays in the duplicate detection dialog box as the duplicate reason. You can rename the group so that the reason for the duplicate is clear. For example, if the rules group name is **245 $a matches 245 $a** you could rename it **Matching Title**.

> **Note:**
> These permissions are required to view and change the rules groupings in the deduplication tables: **Access administration: Allow**; **Access tables: Allow**; **Modify bibliographic deduplication table: Allow**; **Modify authority deduplication table: Allow**

Follow these steps to create a new rules group or modify an existing one.

1. In the Administration Explorer tree view, expand the organization's folder.
2. Expand the **Database Tables** folder.
3. Select the **Bibliographic Deduplication** or **Authority Deduplication** table to display the appropriate table in the details view.

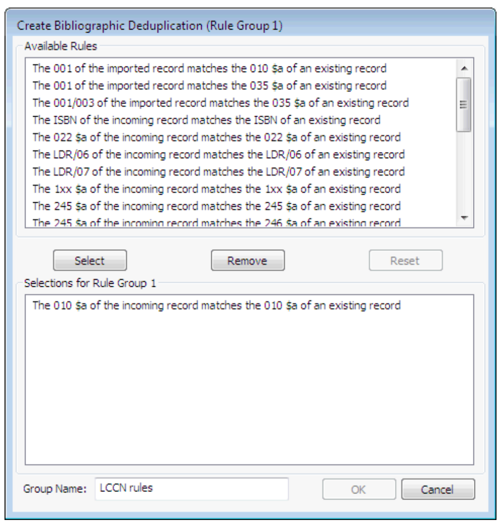
   > **Note:**
   > When you first implement Polaris, a default set of rules groups appears. You can add or remove rules from a group, change the rules group name, add new rules groups, or delete a group.



4. Do one of the following actions:

   - To create a new rules group, click .
   - To modify an existing group, select the group, and click .

   The Create or Modify Deduplication Rules dialog box appears.



5. Do one of the following actions:
   - To add a rule to the group, select the rules from the Available Rules list, and click **Select**.
   - To remove a rule from the group, select the rule in the Selections for Rule Group list, and click **Remove**.
   - To name or rename the rules group, type the name in the **Rules Group** box.

Tip:
If you made changes to the group and you want to return the group to its state when you opened the dialog box, click **Reset**.

6. When you finish changing the current group, click **OK**.
7. Select **File, Save**.

Related Information

- **Specifying duplicate detection rules when importing** - You can specify duplicate detection rules to use when importing records. See "Setting Up Import Profiles" in the *Polaris Cataloging Guide 4.1*.
- **List of bibliographic duplicate detection rules** - See "Bibliographic Duplicate Detection Rules Reference" on page 23.
- **List of authority record duplicate detection rules** - See "Authority Duplicate Detection Rules Reference" on page 25.

Bibliographic Duplicate Detection Rules Reference

Two bibliographic records are identified as potential duplicates based on the rules groups in the Bibliographic Deduplication table. Each rules group contains one or more rules. Two bibliographic records must meet all the rules in at least one group to be potential duplicates.

Note:
When you select custom duplicate detection rules in an import profile, each rule is applied as a group, so only one rule needs to be met to identify the records as duplicates. See "Set import options for bibliographic records" in the *Polaris Cataloging Guide 4.1*.

Rule	*Comment*
1. The 001 tag of the imported record matches the 035 $a of an existing record.	Applies only to imported records. The 001 tag must match the numeric portion of the 035 tag (normalized). The parenthetical information in the 035 tag is ignored.
2. The 001/003 tags of the imported record matches any 035$a subfield in the existing record.	Applies only to imported records. The 001 tag must match the numeric portion of the 035 tag (normalized). If the incoming record contains a 003 tag, the 003 data must match the parenthetical information in the 035 tag. If the incoming record lacks an 003 tag, the parenthetical information in the 035 tag is ignored.
3 The 010$a subfield of the incoming record matches the 010$a subfield in the existing record.	For LCCNs, the prefix, year, and serial number (the first 12 characters) must match. Suffixes and revision dates are ignored.
4. The ISBN in the incoming record matches any ISBN in the existing record.	The alphanumeric ISBN must match. Parenthetical and other information is ignored. This rule is applied to any 020 tag and also to any 024 tag where the first indicator = 3.
5. Any 022$a subfield in the incoming record matches any 022$a subfield in the existing record.	The 8-digit alphanumeric ISSN must match. Parenthetical and other information is ignored.
6. The LDR/06 value in the incoming record matches the LDR/06 in the existing record.	The value in the Record Type position of the Leader must match exactly.
7. The LDR/07 value in the incoming record matches the LDR/07 in the existing record.	The value in the Bibliographic Level position of the Leader must match exactly.
8. The 1xx$a subfield in the incoming record matches the 1xx$a subfield in the existing record.	The entire text of $a subfield of both records must match. Punctuation is ignored. Tag and indicator values need not match.
9. The 245$a subfield in the incoming record matches the 245$a subfield in the existing record.	The entire text of $a subfield must match. Punctuation is ignored. Indicator values need not match.
10. The 245$a subfield in the incoming record matches any 246$a subfield in the existing record.	The entire text of $a subfield must match. Punctuation is ignored. Indicator values need not match.

Rule	*Comment*
11. Any 246$a subfield in the incoming record matches the 245$a subfield of the existing record.	The entire text of $a subfield must match. Punctuation is ignored. Indicator values need not match.
12. Any 247$a subfield in the incoming record matches the 245$a subfield in the existing record.	The entire text of $a subfield must match. Punctuation is ignored. Indicator values need not match.
13. The 008/07-10 values in the incoming record match the 008/07-10 in the existing record.	The date in the Beginning Date of Publication must match exactly in both records.
14. The last 260$c subfield in the incoming record matches the last 260$c subfield in the existing record.	The entire text of the $c subfield must match in both records. Punctuation is ignored.
15. The 035a of the incoming record matches the 035$a of an existing record.	
16. Any 035$a subfield in the incoming record matches the 001 tag in the existing record.	This rule should be enabled only when a library is importing records that have been previously exported from the same Polaris database, when the intent is to have the incoming record replace the existing record.
17. The Bib record owner value in the incoming record matches the value in the existing record.	
18. The UPC of the incoming record matches the UPC of the existing record.	This rule is applied to any 024 tag where the first indicator value =1.
19. The 024$a (excluding ISBN and UPC) of the incoming record matches the 024$a (excluding ISBN and UPC) of an existing record.	This rule is applied to any 024 tag where the first indicator value is **other than** 1 or 3.
20.The 028$a of the incoming record matches the 028$a of an existing record.	
21.The 037$a of the incoming record matches the 037$a of an existing record.	

Authority Duplicate Detection Rules Reference

Two authority records are identified as potential duplicates based on the rules groups in the Authority Deduplication table.

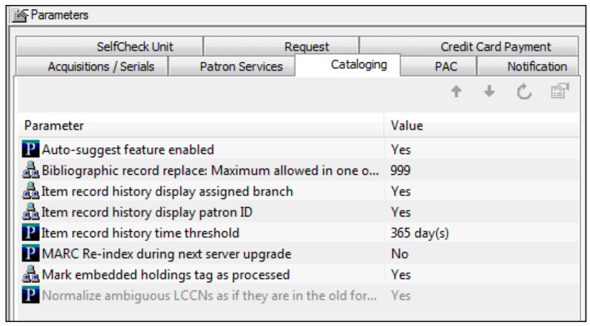
Rule	*Comment*
1. The 001 tag of the imported record matches the 010$a subfield in the existing record.	Applies only to imported records. For LCCNs, the prefix, year, and serial number (the first 12 characters) must match; suffixes and revision dates are ignored.
2. The 001/003 tags of the imported record matches any 035$a subfield in the existing record.	Applies only to imported records. The 001 tag matches the numeric portion of the 035 tag (normalized). If the incoming record contains a 003 tag, the 003 data matches the parenthetical information in the 035 tag; if no 003 tag, the information in the 035 tag is ignored.
3. The 035$a subfield of the incoming record matches any 035$a subfield in the existing record.	
4. The 010$a subfield of the incoming record matches the 010$a subfield in the existing record.	For LCCNs, the prefix, year, and serial number (the first 12 characters) must match. Suffixes and revision dates are ignored.
5. Any 035$a subfield of the incoming record matches the 001 tag in the existing record.	Library is importing records that have been previously exported from the same Polaris database, when the intent is to have the incoming record replace the existing record.
6. The 008/11 tag of the incoming record matches the 008/11 of the existing record.	Matches 008 subject heading system code of both records.
7. The 1xx tag of the incoming record matches the 1xx of the existing record.	Matches entire text of the 1xx tag (concatenation of all data fields).
8. The 010$z of the incoming record matches the 010$a of the existing record.	

Set the number of bibs that can be replaced at once

Follow these steps to set the maximum number of bibliographic records that can be replaced in one operation. For information on replacing bibliographic records, see "Detect duplicates or replace bibliographic records" in the *Polaris Cataloging Guide 4.1*.

1. In the Administration Explorer tree view, expand the **System** folder.
2. Select **Parameters** and select the **Cataloging** tab.

   The system-level Cataloging parameters appear.



3. Select **Bibliographic record replace: Maximum allowed in one operation**.
4. Type a number less than 999.
5. Select **File**, **Save**.

   The new limit is saved and applies to all branches in your library system.

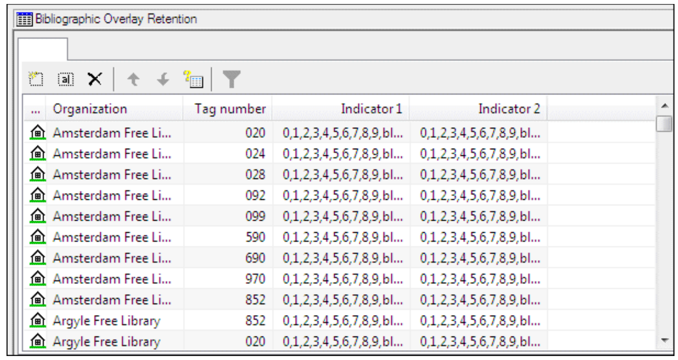
Specify tags to retain when records are overlaid

When a duplicate record is overlaid, the links from the overlaid record are transferred to the new record, and specific tags from the overlaid record are retained in the new record. Follow these steps to specify which fields to transfer automatically when a bibliographic or authority record is overlaid.

> **Note:**
> These permissions are required to view and change the overlay retentions tables: **Access administration: Allow**, **Access tables: Allow**, **Modify Authority overlay retention table: Allow**, **Modify bibliographic overlay retention table: Allow**

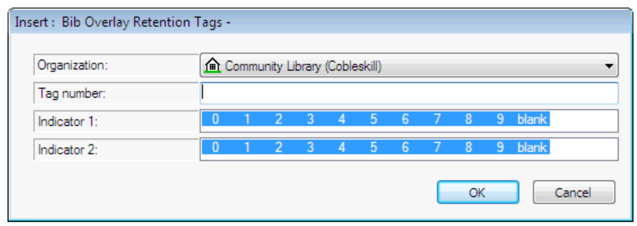
1. In the Administration Explorer tree view, expand the organization's folder.
2. Expand the **Policy Tables** folder.
3. Select **Authority Overlay Retention** or **Bibliographic Overlay Retention**.

   The Bibliographic or Authority Overlay Retention Table appears.



4. Click .

   The Insert: (Authority or Bibliographic) Overlay Retention dialog box appears.



5. In the **Organization** box, select the organization to which this entry applies.

   Note:
   If the Insert dialog box was opened for a branch, the branch name is the only one listed in the **Organization** box.

6. In the **Tag Number** box, type the tag that you want retained in the new records.

7. To retain the tag only if certain indicators are present, highlight the indicator values in the **Indicator 1** and **Indicator 2** boxes.

   Note:
   If the tag is in the retention table without indicator values, the tag is always retained. If indicator values are defined along with the tag, the data in the tag is copied only if the indicator values also match.

8. Click **OK** on the dialog box.

   The Overlay Retention table is displayed.

9. Select **File, Save**.

Related Information

- **Modify a table entry** - Select an entry and click .
- **Delete a table entry** - Select an entry and click .

Specify preferred cataloging sources for authority records

The Authority Record Import: Preferred Cataloging Source policy table determines whether imported authority records overlay existing authority records when duplicates are found. When an authority record is imported, and a duplicate record exists in the database, the code in the original cataloging source tag (040 $a) is checked against the entries in the table. If the code matches an entry in the table, the preference order of the code is checked. The existing record is overlaid with the new record if the code has a higher level of preference than the code in the existing record. For more information about the checking during importing, see "Overlay of Authority Records Based on Cataloging Source" in the *Polaris Cataloging Guide 4.1*.

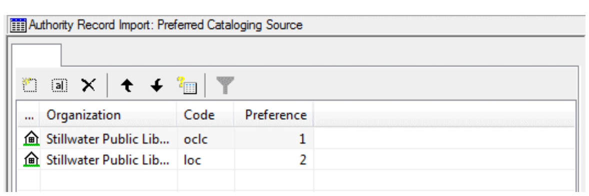
Important:
If your library uses the Authorities Weekly service, and you want to ensure that the incoming updated records always overlay the database records, remove all entries from the Authority Record Import: Preferred Cataloging policy table at the System level.

Follow these steps to add a cataloging source to the Authority Record Import: Preferred Cataloging Source table.

Note:
These permissions are required to view and change the overlay retentions tables: **Access administration: Allow**, **Access tables: Allow**, **Modify Authority authority record import: preferred cataloging source: Allow**

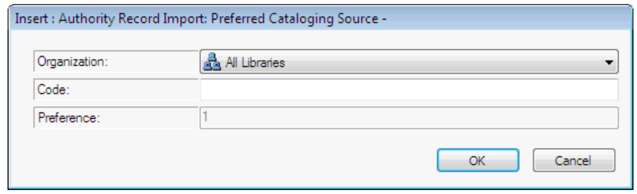
1. In the Administration Explorer tree view, expand the organization's folder.
2. Expand the **Policy Tables** folder.
3. Select **Authority Record Import: Preferred Cataloging Source**.

   The Authority Record Import: Preferred Cataloging Source table appears.



4. Click .

   The Insert: Authority Record Import: Preferred Cataloging Source dialog box appears.



5. In the **Organization** box, select the organization to which this entry applies.

   Note:
   If the dialog box was opened for a branch, the branch name is the only one listed in the **Organization** box.

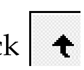
6. Type the MARC code of the cataloging agency in the **Code** box.

   Enter the value your cataloging agency uses in tag 040 $a of the records you receive from the agency. You can also get the MARC code from the *MARC Code List for Organizations* that is maintained by the Library of Congress.

7. Click **OK** on the dialog box.

8. Select **File, Save**.

Related Information

- **Modify a table entry** - Select an entry, and click .
- **Delete a table entry** - Select an entry, and click .
- **Change the source preference order** - Select an entry, and click  to move the entry up (higher preference), or click  to move the entry down (lower preference).

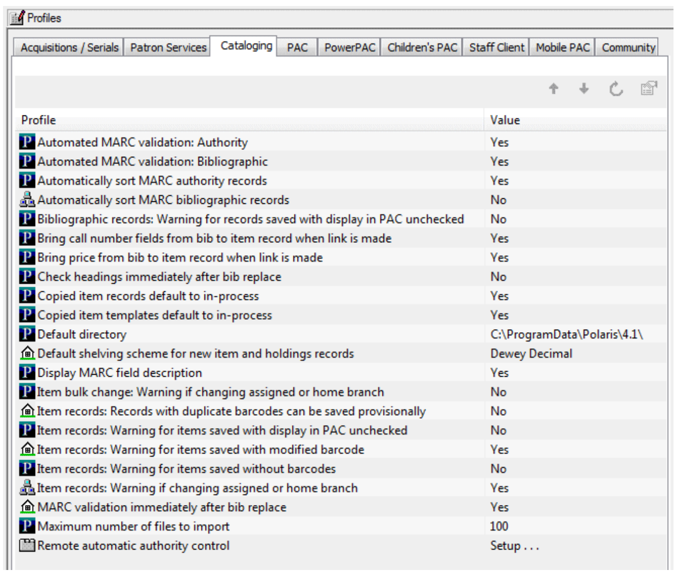
Enable validation when duplicate bibs are replaced

You can set the **MARC validation immediately after bib replace** profile to **Yes** if you want bibliographic records to be checked for the correct MARC format immediately after they replace other records. For information on replacing bibliographic records, see “Detect duplicates or replace bibliographic records” in the *Polaris Cataloging Guide 4.1*.

Follow these steps to set the **MARC validation immediately after bib replace** Cataloging profile.

1. In the Administration Explorer tree view, expand the folder for the organization or staff member.
2. Select **Profiles** and select the **Cataloging** tab.

   The cataloging profiles appear.



Profile	Value
Automated MARC validation: Authority	Yes
Automated MARC validation: Bibliographic	Yes
Automatically sort MARC authority records	Yes
Automatically sort MARC bibliographic records	No
Bibliographic records: Warning for records saved with display in PAC unchecked	No
Bring call number fields from bib to item record when link is made	Yes
Bring price from bib to item record when link is made	Yes
Check headings immediately after bib replace	No
Copied item records default to in-process	Yes
Copied item templates default to in-process	Yes
Default directory	C:\ProgramData\Polaris\4.1\
Default shelving scheme for new item and holdings records	Dewey Decimal
Display MARC field description	Yes
Item bulk change: Warning if changing assigned or home branch	No
Item records: Records with duplicate barcodes can be saved provisionally	No
Item records: Warning for items saved with display in PAC unchecked	No
Item records: Warning for items saved with modified barcode	Yes
Item records: Warning for items saved without barcodes	No
Item records: Warning if changing assigned or home branch	Yes
MARC validation immediately after bib replace	Yes
Maximum number of files to import	100
Remote automatic authority control	Setup . . .

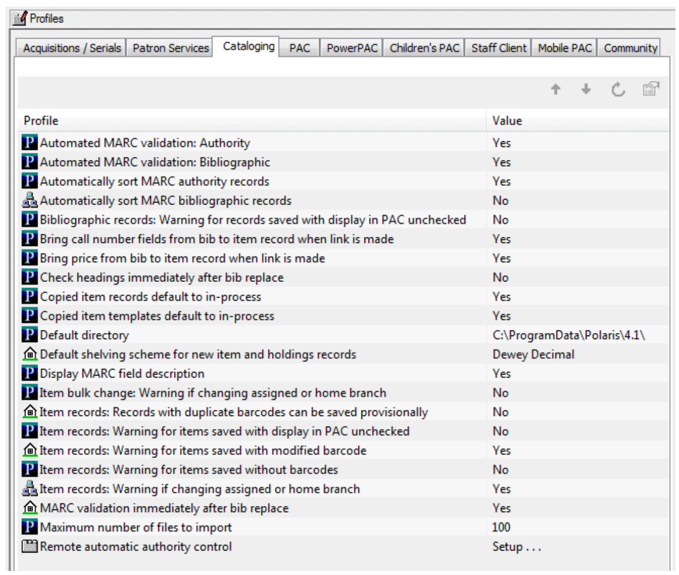
3. Double-click the **MARC validation immediately after bib replace** profile.
4. Select **Yes** to enable the validation check, or select **No** to disable the validation check.
5. Select **File, Save**.

Enable headings check when replacing bibs

You can set the **Check headings immediately after bib replace** profile to **Yes** if you want to check the headings for bibliographic records immediately after they replace other records. Follow these steps to set the **Check headings immediately after bib replace** Cataloging profile.

1. In the Administration Explorer tree view, expand the folder for the organization or staff member.
2. Select **Profiles** and select the **Cataloging** tab.

   The cataloging profiles appear.



3. Double-click the **Check headings immediately after bib replace** profile.
4. Select **Yes** to enable the validation check, or select **No** to disable the validation check.
5. Select **File, Save**.

Copying Bib Data to Items

You can set Polaris Administration Cataloging profiles to copy the call number and price from bibliographic records to their linked items. Then you use database tables to specify the order in which the bibliographic fields are checked for the call number and price.

If the **Bring call number fields from bib to item record when link is made** profile is set to **Yes**, call number information in bibliographic records is copied to the linked item records according to settings in the Item Create Call Number Hierarchy database table. When a new item record is created and linked to a bibliographic record, the bibliographic record's call number tags are checked based on the shelving scheme in the item record and the corresponding entry in the Item Create Call Number Hierarchy table.

The fields are copied to item records as follows:

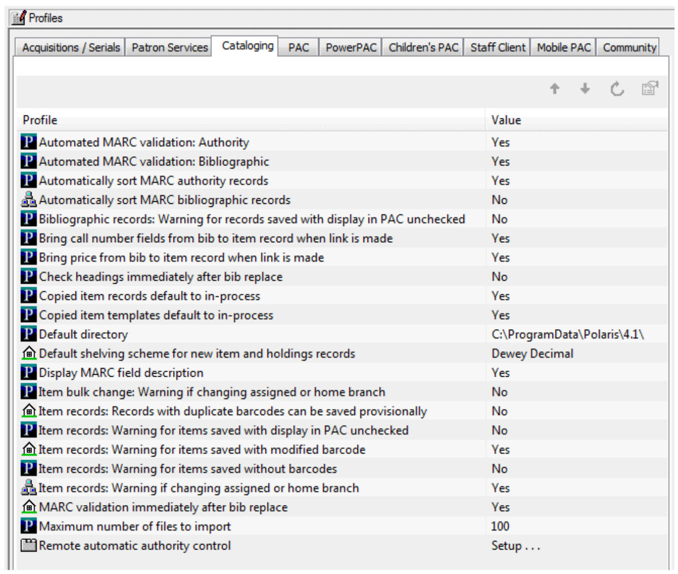
- If the bibliographic record has a classification and cutter number, they are copied as a group to the item record. However, if the item template has values in the **Class** and **Cutter** fields and the New Item Record Options dialog box has the **Use template values instead of these (if available)** check box checked, the classification and cutter numbers are copied from the item template to the new item records.
- If the bibliographic record has any of the other call number fields (prefix, suffix, volume, copy number), these fields are copied to the item record independently of the other call number fields. If the bibliographic record has some of these fields defined, and the item template has others, the resulting item records can have a mixture, with some fields from the bibliographic record and some from the item template.

If the profile, **Bring price from bib to item record when link is made** is set to **Yes**, the price in bibliographic records is copied to the linked item records according to the settings in the Item Create Price Hierarchy database table. When a new item record is created and linked to a bibliographic record, the bibliographic record's tags and subfields are checked for a price in the order specified in the Item Create Price Hierarchy database table.

Copy bibliographic call numbers to item records

Follow these steps to automatically copy call number fields from linked bibliographic records (according to the settings in the Item Create Call Number Hierarchy database table).

1. In the Administration Explorer tree view, expand the folder for the organization, staff member or workstation.
2. Select **Profiles** and select the **Cataloging** tab.



3. Select **Bring call number fields from bib to item record when link is made** and set the profile to **Yes** or **No**.
   - **Yes** - When an item record is created for the organization, if there are call numbers in the linked bibliographic record, the numbers are copied to the item record. The system checks for the call number information in fields in the bibliographic record according to the hierarchy set in the Item Create Call Number Hierarchy database table. See "Modify the Item Create Call Number Hierarchy table" on page 34.
   - **No** - When an item record is created for the organization, the classification and cutter numbers in the linked bibliographic record are not copied to the item record.
4. Select **File**, **Save**.

1-2-3

Modify the Item Create Call Number Hierarchy table

The Item Create Call Number Hierarchy table is set up during Polaris implementation, but you can add and change entries. Each library can specify different tags to use for the call number.

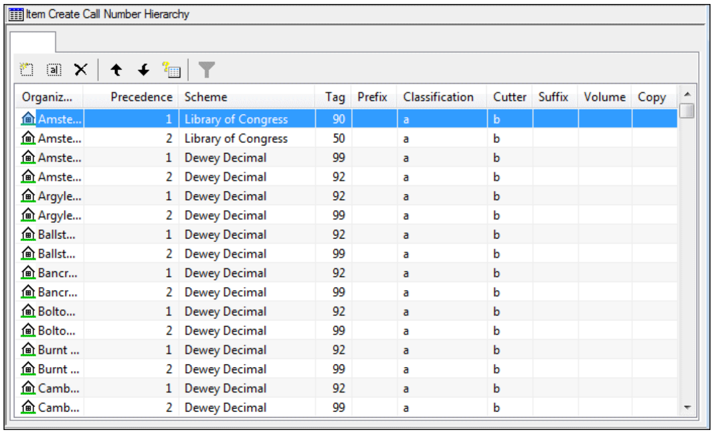
> **Note**:
> These permissions are required to view and modify the Item Create Call Number Hierarchy database table: **Access administration: Allow; Access tables: Allow; Modify call number hierarchy table: Allow**.

Follow these steps to add or change call number entries.

> **Note:**
> The call number fields in bibliographic records are copied to their linked item records if the **Bring call number fields from bib to item record when link is made** profile is set to **Yes**. See "Copy bibliographic call numbers to item records" on page 33.

1. In the Administration Explorer tree view, expand the organization's folder.
2. Expand the **Database Tables** folder.
3. Select Item Create Call Number Hierarchy.

   The Item Create Call Number Hierarchy table appears.

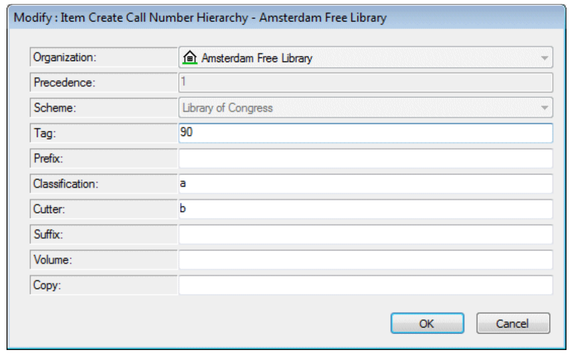


Item Create Call Number Hierarchy

Organiz...	Precedence	Scheme	Tag	Prefix	Classification	Cutter	Suffix	Volume	Copy
Amste...	1	Library of Congress	90		a	b			
Amste...	2	Library of Congress	50		a	b			
Amste...	1	Dewey Decimal	99		a	b			
Amste...	2	Dewey Decimal	92		a	b			
Argyle...	1	Dewey Decimal	92		a	b			
Argyle...	2	Dewey Decimal	99		a	b			
Ballst...	1	Dewey Decimal	92		a	b			
Ballst...	2	Dewey Decimal	99		a	b			
Bancr...	1	Dewey Decimal	92		a	b			
Bancr...	2	Dewey Decimal	99		a	b			
Bolto...	1	Dewey Decimal	92		a	b			
Bolto...	2	Dewey Decimal	99		a	b			
Burnt ...	1	Dewey Decimal	92		a	b			
Burnt ...	2	Dewey Decimal	99		a	b			
Camb...	1	Dewey Decimal	92		a	b			
Camb...	2	Dewey Decimal	99		a	b			

4. Do one of the following actions:
   - To add an entry, click .
   - To modify an entry, double-click the entry, or select the entry and click .

   The Insert or Modify dialog box appears, depending on your selection.



5. In the **Organization** box, select the branch for which the call number is used, if it is not already selected.
6. If you are adding a new entry, select the shelving scheme in the **Shelving Scheme** box. You cannot change the shelving scheme for existing entries.
7. In the **Bibliographic Tag Number** box, type the bibliographic record tag that contains the call number information.
8. In the **Prefix** box, type the tag subfield that contains the prefix information.
9. In the **Classification** box, type the tag subfield that contains the classification information.
10. In the **Cutter** box, type the tag subfield that contains the cutter number.

    Note:
    Do not enter the subfield delimiters.

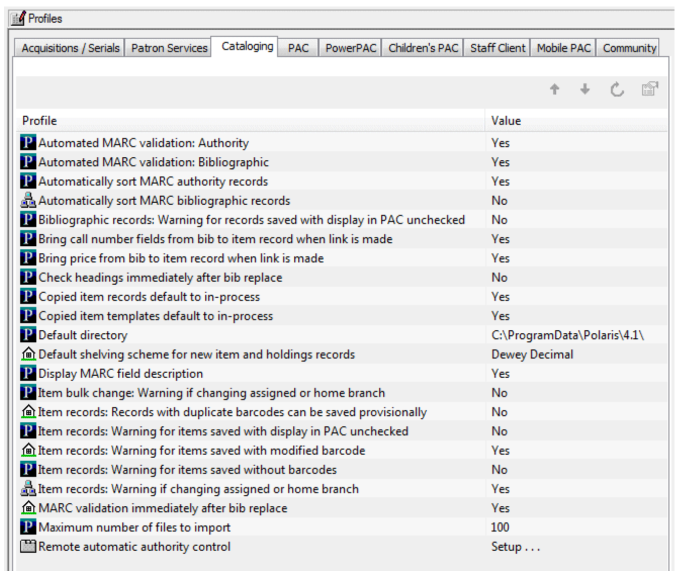
11. In the **Suffix** box, type the tag subfield that contains the call number suffix.
12. In the **Volume** box, type the tag subfield that contains the volume number.
13. In the **Copy** box, type the tag subfield that contains the copy number.
14. Click **OK** on the dialog box.
15. Select **File, Save**.

Copy the price from bibliographic records to item records

Follow these steps to set up item records so that price information is automatically copied from linked bibliographic records.

Note:
These permissions are required to view and modify the Item Create Price Hierarchy table: **Access administration: Allow; Access tables: Allow; Modify item create price hierarchy table: Allow.**

1. In the Administration Explorer tree view, expand the folder for the organization, staff member or workstation.
2. Select **Profiles** and select the **Cataloging** tab.



3. Select **Bring price from bib to item record when link is made** and set the profiles to **Yes** or **No** to specify if the price is copied to item records:
   - **Yes** - When an item record is created for the organization, the price is copied from the linked bib to the item record, according to the hierarchy established in the Item Create Price Hierarchy table; see "Modify the Item Create Price Hierarchy table" on page 37.
   - **No** - When an item record is created for the organization, the price in the linked bibliographic record is not copied to the item record.
4. Select **File**, **Save**.

1-2-3

Modify the Item Create Price Hierarchy table

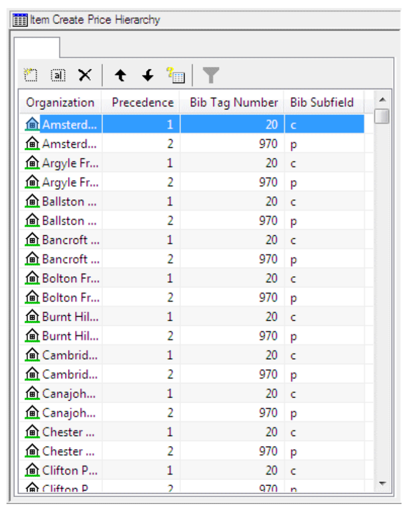
You use the Item Create Price Hierarchy database table to specify the order in which fields in bibliographic records are checked for the price. The Item Create Price Hierarchy table is set up during Polaris implementation, but you can add and change entries. Each library can specify different tags to use for the price.

Follow these steps to add or change the tags checked for price.

Note:
These permissions are required to view and modify the Item Create Price Hierarchy table: **Access administration: Allow; Access tables: Allow; Modify item create price hierarchy table: Allow**

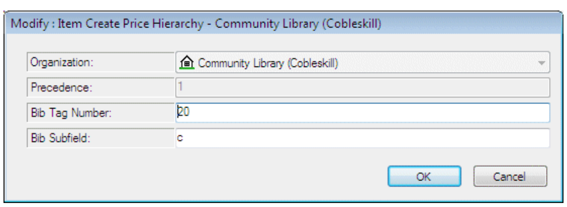
1. In the Administration Explorer tree view, expand the organization's folder.
2. Expand the **Database Tables** folder.
3. Select **Item Create Price Hierarchy**.

   The Item Create Price Hierarchy table appears.



4. Do one of the following actions:
   - To add an entry, click .
   - To modify an entry, double-click the entry, or select the entry and click .

   The Insert or Modify dialog box appears depending on your selection.



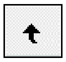
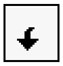
5. Select the branch for which the price hierarchy is used in the **Organization** box.

   The Precedence field is filled in automatically.

6. In the **Bib Tag Number** box, type the bibliographic record tag that contains the price information (for example, **020** or **970**).

7. In the **Bib Subfields** box, type the tag subfield that contains the price information. (for example, **$c** or **$p).**

8. Click **OK** to close the dialog box.

9. To change the order in which a tag is checked, select it in the table, and click  to move the entry up or  to move the entry down.

10. Select **File, Save**.

Setting Item Copy & Save Options

Several Cataloging profiles affect the creation and modification of item records and item record templates. They specify defaults for copied item records and templates, defaults for the shelving scheme, and whether item records can be saved provisionally if they have duplicate barcodes.

Note:
For information on the profiles that copy the call number and price from bibliographic records, see "Copying Bib Data to Items" on page 32. For information on setting the warning message profiles for item records, see "Displaying Warning Messages for Bibs and Items" on page 58.

The Cataloging profile **Default shelving scheme for new item and holdings records** specifies the scheme that appears by default in new item and serial holdings records. This profile can be set at the system, library, branch, or staff member level in Polaris Administration. The default shelving scheme appears when users create new item records from the New Item Record Options dialog box or the Item Record workform (when **File, New, Clear workform** is selected). For more information, see "Specify the default shelving scheme for item/holdings records" on page 40.

Two other Cataloging profiles determine the default status of copied item records and copied item templates. Copied item records and item templates can be assigned a default status of In-process, or they can retain the status of the record from which they were copied. The **Copied item records default to In-process** profile determines the status of copied item records, and the **Copied item templates default to In-process** determines the status of copied item templates. For more information, see "Set the status of copied items to in-process" on page 41 and "Set the status of copied item templates to in-process" on page 42.

The **Item records: Records with duplicate barcodes can be saved provisionally** profile specifies whether an item record can be saved provisionally if its barcode is determined to be a duplicate of existing item record's barcode. If this profile is set to **Yes**, item records with duplicate barcodes can be saved provisionally. If it is set to **No**, the option to save item records with duplicate barcodes provisionally is disabled. For more information, see "Specify if items with duplicate barcodes can be saved provisionally" on page 43.

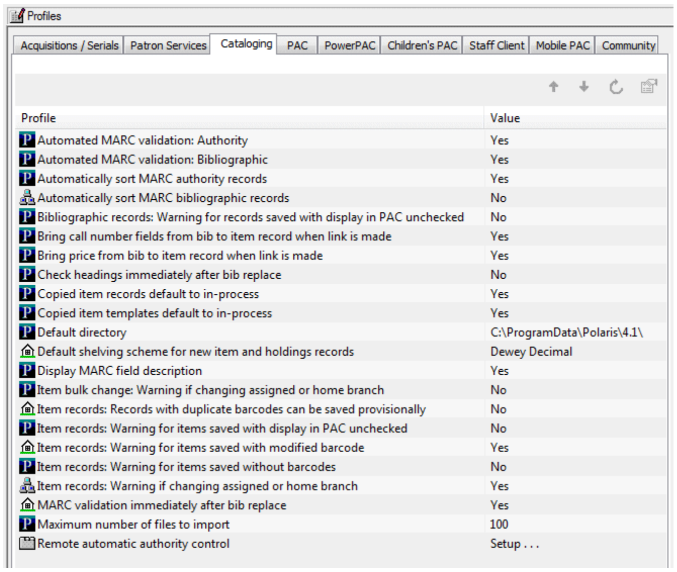
1-2-3

Specify the default shelving scheme for item/ holdings records

Follow these steps to specify the default shelving scheme for new item and serial holdings records.

1. In the Administration Explorer tree view, expand the folder for the organization or staff member.
2. Select **Profiles** and select the **Cataloging** tab.

   The Cataloging profiles appear.



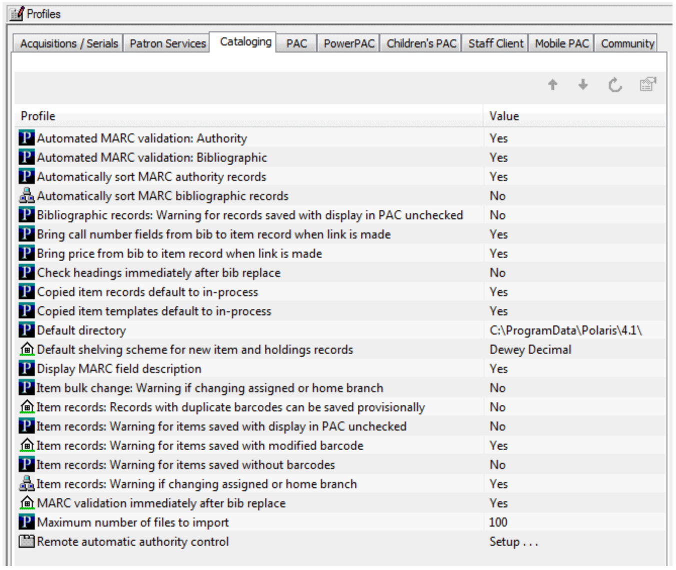
3. Double-click **Default shelving scheme for new item and holdings records**.
4. Select the shelving scheme.
5. Select **File, Save**, click or press **Ctrl+S**.

Set the status of copied items to in-process

You can set the status of copied item records so that they retain the circulation status of the item record template from which they were copied, or they get set to a status of **In-Process**.

Follow these steps to set the status of copied items.

1. In the Administration Explorer tree view, expand the organization's folder.
2. Select **Profiles** and select the **Cataloging** tab.



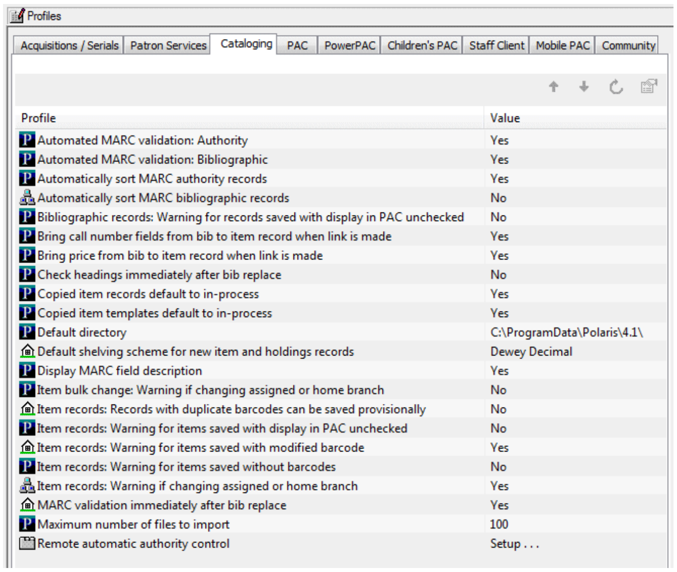
3. Double-click **Copied item records default to In-process**.
4. Choose one of the following options:
   - To set the profile so that new item records created by copying an existing record will always have a status of **In-Process**, select **Yes**.
   - To set the profile so that new item records created by copying an existing record will retain the status of the existing item record, select **No**.
5. Select **File, Save**, click or press **Ctrl+S**.

Set the status of copied item templates to in-process

You can specify the status of copied item record templates so that they retain the circulation status of the item record template from which they were copied, or they are set to a status of **In-Process**.

Follow these steps to set the status of copied item record templates.

1. In the Administration Explorer tree view, expand the organization's folder.
2. Select **Profiles** and select the **Cataloging** tab.



3. Select **Copied item templates default to In-process**.
4. Choose one of the following options:
   - To set the profile so that new item record templates created by copying an existing template will always have a status of **In-Process**, select **Yes**.
   - To set the profile so that new item record templates created by copying an existing item record template will retain the status of the existing item record template, select **No**.
5. Select **File, Save**, click or press **Ctrl+S**.

1-2-3

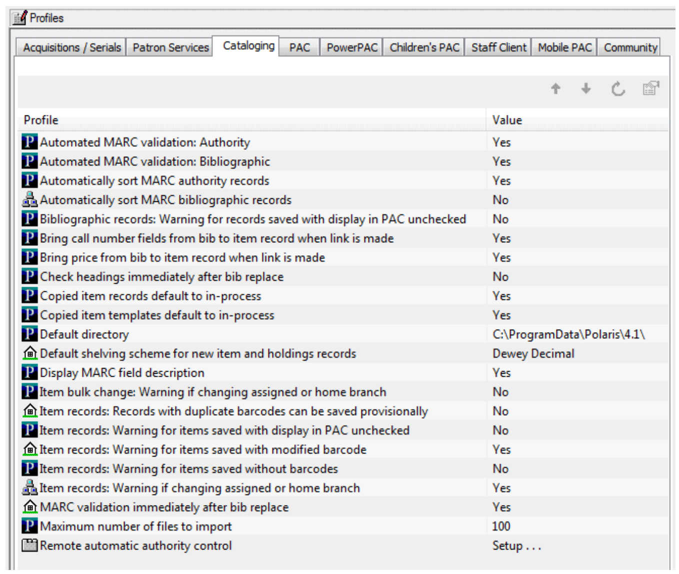
Specify if items with duplicate barcodes can be saved provisionally

Tip:
This profile setting does not affect bulk item creation, bulk change, or item creation during importing. When barcodes are assigned during bulk creation or bulk change, duplicate barcodes are never assigned. In the import profile, users with the appropriate permissions can still select the import option to create provisional item records when duplicate barcodes are encountered.

This profile is checked when users create or save an item, and its barcode is a duplicate of a barcode for an existing item.

Follow these steps to set the profile to allow or prevent the creation of provisional items with duplicate barcodes.

1. In the Administration Explorer tree view, expand the organization's folder.
2. Select **Profiles** and select the **Cataloging** tab.



Profile	Value
Automated MARC validation: Authority	Yes
Automated MARC validation: Bibliographic	Yes
Automatically sort MARC authority records	Yes
Automatically sort MARC bibliographic records	No
Bibliographic records: Warning for records saved with display in PAC unchecked	No
Bring call number fields from bib to item record when link is made	Yes
Bring price from bib to item record when link is made	Yes
Check headings immediately after bib replace	No
Copied item records default to in-process	Yes
Copied item templates default to in-process	Yes
Default directory	C:\ProgramData\Polaris\4.1\
Default shelving scheme for new item and holdings records	Dewey Decimal
Display MARC field description	Yes
Item bulk change: Warning if changing assigned or home branch	No
Item records: Records with duplicate barcodes can be saved provisionally	No
Item records: Warning for items saved with display in PAC unchecked	No
Item records: Warning for items saved with modified barcode	Yes
Item records: Warning for items saved without barcodes	No
Item records: Warning if changing assigned or home branch	Yes
MARC validation immediately after bib replace	Yes
Maximum number of files to import	100
Remote automatic authority control	Setup . . .

3. Select the **Item records: Records with duplicate barcodes can be saved provisionally** profile.
4. Set the profile to **Yes** to allow users to save an item record provisionally if a duplicate barcode is found. Set the profile to **No** to prevent users from saving an item record provisionally if a duplicate barcode is found.
5. Select **File, Save**, click or press **Ctrl+S**.

Administering MARC Validation and Display

In Polaris, MARC records are validated according to rules defined in the system-level profiles: **MARC Validation Bibliographic** and **MARC Validation Authority**. These rules are applied when new records are created, and when existing records are saved or checked for MARC format. They are also applied to imported records when the option to perform MARC validation is selected in the import profile.

The MARC validation profiles also specify the sort order and the display names for MARC tags in the MARC21 view of the Bibliographic Record and Authority Record workforms. You can edit validation rules and change the display names and sort order of MARC tags using these profiles, but all changes are applied to every organization in your library system. However, you can use separate profiles at the library or branch level to turn off MARC validation, tag display names, or automatic sorting.

See the following topics for information on setting up MARC validation and MARC display to apply to records in your library system:

- “Add or change a MARC validation rule” on page 45
- “Define a conditional validation rule” on page 47
- “Specify the display name for MARC tags” on page 50
- “Change the sort order of MARC tags” on page 49

See the following topics for information on turning off MARC validation, MARC tag display, and MARC tag sorting for a specific library or branch:

- “Turn automatic MARC validation on or off” on page 51
- “Turn MARC tag name display on or off” on page 52
- “Turn automatic MARC tag sorting on or off” on page 53

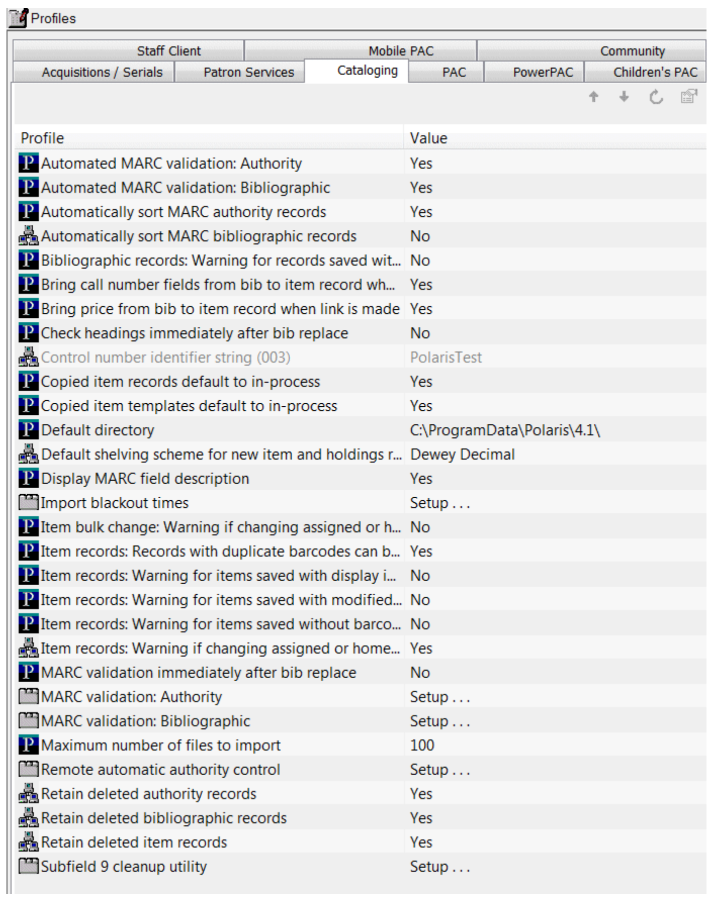
Important:
You can also specify whether to perform automatic MARC re-indexing when the server is upgraded by selecting Yes or No for the system-level cataloging parameter **MARC re-index during next system upgrade**. See “Managing MARC Re-indexing” on page 17.

Add or change a MARC validation rule

Follow these steps to add or change validation rules for bibliographic or authority MARC formats.

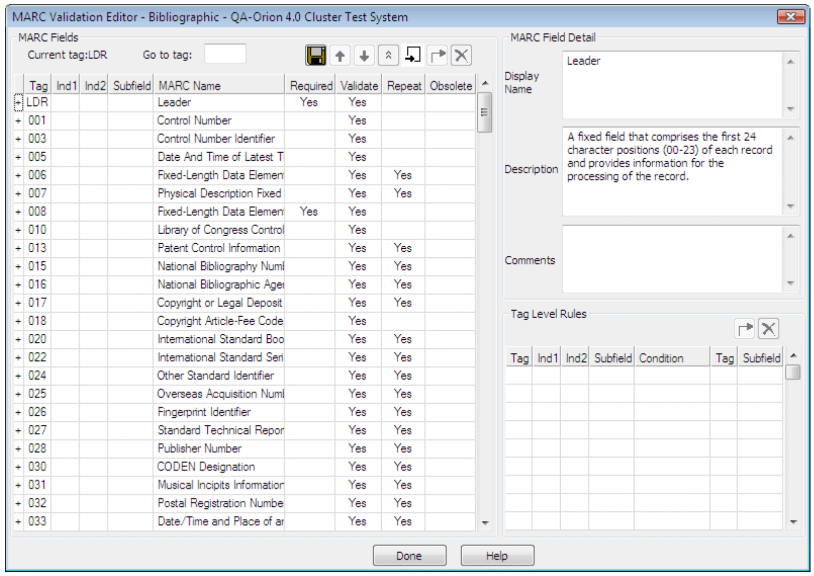
Note:
These permissions are required to view and change the MARC Validation Editor:
Access administration: Allow
Modify profiles: Allow
Access MARC Validation: Authority: Allow
Access MARC Validation: Bibliographic: Allow
MARC Validation: Authority - insert row: Allow
MARC Validation: Authority - modify row: Allow
MARC Validation: Authority - delete row: Allow
MARC Validation: Bibliographic - insert row: Allow
MARC Validation: Bibliographic - modify row: Allow
MARC Validation: Bibliographic - delete row: Allow

1. In the Administration Explorer tree view, expand the **System** folder.
2. Select **Profiles** and select the **Cataloging** tab.



3. Double-click **MARC validation: Bibliographic** or **MARC validation: Authority**.

The MARC Validation Editor appears for the selected MARC format.



Tip:
To add a new row at the end of the validation rules, click .

4. To add a new validation rule, do the following steps:

Note:
You can add only local tags (9xx or x9x tags); for example, 970, 590 or 690.

a) Select the row just below where you want to put the new row, and click (Insert row) to open a new row.

b) Type the tag, indicator, or subfield for which you are defining the validation rule.

5. To change an existing validation rule, select the row where the tag, indicator, or subfield is listed.

Note:
To add or view indicator and subfield rows, click the + (plus sign) next to the tag.

6. Set the rules for tag, indicator, or subfield as follows:

Note:
A LDR and an 008 tag are the minimum required tags for a bibliographic record in Polaris.

- To specify that the selected tag, indicator, or subfield is required in order to save a bibliographic or authority record as final, select the **Required** column, and click the check box to indicate **Yes**. Clear the check box if you do not want the tag, indicator, or subfield to be required. If a subfield is required, it must be present when the associated tag is used.
- To specify that the selected tag, indicator, or subfield must be validated, select the **Validate** column, and click the check box to indicate **Yes**. Clear the check box if you do not want the tag, indicator, or subfield to be validated, and it will be ignored when records are validated.

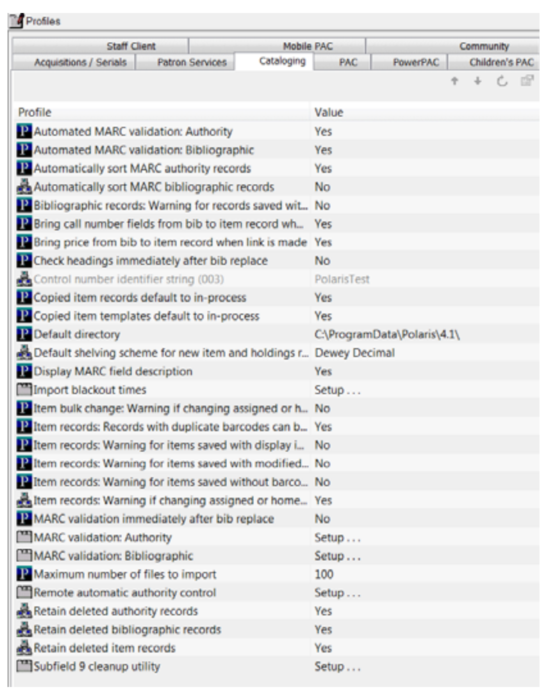
- To allow the tag, indicator, or subfield to appear in the MARC record more than once, select the **Repeat** column, and select the check box to indicate **Yes**. Clear the check box to disallow the tag, indicator, or subfield to be in records of this type more than once. When you do not specify that a tag, indicator, or subfield can be repeated, an error message appears if there is more than one occurrence of the tag.
- To specify that the tag, indicator, or subfield is no longer valid, select the **Obsolete** column, and select the check box to indicate **Yes**. If **Yes** is in this column, and this tag, indicator, or subfield is in a MARC record, a message tells the user it is obsolete. Clear the check box if you do not want the message to appear.
- To specify tags or subfields that are required or prohibited when certain tags are used, see “Define a conditional validation rule” on page 47. Each tag and subfield designator can have a list of these conditional rules. Conditional rules cannot be applied to the Leader, control fields, fixed fields (fields less than 010), or indicators.

7. Select **File, Save**, click or press **Ctrl+S**.

Define a conditional validation rule

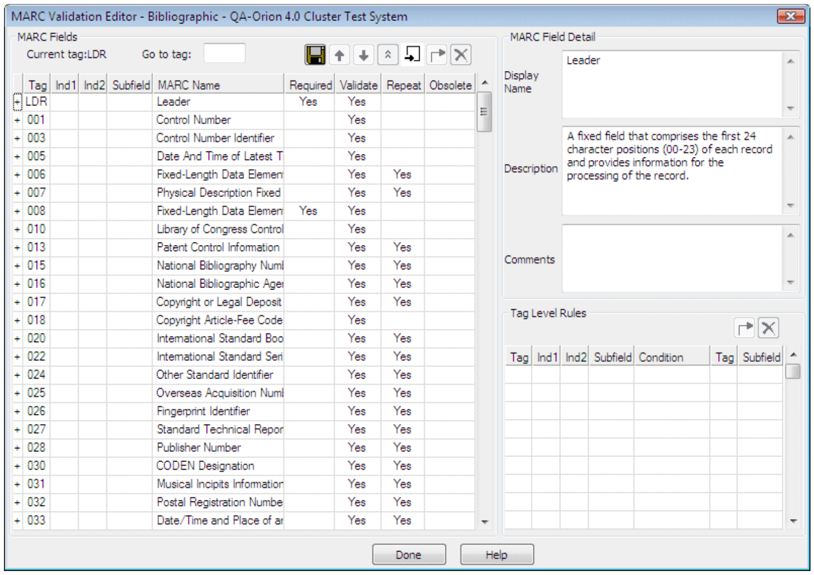
You can define a conditional rule to identify the tags and subfields that must be present or prohibited if a particular tag, indicator, or subfield is present. Follow these steps to define a conditional validation rule.

1. In the Administration Explorer tree view, expand the **System** folder.
2. Select **Profiles** and select the **Cataloging** tab.



3. Select **MARC validation: Bibliographic** or **MARC validation: Authority.**

   The MARC Validation Editor appears for the selected MARC format.



4. Select the tag in the MARC Fields list for which you want to create a conditional validation rule.

Tip:
You cannot set conditional rules for the Leader, control fields, fixed fields (fields less than 010) or indicators.

5. In the **Rules** list, click to open a conditional rule row.

   The selected tag number is displayed in the first column of the first available row in the Rules list.

Tip:
To delete the rule, select it under **Tag Level Rules**, and click

6. Type the indicator or subfield in the appropriate column, select the box in the **Condition** column in the same row, and specify the condition:

   - Select **must have** if the tag or subfield is required.

     Example:
     A 490 tag must have an 830 tag.

Tag	Ind1	Ind2	Subfield	Condition	Tag	Subfield
490				must have	830	

   - Select **must not have** if the tag or subfield is prohibited when the tag is used.

     Example:
     A 100 tag must not have a 110, 111, or 130 tag.

Tag	Ind1	Ind2	Subfield	Condition	Tag	Subfield
100				must not have	110	
100				must not have	111	
100				must not have	130	

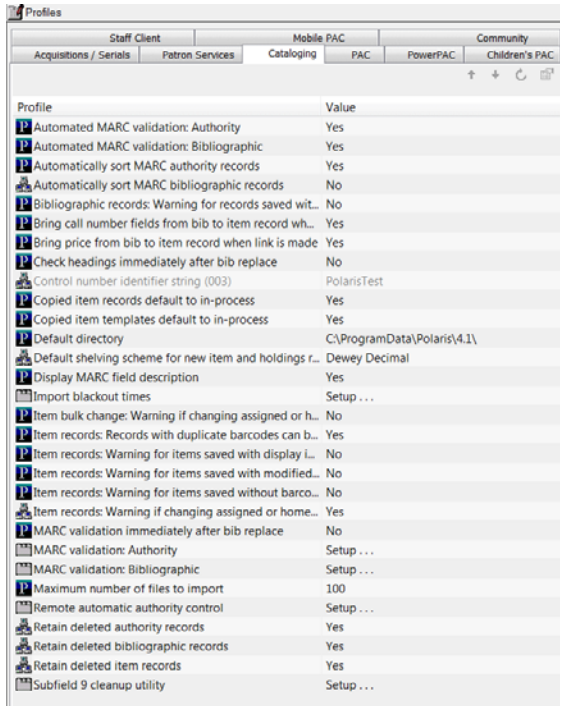
7. Select **File, Save**, click or press **Ctrl+S**.

Change the sort order of MARC tags

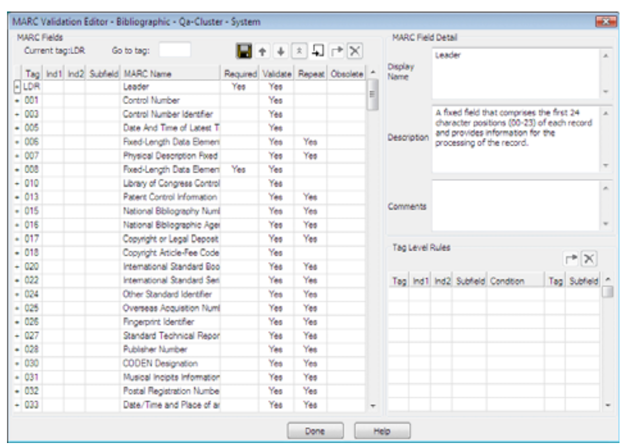
Follow these steps to change the MARC tag sort order.

Tip:
When new versions of Polaris contain updates to the validation editor, your changes are not overwritten.

1. In the Administration Explorer tree view, expand the **System** folder.
2. Select **Profiles** and select the **Cataloging** tab.



3. Select **MARC validation: Bibliographic** or **MARC Validation: Authority** to display the MARC Validation Editor for the selected MARC format.

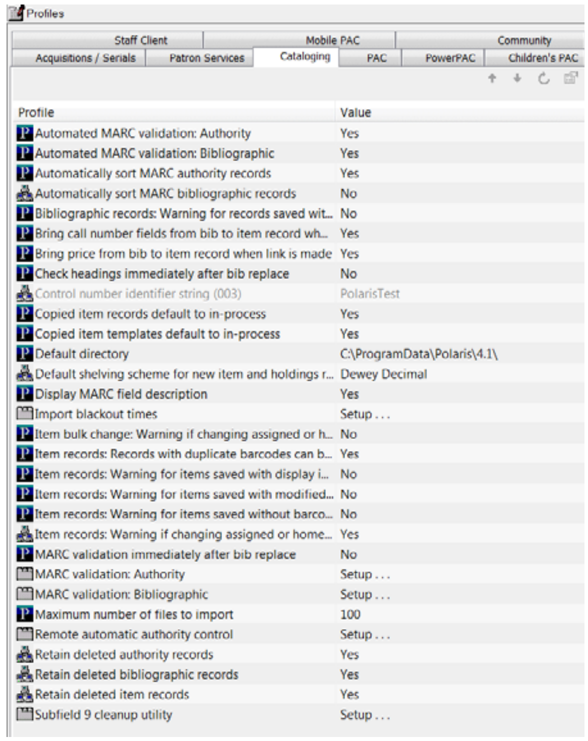


4. Click to move a row up, to move a row down, or to move a row to the top.
5. Select **File, Save**, click or press **Ctrl+S**.

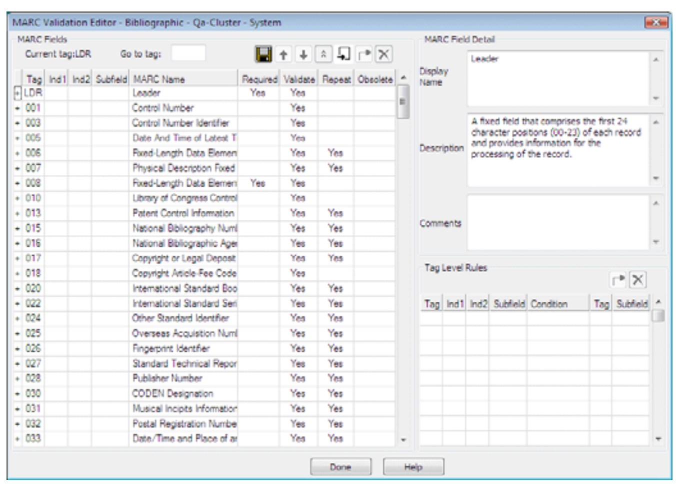
Specify the display name for MARC tags

Follow these steps to specify the display name of MARC tags.

1. In the Administration Explorer tree view, expand the **System** folder.
2. Select **Profiles** and select the **Cataloging** tab.



3. Select **MARC validation: Bibliographic** or **MARC validation: Authority** to display the MARC Validation Editor for the selected MARC format.



4. Select a tag, indicator, or subfield.

Tip:
Expand a tag to see the indicators and subfields.

5. Type a name in the **Display Name** box. This is the descriptive phrase/ name that will be displayed in the MARC21 view when a user selects the tag, indicator, or subfield in the Bibliographic Record or Authority Record workform. The maximum length is 255 characters. When this box is empty, the MARC name is used for the popup field description in the MARC21 view of the workform.
6. If you want to describe the tag, type additional text in the **Description** box. The text in the **Description** box does not display in the Bibliographic or Authority Record workforms.
7. Click to save the validation rules.

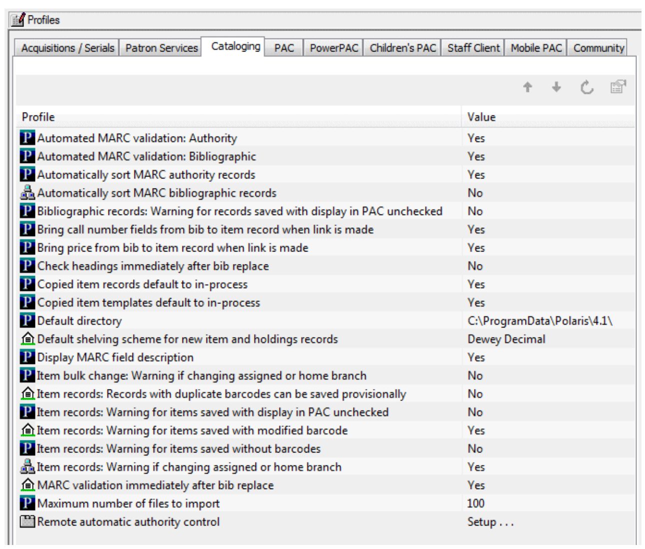
Related Information

"Turn MARC tag name display on or off" on page 52

Turn automatic MARC validation on or off

MARC validation rules are set at the system level only, but you can turn the validation on or off at the system, library, or branch level. Follow these steps to enable or disable automatic MARC validation.

1. In the Administration Explorer tree view, expand the organization's folder.
2. Select **Profiles** and select the **Cataloging** tab.

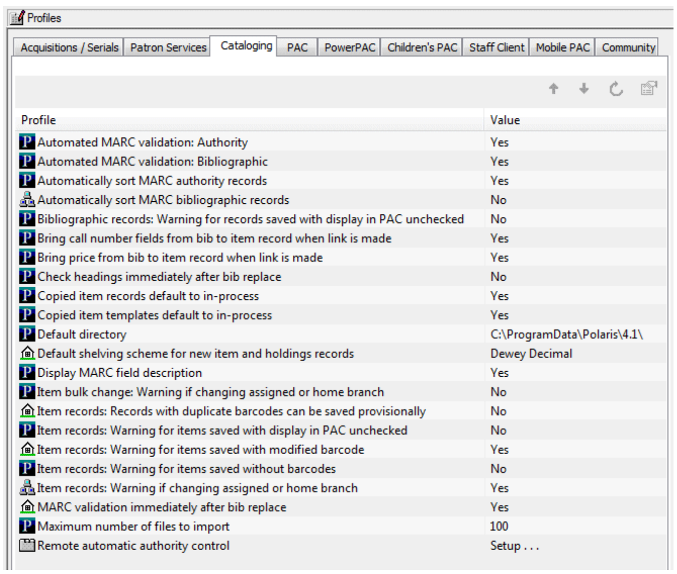


3. Double-click **Automated MARC Validation: Bibliographic** or **Automated MARC Validation: Authority**.
4. Select **Yes** or **No**.
5. Select **File, Save**.

Turn MARC tag name display on or off

The descriptive tag names displayed in the MARC21 view of the Bibliographic and Authority workforms are set in the Automated MARC Validation Bibliographic and MARC Validation Authority profiles at the system level (see “Specify the display name for MARC tags” on page 50). You cannot change these descriptive names at the library or branch level, but you can set profiles to turn the display on or off. Follow these steps to specify if MARC tag descriptions are displayed in the MARC21 view of the workform.

1. In the Administration Explorer tree view, expand the organization’s folder.
2. Select **Profiles** and select the **Cataloging** tab.

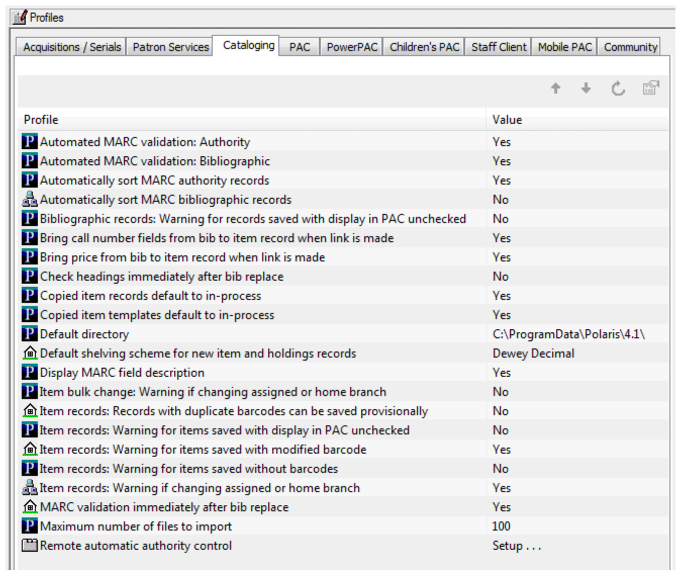


3. Select **Display MARC field description**.
4. Select **Yes** to display the MARC field descriptions in the MARC21 view for authority and bibliographic records, or select **No** if you do not want to display the descriptions.

Turn automatic MARC tag sorting on or off

The sorting order for MARC tags in the MARC21 view of the Bibliographic Record and Authority Record workforms is defined in the MARC Validation profiles at the system level (see “Change the sort order of MARC tags” on page 49). You cannot change the sorting order at the library or branch level, but you can turn automatic sorting on or off. Follow these steps to turn automatic sorting of MARC tags on or off.

1. In the Administration Explorer tree view, expand the organization’s folder.
2. Select **Profiles** and select the **Cataloging** tab.



3. Double-click **Automatically sort MARC bibliographic tags** or **Automatically sort MARC authority tags**.
4. Select **Yes** to sort the MARC tags in the MARC21 view of the workform. Users can enter the tags in any order and they will be sorted in the order specified in the MARC validation profiles. Select **No** to turn off automatic sorting of MARC tags.

Managing Importing

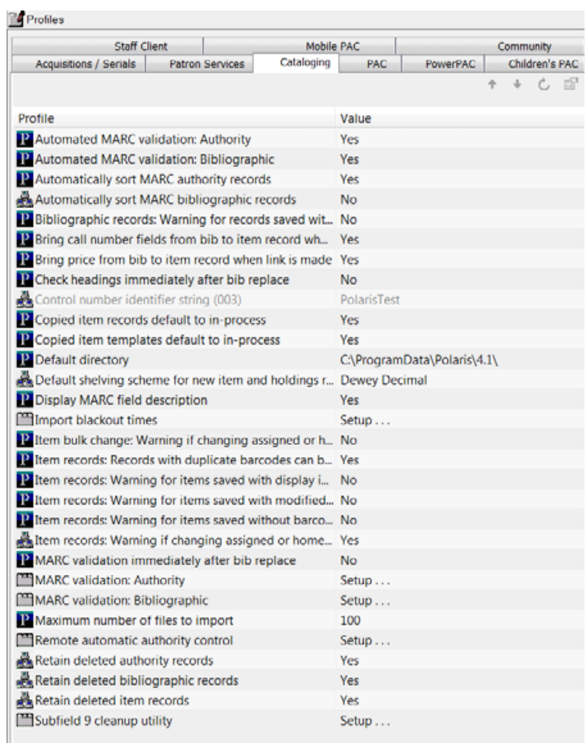
The following Cataloging profiles are used to manage importing:

- **Maximum number of files to import** - This profile specifies the limit on the number of files that can be included in a single import job. See "Set the limit on the number of files in a single import job" on page 54.
- **Import blackout times** - This profile specifies the times during the day that imports are not allowed to be run. Up to three daily time periods can be specified as well as a single one-time date/time range. See "Specify import blackout times" on page 55.

Set the limit on the number of files in a single import job

Follow these steps to specify the limit on the number of files that can be included in a single import job.

1. In the Administration Explorer tree view, expand the **System** folder.
2. Select **Profiles** and select the **Cataloging** tab to see the cataloging profiles set at the system level.



3. Double-click **Maximum number of files to import**, and change the number by typing a different number or by selecting the up or down arrows in the number box. The default is 100 and the maximum setting is 1,000.

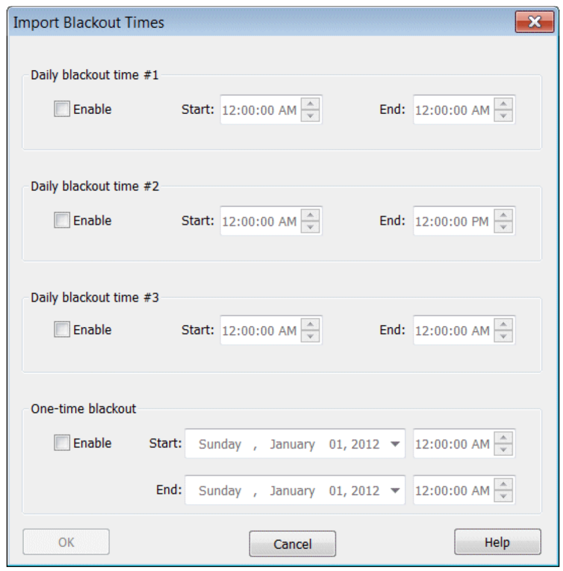
Specify import blackout times

Follow these steps to specify the times when import processing cannot be done.

Note:
You must have the System Administration permission **Modify import blackout times: Allow** to set or modify import blackout times.

1. In the Administration Explorer tree view, expand the **System** folder.
2. Select **Profiles** and select the **Cataloging** tab to see the cataloging profiles set at the system level.
3. Double-click the **Import blackout times** profile.

   The Import blackout times dialog box appears.



4. Follow these steps to set up to three daily blackout times:
   a) Select Enable under **Daily blackout time 1**, **2**, or **3**.
   b) Select a **Start** time and an **End** time.
5. Follow these steps to set a one-time blackout time:
   a) Select **Enable** under **One-time blackout**.
   b) Select a **Start** date and time.
   c) Select an **End** date and time.

   Select **OK**.

   The import blackout times are set for the system.
6. Select **File, Save**.

Managing Authority Control

The Authority Control read-only database table displays bibliographic tags and the authority tags to which they are matched during authority control processing. This processing occurs automatically when records are imported or saved.

If you have access to the Polaris ZMARC Z39.50 authority record database (or another remote authority record database), you can set the **Remote automatic authority control** Cataloging profile to enable remote automatic authority control and specify the server and database to search. When a user saves a bibliographic record, and no matching authority record is found in the local database, the system automatically searches the remote database you specified. If a matching authority record is found in the remote database, the new authority record is saved in the Polaris database and the bibliographic record is linked to it. Before setting up remote automatic authority control using the ZMARC database, you must set up the ZMARC server connection. Contact your Polaris Site Manager for more information about setting up and using Polaris ZMARC.

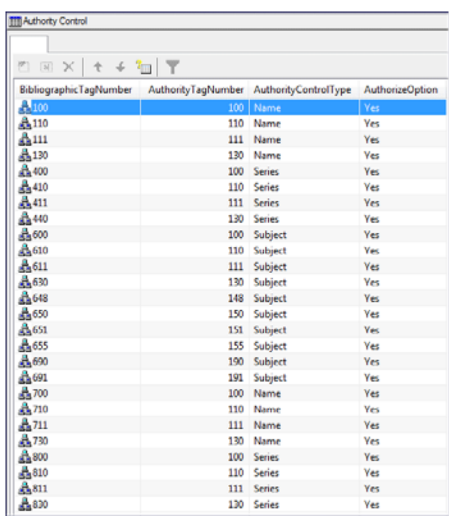
View the Authority Control database table

Follow these steps to view the Authority Control database table.

Note:
This database table cannot be modified.

1. In the Administration Explorer tree view, expand the System folder.
2. Expand the **Database Tables** folder.
3. Select **Authority Control**.

   The table entries appear in the details view of the Explorer.



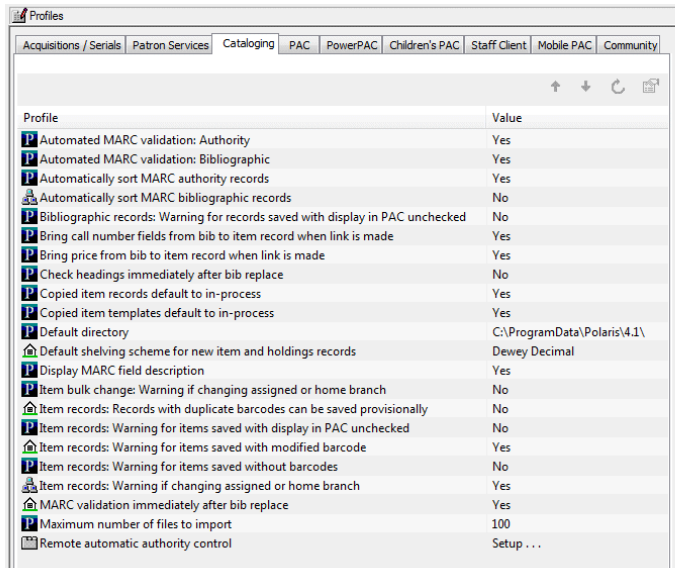
Authority Control

BibliographicTagNumber	AuthorityTagNumber	AuthorityControlType	AuthorizeOption
100	100	Name	Yes
110	110	Name	Yes
111	111	Name	Yes
130	130	Name	Yes
400	100	Series	Yes
410	110	Series	Yes
411	111	Series	Yes
440	130	Series	Yes
600	100	Subject	Yes
610	110	Subject	Yes
611	111	Subject	Yes
630	130	Subject	Yes
648	148	Subject	Yes
650	150	Subject	Yes
651	151	Subject	Yes
655	155	Subject	Yes
690	190	Subject	Yes
691	191	Subject	Yes
700	100	Name	Yes
710	110	Name	Yes
711	111	Name	Yes
730	130	Name	Yes
800	100	Series	Yes
810	110	Series	Yes
811	111	Series	Yes
830	130	Series	Yes

Enable remote automatic authority control

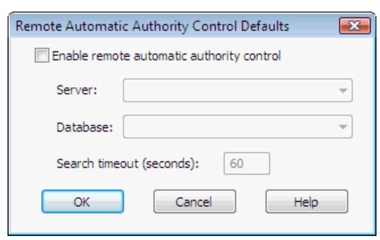
Follow these steps to enable remote automatic authority control.

1. In the Administration Explorer tree view, expand the organization's folder.
2. Select **Profiles** and select the **Cataloging** tab.



3. Double-click **Remote automatic authority control.**

   The Remote Automatic Authority Control Defaults dialog box appears.



4. Select **Enable remote automatic authority control**.
5. Select the server in the **Server** box.
6. Select the database in the **Database** box.
7. Type the amount of time in seconds before the search for a matching authority record times out in the **Search timeout (seconds)** box.
8. Click **OK** to save the remote automatic authority control defaults.

Displaying Warning Messages for Bibs and Items

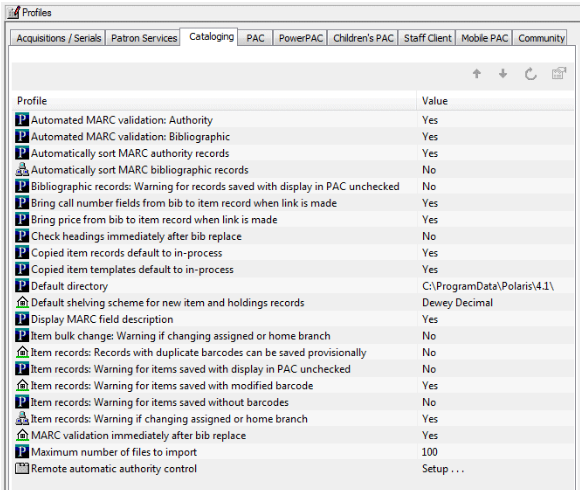
You can set up warning messages to appear when certain information is missing or changed in a bibliographic or item record, or when the record will not display in the PAC.

Set warning message for bibs that will not display in PAC

Follow these steps to turn the message on or off when bibliographic records are saved and the **Display in PAC** check box on the Bibliographic Record workform is unchecked.

1. In the Administration Explorer tree view, expand the organization's folder.
2. Select **Profiles** and select the **Cataloging** tab.

   The Cataloging profiles appear.

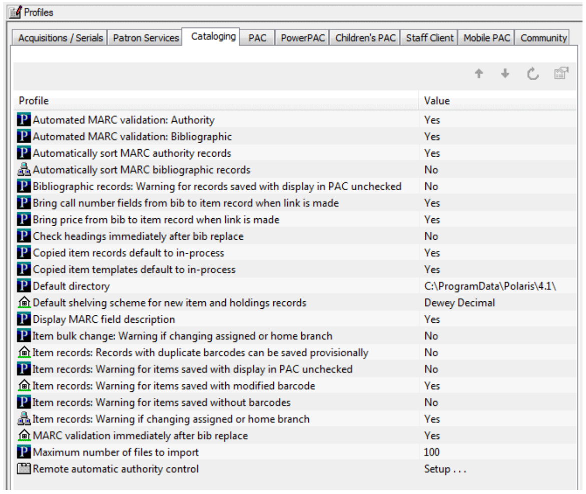


3. Double-click **Bibliographic records: Warning for records saved with display in PAC unchecked**.
4. Select **Yes** to display a warning message when users save a bibliographic record with the **Display in PAC** check box unchecked, or select **No** to save or change the records without displaying the message.
5. Select **File, Save**.

Set warnings for changed item records

Follow these steps to display warning messages when item records are saved, changed, or bulk-changed.

1. In the Administration Explorer tree view, expand the organization's folder.
2. Select **Profiles** and select the **Cataloging** tab.



3. Set the following profiles to **Yes** to display warning messages, or set them to **No** to save or change the records without displaying a message:
   - **Item bulk change: Warning if changing assigned or home branch** - If this profile is set to **Yes**, a warning message appears when a user attempts to change the assigned branch or home branch using the Item Record Bulk Change dialog box.
   - **Item records: Warning for items saved with modified barcode** - If this profile is set to **Yes**, a warning message appears when a user changes the barcode on a final item record and saves the record.
   - **Item records: Warning for items saved with Display in PAC unchecked** - If this profile is set to **Yes**, a warning message appears when a user saves an item record that does not have the **Display in PAC** box checked.
   - **Item records: Warning for items saved without barcodes** - If this profile is set to **Yes**, a warning message appears when a user saves an item record that does not have a barcode.
   - **Item records: Warning if changing assigned or home branch** - If this profile is set to **Yes**, a warning message appears when a user changes the assigned branch or home branch for an item record.
4. Select **File, Save**.

Setting Utility to Delete Bib Tags Marked with Subfield 9

You can use the system-level Cataloging profile **Subfield 9 cleanup utility** to clean up specific MARC tags marked with a system-supplied subfield 9 and text. The profile specifies the tags to scan for the presence of the $9 and the date range. When the utility runs, the specified tags are checked for a $9, and if the subfield was inserted in the time period specified, the whole tag is deleted.

These system-supplied subfields are inserted under the following conditions to prevent bibliographic tags from being used more than once:

- Before item records are created from embedded holdings data in imported bibliographic records, the system first checks for the presence of existing embedded holdings tags. If embedded holdings tags are found and they are not already marked with a $9 subfield, the tags are marked with the subfield 9 and the text **Tag retained from duplicate overlaymmm dd yyyy hh:mm[AM/PM].** The marked tags are not used to create item records. See "Bib Tags Marked to Prevent Item Record Creation or Updates" in the *Polaris Cataloging Guide 4.1*.
- After item records are created from embedded holdings tags in imported bibliographic records, a subfield 9 and the text **Item generated mmm dd yyyy hh:mm[AM/PM]** is inserted only if the Cataloging parameter **MARC embedded holdings tags as processed** is set to **Yes** in Polaris Administration. The marked tags are not used again. See "Mark embedded holdings data as processed" on page 61.
- After bibliographic records are bulk-added to a purchase order or selection list, a subfield 9 and the text **Processed mmm dd yyyy hh:mm[AM/PM]** is inserted into the 970 tags if the Acquisitions parameter **Bulk add to PO/SL: Mark 970 data as processed** is set to **Yes**. The marked tags are not used again during bulk add. See "Mark 970 data as processed after bulk adding titles" on page 112.

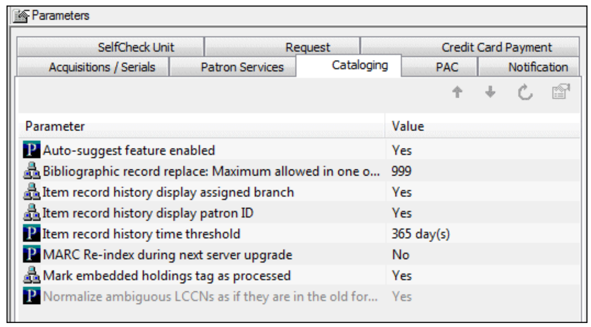
Note:
970 tags are also marked during migration from another system with **$9 Migrated 970: mmm dd yyyy hh:mm[AM/PM].**

Mark embedded holdings data as processed

Follow these steps to insert a subfield 9 in embedded holdings tags in bibliographic records after these tags have been used to create item records.

> **Note:**
> For more information on setting up import profiles to create item records from embedded holdings data, see "Set import options for item records" in the *Polaris Cataloging Guide 4.1*.

1. In the Administration Explorer tree view, expand the System folder.
2. Select **Parameters** and select the **Cataloging** tab.



3. Select **Mark embedded holdings tags as processed** and select **Yes**.

   When bibliographic records with embedded holdings data are imported into Polaris, and item records are created automatically from this data, a **$9** is inserted into the embedded holdings tag with the following automatic processing information: **Item generated mmm dd yyyy hh:mm[AM/PM]**

> **Note:**
> The holdings tag is specified in the import profile used to import the records. If the bibliographic records were imported using the **Polaris default (with item creation)** profile, item records are created using the data in the 852 tags in the imported bibliographic records. You can set up different import profiles where you specify that item records are created from data in other embedded holdings tags, such as the 949 tag. Whatever tag is used to create the item records is the one that will be marked with the $9.

Set up the Subfield 9 cleanup utility

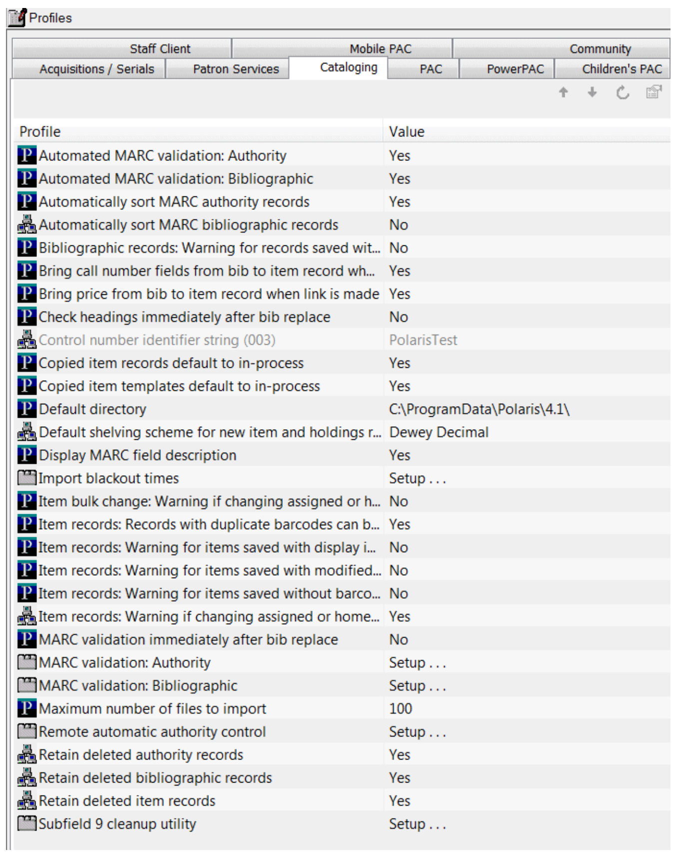
Follow these steps to set the Subfield 9 cleanup utility profile.

Important:
To use the Subfield 9 cleanup utility, a subfield 9 must have been inserted into the tags in order to delete them. See "Setting Utility to Delete Bib Tags Marked with Subfield 9" on page 60 for the conditions under which the $9 is inserted.

1. In the Administration Explorer tree view, expand the System folder.

   Note:
   The **Subfield 9 cleanup utility** profile is available only at the system level.

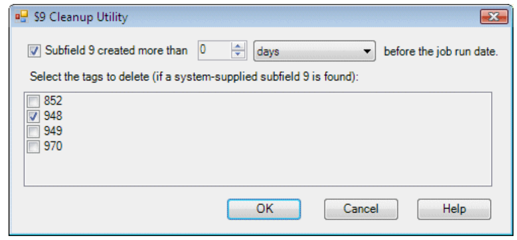
2. Select **Profiles** and select the **Cataloging** tab.



3. Select **Subfield 9 cleanup utility**.

   The $9 Cleanup Utility dialog box appears.

   Note:
   If you want to add another tag to this profile, contact your Polaris Site Manager.



4. Select the check box next to **Subfield 9 created more than ______ before the job run date**, select a number and select **days**, **months** or **years** to indicate the time period (relative to the date the job was run) for which you want the system to check for the presence of the $9.

   Note:
   When the tags are marked with a $9, a date is included. This is the date that will be checked when the utility is run.

5. Select the tags to delete if a $9 is found with a date within the date range you specified.

   When you have set up this profile, a nightly SQL job will run unless it is disabled in the SQL server agent. It will check the tags you specified for the presence of a $9, and if it finds this subfield in the tag, it will check the date to determine if it is within the date range you specified.

   For example, if you select **Subfield 9 created more than 2 months before the job run date**, and select 970, the nightly utility will check the 970 tags. If it finds a bibliographic record that has a 970 tag with a $9 and a processed date more than two months before the utility is run, it automatically deletes the 970 tag and all its contents, un-indexes the tag, and adjusts the tag sequence in the bibliographic records. The bibliographic record's modification date is updated and the transaction is logged.

6. Click **OK**.

Related Information

- **Subfield Nine Utility Report** - When the $9 Cleanup Utility is run, a log is generated, and you can see these logs in the Subfield Nine Utility Report. See "Cataloging Reports" in the *Polaris Basics Guide 4.1*.
- **852 or other embedded holdings tags used to create item records** - When you set up an import profile, you can specify the embedded holdings tags to create item records automatically. See "Set import options for item records" in the *Polaris Cataloging Guide 4.1*.
- **970 tags used to create selection list and purchase order line item segments** - See "Creating Purchase Orders" in the *Polaris Acquisitions Guide 4.1*.

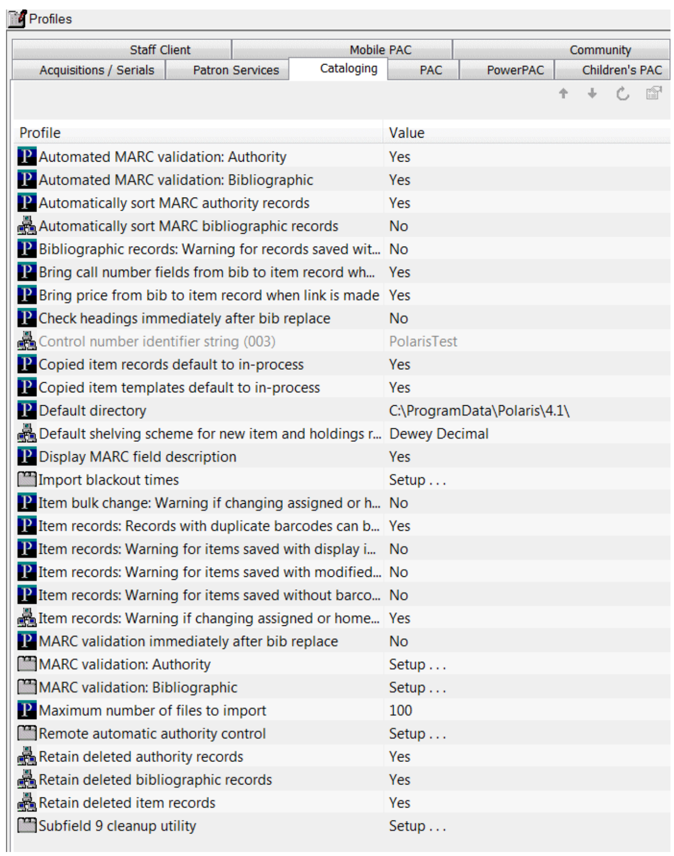
Managing Record Deletion

You can set Cataloging profiles to retain deleted records until they are purged from the database in a separate purge process. Bibliographic and item record deletion for ILL requests also honor these settings. The purge process automatically removes records marked for deletion based on criteria in a Purge record. See "Purge cataloging records" in the *Polaris Cataloging Guide 4.1*.

Retain deleted records

Follow these steps to retain cataloging records that are marked for deletion.

1. In the Administration Explorer tree view, expand the **System** folder.
2. Select **Profiles**, **Cataloging**.



3. To retain cataloging records, set the following profiles to **Yes**:
   - **Retain deleted authority records**
   - **Retain deleted bibliographic records**
   - **Retain deleted item records**
4. Select **File, Save** on the Polaris Shortcut Bar.

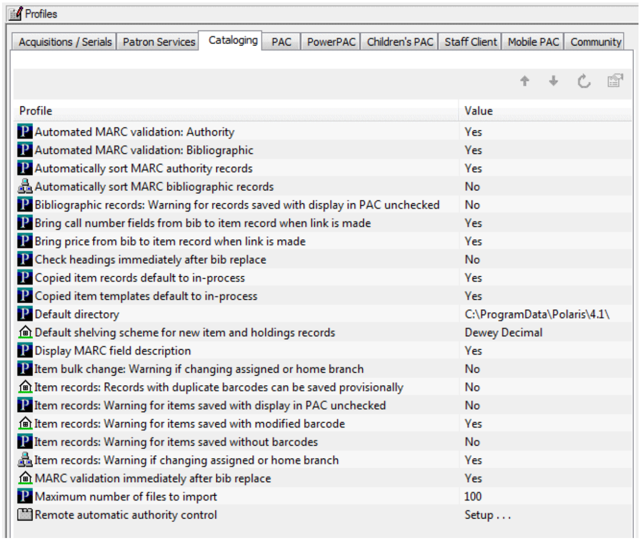
Setting the Cataloging Directory

You can set up a default directory cataloging so that import, bulk change and other catalog processing reports are automatically saved to a specific folder.

Specify the default directory for Cataloging files

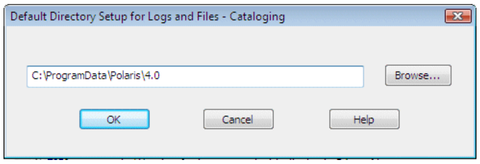
Follow these steps to specify where catalog processing reports are saved.

1. In the Administration Explorer tree view, expand the folder for the organization, staff member, or workstation.
2. Select **Profiles** and select the **Cataloging** tab.



3. Select **Default directory**.

   The Default Directory Setup for Logs and Files dialog box appears.



4. Type the cataloging default directory location, or click **Browse** and select the location, and select **OK** to update the cataloging default directory.

Setting Up Labels

You set label profiles for Cataloging and Serials labels on the Staff Client tab in Polaris Administration, and you configure, customize, and edit labels using the Label Manager. The Label Manager is available from the Polaris Shortcut Bar under **Utilities** and from Polaris Administration.

Note:
The permissions **Label Manager Configuration: Create, Modify, and Delete** apply to label type and label content. For example, if you have the **Create** permission, you can create both label types and label content.

This unit covers the following topics:

Recommendations for Setting Up Labels

The available label types are associated with the branch where you are logged on. Make sure the content types and label types are available at the workstation from which you are printing the labels. If your library system does centralized processing, set the label types and content at the system level, and make sure all your branches are using the same label types and content. If your branch does its own processing, make sure the content type and the label type you need are both available at the workstation from which you print the labels.

When you set up custom labels, use the default label types for guidelines on the label and page sizes. Although you can change the page and label size to any value greater than 0, deviating too far from the standard sizes may produce labels with incomplete text. Use **Print Preview** to check your custom labels.

Setting Label Profiles

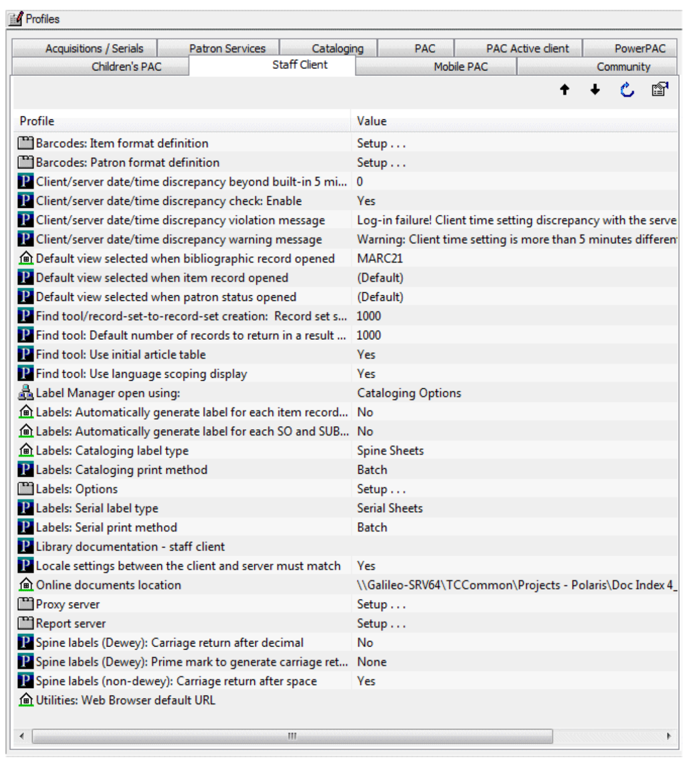
Polaris Administration profiles on the Staff Client tab control various default settings for labels, such as whether labels are printed automatically when item records are created. Use the **Labels: Options** profile to configure existing label types and specify the label content.

Set label profiles in Polaris Administration

Tip:
For a list of all the Staff Client profiles, see "Staff Client Profiles Reference" in the *Polaris Administration Guide 4.1*.

Follow these steps to set default values for spine, pocket, and serial labels.

1. In the Administration Explorer tree view, expand the organization's folder.
2. Select **Profiles** and select the **Staff Client** tab.



3. Double-click **Label Manager open using** and select **Cataloging Options** or **Serial Options** to specify which type of label appears when you open Label Manager from the **Utilities** menu on the Polaris Shortcut Bar.
   - If you select **Cataloging Options**, the cataloging label displays according to the setting in the **Labels: Cataloging label type** profile.
   - If you select **Serial Options**, the serial label is displayed according to the setting in the **Labels: Serial label type** profile.

4. Double-click **Labels: Automatically generate labels for each item record created**. Select **Yes** to generate labels automatically when items are created, or **No** if you do not want labels to be generated automatically.

5. Double-click **Labels: Automatically generate labels for each SO and SUBS check-in.** Select **Yes** to set labels to be generated automatically when issues or parts are checked in, or **No** if you do not want labels to be generated automatically.

6. Double-click **Labels: Cataloging label type**, and select the default label type to be generated when cataloging items.

   Note:
   The label types must be enabled for them to appear in this list. See "Set up label types" on page 74.

7. Double-click **Labels: Cataloging print method**, and select **On Demand**, **Batch**, or **Quick Print** as the default printing method for cataloging labels.
   - If **On Demand** is selected, the Label Manager appears when the user requests a label and the user can view the label before printing it.
   - If **Batch** is selected, the label is generated when the user requests a label, but it is not printed until the user opens Label Manager and selects **Print**. The Batch option works well for creating sheets of labels for multiple items.

     Note:
     Batch printing is limited to 500 labels at a time.
   - If **Quick Print** is selected, the label is printed at the designated printer without opening the Label Manager.

Tip:
You can also select **Utilities** from the Polaris Shortcut Bar and select **Label Manager**, **Tools**, **Label Settings and Content** to open the Label Configuration dialog box.

8. Double-click **Setup** in the **Labels: Options** profile to modify existing labels, specify the label content, and create custom labels. The Label Configuration dialog box appears. See "Set up label types" on page 74.

   Note:
   This profile is available at the workstation level, but only the Settings tab appears. Both the Settings and Content tabs are available at the system, library, and branch levels.

9. Double-click **Labels: Serial label type**, and select the default label type for serials issues.

10. Double-click **Labels: Serial print method**, and select **On Demand**, **Batch**, or **Quick Print** to specify how you want serial labels to print.
    - If **On Demand** is selected, the Label Manager appears when the user requests a label and the user can view the label before printing it.
    - If **Batch** is selected, the label is generated when the user requests a label, but it is not printed until the user opens Label Manager and selects **Print**. The Batch option works well for creating sheets of labels for multiple issues or parts.

      Note:
      Batch printing is limited to 500 labels at a time.
    - If **Quick Print** is selected, the label is printed at the designated printer without opening the Label Manager.

Tip:
The prime marks must be inserted with the contents in the call number boxes on the Item Record workform.

11. To specify a carriage return in the call number, do the following:

a) To force a new line after the call number on spine labels, double-click **Spine Labels (Dewey): Carriage return after decimal**, and select **Yes**.

b) To specify the character used to identify a new line in the call number, double-click **Spine Labels (Dewey): Prime mark to generate carriage return**, and select one of the following options from the list:

- Select **None** to ignore any prime marks.
- Select **Forward Slash /** to start a new line wherever this prime mark is placed in the call number.
- Select **Apostrophe '** to start a new line wherever this prime mark is placed in the call number.

c) If your library uses a non-Dewey shelving scheme, and you want a carriage return on spine labels after a space in the call number, set the **Spine Labels (non-Dewey): Carriage return after space** profile to **Yes**.

Configuring Existing Label Types

You use the Label Manager to configure existing label types for spine, pocket, and serial labels, and specify the content that you want to appear on them. You can also set up your own custom labels in Label Manager. See “Creating Custom Labels” on page 79.

After labels are set up and enabled in the Label Manager, they are available to be printed from the following areas in Polaris:

- Item Record
- New Item Record Options
- Serial Issue
- Standing Order Part
- Subscription Check In
- Standing Order Part Check In

Labels can be printed as you catalog each item, or you can catalog multiple items and print labels in batch. If the profile **Labels: Automatically generate label for each item created** is set to **Yes** in Polaris Administration, a label is generated automatically when you create and save a new item record.

To print labels, set up your printing preferences on the computer where you are doing the cataloging or serials processing. The label printer must be set up in Microsoft Windows, and it must be connected to the workstation or the same local area network as the workstation.

By default, Polaris uses the Andale Mono font, which is available at no cost from the Microsoft Web site. The default size is 12 points. On an SL4 label sheet, this font allows eight characters and spaces per line (total of eight lines) on the spine label and 28 characters per line on the pocket labels (total of four lines).

The label stock size and label size can be changed but you cannot change the number of labels per page or per label group for the system-defined label types (Spine, SL4, SL6, SLB and Serials). See “Standard Label Types” on page 72.

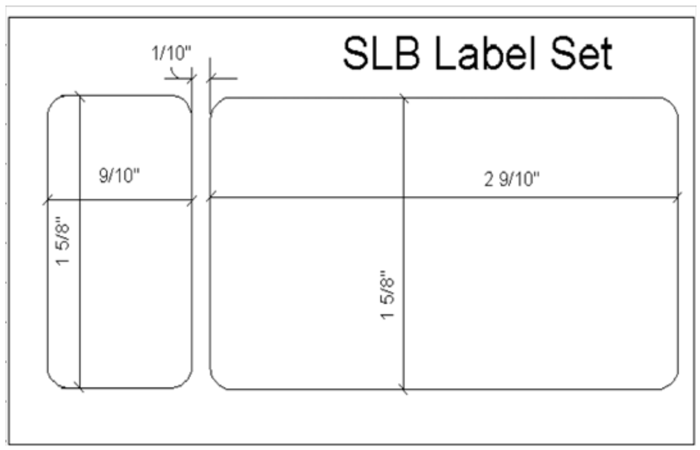
After you generate your labels, you can preview them in the Label Manager and use the right-click context menu to edit this particular page of labels. You can copy, paste, delete, insert text, change the font, or select diacritics to insert into the labels.

Standard Label Types

All the standard label types have three sections of content. See "Define the label content" on page 77. Label sets contain different label styles.

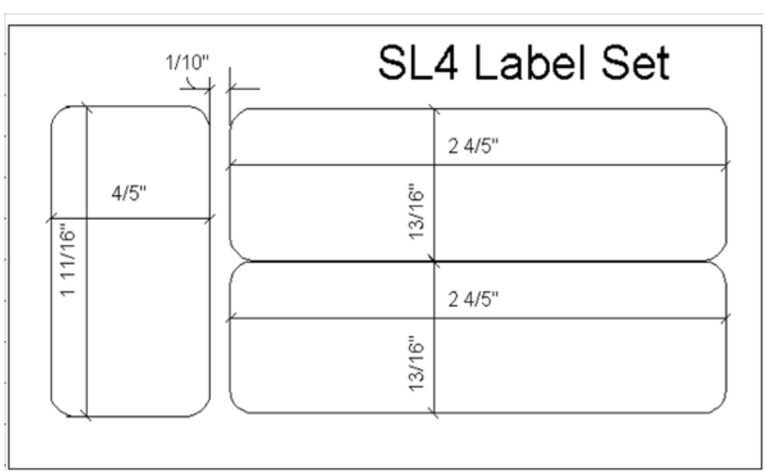
Spine sheets - Spine label sheets contain 50 labels per sheet. Each label is 1.5 inches (3.81 cm) wide and 1 inch (2.54 cm) high. They can have five text lines of 11 characters each.

SLB sheets - SLB label sheets contain 12 label sets per sheet. Each label set has a spine label and a pocket label. Polaris SLB spine labels have nine text lines of eight characters each. Polaris SLB pocket labels have nine text lines of 28 characters each.

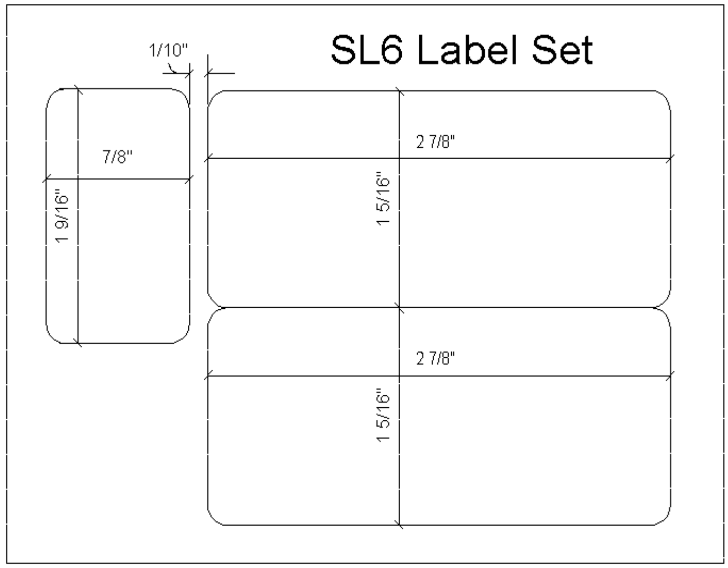


Serial sheets - Serial label sheets contain 20 labels per sheet. Serial labels are 4 inches (10 cm) wide and 1 inch (2.54 cm) high. They have five text lines of 34 characters each.

SL4 sheets - SL4 label sheets contain 12 label sets per sheet. Polaris creates SL4 spine labels with nine text lines of eight characters each. The pocket labels have four text lines of 28 characters each.



SL6 sheets - SL6 label sheets contain eight label sets per sheet. Polaris SL6 spine labels have nine text lines of seven characters each. The other labels in the set have six text lines of 28 characters each.



Computype Spine Labels

The following types of labels are offered by Computype and supported by the Polaris Label Manager. You cannot change Computype labels in Label Manager.

- **Single Label** - 1 inch wide and 1.5 inches high
- **Single Label** - 1.125 inches wide and 1.25 inches high
- **2 Label Set**
  - Label 1 - 0.875 inches wide and 1.375 inches high
  - Label 2 - 2.875 inches wide and 1.375 inches high
- **3 Label Set**
  - Label 1 - 0.9 inches wide and 1.5625 inches high
  - Label 2 - 2.9 inches wide and .8125 inches high
  - Label 3 - 2.9 inched wide and .8125 inches high

1-2-3

Set up label types

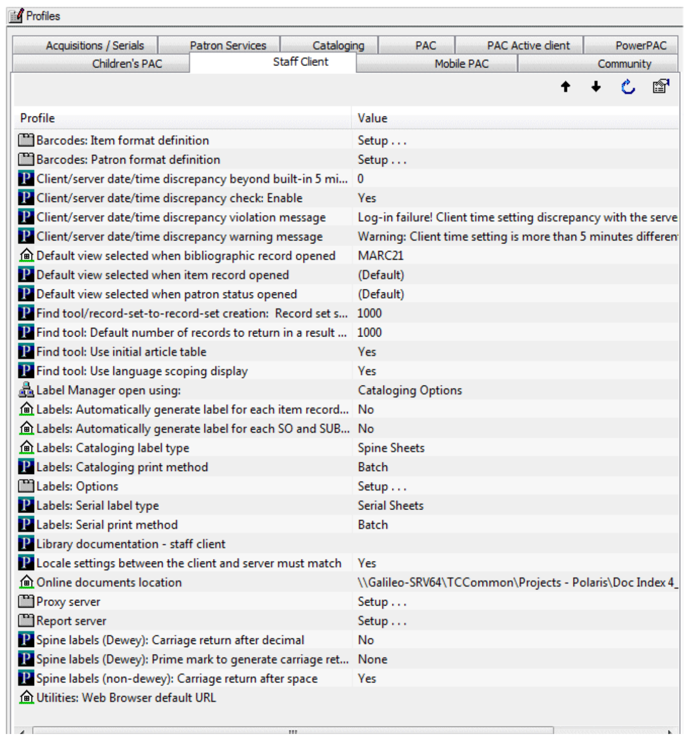
You can set up label types in Polaris Administration or from the Polaris Shortcut Bar. Follow these steps to configure spine, pocket, serial, or custom label types.

Important:

If your library uses Computype® printers, you can use only the Computype label types listed in Settings & Content, and none of the settings can be changed for Computype labels. These label types are not enabled at Polaris installation, so your library will need to enable them. Also, be sure to indicate a Computype label type as the default Cataloging label. For the measurements of Computype labels, see “Computype Spine Labels” on page 73.

1. In the Administration Explorer tree view, expand the folder for the organization or workstation.

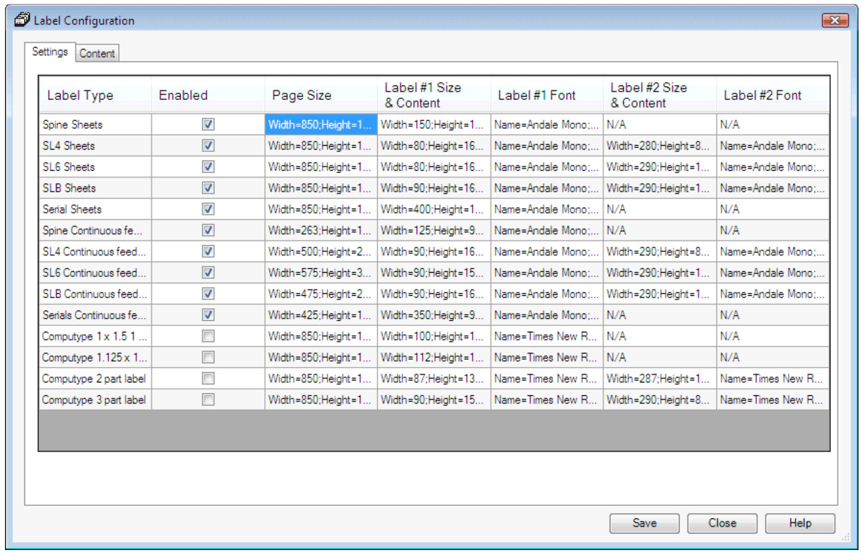
2. Select **Profiles** and select the **Staff Client** tab.



3. Select **Labels: Options**.

   The Label Configuration window appears with the Settings tabbed page displayed.

Tip:
Navigate between cells using the arrow keys or **Tab** (to go forward) and **Alt+Tab** to go back. Expand the dialog box by dragging the bottom right corner. To see more of a column's content, select the column's left or right rule in the heading, and drag to expand the column.



4. On the **Settings** tab, select the check box in the **Enabled** column next to the label types you want to make available.

   When the label types are enabled, they appear in the **Label** menu in the Label Manager.

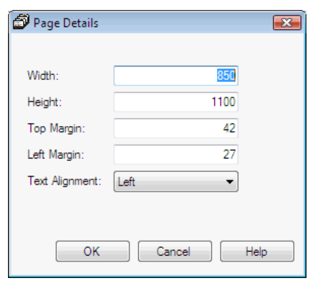
Tip:
The page size must be larger than the label size.

5. To change the page size, margins, or text alignment on the page of labels, do the following steps:

   a) Right-click in the **Page Size** cell associated with the label type and select **Open**, or tab to the cell and press **Enter**.

   The Page Details dialog box appears.

Tip:
The measurements are in .Net units (1 unit = 1/100 inch).



   b) Type numeric values in the **Width** and **Height** boxes to specify the dimensions of the labels page.

   c) Type numeric values in the **Top Margin** and **Left Margin** boxes to determine the placement of the first label on the page.

Tip:
If you prefer using the keyboard, you can tab to the **Text Alignment** box and type **L** for left, **C** for center, or **R** for right text alignment.

   d) Select **Center**, **Left**, or **Right** in the **Text Alignment** box to align the text on the label page.

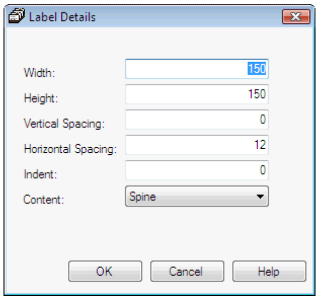
   e) Click **OK** to save your changes and return to the Label Configuration window.

Tip:
The label size must be smaller than the page size.

6. To change the label size, adjust the spacing, modify the text alignment on the label, or specify the label content, do the following steps:

a) Right-click in the **Label Size and Content** cell associated with the label type and select **Open**, or tab to the cell and press **Enter**.

The Label Details dialog box appears.



b) Type numbers for the label's dimensions in the **Width** and **Height** boxes.

c) Type numbers in the **Vertical Spacing**, **Horizontal Spacing**, and **Indent** boxes to specify the white space between the label borders and the text in the label.

d) Select the content type in the **Content** box.

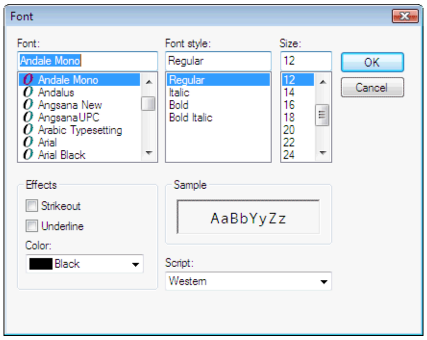
Note:
The content type is determined by the selections on the Content tab. For information on specifying content for the label types, see "Define the label content" on page 77.

e) Click **OK** to save the label details.

7. To modify the font, do the following steps.

a) Right-click in the **Font** cell for the label and select **Open**, or tab to the column, and press **Enter** in the label row.

The Font dialog box appears.



b) Select the **Font**, **Font Style**, **Size**, **Effects** and **Script** for the text on the label.

c) Click **OK** to save your changes and return to the Label Configuration dialog box.

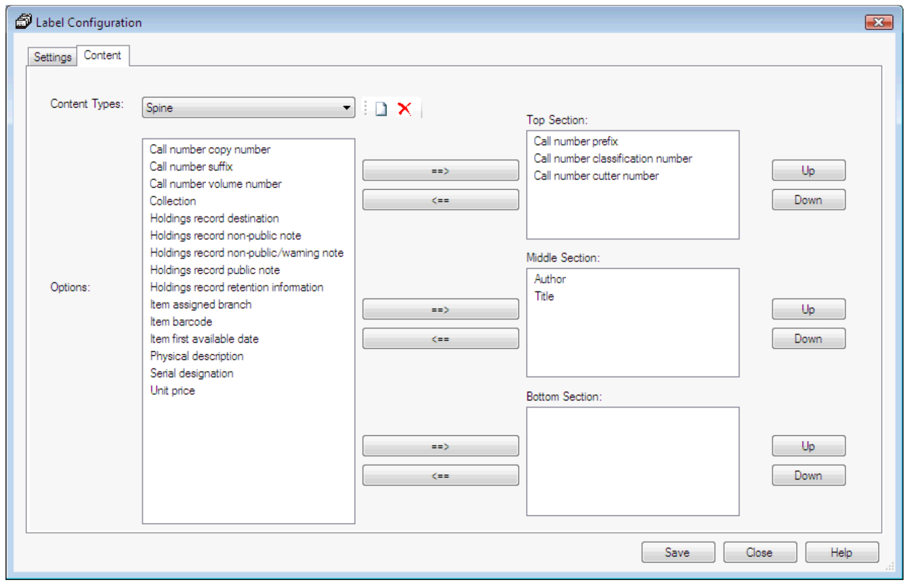
Define the label content

Follow these steps to set up label content types.

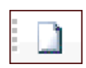
Note:
To access the Label Configuration dialog box, select **Profiles, Staff Client, Labels: Options**.

1. Select the Content tab on the Label Configuration dialog box.

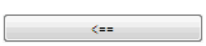
   The Content tabbed page appears.

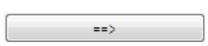


2. Select the type of label for which you want to define the content in the **Content type** box.

3. To add a new label content type, click  and type a name for the new content type in the **Add new content type** box.

   Note:
   You cannot create a new label content type at the workstation level in Polaris Administration, but you can assign existing content to the label type.

Tip:
To remove fields from the label, select the fields in the **Top Section**, **Middle Section**, or **Bottom Section** box, and click .

4. Select the fields to include in the label from the **Options** list, and click  next to the **Top Section**, **Middle Section**, or **Bottom Section** box. The available selections depend on the content type you selected. The text wraps within the label section, but there are breaks between the sections. The label may include information from the item record, the serial issue/part record, or the linked bibliographic record. See "Label Content Examples" on page 78.

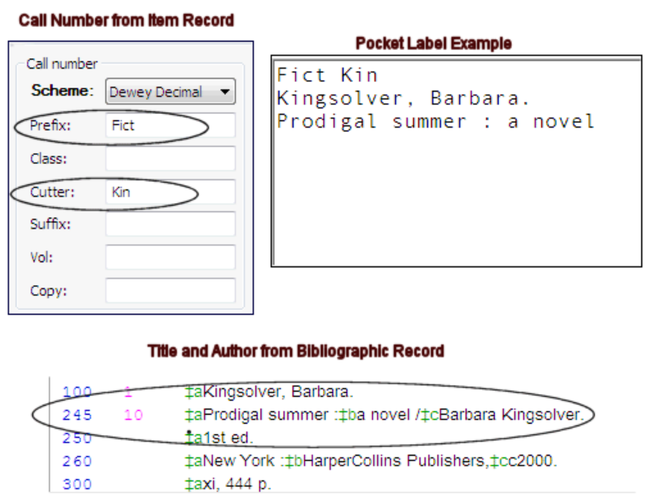
   Notes:
   To change the position of fields within the sections on the label, select the field, and click the **Up** or **Down** button that corresponds to the section.

   To delete a content type, select it and click . You cannot delete the default label content types (Spine, Pocket, or Serial) or content types that are used in a label type.

Label Content Examples

Depending on the content selected for the label type, the following information appears on the label:

- **Top Section** - The call number is printed on one line; line breaks and prime marks are ignored. The text wraps within this section, but there is a break before the middle section. If **Library of Congress** is selected in the shelving scheme on the Item Record workform, each part of the call number will be printed on a separate line on the label. If **Dewey Decimal** is the shelving scheme, all parts of the call number are printed on different lines based on the **Carriage return after Dewey decimal** and **Prime mark to generate carriage return**. For all other shelving schemes, a new line is printed for each part of the call number.
- **Middle Section** - The author information comes from the 1xx tag and subfields in the bibliographic record that is linked to the item record. If there is no 1xx field, the space remains blank on the label. The information is printed in the same order as the subfields in the MARC 21 record. The text wraps within this section, but there is a break before the bottom section.
- **Bottom Section** - The title information comes from the 245 tag and subfields in the bibliographic record that is linked to the item record. The information is printed in the same order as the subfields in the MARC21 record. The text wraps within this section.



Creating Custom Labels

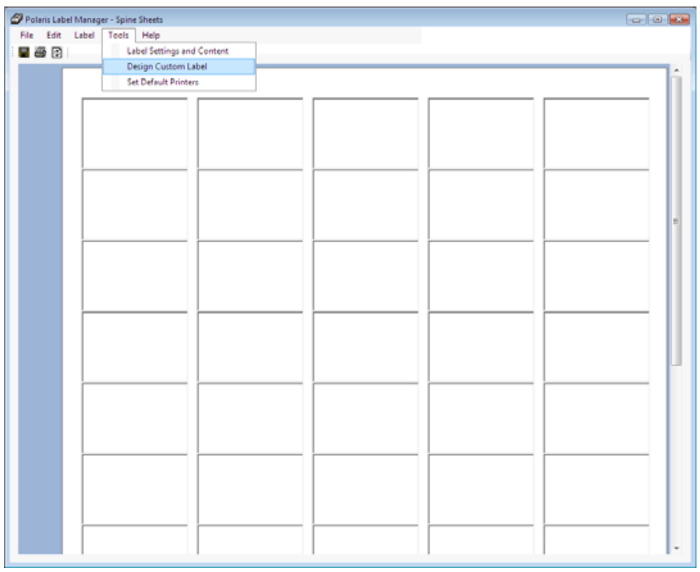
If the available label types do not meet your library's needs, you can set up customized labels in Label Manager. Once the custom labels are defined, they are available in the drop-down list from the Label Manager and from the other areas where labels can be printed. Custom labels can be configured in the Label Configuration dialog box. When you close and reopen Label Manager, the custom label is retained, but the label displayed in the Label Manager window is the default label defined in Polaris Administration.

Design a new label type

Follow these steps to define a new label type.

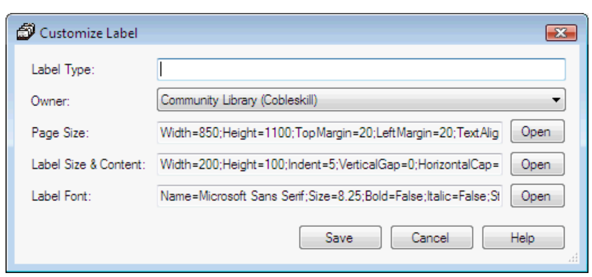
1. From the Polaris Shortcut Bar, select **Utilities, Label Manager.**

   The Label Manager window appears.



2. Select **Tools, Design Custom Label**.

   The Customize Label dialog box appears.



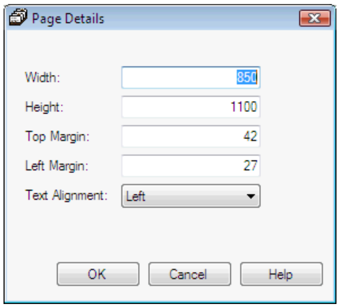
Tip:
The limit for the label type name is 80 characters. The name should identify the library and the label stock, for example: **OCPL Pocket**.

Tip:
The page size must be larger than the label size.

3. Type a name for the label in the **Label Type** box.
4. Select the organization that owns the label in the **Owner** box.
5. To set the page dimensions, margins, and text alignment, do the following steps:

a) Click the **Open** button in the **Page Size** row, or tab to the **Open** button and press **Enter**.

The Page Details dialog box appears.



b) Set the page dimensions by typing numeric values in the **Width** and **Height** boxes.

Note:
The measurements are in .Net units (1 unit = 1/100 inch).

c) Set the page margins by typing numeric values in the **Top Margin** and **Left Margin** boxes.

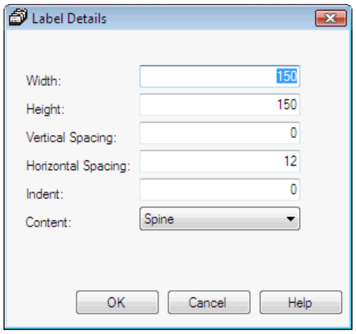
d) Select the text alignment in the **Text Alignment** box.

e) Click **OK** to close the Page Details dialog box.

6. To set the label's dimensions, spacing, and content, do the following steps:

a) Click the **Open** button in the **Label Size & Content** row, or tab to the **Open** button and press **Enter**.

The Label Details dialog box appears.



b) Set the label’s dimensions by typing numeric values in the **Width** and **Height** boxes.

> **Note:**
> The measurements are in .Net units (1 unit = 1/100 inch).

c) Set the amount of spacing between labels by typing numeric values in the **Vertical Spacing** and **Horizontal Spacing** boxes.

d) Set the indent from the left edge of the label by typing numeric values in the **Indent** box.

e) Select the content type for the labels in the **Content** box.

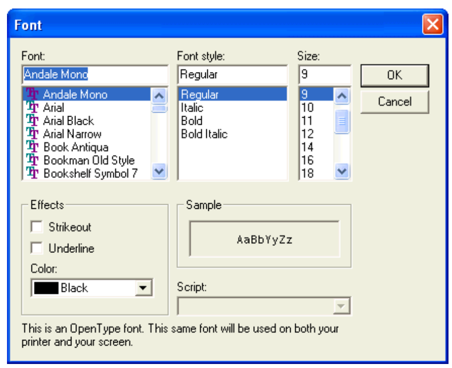
> **Note:**
> The content types are set in the Label Configuration dialog box. See “Define the label content” on page 77.

f) Click **OK** to close the Page Details dialog box and return to the Customize Label dialog box.

7. To set the font for the custom labels, do the following steps:

a) Click the **Open** button in the **Label Font** row, or tab to the **Open** button and press **Enter**.

The Font dialog box appears.



b) Choose the font, font style, point size, and any other characteristics, and click **OK** to return to the Customize Label dialog box.

8. Click **Save** to save the custom label you created.

The custom label appears in the Label menu in Label Manager and in the list of enabled label types in the Label Configuration dialog box.

Setting the Default Label Printers

For each enabled label type, you can set a default label printer in Label Manager.

Set a default label printer

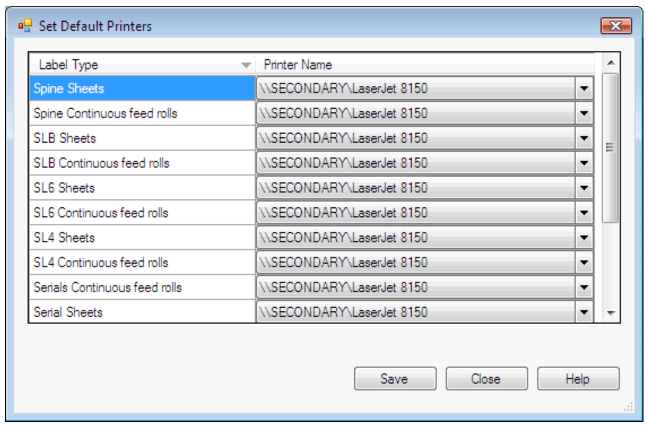
Follow these steps to set a default printer to be used to print labels.

1. Select **Utilities** on the Polaris Shortcut Bar and select Label Manager.

   The Label Manager appears.

2. Select **Tools, Set Default Printers**.

   The Set Default Printers dialog box appears.



3. For each label type that is enabled and appears in the **Label Type** column, select the default printer in the **Printer Name** column.

   Note:
   The choices depend on what printers have been installed on the workstation.

4. Click **Save** to save the printer selections.

Setting Up Acquisitions

You can configure Polaris Acquisitions to accommodate a centralized system where one organization handles all acquisitions tasks, or a decentralized system where individual branches handle acquisitions tasks. Or, you can set up Polaris Acquisitions so that certain acquisitions tasks, such as ordering material and handling the budget, are done at a central location while individual libraries select materials.

To enable your staff to perform certain acquisitions tasks, you need to set up the required permissions (security) to access, create, modify, or delete records. Then, you need to set up the appropriate defaults, lists, tables, and automated settings to streamline and standardize your acquisitions processes.

This unit covers the following topics:

Acquisitions Workflow Permissions

Acquisitions permissions define who can create, access, and work with acquisitions records and functions. Some tasks require additional permissions, such as Cataloging permissions to work with bibliographic records. Each organization can specify which groups, workstations, or staff are allowed to work with records and control processes.

The following table lists acquisitions tasks, the Polaris permissions required to do the tasks, the administrative levels at which they can be set, and the subsystems where the permissions are located. For instructions on setting technical services permissions, see "Set technical services security" on page 4.

Note:

To modify Polaris Administration profiles and parameters, you must have the following permissions:

Access administration: Allow
Modify parameters: Allow
Modify profiles: Allow

For more information, see "Administration Workflow Permissions" in the *Polaris Administration Guide 4.1*.

Workflow	*Required Permissions*	*Administration Explorer Security Location*
Manage the Acquisitions Budget		
Define fund categories	Access acquisitions: Allow	System - Acquisitions
	Access Administration: Allow	System - Acquisitions
	Modify donation fund category table: Allow	System - Acquisitions
Add a fiscal year to Polaris	Access acquisitions: Allow	System - Acquisitions
	Fiscal years: Create	Branch - Acquisitions
Change a fiscal year	Access acquisitions: allow	System - Acquisitions
	Fiscal years: Access	Branch - Acquisitions
	Fiscal years: Modify	Branch - Acquisitions
Delete fiscal year records	Access acquisitions: Allow	System - Acquisitions
	Fiscal years: Access	Branch - Acquisitions
	Fiscal years: Delete	Branch - Acquisitions
Add a fund record	Access acquisitions: allow	System - Acquisitions
	Fiscal years: Access	Branch - Acquisitions
	Funds: Create	Branch - Acquisitions
Delete fund records	Access acquisitions: Allow	System - Acquisitions
	Funds: Access	Branch - Acquisitions
	Funds: Delete	Branch - Acquisitions

Workflow	*Required Permissions*	*Administration Explorer Security Location*
Maintain fund account information	Access acquisitions: Allow Funds: Access Funds: Modify	System - Acquisitions Branch - Acquisitions Branch - Acquisitions
Transfer money between funds	Access acquisitions: Allow Funds: Access Funds: Modify Funds: Transfer money between funds	System - Acquisitions Branch - Acquisitions Branch - Acquisitions System - Acquisitions
Select Material		
Create and manage selection lists for the organization, including titles added by other selectors, and copy the selection lists to purchase orders. Add a title that is not in the Polaris database. From the Selection List Line Item workform, search for the title in external databases using Z39.50, and create a provisional bibliographic record.	Funds: Modify Funds: Transfer money between funds Selection lists: Create Selection lists: Modify Selection lists: Approve/Reject Selection lists: Delete Access cataloging subsystem: Allow Bibliographic records: Access Cataloging record sets: Access Cataloging record sets: Create Cataloging record sets: Modify Purchase orders: Access Purchase orders: Create Purchase orders: Modify Bibliographic records: Create Create a bib record from Acquisitions and Serials: Allow	System - Acquisitions Library - Acquisitions Library - Acquisitions Library - Acquisitions Library - Acquisitions Library - Acquisitions System - Acquisitions System, Library, Branch - Cataloging System, Library, Branch - Cataloging System, Library, Branch - Cataloging System, Library, Branch - Cataloging Branch - Acquisitions Branch - Acquisitions Branch - Acquisitions System, Library, Branch - Cataloging System - Acquisitions
Create and modify selection lists, selection list line items, and segments. Do Z39.50 searches from a selection list line item, and create provisional records.	Access acquisitions: Allow Selection lists: Access Selection lists: Create Selection lists: Modify Bibliographic records: Access Bibliographic records: Create Create a bib record from Acquisitions and Serials: Allow	System - Acquisitions Library - Acquisitions Library - Acquisitions System, Library, Branch - Cataloging System, Library, Branch - Cataloging System - Acquisitions
Merge selection lists	Access acquisitions: Allow Selection lists: Access Selection lists: Modify Selection lists: Delete	System - Acquisitions Library - Acquisitions Library - Acquisitions Library - Acquisitions
Rename selection lists	Access acquisitions: Allow Selection Lists: Access Selection Lists: Modify	System - Acquisitions Library - Acquisitions Library - Acquisitions

Workflow	*Required Permissions*	*Administration Explorer Security Location*
Delete selection lists	Access acquisitions: Allow Selection Lists: Access Selection Lists: Delete	System - Acquisitions Library - Acquisitions Library - Acquisitions
Modify a selection list line item's status	Access acquisitions: Allow Selection Lists: Access Selection Lists: Modify	System - Acquisitions Library - Acquisitions LIbrary - Acquisitions
Approve or reject selection list line items	Access acquisitions: Allow Selection Lists: Access Selection Lists: Modify Selection Lists: Approve/Reject	System - Acquisitions Library - Acquisitions Library - Acquisitions Library - Acquisitions
Work with selection list line item segments. (This set of permissions allows the user to add, modify, and delete selection list line item segments for the branches at which this permission was granted.)	Access acquisitions: Allow Selection Lists: Access Selection List Line Item Segments: Create, modify, delete	System - Acquisitions Library - Acquisitions Branch - Acquisitions
Bulk add titles to selection lists from record sets	Access acquisitions: Allow Selection Lists: Access Selection Lists: Modify Bibliographic records: Access Access cataloging subsystem: Allow Cataloging record sets: Access Cataloging record sets: Create Cataloging records sets: Modify	System - Acquisitions Library - Acquisitions Library - Acquisitions System, Library, Branch - Cataloging System, Library, Branch - Cataloging System, Library, Branch - Cataloging System, Library, Branch - Cataloging System, Library, Branch - Cataloging
Copy selection list line items to a selection list	Access acquisitions: Allow Selection Lists: Access Selection Lists: Modify	System - Acquisitions Library - Acquisitions Library - Acquisitions
Copy selection list line items to a new or existing purchase order	Access acquisitions: Allow Selection Lists: Access Selection Lists: Modify Purchase orders: Access Purchase orders: Modify	System - Acquisitions Library - Acquisitions Library - Acquisitions Branch - Acquisitions Branch - Acquisitions

Workflow	*Required Permissions*	*Administration Explorer Security Location*
Manage Supplier Records (Supplier records are available from the Serials and Acquisitions menus on the Polaris Shortcut Bar, but the permissions for Suppliers are available under **Serials** in the Polaris Administration Explorer Security folder.)		
Add a supplier record to Polaris	Access serials: Allow Suppliers: Create	System - Serials Library - Serials
Delete supplier records	Access serials: Allow Suppliers: Access Suppliers: Delete	System - Serials Branch - Serials Branch - Serials
Maintain the information in existing supplier records	Access serials: Allow Suppliers: Access Suppliers: Modify Suppliers: Modify postal address fields	System - Serials Branch - Serials Branch - Serials System - Serials
Maintain the Link to Supplier Databases Table		
Add and remove suppliers from the Link to Supplier Databases table	Access administration: Allow Modify links to supplier databases table: Allow	System - Acquisitions System - Acquisitions
Order Materials		
Create new purchase orders and add titles to existing purchase orders	Access acquisitions: Allow Purchase orders: Create Purchase orders: Modify Funds: Access Suppliers: Access	System - Acquisitions Branch - Acquisitions Branch - Acquisitions Branch - Acquisitions Branch - Acquisitions
Add line items to a purchase order. Add a title without a bib in the database by doing a Z39.50 search.	Access acquisitions: Allow Purchase orders: Access Purchase orders: Modify Bibliographic records: Access Bibliographic records: Create Create a bib record from acquisitions and serials: Allow Modify a bib record from acquisitions and serials: Allow Selection Lists: Access Funds: Access	System - Acquisitions Branch - Acquisitions Branch - Acquisitions System, Library, Branch - Cataloging System, Library, Branch - Cataloging System - Acquisitions System - Acquisitions Branch - Acquisitions Branch - Acquisitions

Workflow	*Required Permissions*	*Administration Explorer Security Location*
Bulk add titles to purchase orders	Access acquisitions: Allow Purchase orders: Access Access Cataloging subsystem: Allow Cataloging record sets: Access Use ‘own’ cataloging record sets: Allow Purchase orders: Modify Bibliographic records: Access Funds: Access Express importing: Allow	System - Acquisitions Branch - Acquisitions System - Cataloging System, Library, Branch - Cataloging System, Library, Branch- Cataloging Branch System, Library, Branch - Cataloging Branch - Acquisitions System, Library, Branch - Cataloging
Remove unused purchase orders	Access acquisitions: Allow Purchase orders: Access Purchase orders: Delete	System - Acquisitions Branch - Acquisitions Branch - Acquisitions
Release purchase orders	Access acquisitions: Allow Purchase orders: Access Purchase orders: Modify Purchase orders: Release, receive, cancel, close PO Purchase orders: Release order exceeding fund encumbrance limits Purchase orders: Release order resulting in negative fund free balance Modify a bib record from acquisitions and serials: Allow (This permission allows user to change only the **Display in PAC** setting in bibliographic records.)	System - Acquisitions Branch - Acquisitions Branch - Acquisitions Branch - Acquisitions Branch - Acquisitions Branch - Acquisitions System - Acquisitions
Create item records when material is ordered	Access acquisitions: Allow Create and delete item records from acquisitions and serials: Allow	System - Acquisitions System - Acquisitions
Print purchase orders to mail or fax to supplier	Access acquisitions: Allow Print purchase orders: Allow	System - Acquisitions Branch - Acquisitions
Send purchase orders electronically via EDI	Access acquisitions: Allow Purchase orders: Access Purchase orders: Send electronic purchase orders	System - Acquisitions Branch - Acquisitions Branch - Acquisitions

Workflow	*Required Permissions*	*Administration Explorer Security Location*
Receive Materials		
Receive purchase orders and create invoices. Receive from an invoice.	Access acquisitions: Allow	System - Acquisitions
	Invoices: Access	Branch - Acquisitions
	Invoices: Create	Branch - Acquisitions
	Invoices: Modify	Branch - Acquisitions
	Bibliographic records: Access	System, Library, Branch - Cataloging
	Purchase orders: Access	Branch - Acquisitions
	Suppliers: Access	Branch - Acquisitions
	Purchase orders: Print workslips	Branch - Acquisitions
	Funds: Access	Branch - Acquisitions
	Purchase orders: Release, receive, cancel, close PO	Branch - Acquisitions
	Purchase orders: Undo receipt	Branch - Acquisitions
	Access cataloging subsystem: Allow	System - Cataloging
Check in shelf-ready items and receive purchase order line items using the Check In Shelf-Ready Materials workform.	Check in shelf-ready materials: Allow (Only this permission and **Access acquisitions: Allow** are required to use the Check In Shelf-ready Materials workform.)	System - Acquisitions
Receive cartons of materials by scanning (or entering) the barcode on the outside of the box.	Receive ASN Shipments: Allow	System - Acquisitions
Claim Ordered Items		
Claim items when shipments are processed and materials did not arrive as expected	Access acquisitions: Allow	System - Acquisitions
	Purchase orders: Access	Branch - Acquisitions
	Purchase orders: Modify	Branch - Acquisitions
	Purchase orders: Access	Branch - Acquisitions
	Claim record: Create	Branch - Acquisitions
Claim from the Claim Alert List	Access acquisitions: Allow	System - Acquisitions
	Purchase orders: Access	Branch - Acquisitions
	Purchase orders: Modify	Branch - Acquisitions
	Claim record: Access	Branch - Acquisitions
	Claim record: Create	Branch - Acquisitions
	Claim alert list: Access	System - Acquisitions
Maintain claim records	Access acquisitions: Allow	System - Acquisitions
	Purchase orders: Access	Branch - Acquisitions
	Purchase orders: Modify	Branch - Acquisitions
	Claim record: Access	Branch - Acquisitions
	Claim record: Create	Branch - Acquisitions
	Claim record: Modify	Branch - Acquisitions
	Claim record: Delete	Branch - Acquisitions

Workflow	*Required Permissions*	*Administration Explorer Security Location*
Print from Claim Alert List	Access acquisitions: Allow Claim alert list: Access	System - Acquisitions System - Acquisitions
Cancel Ordered Items		
Cancel purchase orders	Access acquisitions: Allow Purchase orders: Access Purchase orders: Modify Purchase orders: Release, receive, cancel, close PO Claim record: Access Claim record: Modify Claim record: Delete Claim alert list: Access	System - Acquisitions Branch - Acquisitions Branch - Acquisitions Branch - Acquisitions Branch - Acquisitions Branch - Acquisitions Branch - Acquisitions System - Acquisitions
Delete canceled purchase orders	Access acquisitions: Allow Purchase orders: Access Purchase orders: Modify Delete cancelled purchase orders: Allow	System - Acquisitions Branch - Acquisitions Branch - Acquisitions Branch - Acquisitions
Remove unused purchase orders	Access acquisitions: Allow Purchase orders: Access Purchase orders: Delete	System - Acquisitions Branch - Acquisitions Branch - Acquisitions
Invoice Materials		
Create invoices	Access acquisitions: Allow Invoices: Access Invoices: Create	System - Acquisitions Branch - Acquisitions Branch - Acquisitions
Pay, credit, or adjust invoices	Access acquisitions: Allow Invoices: Access Invoices: Adjust Invoices: Modify Invoices: Pay, credit Invoices: Print vouchers Invoices: Pay invoice exceeding fund expenditure limits (allows user to exceed the expenditure limits and the fund free balance)	System - Acquisitions Branch - Acquisitions Branch - Acquisitions Branch - Acquisitions Branch - Acquisitions Branch - Acquisitions Branch - Acquisitions
Delete invoices	Access acquisitions: Allow Invoices: Access Invoices: Modify Invoices: Delete	System - Acquisitions Branch - Acquisitions Branch - Acquisitions Branch - Acquisitions
Link invoices	Access acquisitions: Allow Invoices: Access Invoices: Modify	System - Acquisitions Branch - Acquisitions Branch - Acquisitions

Workflow	*Required Permissions*	*Administration Explorer Security Location*
Generate EDI invoices for partial shipments	Process EDI Invoices: Allow	System - Acquisitions
Manage Foreign Currencies		
Add or modify a currency in the Currencies policy table	Modify currencies table: Allow (Administration permission) Access tables: Allow (Administration permission)	System - Acquisitions System - Acquisitions
Adjust the currency exchange rate	Adjust currency exchange rates: Allow	System, Library - Acquisitions

Related Information

- **Permissions for administering acquisitions** - Administration permissions are required to modify the donation fund database table and create links to supplier databases. See "Acquisitions Administration Permissions" in the *Polaris Administration Guide 4.1*.
- **Acquisitions permissions list** - See "Acquisitions Permissions" on page 179 for an alphabetical reference list.

Setting the Acquisitions/Serials Default Directory

The Acquisitions/Serials Default directory profile specifies the location where Acquisitions logs and files are saved. For example, this is the default location for the bulk add report.

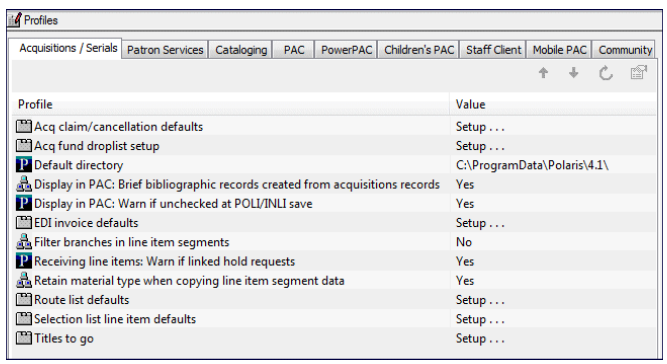
Note:
If you import bibliographic records from suppliers, set up a default directory for cataloging. See “Setting the Cataloging Directory” on page 65.

Specify the Acquisitions default directory

Tip:
If the value in the **Default directory** profile displays the location where you want to save your organization’s Acquisitions/Serials logs and files, you do not need to change it.

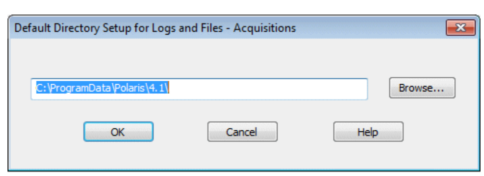
Follow these steps to set up the Acquisitions default directory.

1. In the Administration Explorer tree view, expand the organization’s folder.
2. Select **Profiles** and select the **Acquisitions/Serials** tab.



3. Double-click **Default directory**.

   The Default Directory Setup for Logs and Files - Acquisitions dialog box appears.



4. Type the new path, or click **Browse** and select another location, and click **OK** to update the directory.

Filtering Branches in Line Items

You can set the **Filter branches in line item segments** profile to limit the destination branches that display in line item segments for selection lists, purchase orders, and invoices. You can also set this profile to limit the 970 tags that are used to create selection list or purchase order line item segments during the bulk add process.

If the profile is set to **Yes**, the branches are limited by the parent library as follows:

- **Purchase order line item segments** - The branches in the **Destination** drop-down list box have the same parent library as the branch selected in the **Ordered at Name** box on the General view of the Purchase Order workform. The default branch selected in the segment is the same as the one selected in the **Ordered at Name** box.
- **Invoice line item segments** - The branches in the **Destination** drop-down list box have the same parent library as the branch selected in the **Paid by Name** box on the General view of the Invoice workform. The default branch selected in the segment is the same as the one selected in the **Paid by Name** box.
- **Selection list line item segments** - The branches in the **Destination** drop-down list box in the selection list line item segment have the same parent library as the one selected in the **Created at Library** on the Selection List Line Item workform.

  Note:
  Selection list line items use the setting at the system or library level. Purchase order and invoice line items use the setting at the branch level.

- **Bulk add to selection list and Bulk add to purchase order** - If the 970 tag has a subfield $l (branch abbreviation) with the same parent library as the **Ordered At** branch on the purchase order or the **Library** on the selection list, the 970 tag is used to create a segment on the purchase order or selection list. If the profile is set to **Yes**, and the branch abbreviation in a 970 tag does not have the same parent library as the **Ordered At** branch on the purchase order or the **Library** on the selection list, it will not be used in the purchase order line item. If the profile is set to **No**, the default branch selected in the **Destination** box is the user's login branch, and the **Destination** list includes all branches in the library system. All 970 tags will be bulk-added to a purchase order or selection list if this profile is set to **No**.

  Important:
  If selectors add selection list line item segments for branches with different parent libraries, the **Filter branches in line item segments profile** should be set to **No**. Then, use the **Acq fund droplist setup** profile at the staff member level to specify exactly which branches' funds appear in the segments for that selector. See "Specify how funds are displayed in Acquisitions" on page 97. The user must also have the permission **Selection list line item segment: Create, modify, delete** for the branch selected in the **Destination** box for the selection list line item segment.

1-2-3

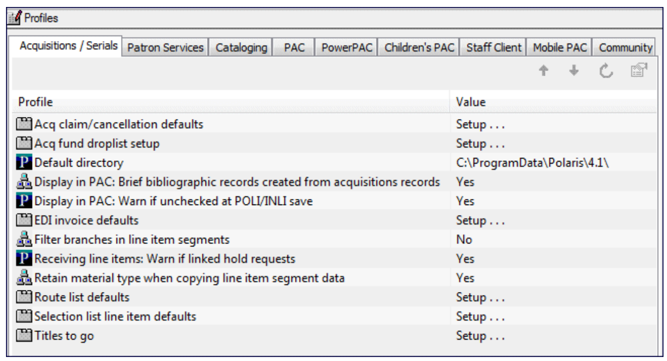
Filter destination branch lists by parent library

Follow these steps to specify whether you want **Destination** branch lists in selection lists, purchase orders, and invoices to be filtered by the parent library.

> **Note:**
> This profile also affects which 970 tags are used in the bulk add process. See "Filtering Branches in Line Items" on page 93.

> **Tip:**
> If you want the profile to affect selection lists, you must set the profile at the system or library level. The profile can be set at the branch level for purchase order line items or invoice line items.

1. In the Administration Explorer tree view, expand the organization's folder.
2. Select **Profiles** and select the **Acquisitions/Serials** tab.



3. Select **Filter branches in line item segments** and select **Yes** or **No**.

   If this filter is set to **Yes**, it also filters branches in the bulk add process. For more information on the implications of setting this filter, see "Filtering Branches in Line Items" on page 93.

Related Information

The **Filter branches in line item segments** profile does not affect selection list line items when it is set at the branch level, but you can use the **Acq fund droplist setup** profile at the staff member level to specify exactly which branches' funds appear in the selection list line item segments for that selector. See "Specify how funds are displayed in Acquisitions" on page 97.

Administering Funds/Fiscal Years

Do the following tasks in Polaris Administration before setting up your organization's fund structure in Polaris Acquisitions:

- Allow the appropriate staff members to manage fiscal years and funds, transfer money between funds, and modify fund categories. See "Manage the Acquisitions Budget" on page 84 for the permissions related to handling financial records in Polaris.
- Create and maintain the Fund Categories table, which lists the fund categories an organization can use to designate donation funds. The fund categories are the same for all branches and libraries in the system. See "Set up donation fund categories" on page 96.
- Specify which funds display in invoices, purchase orders, and selection lists—all funds for all branches linked to the same parent library as the branch selected in the workform, or only the selected branch's funds. For selection lists, an additional option lets you select specific branches and funds to display in selection list line item segments for specific selectors. See "Specify how funds are displayed in Acquisitions" on page 97.

Related Information

- **Setting up your organization's fund structure** - See "Setting Up the Acquisitions Budget" in the *Polaris Acquisitions Guide 4.1*.
- **Managing fiscal year rollovers** - See "Managing Fiscal Year Rollovers" on page 135.

1-2-3

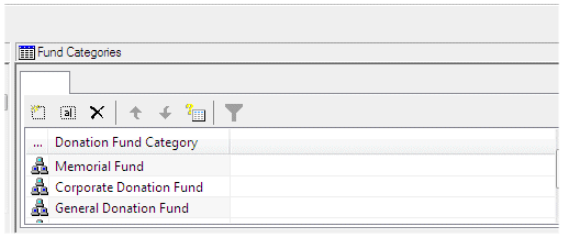
Set up donation fund categories

Follow these steps to set up the donation fund categories for the system.

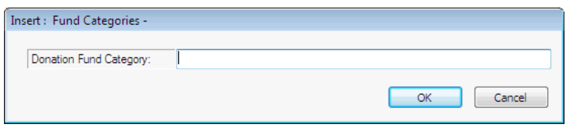
Note:
These permissions are required to view and change the donation fund categories: **Access administration: Allow**, **Access tables: Allow**, **Modify donation fund category table: Allow**

1. In the Administration Explorer tree view, expand the organization's folder for which you want to set the donation fund categories.
2. Expand the **Policy Tables** folder.
3. Select **Fund Categories**.

   The Fund Categories table appears.



4. Click to display the Insert: Donation Fund Categories dialog box.



Note:

To modify a fund category, select an entry and click . To delete a fund category, select an entry and click .

5. Type the fund category you want to add.
6. Click **OK**.

   The new entry appears in the Fund Categories table, and it will appear in the **Fund Category** box on the Donor view of the Fund workform.

7. Select **File, Save**.

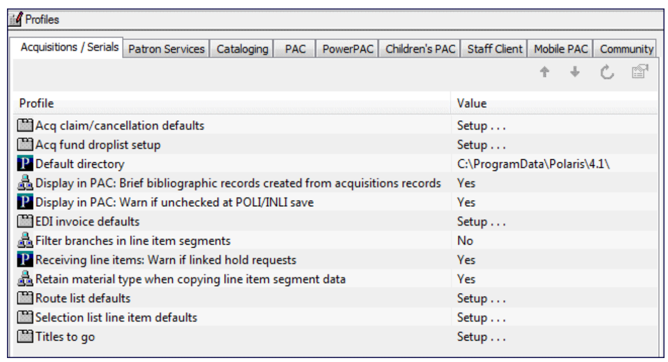
Specify how funds are displayed in Acquisitions

Follow these steps to specify how you want funds to display in fund lists in selection lists, purchase orders, and invoices.

Important:
The **Acq fund droplist setup** profile can be set at the system, library, branch, or staff level. If a staff member has a different setting from the organization, the fund list is displayed according to the staff member's setting. If selectors add selection list line item segments for branches with different parent libraries, the **Filter branches in line item segments profile** should be set to **No**. See "Filter destination branch lists by parent library" on page 94. Then, open the **Acq fund droplist setup** profile at the staff member level, select **Display only these branches' funds (branch/ fund filter**) and specify exactly which branches' funds appear in the segments for that selector.See step 6 below.

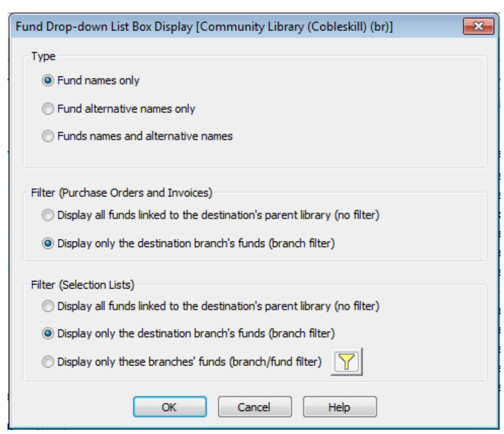
1. In the Administration Explorer tree view, expand the folder for the organization or staff member.
2. Select **Profiles** and select the **Acquisitions/Serials** tab.

   The Acquisitions/Serials profiles appear.



3. Double-click **Acq fund droplist setup**.

   The Fund Drop-down List Box Display dialog box appears.



4. Under **Type**, select the appropriate option to display the fund names only, alternative names only, or both.

   Important:
   If you select **Fund names only** or **Fund alternative names only**, the number of entries in the fund list is reduced by half. If you select **Fund names and alternative names**, each fund is listed twice, first by the fund name and then by the alternative name.

Tip:
Header funds are used to pay for charges not associated with a specific line item, such as shipping charges. They appear on the General view of the Purchase Order and Invoice workforms.

5. Under **Filter** (**Purchase Order/Invoice)**, select one of the following options:
   - **Display all funds linked to the destination's parent library (no filter)** - With this option selected, Fund lists are displayed as follows:

     Header Funds -

     Purchase Order workform - All funds linked to all branches that have the same parent library as the selected **Ordered at** branch.

     Invoice workform - All funds linked to all branches that have the same parent library as the selected **Paid By** branch.

     Line Item Segment Funds -

     Purchase Order Line Item and Invoice Line Item workforms - All funds linked to all branches that have the same parent library as the selected **Destination** branch.

     Default Funds in Bulk Add to Purchase Order dialog -

     All funds linked to all branches that have the same parent library as the selected **Destination** branch.
   - **Display only the destination branch's funds (branch filter)** - With this option selected, Fund lists are displayed as follows:

     Header Funds -

     Purchase Order workform - Only funds linked to the **Ordered at** branch.

     Invoice workform - Only funds linked to the **Paid by** branch.

     Line Item Segment Funds -

     Purchase Order Line Item and Invoice Line Item workforms - Only those funds linked to the **Destination** branch.

     Default Funds in Bulk Add to Purchase Order dialog box - Only those funds linked to the Destination branch.

6. Under **Selection List Filter**, select one of the following options to display fund lists in selection list line item segments:

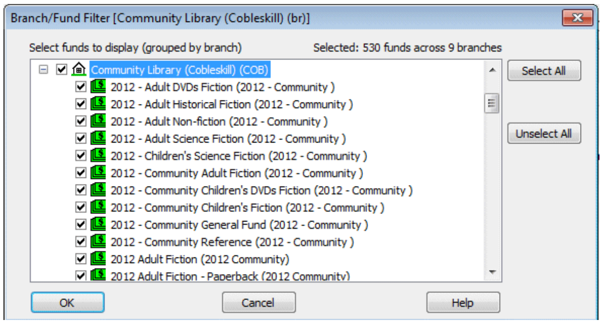
Tip:
These settings also apply to the funds list in the Bulk Add to Selection List dialog box.

   - **Display all funds linked to the destination's parent library (no filter) -** Displays all the funds linked to all branches with the same parent library as the selected **Destination** branch.
   - **Display only the destination branch's funds (branch filter)** - Displays only the funds linked to the selected **Destination** branch.
   - **Display only these branches' funds (branch/fund filter**) - To select specific funds to display in selection list line item segments for **Destination** branches, click to open a tree view of the branches and their associated open funds.

Important:
If selectors add selection list line item segments for branches with different parent libraries, the **Filter branches in line item segments profile** should be set to **No**. See "Filter destination branch lists by parent library" on page 94.

Tip:
All funds are unselected by default. You can click **Select All** to select all branches and all funds, or **Unselect All** to start over. To select most funds, but not all, you can click **Select All** and then click the check box for certain funds so that they are not selected.

Expand the branches, select the funds to display, and click **OK** to close the Branch/Fund Filter dialog box.



If you select specific funds to display for a branch, only those funds display in the **Funds** list when that branch is selected in the **Destination** box in the selection list line item segment.

Important:
Be sure that the selector also has the permission **Selection List Line Item Segment: Create, Modify, Delete** for the selected branches.

7. Click **OK** on the Fund Drop-down List Box Display dialog box to save the fund list display settings.

Managing Selection Lists

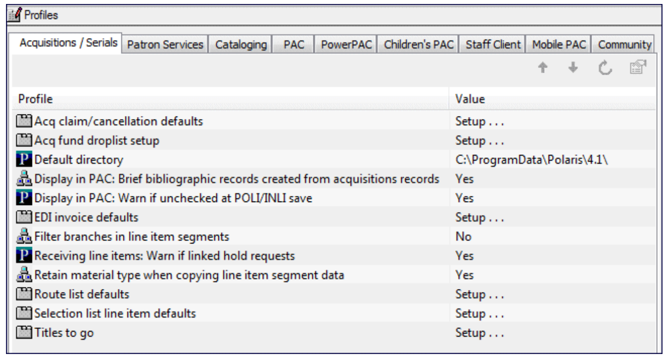
Selection lists in Polaris Acquisitions are lists of bibliographic titles (selection list line items) that can have a status of Approved, Consider, Desiderata, Rejected or Processed. Selection list line items can be copied to purchase orders or other selection lists. For information on using selection lists, see “Setting Up Selection Lists” in the *Polaris Acquisitions Guide 4.1*. Do the following tasks to set up selecting in Polaris for your organization:

- Allow the appropriate staff members to access, create, modify, merge, copy, approve, reject or delete selection lists. You can set up permissions so that some selectors have complete control over selection lists, while other selectors can only add or change the distribution (segment) information for a title (line item). See “Select Material” on page 85 for a list of the required permissions for specific selections tasks.
- Set selection list line item defaults for the destination, collection, fund, and supplier. When authorized staff members create selection lists, the line items automatically contain this default information unless the staff member changes it. Use the Acquisitions/Serials profile **Selection list line item defaults** to set the defaults. See “Specify defaults for selection list line items” on page 101.
- Set up the display of **Destination** branches. Use the Acquisitions/Serials profile **Filter branches in line item segments** to display all branches in the system or only the branches linked to the parent library. See “Filter destination branch lists by parent library” on page 94.
- Set up the display of funds in selection list line item segments so that all funds linked to all branches with the same parent library as the **Destination** branch are displayed, only funds linked to the **Destination** branch are displayed, or only selected branches and funds are displayed. You can set this profile with a specific set of destinations and funds for a selector. Use the Acquisitions/Serials profile **Acq fund droplist setup** to set the funds display. See “Specify how funds are displayed in Acquisitions” on page 97.
- Specify whether the material type is copied to a new selection list line item when users add new selection list line items by copying existing line items. Use the Acquisitions/Serials profile **Retain material type when copying line item segment data**. See “Retain material type in copied line items” on page 109.
- Specify whether defaults will substitute for missing data when bibliographic titles are bulk-added to selection lists. Use the Acquisitions/Serials parameter **Bulk add to SL: Replace invalid fields with default data**. See “Set bulk add to use default data in selection lists” on page 102.
- Specify if 970 tags will be marked as processed when you bulk add titles to purchase orders or selection lists. This prevents 970 tags from creating duplicate line item segments. Use the Acquisitions/Serials parameter **Bulk add to PO/SL: Mark 970 data as processed**. See “Mark 970 data as processed after bulk adding titles” on page 112.

Specify defaults for selection list line items

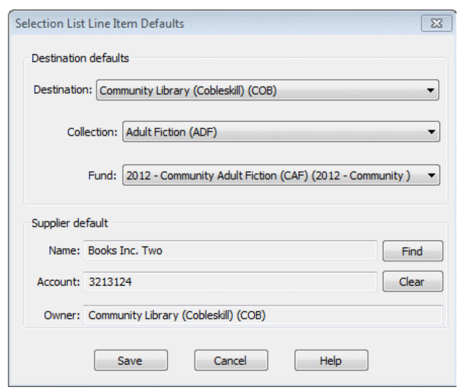
Follow these steps to specify defaults for the supplier, destination, collection, and fund when line items are added to selection lists.

1. In the Administration Explorer tree view, expand the folder for the organization or staff member.
2. Select **Profiles** and select the **Acquisitions/Serials** tab.



3. Double-click **Selection list line item defaults**.

   The Selection List Line Item Defaults dialog box appears.



4. Select the default destination in the **Destination** box.
5. Select the default collection in the **Collection** box.
6. Select the default fund in the **Fund** box.
7. Click **Find** to search for and select the supplier using the Find Tool.

   The supplier information appears in the **Name**, **Account**, and **Owner** boxes. The owner is the library that has the account with the supplier.
8. Click **Save** to save your settings and close the dialog box.

Tip:
You can also specify which funds display in the **Funds** list in the selection list line item segment. See "Specify how funds are displayed in Acquisitions" on page 97.

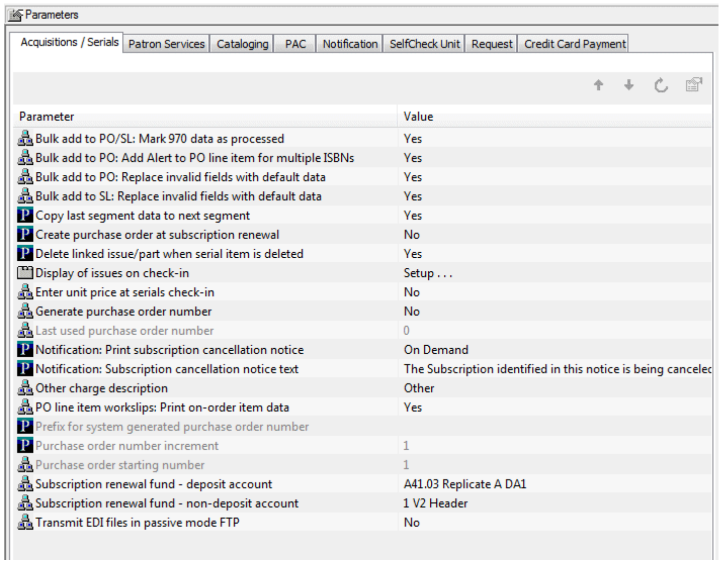
1-2-3

Set bulk add to use default data in selection lists

Follow these steps to specify whether the default quantity, material type, destination, collection, fund, and supplier information should substitute for missing or invalid information when bulk-adding titles to selection lists.

Note:
The default information is set up when the staff member is bulk-adding titles to selection lists from a record set, using the Bulk Add to Selection List dialog box. See “Create a selection list by bulk adding titles” in the *Polaris Acquisitions Guide 4.1*.

1. In the Administration Explorer tree view, expand the organization’s folder.
2. Select **Parameters** and select the **Acquisitions/Serials** tab.



3. Double-click **Bulk Add to SL: Replace invalid fields with default data**.
4. Select **Yes** if you want default data to fill in missing data on selection list line items, or select **No** if you do not want default data on selection list line items.
5. Select **File, Save**.

Managing Supplier Records

Supplier records in Polaris contain information about the suppliers from which your library acquires materials. These records are used in both acquisitions and serials processing. In addition, you can add links to supplier databases to the Polaris Shortcut Bar.

Note:
The permissions for working with supplier records are located under the Serials folder in the Administration Explorer, Security view. To access supplier records, you must also have permission to access Serials.

Do the following administration tasks to work with suppliers:

- Allow the appropriate staff members to access, create, modify or delete supplier records. See "Manage Supplier Records" on page 87 for a list of the required permissions.
- Allow the appropriate staff members to modify the Link to Supplier Databases policy table. See "Maintain the Link to Supplier Databases Table" on page 87 for a list of the required permissions.
- Add suppliers' Web addresses to the Link to Supplier Database policy table. The Web addresses in the policy table appear in the dialog box when users select **Utilities, Link to supplier databases** from the Polaris Shortcut Bar. See "Add links to supplier databases" on page 104.
- If you order materials using electronic data interchange (EDI), specific data needs to be entered in the supplier record. See "Setting Up EDI Ordering" on page 116.
- If you want to use Titles to Go, contact your Polaris Site Manager and your suppliers (except Baker & Taylor, who does not need to be contacted before using Titles to Go). Then, set up the Titles to Go profile in Polaris Administration. See "Setting Up Titles to Go" on page 129.
- If you use any foreign suppliers that use a currency other than your country's base currency, establish the currency in the Currencies table, set your base currency in the System workform, and set an exchange rate in the Update Currency Exchange Rates dialog box. See "Manage Foreign Currencies" on page 91 for the appropriate permissions; see "Administering Foreign Currencies" on page 131 for setup details.

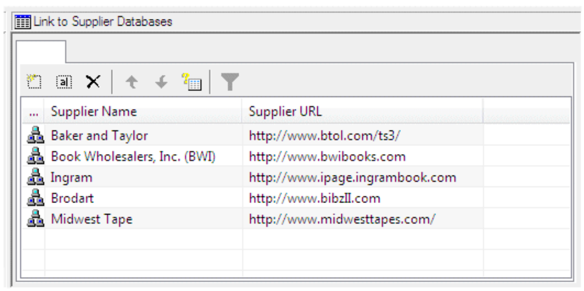
Add links to supplier databases

Follow these steps to add a link to a supplier's database.

Note:
These permissions are required to view and change the Links to Supplier Databases table: **Access administration: Allow**, **Access tables: Allow**, **Modify links to supplier databases: Allow**

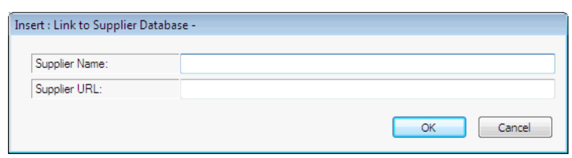
1. In the Administration Explorer tree view, expand the organization's folder.
2. Expand the **Policy Tables** folder for the organization.
3. Select **Link to Supplier Databases**.

   The Link to Supplier Databases table appears.



4. Click .

   The Insert: Link to Supplier Database dialog box appears.



5. Type the supplier's name and the URL for their database in the **Supplier Name** and **Supplier URL** boxes, and click **OK** to close the dialog box.
6. Select **File, Save**.

Related Information

Modify or delete an entry - Select an entry and click  to change it or click  to delete it.

Administering Purchase Orders

Your staff can use several different methods to create purchase orders in Polaris. They can import records into Cataloging record sets and bulk add them to a purchase order, or they can copy titles from selection lists. They can also add titles one at a time. You can set up ordering to fit your organization's workflow.

Do the following tasks to set up ordering for your organization:

- Set permissions for staff members (and their workstations) that allow them to access, create, modify and delete purchase orders. See "Order Materials" on page 87 for a list of the required permissions.
- Enable or disable automatic numbering for purchase orders. See "Enable automatic purchase order numbers" on page 107.
- Set up the display of branches in purchase orders. Use the **Filter branches in line item segments** Acquisitions profile to display all branches or a filtered list of branches. See "Filter destination branch lists by parent library" on page 94.
- Set up the display of funds in purchase orders. Use the Acquisitions/ Serials profile **Acq fund droplist setup** to set the funds lists to display only funds for the branch selected in the purchase order line item segment's **Destination** field. Or, allow all funds to display for all branches with the same parent library as the **Destination** branch. You can also reduce the funds list by displaying only the fund name or fund alternative name. See "Specify how funds are displayed in Acquisitions" on page 97.
- Specify whether segment data will be copied when a subsequent purchase order line item segment is added. See "Enable copy segment data to next segment" on page 108.
- Specify whether the material type will be retained when users select **File, New, Copy Segment Data** from an existing purchase order line item. See "Retain material type in copied line items" on page 109.
- Specify if an alert should appear automatically on a purchase order line item if a bulk-added bibliographic record contains multiple ISBNs. See "Set alert indicator for bulk adding titles with multiple ISBNs" on page 110.
- Specify whether defaults will be used for missing data when titles are bulk-added to purchase orders. For more information, see "Set bulk add to use default data in purchase orders" on page 111.
- If you bulk-add imported bibliographic records to purchase orders or selection lists, set the parameter **Bulk add to PO/SL: Mark 970 data as processed** to **Yes**. This prevents 970 tags from creating duplicate line item segments. See "Mark 970 data as processed after bulk adding titles" on page 112.
- If you use EDI ordering, set up your system to be able to submit the EDI data to the supplier. See "Setting Up EDI Ordering" on page 116.

- Specify whether brief bibliographic records will display in the PAC. These are the brief records that are created when the purchase order line item is saved. See "Enable brief bib record display in PAC" on page 114.
- Specify whether a warning should appear when a purchase order line item or invoice line item is saved and the **Display in PAC** option is not selected in the linked bibliographic record. See "Enable warning if no Display in PAC setting" on page 114.
- To specify another header charge type to be used for purchase orders and invoices, you can use the parameter **Other charge description** and rename the charge type of **Other** to a more specific name. Header charges apply to the purchase order or invoice as a whole, not to specific line items. When you rename the **Other** charge, the new name appears in the list of charge types along with **Cataloging services**, **Special handling**, **Service**, and **Shipping** on the General view (view 1) of the Purchase Order and Invoice workforms. See "Rename the purchase order and invoice header Other charge type" on page 115.
- If you want to use Titles to Go, contact your Polaris Implementation Manager or Polaris Site Manager to activate your access to the Polaris Administration profile for enabling Titles to Go. Then, contact your supplier and tell them of your plan to use Titles to Go (Baker & Taylor does not require you to contact them before using Titles to Go). The supplier will give you the necessary authentication information. Next, set up the Titles to Go profile in Polaris Administration. See "Enable Titles to Go for your suppliers" on page 130.
- Set up templates to streamline ordering. See the following topics:
    - "Creating Purchase Order Templates" in the *Polaris Acquisitions Guide 4.1*
    - "Creating On-Order Item Templates" in the *Polaris Acquisitions Guide 4.1*
    - "Creating On-Order Bibliographic Templates" in the *Polaris Acquisitions Guide 4.1*
- Specify whether on-order item data is printed on purchase order line item workslips. See "Specify whether on-order item data prints on POLI workslips" on page 113.

Related Information

Two Polaris import profiles have been set up specifically for importing records to use in acquisitions:

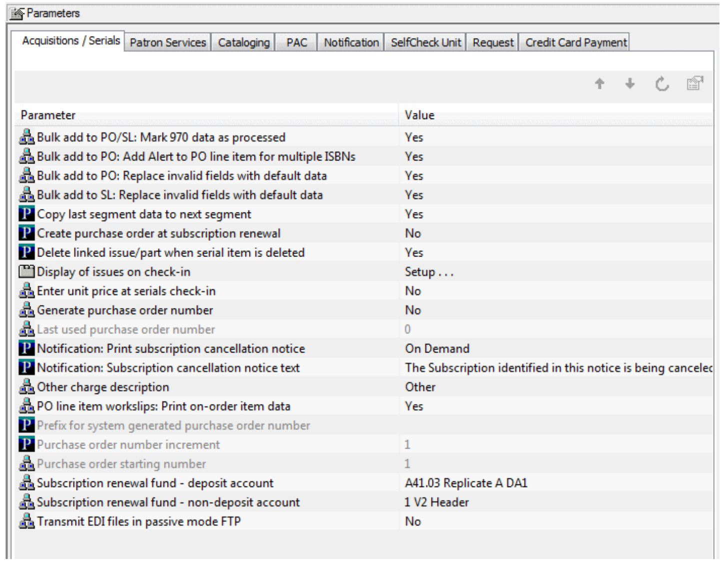
- Acq Bibs - This profile was designed to import records to be bulk-added to purchase orders.
- Enriched EDI orders - This profile was designed for importing full MARC records with embedded holdings to create shelf-ready items.

For more information, see "Setting Up Import Profiles" on page 56.

Enable automatic purchase order numbers

Follow these steps to set up automatic purchase order numbering.

1. In the Administration Explorer tree view, expand the organization's folder.
2. Select **Parameters** and select the **Acquisitions/Serials** tab.



3. Double-click **Generate purchase order number**, and select **Yes**.

Tip:
The **Last used purchase order number** parameter is for display only.

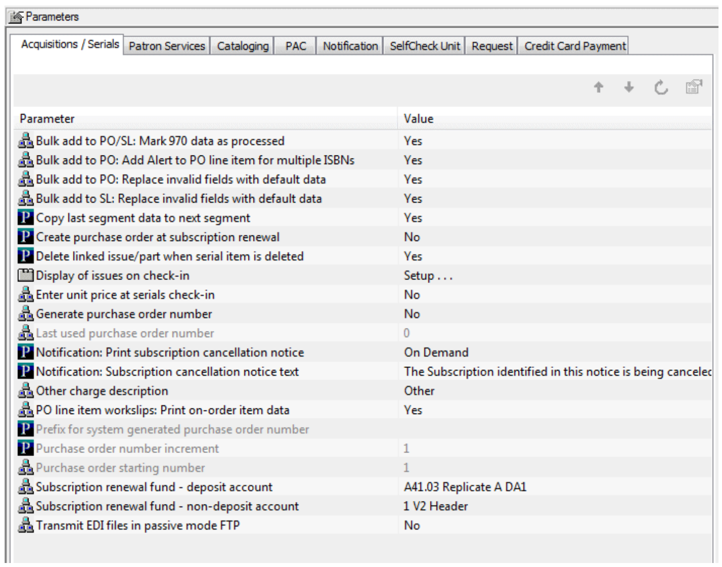
4. If your library policy requires a prefix for purchase order numbers, double-click **Prefix for system generated purchase order number**, and type the prefix text.
5. Double-click the **Purchase order number increment**, and type or select the increment to use between consecutive purchase orders.
6. Double-click the **Purchase order starting number**, and type or select the first number to use.
7. Select **File, Save**.

Enable copy segment data to next segment

When you enable the parameter **Copy last segment data to next segment**, the system automatically copies the data from the previous purchase order line item segment to the next segment. Fewer keystrokes are required when adding titles to a purchase order.

Follow these steps to enable the system to copy the information from a purchase order line item segment to the next segment automatically.

1. In the Administration Explorer tree view, expand the organization’s folder.
2. Select **Parameters** and select the **Acquisitions/Serials** tab.

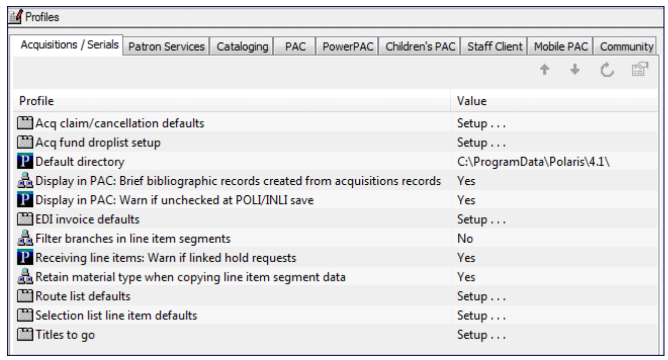


3. Double-click **Copy last segment data to next segment**, and select **Yes**.
4. Select **File, Save**.

Retain material type in copied line items

You can set an Acquisitions profile to retain the material type or leave the material type blank when users copy a selection list or purchase order line item to create a new one.

1. In the Administration Explorer tree view, expand the organization's folder.
2. Select **Profiles** and select the **Acquisitions/Serials** tab.

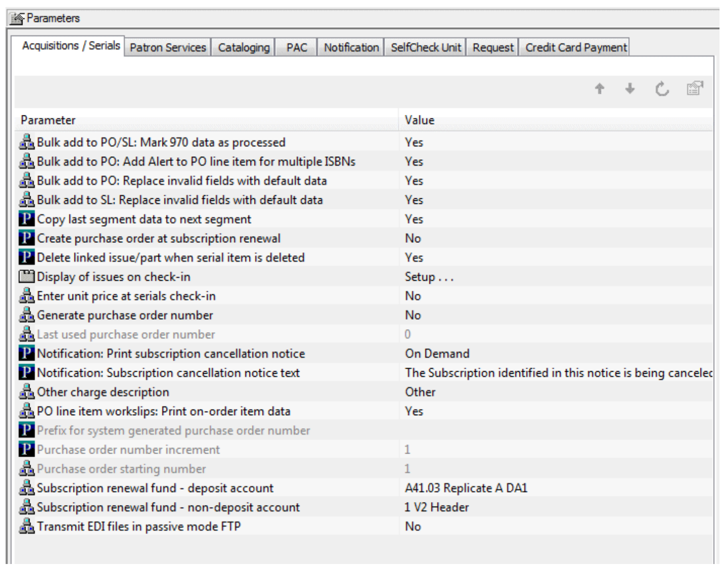


3. Set the **Retain Material type when copying line item segment data** profile as follows:
   - Select **Yes** to retain the material type when users create a new selection list or purchase order line item by selecting **File, New, Copy Segment Data** or **CTRL+N** from an existing selection list or purchase order line item.
   - Select **No** if you want the material type to be blank when users create a new selection list or purchase order line item by selecting **File, New, Copy Segment Data** or **CTRL+N** from an existing selection list or purchase order line item.

Set alert indicator for bulk adding titles with multiple ISBNs

If this indicator is set to **Yes**, the **Alert** box on the Purchase Order Line Item workform will be checked automatically when titles are bulk-added and the linked bibliographic record has multiple ISBNs. When a bibliographic record is imported into Polaris, and it is a duplicate of an existing record with multiple ISBNs, the most-recently added ISBN is at the top of the list in a purchase order line item. Follow these steps to set the automatic alert.

1. In the Administration Explorer tree view, expand the organization's folder.
2. Select **Parameters** and select the **Acquisitions/Serials** tab.
3. Double-click **Bulk add to PO: Add Alert to PO line item for multiple ISBNs**, and select **Yes** or **No**.



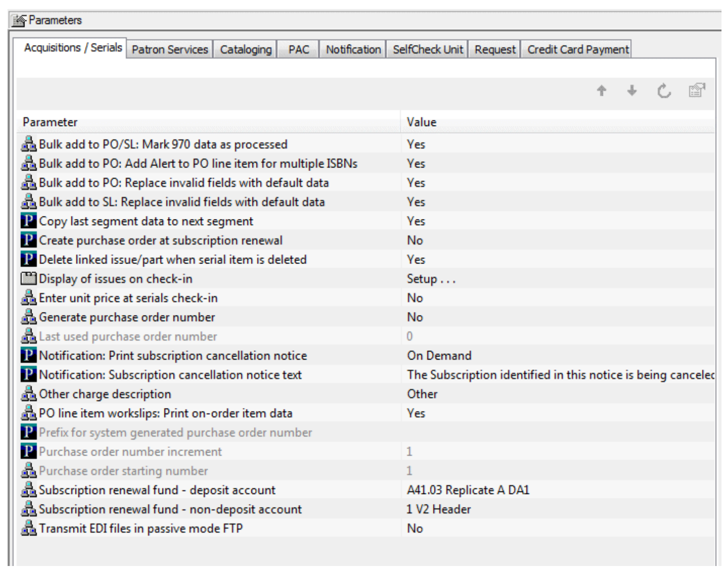
4. Select **File, Save**.

Set bulk add to use default data in purchase orders

When you set the **Bulk add to PO: Replace invalid fields with default data** parameter to **Yes**, you can enter default data on the Add to New Purchase Order dialog box, and this data is used to create the line items on the purchase order. If there are no 970 tags in the bibliographic records, or the tags are missing data, the line items are created using the data entered in the following fields on the Add to New Purchase Order dialog box: **Material type**, **Destination**, **Collection**, **Fund**, **Quantity**, **List Price**, and **Discount**.

Follow these steps to allow default information to be substituted for missing or invalid data when titles in record sets are bulk-added to purchase orders.

1. In the Administration Explorer tree view, expand the organization's folder.
2. Select **Parameters** and select the **Acquisitions/Serials** tab.



3. Double-click **Bulk add to PO: Replace invalid Fields with default data**, and select **Yes**.
4. Select **File, Save**.

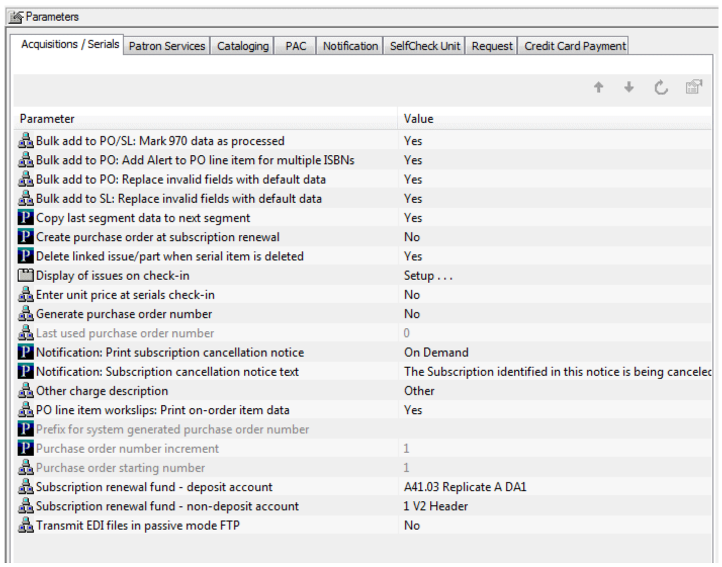
Related Information

"Create a purchase order by bulk adding titles" in the *Polaris Acquisitions Guide 4.1*

Mark 970 data as processed after bulk adding titles

If you import bibliographic records that contain 970 tags, the distribution information in the tags is used to create line item segments in purchase orders or selection lists when you bulk add the titles. You can set the **Bulk add to PO/SL: Mark 970 data as processed** parameter to **Yes,** so that if you import the same title again with new 970 tags and bulk add the title, the old 970 tags are not used. Follow these steps to mark 970 tags as processed.

1. In the Administration Explorer tree view, expand the organization's folder.
2. Select **Parameters** and select the **Acquisitions/Serials** tab.



3. Double-click **Bulk add to PO/SL: Mark 970 data as processed**, and select **Yes**.
4. Select **File, Save**.

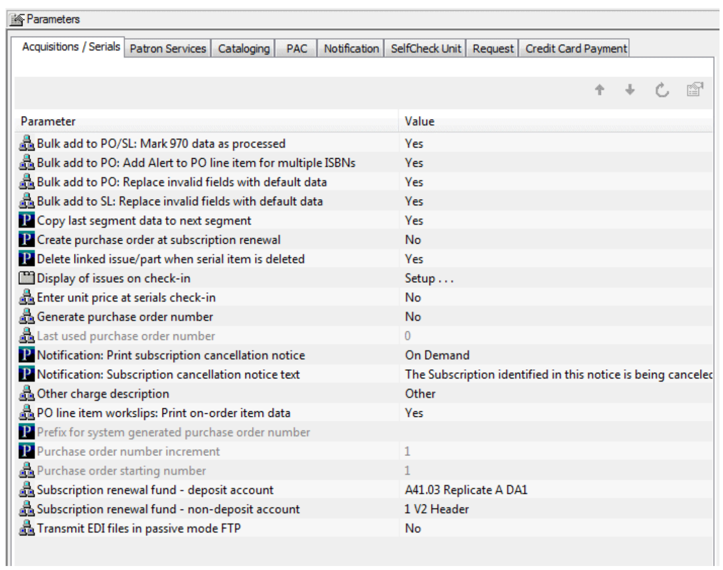
Related Information

Delete the processed 970 tags - You can set up a Polaris Administration Cataloging profile to run a utility that periodically deletes processed 970 tags. See "Set up the Subfield 9 cleanup utility" on page 62.

Specify whether on-order item data prints on POLI workslips

Follow these steps to specify whether on-order item data prints on purchase order line item workslips.

1. In the Administration Explorer tree view, expand the organization's folder.
2. Select **Parameters** and select the **Acquisitions/Serials** tab.
3. Select **PO line item workslips: Print on-order item data parameters**, and select one of the following options:
   - **Yes** (default) - If the purchase order line item has any linked on-order items, the data from the linked on-order items is printed on the workslip. A blank line appears if a segment does not have linked items. The segment data is printed only if no on-order items are linked to the purchase order line item.
   - **No** - Purchase order line item segment data will be printed on the purchase order line item workslip, regardless of the presence of on-order items.

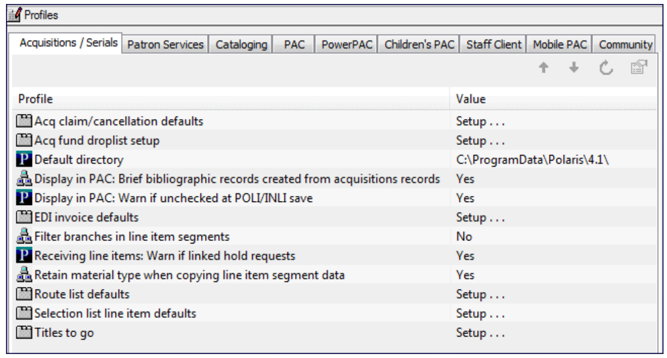


4. Select **File, Save**.

Enable brief bib record display in PAC

Follow these steps to display brief bibliographic records created in Acquisitions in the PAC.

1. In the Administration Explorer tree view, expand the organization's folder.
2. Select **Profiles** and select the **Acquisitions/Serials** tab.

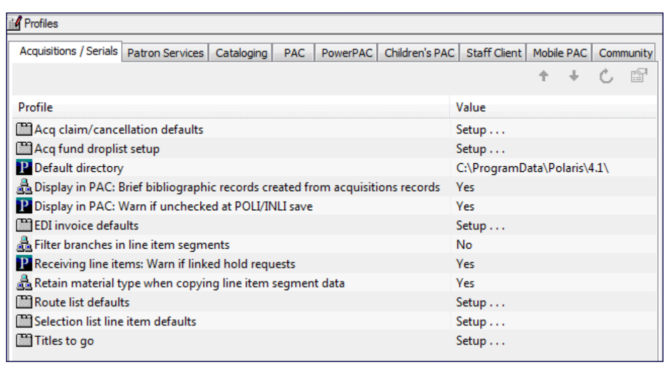


3. Double click **Display in PAC: Brief bibliographic records created from Acquisitions**, and select **Yes**.
4. Select **File, Save**.

Enable warning if no Display in PAC setting

Follow these steps to enable a warning message if the **Display in PAC** setting is not selected when saving a purchase order line item or invoice line item.

1. In the Administration Explorer tree view, expand the organization's folder.
2. Select **Profiles** and select the **Acquisitions/Serials** tab.

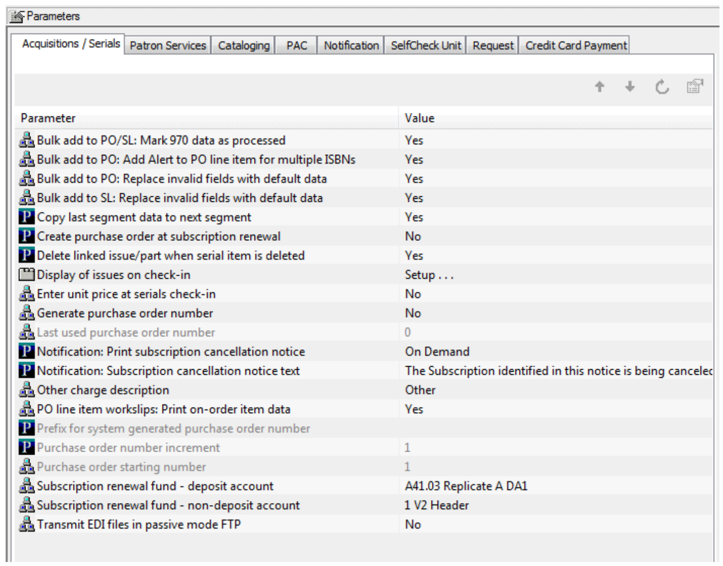


3. Double-click **Display in PAC: Warn if unchecked at POLI/INLI save**, and select **Yes.**
4. Select **File, Save**.

Rename the purchase order and invoice header Other charge type

If you want a more specific name for a purchase order or invoice header charge (charges that apply to the purchase order or invoice as a whole), you can rename the charge type of **Other.** The renamed charge type will appear in the **Charge Type** list on the General view of the Purchase Order and Invoice workform. Follow these steps to rename the **Other** header charge.

1. In the Administration Explorer tree view, expand the organization's folder.
2. Select **Parameters** and select the **Acquisitions/Serials** tab.



3. Double-click **Other charge description**.
4. Type a new name to give the **Other** charge.

   The name can have up to 19 alphanumeric characters.
5. Select **File, Save**.

   The charge type is saved and is available to select for purchase order or invoice header charges.

Related Information

"Add or change invoice header charges and credits" in the *Polaris Acquisitions Guide 4.1*.

Setting Up EDI Ordering

Polaris Library Systems offers a separately-licensed set of services for setting up, implementing, and supporting Electronic Data Interchange (EDI) ordering and invoicing. Polaris EDI services include support for Enriched EDI orders, shelf-ready items, and Advanced Shipping Notices (ASN). If you are interested in implementing EDI ordering through Polaris Acquisitions, contact your Polaris Site Manager.

Once you have implemented EDI with a supplier, your library can send electronic purchase orders and receive acknowledgments and invoices electronically (and advanced shipping notices, if the supplier produces them) using electronic data interchange (EDI) and Polaris Acquisitions. After the supplier receives the EDI order, an electronic order acknowledgment is put into the library's account folder on the supplier's FTP server. If the supplier can produce Advanced Shipping Notice (ASN) files, an ASN is also put into this folder when the order is prepared for shipment. Then, when the order is filled, the electronic invoice is put into this folder. The SQL job **PolarisEDIAgent** retrieves the files from the supplier's FTP server and loads them into a directory in Polaris. The purchase order acknowledgment file (POA) is used to create the Electronic Purchase Order Acknowledgment report, the ASN file is used to receive shipments in bulk, and the invoice file is used to create the EDI invoice record in Polaris.

About the Polaris EDIAgent Job

Tip:
You can change the EDIAgent schedule through SQL Server Enterprise Manager. For more information on the EDIAgent and SQL jobs, see "Polaris SQL Jobs Reference" in the *Polaris Administration Guide 4.1*.

The SQL job, Polaris EDIAgent, runs on a default schedule of 8:00 a.m. every morning and scans the supplier's FTP server looking for files in the library's directory. The EDIAgent identifies the supplier's FTP server by the address in the **FTP Address** field and the library's directory by the **Username** and **Password** fields in the Supplier record.

The first time the EDIAgent is run, it creates the **EDINew** directory (**C:ProgramData\Polaris\4.x***datalink***\EDIAgent\EDINew**) and the **EDIDone** directory (**C:ProgramData\Polaris\4.x***datalink***\EDIAgent\EDIDone)**. The datalink portion of the file path depends on how your library server is set up.

When the EDIAgent finds electronic purchase order acknowledgment, invoice, or advanced shipping notice files in the library's account directory on the supplier's FTP server, it retrieves them and loads them into the **EDINew** directory (or any other directory specified in the Polaris Administration Acquisitions profile **Default directory**). Once the files are loaded into the SQL database, they are moved to the **EDIDone** directory. If any of these steps fail, the errors are logged in the event viewer.

The files retrieved by the EDIAgent are used as follows:

- **Purchase Order Acknowledgments** - The purchase order acknowledgment data is used to generate the PO Acknowledgment Report, a standard report available from the Polaris Shortcut Bar. See "Acquisitions Reports" in the *Polaris Basics Guide 4.1*.
- **EDI Invoices** - The invoice data automatically creates EDI invoices in Polaris, and you can search for these invoices by the suffix EDI. You can select the **Hold partial shipment invoices** in the EDI Defaults profile in Polaris Administration to prevent EDI invoices from being created automatically if the number of copies received does not equal the number of copies ordered on any of the line items in the invoice. You can generate these partially received invoices using the Process EDI Invoices workform. See "Set up EDI invoice defaults" on page 123.
- **Advanced Shipping Notices (ASN)** - The ASN (X12 transaction set 856) is composed of data related to the shipment, orders, packages or cartons, and the items inside the cartons. When the shipment arrives, the user opens the Receive ASN Shipments workform and receives the purchase order line items by scanning the UCC-128 barcode on the outside of the carton. See "Receive using the Advanced Shipping Notice (ASN)" in the *Polaris Acquisitions Guide 4.1*.

EDI Ordering Setup Checklist

Before you can order via EDI, you must do the following setup tasks:

- ☐ **Verify that your library can send and receive files via FTP** - Electronic Data Interchange (EDI) orders are sent via File Transfer Protocol (FTP), and purchase order acknowledgments and invoices are received via FTP. Therefore, your library must be able to send outbound files and receive inbound files via FTP.
- ☐ **Check with your library's IT department to determine if you should transfer EDI files in active or passive mode** - When you transmit or receive files via FTP in active mode, both the server and client are required to open up ports to check for incoming traffic. This can cause problems when you are working behind a firewall. However, when you transmit or receive files via FTP in passive mode, only the server is required to open up ports for incoming traffic. If you are working behind a firewall, transmitting and receiving via FTP in passive mode gives you a better chance of being able to connect to an FTP server.
- ☐ **Set the transmission mode to active or passive in Polaris Administration** - Set the Acquisitions/Serials parameter **Transmit EDI files in passive mode FTP** to **Yes** for passive mode or **No** for active mode. The parameter's default setting for all new installations of Polaris is **Yes** (passive mode). For information on setting this parameter, see "Specify the EDI FTP transmission mode" on page 122.
- ☐ **Get EDI account information** - Contact the suppliers to whom you will be sending EDI orders, and tell them your library is interested in sending EDI orders (X12 format) via the Polaris Integrated Library System. After you verify that the supplier accepts EDI orders, request the following information:

  Note:
  Be sure to note this information to enter in the Supplier record in Polaris or to send to your Polaris Implementation Manager or Polaris Site Manager.

  - Account number/SAN suffix. (Some suppliers use only the account number, while others use a SAN suffix as an account number.)
  - Username
  - Password
  - FTP address
  - Purchase order/invoice directory
  - Purchase order acknowledgment directory
  - Purchase order file extension
- ☐ **Check the supplier's maximum length for purchase order numbers** - Make sure your purchase order numbers do not exceed this limit. If an EDI purchase order number exceeds your supplier's limit, it may not match up with an EDI invoice because the supplier will truncate the number.

☐ **(Optional) Verify that the supplier accepts Enriched EDI Orders** - If your library is interested in getting "shelf-ready" materials from the supplier, verify that the supplier accepts Enriched EDI Orders. Enriched EDI orders include additional branch-specific information so the supplier can provide embedded holdings data in the full MARC records it returns. When the MARC records are imported into Polaris, the brief bibliographic records are overlaid, and the on-order item records are updated so that the materials are ready for circulation with minimal processing. The cataloging services offered and the costs differ among suppliers.

☐ **Contact your Polaris Implementation or Site Manager -** After getting the information from the suppliers to whom you are sending EDI orders, contact your Polaris Implementation Manager or Polaris Site Manager and tell them the names of the suppliers to which you plan to send EDI orders; whether you plan to send enriched EDI orders and receive shelf-ready materials; and whether you plan to use the Advanced Shipping Notice (ASN) for any of the suppliers that offer this functionality. Then request a license from Polaris to enable EDI ordering.

☐ **Set up EDI ordering in Polaris -** With the help of your Polaris Implementation or Site Manger, do the following:

- Enter the supplier's account information in the Supplier record in Polaris Acquisitions.
- Set up EDI invoice defaults in Polaris Administration. See "Set up EDI invoice defaults" on page 123.
- Verify that the appropriate staff members have the Polaris permission **Send electronic purchase orders**.

☐ **Add links to supplier databases** - (Optional) You can add a link from Polaris to your suppliers' Web databases so you can access them directly from Polaris. After setting up the links, you can go to **Utilities, Link to Supplier Databases** and select the supplier. You will still need to log in with a username and password on the supplier's site. See "Add links to supplier databases" on page 104.

☐ **Set up distribution grids at your supplier sites -** The supplier uses these grids to provide bibliographic records with 970 tags that have subfields specifying the distribution information. When the records are imported, they are automatically added to a record set. You can bulk add the bibliographic records to build the purchase order with line item segments for each distinct combination of collection, location, and fund in the 970 tags. The location, quantity, and fund are required to create the purchase order line item segments; the collection and material type are optional.

The data entered in the distribution grid on the supplier's site must match the Polaris data as follows:

Supplier's Grid	*Polaris Data*
location	branch abbreviation
fund	fund name or fund alternative name
collection	collection abbreviation
material type	material type number

☐ **Grant permissions to staff who manage import profiles** - The Cataloging permissions **Import profiles**: **Access**, **Create**, **Modify**, and **Delete** should be granted to senior-level cataloging staff. It is important to limit the permissions to modify import profiles because the correct settings are essential for successful creation of purchase order line item segments. For information on permissions for working with import profiles, see "Maintain Import Profiles in Import Profile Manager" on page 13.

☐ **Grant permissions to staff who import records** - There are two levels of Cataloging permissions you can grant to staff members who import cataloging records:

- **Import bibliographic, item and authority records: Allow** - Staff members can make changes to settings on any tab in the Polaris Import Setup window. They can access the Polaris Import Setup window by selecting **Utilities, Importing, Full Import**.
- **Express importing: Allow** - Staff members can make changes to settings on the Profile setup and the Record set tabs in the Polaris Import Setup window, but they cannot make changes on any other tab. They can access the Polaris Import Setup window by selecting **Utilities, Importing, Express Import**. This permission allows staff members to import records without full cataloging permissions.

Note:
For information on all the permissions required to import cataloging records, see "Import Records" on page 13.

☐ **Copy the Polaris read-only profile Acquisitions bibs** - Select **Utilities, Importing, Profile Manager** to open the Profiles Manager. The Acquisitions Bibs profile is already set up to: ignore MARC validation (because the incoming records are brief); check duplicates and if duplicates are found, retain the 970 tags from the brief records while keeping the full bibliographic records. Select the **Acquisitions bibs** profile, right-click, and select **Copy**. Then, for each of your suppliers, type the supplier's name or abbreviation in the **Name** box and a description for the profile in the **Description** box. For more information, see "Setting Up Import Profiles" in the *Polaris Cataloging Guide 4.1*.

☐ (Optional) **Copy the Enriched EDI Orders profile** - If you are importing records from a supplier that provides shelf-ready cataloging, select the **Enriched EDI Orders** read-only import profile, right-click, and select **Copy**. Then, name it with the supplier's name. The **Enriched EDI Orders** profile is set up to import full bibliographic records containing embedded holdings data. The holdings data automatically updates on-order items to fully-cataloged items.

☐ **Set Up Bulk Add in Polaris** - Use the following Polaris Administration parameters:

Note:
You can clean up 970 tags that are marked as processed using the Polaris Administration profile $9 Cleanup Utility. See “Set up the Subfield 9 cleanup utility” in the *Polaris Technical Services Administration Guide 4.1*.

- **Bulk Add to PO: Replace Invalid Fields with Default Data** - This parameter specifies default information that is used to create segments if data is missing in the imported records' 970 tags. If you are using a Web-based selection tool at your supplier's site, you can set this parameter to **No** so missing or inaccurate information appears in the import log, rather than creating default segments in your purchase orders.
- **Bulk add to PO/SL: Mark 970 data as processed** - Set this parameter to **Yes** so that each 970 tag is updated with a subfield 9 ($9) indicating the date and time the tag was used to create a line item segment. If the title is ordered again using the same bibliographic record, the previous 970 tags will not be used again and new 970 tags will be used to create the purchase order line item segments.
- **Bulk Add to PO: Add Alert to PO line item for multiple ISBNs**
  This parameter specifies whether the **Alert** check box is automatically checked for purchase order line items created from bulk-added bibliographic records with more than one ISBN. We recommend that you leave it set to **Yes** (the default).

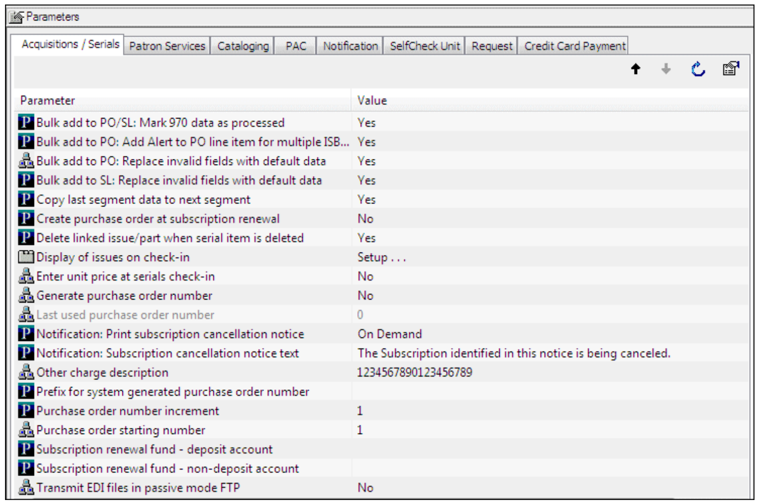
☐ **Grant permissions to staff members who bulk add records from record sets and create purchase orders**. For information on the permissions required to order materials, see “Order Materials” on page 87.

Specify the EDI FTP transmission mode

You can specify whether EDI files are transmitted and received in passive or active mode using an Polaris Administration Acquisitions/Serials parameter that is set at the system level. The mode applies to all EDI orders and purchase order acknowledgments for all EDI suppliers.

Note:
For more information on active and passive FTP modes, see "Setting Up EDI Ordering" on page 116.

1. In the Administration Explorer tree view, expand the **System** folder.
2. Select **Parameters** and select the **Acquisitions/Serials** tab.



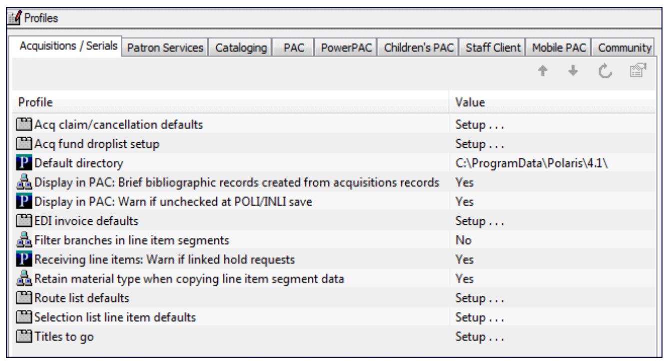
3. Double-click **Transmit EDI files in passive mode FTP**.
4. Select **Yes** to transmit EDI files in passive mode, or **No** to transmit files in active mode.
5. Select **File, Save**.

Set up EDI invoice defaults

If you use EDI ordering, you can set up invoice defaults that create an invoice line item if no matching purchase order line item is found. The dialog box for the EDI Invoice defaults profile also includes options for automatically updating the linked purchase order line item, loading header funds, updating the item records linked to the purchase order, and preventing the automatic creation of EDI invoices when any of the line items has a quantity sent less than the quantity ordered. See “Receiving Orders” in the *Polaris Acquisitions Guide 4.1*.

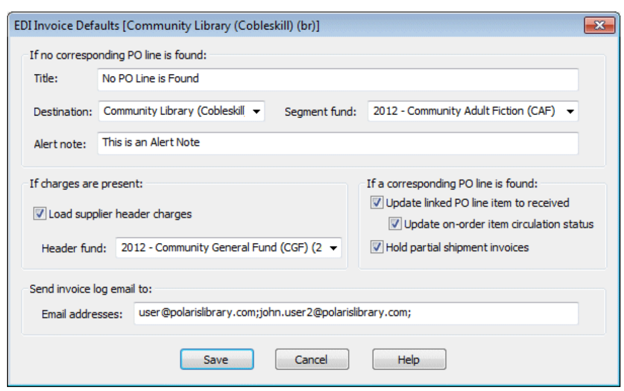
Follow these steps to set up the defaults for EDI invoices.

1. In the Administration Explorer tree view, select the organization’s folder.
2. Select **Profiles** and select the **Acquisitions/Serials** tab.



3. Double-click **EDI Invoice defaults**.

   The EDI Invoice Defaults dialog box appears.



4. Type the default title in the **Title** box.

Example:
Enter **No PO line found** in the **Title** box to indicate that the invoice line item was created using default information.

5. Select the default destination in the **Destination** box.

Tip:
If you have specified default funds for segments and header charges, the funds will be updated to the new funds automatically during the fiscal year rollover process. See "Managing Fiscal Year Rollovers" on page 135.

6. Select the default fund for the segment in the **Segment fund** box.

7. If you want an alert (exclamation point icon) to appear next to any invoice line item that was created using defaults, type an alert note in the **Alert note** box.

8. Specify if you want header charges loaded automatically when EDI invoices are created:
   - To load the header charges from the supplier, select the **Load supplier header charges** check box, and select the fund in the **Header fund** box.
   - To keep the header charges from loading automatically, uncheck the **Load supplier header charges** box.

   Note:
   If you do not load the header charges automatically, you can add them and select specific funds to use for each charge type on the Invoice workform when the EDI invoice is created.

9. To update any matched purchase order line items to received automatically as soon as the EDI invoice is created, select **Update linked PO line item to received**.

10. If you selected **Update linked PO line item to received**, specify if you want to update the linked on-order item records:
    - To change the linked on-order item records to in-process automatically, select the **Update on-order item circulation status**.
    - To leave the linked on-order item records with a status of on-order until the physical item is received, uncheck the **Update on-order item circulation status**.

11. To prevent EDI invoices from being created automatically when the quantity sent does not equal the quantity ordered for any of the line items on the invoice, select **Hold partial shipment invoices**.

    When this option is selected, EDI invoices are created automatically only if the quantity sent matches the quantity ordered on all line items, so no invoice line items appear with the warning exclamation mark. You can use the Process EDI Invoices workform to generate the partial shipment invoices separately. See "Process EDI invoices for partial shipments" in the *Polaris Acquisitions Guide 4.1*.

12. In the **Email addresses** box, type the e-mail addresses of staff members to whom you want invoice details sent. Use semicolons to separate multiple e-mail addresses, but do not leave a semicolon at the end of an e-mail address. You must enter at least one valid e-mail address.

    Important:
    If an e-mail address ends with a semicolon, the e-mail program expects another e-mail address to follow and it fails on the blank address. The invoices are created but no e-mails are sent.

13. Select **Save** to save the EDI invoice defaults.

14. Select **Administration, Profiles, PAC** and confirm that the profile **Email Notification: Server running SMTP service** displays your library's e-mail server name.

Related Information

- **EDI E-mail** - The e-mail message is a log of the generated invoice files that the EDIAgent picked up from the supplier's site. If there are errors in the invoice, such as a line item was already canceled, the e-mail log shows the reason for the error. If there are holds on any of the titles, they will be listed in the e-mail. For more information on the EDI e-mail log, see "The EDI Invoice E-mail Log" in the *Polaris Acquisitions Guide 4.1*.

  The e-mail messages are created by Polaris Library Systems. However, the sender of the e-mail is not polariscommunications@polarislibrary.com because this address causes some libraries' SPAM filters to reject e-mails. The sender in the **From** field is whatever address is entered in the PAC profile **Email notification: Email address of sender**. See "Setting Public Access Profiles and Parameters" in the *Polaris Public Access Administration Guide 4.1*.

- **Generating partial shipment invoices** - If you select the option **Hold partial shipment invoices**, you can generate the invoices later using the Process EDI Invoices workform. The invoices generated using the Process EDI Invoices workform use the same EDI Invoice Defaults settings as automatically-created invoices.

Managing Receiving

When materials shipments arrive, your staff updates the purchase order line items to received, claimed (when items are missing, damaged, or incorrect), or canceled. Then, the received items are invoiced and paid for, and canceled items are credited. You can delete purchase orders or purchase order line items that were canceled.

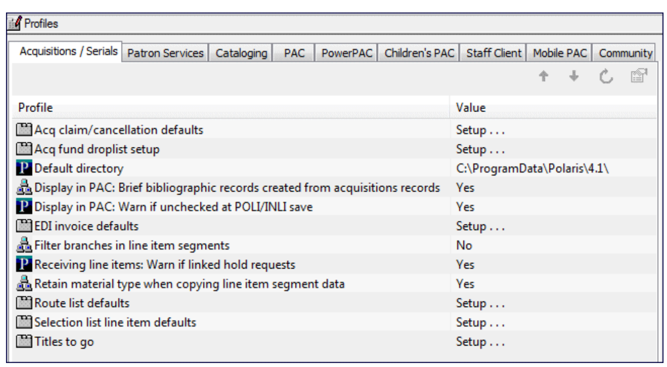
Do the following tasks to set up receiving for your organization:

- Grant permissions to receive orders. See “Receive Materials” on page 89 for a list of the required permissions.
- Grant permissions to claim missing or damaged items, and to cancel orders. See “Claim Ordered Items” on page 89 for a list of the required permissions.
- Grant permissions to create, pay, credit, and adjust invoices. See “Invoice Materials” on page 90 for a list of the required permissions.
- Specify whether you want warnings to appear when you receive items that have holds placed on them. “Set warning when receiving line items with holds” on page 126.
- Set claim and cancellation notice defaults. See “Set claim/cancellation notice defaults” on page 127.
- Define claiming reasons. See “Define claiming reasons” on page 128.

Set warning when receiving line items with holds

Follow these steps to turn the holds warning message off or on.

1. In the Administration Explorer tree view, expand the organization’s folder.
2. Select **Profiles** and select the **Acquisitions/Serials** tab.

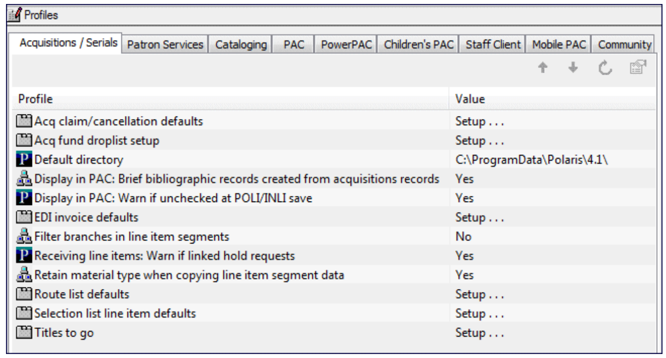


3. Double-click **Receiving line items: Warn if linked hold requests**, and select **Yes** or **No**.
4. Select **File, Save**.

Set claim/cancellation notice defaults

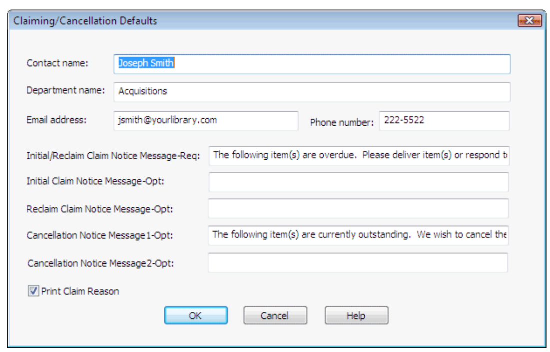
Follow these steps to define the claim and cancellation notice information that appears on all new acquisitions claims created for an organization.

1. In the Administration Explorer tree view, expand the organization's folder.
2. Select **Profiles** and select the **Acquisitions/Serials** tab.



3. Double-click **Acq claim/cancellation defaults**.

   The Claiming/Cancellation Defaults dialog box appears.



4. Type the following information for the contact at the library:
   - **Contact name**
   - **Department name**
   - **E-mail address**
   - **Phone number**
5. In the **Initial/Reclaim Claim Notice Message-Req** box, type the message to print on every claim (initial and reclaim) notice.

   Example:
   The following items were not received. Please deliver items or respond to the contact listed below.

6. Type a message in the **Initial Claim Notice Message-Opt** box that is only printed on initial claim notices.
7. Type a message in the **Reclaim Claim Notice Message-Opt** box that is only printed on claim reminder notices.

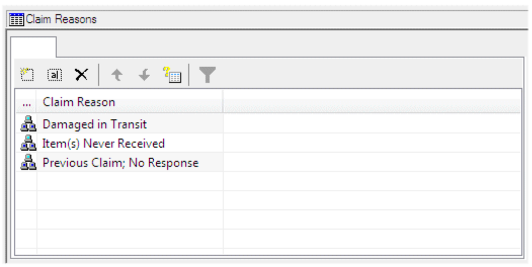
8. In the **Cancellation Notice Message1-Opt and Cancellation Notice Message2-Opt** boxes, type the message that you want to appear on cancel order notices.
9. Specify whether claim reasons are printed on the claim notices by selecting or clearing the **Print Claim Reason** check box.
10. Click **OK** on the dialog box.

Define claiming reasons

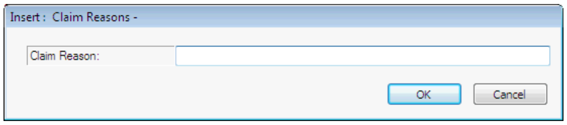
Follow these steps to define the standard claim reasons that can be selected in the **Reason** box on the Claim workform.

1. In the Administration Explorer tree view, expand the organization's folder.
2. Expand the **Policy Table** folder.
3. Select **Claim Reasons**.

   The Claim Reasons table appears.



4. Click  to open the Insert: Claim Reasons dialog box.



5. Type the claim reason you want to add, and click **OK**.
6. Select **File, Save**.

Modify or Delete a Claim Reason

To modify a claim reason, select an entry in the Claim Reasons policy table, and click . To delete a claim reason, select an entry in the Claim Reasons policy table, and click .

Setting Up Titles to Go

With the Polaris Titles to Go service, you can quickly check a title's availability at your supplier's site and bring back bibliographic, pricing, inventory, and binding data directly into the purchase order line item in Polaris. Currently, Titles to Go operates with the following book suppliers: Ingram Books, Inc. (Ingram), Book Wholesalers, Inc. (BWI), Baker & Taylor (B&T), Brodart, and United Library Services (ULS).

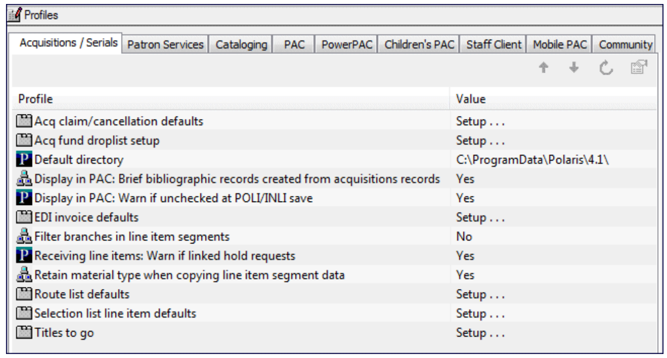
Before you can enable Titles to Go in Polaris, do the following:

- Contact your Polaris Library Systems Site Manager and explain that you want to use Titles to Go.
- Record the following authentication data for querying your suppliers:
  - Baker & Taylor (B&T) - You do not need to contact B&T before using Titles to Go. The username will always be GIS (case sensitive), and the password will always be Polaris (case sensitive).
  - Book Wholesalers Inc. (BWI) - Contact BWI to get a username and password to use Titles to Go.
  - Brodart - Contact Brodart to get a username and password to use Titles to Go.
  - Ingram - Contact Ingram to get a username to use Titles to Go. Ingram provides a form on their EDI ordering page for customers who want to use Titles to Go.
  - United Library Services (ULS) - Contact ULS to get a username and password to use Titles to Go. (ULS is a Canadian supplier).
- Ensure that the Supplier records in Polaris have the correct supplier SAN:
  - Baker & Taylor (B&T) - SAN is 1556150
  - Book Wholesalers, Inc. (BWI) - SAN is 1355449
  - Brodart - SAN is 1697684
  - Ingram - SAN is 1697978
  - United Library Services (ULS) - SAN is 1699342
- Set up the Titles to Go profile. See "Enable Titles to Go for your suppliers" on page 130.

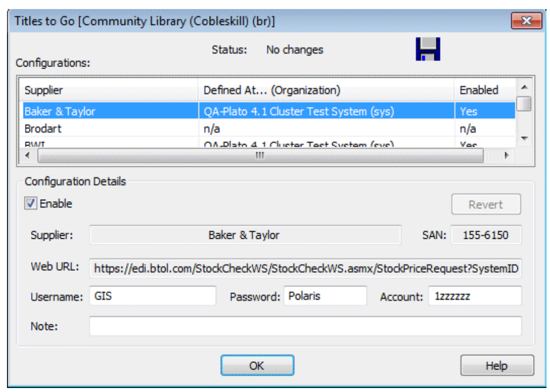
Enable Titles to Go for your suppliers

Follow these steps to enable Titles to Go at your suppliers' sites.

1. In the Administration Explorer tree view, expand the organization's folder.
2. Select **Profiles** and select the **Acquisitions/Serials** tab.



3. Double-click **Titles to Go** to open the Titles to Go dialog box.



4. Select the supplier in the list, and select **Enable**.

   Important:
   Make sure the SAN in the Supplier Record workform matches the one in the SAN box in this profile. See "Create a new supplier record" in the *Polaris Acquisitions Guide 4.1*.

5. Type the authentication information in the **Username, Password** and **Account** boxes. The required authentication information varies by supplier.

   Important:
   Baker & Taylor (B&T) uses the account number in the linked Supplier record in addition to the account number you enter in the Titles to Go profile.

6. Click **OK**.

   Titles to Go is enabled for the supplier you specified.

Tip:
You can click **Revert** to go back to the original configuration details if you change a supplier's configuration details and make an error.

Administering Foreign Currencies

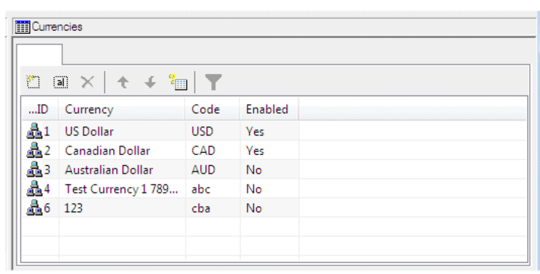
If you have any suppliers that require payment in a currency other than your country's default (base) currency, the foreign currency must be enabled in the **Currencies** policy table in Polaris Administration. Next, if your default currency is other than United States dollars, you need to update the default currency in the System workform in Polaris Administration. Then, the exchange rate for the foreign currency must be set in the Update Exchange Rate dialog box.

After you establish the foreign currencies, you need to select the currency code in the Supplier record for each foreign supplier. When you order from a foreign supplier, all purchase orders and invoices that are linked to the foreign supplier record will reflect the foreign currency. During fund transactions, the amounts will be converted to the base currency before posting against the funds.

Add or enable a foreign currency

Follow these steps to add or enable a foreign currency.

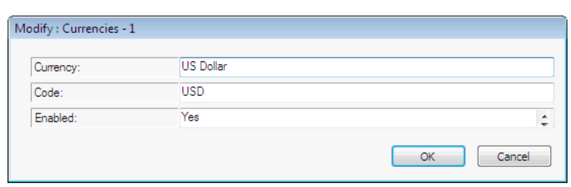
1. In the Administration Explorer tree view, expand the **System** folder.
2. Expand the **Policy Tables** folder.
3. Select **Currencies** to open the Currencies policy table.



4. Do one of the following steps:

Tip:
You can select a currency and click [icon] to modify it. Or, click [icon] to add a new currency.

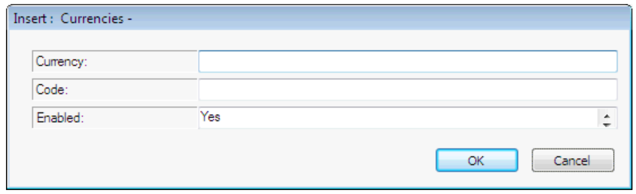
- To enable a currency that is already listed, select the currency and press **Enter**, or right-click and select **Modify**. In the **Enabled** box, select **Yes**.



- To add a new currency, press the **Insert** key, or right-click and select **Insert.** Then, type the currency in the **Currency** box, type the currency code in the **Code** box, and select **Yes** in the **Enabled** box.

  Note:
  Polaris does not check the ISO currency standard, but you can find the list at:

  http://www.iso.org/iso/support/faqs/faqs_widely_used_standards/widely_used_standards_other/currency_codes/currency_codes_list-1.htm



5. Click **OK**.

   The currency is enabled and will be available in the drop-down list in the Supplier workform.

6. Set the default currency in the System workform. See "Select your system's base currency" on page 132.

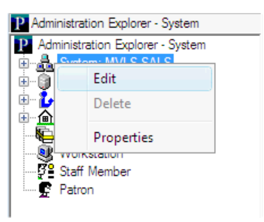
Select your system's base currency

Follow these steps to set your system's base currency.

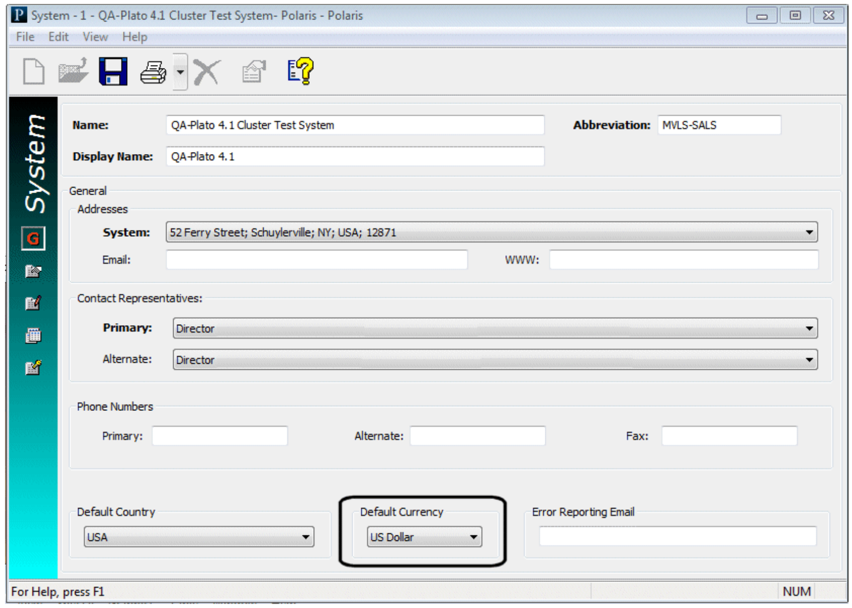
Note:
The default currency is United States dollars. If your library system is in the United States, you do not need to change the setting.

Tip:
You can also select **Administration, System** and search for your system record using the Find Tool.

1. In the Administration Explorer tree view, select the **System** folder.
2. Right-click, and select **Edit**.



The System workform appears.



3. Select your library system's base currency in the **Default Currency** box.
4. Select **File, Save** to save the workform.

   All Supplier records will display this currency unless you change it.

Set the currency exchange rate

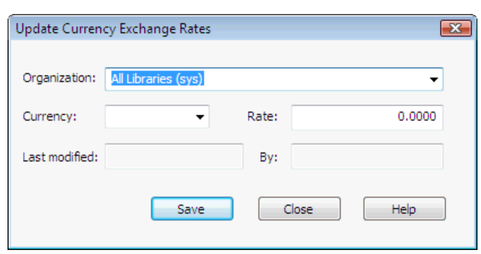
You can change the exchange rate without System Administration permissions. You do need the Acquisitions permission: **Allow Adjust currency exchange rates.**

Note:
The currency must be enabled in the Currencies policy table in Polaris Administration before you can update it. See "Add or enable a foreign currency" on page 131.

Follow these steps to change the exchange rate for a foreign currency.

1. On the Polaris Shortcut Bar, select **Utilities, Update Currency Exchange Rates.**

   The Update Currency Exchange Rates dialog box appears.



2. Select the organization for which you want to update the currency exchange rate in the **Organization** box.

   Important:
   If your library does centralized ordering, set up the currency exchange rate at the system level **All Libraries (sys)**, and make any changes to the exchange rate at the system level. If you set the initial exchange rate at the system level and always update the exchange rate at the system level, the rate is the same for all libraries and branches below the system level. However, if you update the currency exchange rate at the library level, the system's exchange rate no longer applies, and all subsequent changes to the rate must be made at the library level.

3. Select the currency to update in the **Currency** box.

   Important:
   Only foreign currencies are displayed in the list.The default currency is not listed.

4. Type the exchange rate in the **Rate** box.

   The **Last modified date** displays the date and time the exchange rate was updated, and the **By** box displays the user name of the staff member who updated the exchange rate. These fields cannot be modified.

5. Click **Save**.

   The exchange rate is saved.

Related Information

- **Supplier records for foreign suppliers** - When you have finished enabling the foreign currency or currencies and updating the exchange rates, you can select the appropriate currency in the supplier records for all foreign suppliers. See "Set up a supplier record for a foreign vendor" in the *Polaris Acquisitions Guide 4.1*.
- **Currency Exchange Rates report** - The Currency Exchange Rates report shows the currency exchange rates for the foreign currencies your library uses, the date and time of the latest update to the exchange rate, and the user who changed the exchange rate. For more information, see "Acquisitions Reports" in the *Polaris Basics Guide 4.1*.

Managing Fiscal Year Rollovers

Polaris provides a utility with the following options for handling fiscal year rollovers:

- **Run fiscal year utility** - Create a new fiscal year record that replaces the old fiscal year and relinks the old fiscal year's funds to the new fiscal year, replicating the fund structure. Any amount left in the funds can be carried over into the next fiscal year, or the amount can be zeroed out. See "Run fiscal year rollover utility" on page 139.
- **Replicate fiscal year hierarchy** - Replicate the fund structure in the new fiscal year, but keep the old fiscal year open for a time until all money in the linked funds is expended. With this option, funds can be expended in the old fiscal year's funds, but not encumbered. The library can continue to receive, cancel, and invoice in the current fiscal year using the old funds, while ordering, receiving, and invoicing in the new fiscal year using the new funds. See "Replicate fiscal year hierarchy" on page 143.
- **Close fiscal year** -This closes the current fiscal year and all linked funds. See "Close fiscal year" on page 143.

If you are changing the structure significantly, contact your Polaris Site Manager regarding your fiscal year-end workflow.

Note:
If your library uses foreign currencies, the amounts disencumbered and re-encumbered in the new fiscal year will use the exchange rate recorded at the time the purchase order was released.

Run fiscal year rollover utility checklist

The following is an overview of the steps to accomplish the fiscal year rollover in Polaris:

- ☐ Back up the library's Acquisitions data.
- ☐ If you are using EDI, turn off the EDIAgent job a day or two before the rollover.
- ☐ Decide which of the following options your organization will use for closing out a fiscal year that has a surplus of money remaining in its linked funds:
  - Keep all unexpended funds and roll them into the next fiscal year. For more information, see "Rollover Free Balance Option" on page 141.
  - Zero out all the unexpended funds. Keep only the funds that are encumbered. For more information, see "Zero-Out Free Balance Option" on page 142.
- ☐ If you are using Polaris Serials, and you want to increase the percentage encumbered in funds used to pay for standing orders and subscriptions, make a note of the percentage increase.
- ☐ Run the Outstanding Orders report, which lists the purchase orders to be rolled over.
- ☐ Run the Fiscal Year/Fund Balances Report - Select **Run pre-processing reports** from the Fiscal Year Rollover Utility. This report shows the current state of the fund balances to be rolled over.

Tip:
For more information on these reports, see "Fiscal Year Rollover Reports" on page 144.

- ☐ Run the Fiscal Year Rollover Utility against each fiscal year. See "Run fiscal year rollover utility" on page 139.
- ☐ In the Polaris Staff Client, search for open Fiscal Year records. Rename the open fiscal year(s) to show the current year because the name of the new fiscal year will be the same as the old fiscal year.
- ☐ Review the newly created Fiscal Year(s) and Fund records in the Fiscal Year and Fund explorers. See if fund names need to be changed to reflect the new fiscal year. You can also run the fiscal year rollover reports. If you have any questions about the results, contact your Polaris Site Manager.
- ☐ If you use EDI ordering, the default segment and header funds are updated automatically in the **EDI Invoice Defaults** profile. Check the profile to confirm that the default header and segment funds are set correctly. See "Set up EDI invoice defaults" on page 123. Then, re-enable your Polaris EDIAgent job.

Replicate fiscal year checklist

The following is an overview of the steps to replicate the fiscal year's fund hierarchy:

- ☐ Back up the library's Acquisitions data.
- ☐ Run the Outstanding Orders report - The report lists purchase orders to be rolled over.
- ☐ Run the Fiscal Year/Fund Balances Report - Select **Run pre-processing reports** from the Fiscal Year Rollover Utility. It shows the current state of the fund balances to be rolled over.
- ☐ Run the Fiscal Year Rollover utility.
- ☐ Review the newly created Fiscal Year(s) and Fund records in the Fiscal Year and Fund explorers. See if fund names need to be changed to reflect the new fiscal year.
- ☐ Rename the new fiscal year to distinguish it from the old fiscal year.

Tip:
For more information on these reports, see "Fiscal Year Rollover Reports" on page 144

Note:
If your library does EDI ordering and has a default fund selected in the EDI Invoice Defaults profile, the fund is not replaced by the new fund because the library can still expend from the old fund. The new fund can be selected at any time after the replication.

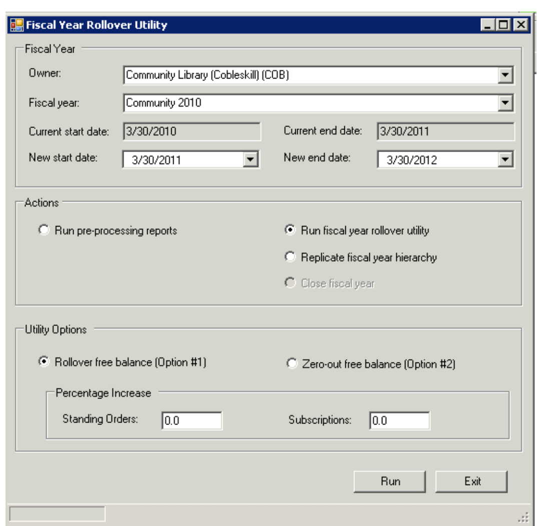
Use the Fiscal Year Rollover Utility

Follow these steps to use the Fiscal Year Rollover Utility.

1. On your production server, go to: **C:\Program Files(x86)\Polaris*version*\Bin**
2. Right-click on **POLFYUtility.exe** and select **Send To, Desktop.**

   The shortcut icon appears on the server's desktop.
3. Double-click the shortcut icon for the Fiscal Year Utility.

   The Fiscal Year Rollover Utility window is displayed.



4. Select the fiscal year branch in the **Owner** box.
5. Select the fiscal year to be rolled over in the **Fiscal year** box.

   Note:
   Fiscal year records with a status of Open or Encumbrances Closed appear in the list. You can roll over or replicate a fiscal year with a status of Open, or close a fiscal year with a status of Encumbrances closed.

6. If you want new start and end dates for the fiscal year, select the dates in the **New start date** and the **New end date** boxes.

   Note:
   The current start and end dates are based on the selected fiscal year, and the new start and end dates are a year later.

7. Select **Run pre-processing reports**.
8. Select one of the following options:
   - **Run fiscal year rollover utility -** If you select this option, select **Rollover free balance** or **Zero-out free balance**. If you are using Polaris Serials and you want to increase the amount encumbered in funds linked to standing orders or subscriptions, type the percentage increase in the **Standing Orders** and **Subscriptions** boxes. See "Run fiscal year rollover utility" on page 139.
   - **Replicate fiscal year hierarchy** - If you select this option, the current fiscal year's fund structure is replicated. See "Replicate fiscal year hierarchy" on page 143.
9. Click **OK** to run the utility (or the report if you have chosen to run the report). To close the utility, click **Cancel**.

   While the utility is running **Working** is displayed in the lower left corner. When the job is complete, **Fiscal year rollover completed successfully** is displayed.

Run fiscal year rollover utility

When the **Run fiscal year rollover utility** option is selected, the utility does the following:

- Creates a new fiscal year by replicating the current fiscal year record and its fund structure. A copy of each fund is created with all parent/child links in the new fund structure remaining as in the previous fiscal year.
- Copies the following information from the old funds to the new funds:

  General view of the Fund Record workform -

  Name

  Alternative name

  Transfers (checked = allowed, unchecked = disallowed)

  Fiscal year

  Fund type

  Parent fund

  External name

  Owner

  Source

  Display

  Renewal date

  Fund Balances view of the Fund Record -

  Note (General)

  Encumbrance Limits (fund, order, line)

  Expenditure/Debit Limits (fund, invoice, line)

  Donor view of the Fund Record (if money in the fund was donated) -

  Donor name (first)

  Donor name (last)

  Corporate name

  Address 1

  Address 2

  County

  City

  State

  Postal code

  Country

  Phone

  Fax

  Email

  Note (in memory of)

  Description

  Restriction

- If you chose **Rollover the free balance**, the following fields are set to $0.00:

  Beginning Allocation

  Expended

  Percent Expended

- If you chose **Zero out free balance** the following fields are set to $0.00:

  Beginning Allocation

  Carryover Allocation

  Total Allocation

  Expended

  Percent Expended

- Unlinks the old funds and relinks the corresponding new funds from the following records:
  - Pending purchase orders with header funds
  - Purchase order line item segments on pending purchase orders
  - Open invoices with header funds
  - Invoice line item segments with a status of Prepaid and the linked Purchase Order Line Item segment has a status of On-order, Backordered, Exceptional condition, Never published, Out of print, Return requested, Returned, Pending claim or Claimed.
  - Selection list line item segments on open selection lists
  - Purchase order templates
- Disencumbers any amounts that are encumbered in the funds linked to the existing fiscal year. These encumbrances are from purchase orders and purchase order line item segments that have not yet been paid. The encumbrances may be for charges such as shipping at the purchase order header level, or for purchase order line item segment charges for materials ordered but not yet received, or received but not yet paid for. In addition, the encumbrances may be for standing order or subscription purchase orders that are still open.
- Encumbers the amounts in the new funds in one transaction. The transaction includes all amounts for all purchase orders and purchase order line item segments that had amounts encumbered in the old funds linked to the old fiscal year. If you use Polaris Serials and you have chosen to increase subscriptions or standing orders by a percentage, the amount encumbered is increased by this percentage for all Subscription and/or Standing Order purchase orders that had amounts encumbered in the old fund.
- If the old funds were selected in the following Polaris Administration profiles, they are replaced by the corresponding new funds:
  - **Acq fund droplist setup**
  - **Selection list line item defaults**
  - **EDI Invoice Defaults**
- Closes the old funds. A status of **Closed** displays for the fund record.

Rollover Free Balance Option

If you have chosen to carry over the money from funds linked to the old fiscal year, and the free balance in the old fund is not equal to $0.00, the utility keeps the unexpended and encumbered funds and rolls them into the next fiscal year. The transactions in the old and the new fund records are posted in the General view of the Fund workform with the date and time of the transaction, a User ID of **1**, the amount, the transaction type, the source of the transaction, and a note that describes the transaction.

Old Fund (donation or regular) - The following transactions are posted:

- **Disencumber** - The amount equals the sum of all linked encumbered purchase order line item segments and purchase order header charges, the transaction type is **Disencumber**, the source is **Fiscal Year Close**, and the note is **Amount currently encumbered in linked orders**.
- **Expenditure** - The amount equals the free balance of the fund plus the sum of all the linked encumbered purchase order line item segments and purchase order header charges, the transaction type is **Expenditure**, the source is **Fiscal Year Close**, and the note is **Free balance was rolled over to [*name of new fund*]**.

Note:
For deposit account funds with a free balance not equal to 0, the money is always rolled over to the next fiscal year; deposit funds are never zeroed out. A **Debit** transaction is posted in the old fund and a **Credit-Carryover** transaction is posted in the new fund.

New Fund - The following transactions are posted:

- **Carryover allocation** - The amount is the amount expended from the old fund, the transaction type is **Carryover Allocation**, the source is the old fiscal year and fund, and the note is **Carried over from End of year processing**.
- **Encumbrance** - The amount equals the sum of all purchase order line item segments and purchase order header charges previously encumbered in the old fund, the transaction type is **Encumbrance**, the source is the old fiscal year and fund, and the note is **Amount Currently Encumbered from End of Year processing**. If the encumbrance is for Subscription purchase orders, the note is **Subscription Encumbrance from Fiscal Year Rollover**. If the encumbrance is for Standing Order purchase orders, the note is **Standing Order encumbrance from Fiscal Year Rollover**.

Note:
If you chose to increase the percentage for subscriptions or standing orders, the amount encumbered for subscription or standing order purchase order line item segments and purchase order header charges is increased by this percentage, then posted in one encumbrance amount.

Zero-Out Free Balance Option

If you chose **Zero-out free balance** in the utility, the free balance in the fund is set to $0.00. Only encumbered funds are carried over into the next fiscal year. The transactions in the old and the new fund records are posted in the General view of the Fund workform with the date and time of the transaction, a User ID of **1**, the amount, the transaction type, the source of the transaction, and a note that describes the transaction.

> **Note:**
> Donation funds and Deposit account funds are always rolled over into the new fiscal year if the balance is not equal to 0; they are never zeroed out even if you chose this option in the Fiscal Year Rollover utility.

Old Fund - If the old fund's free balance is not equal to $0.00, the following transactions are posted:

- **Disencumber** (positive or negative) - The amount is the sum of all the encumbrances for linked purchase order line item segments and purchase order header charges, the transaction type is **Disencumber**, the source is **Fiscal Year Close**, and the note is **Amount currently encumbered in linked orders**.
- **Expenditure** (positive or negative) - The amount is equal to the free balance plus the sum of all the encumbrances for linked purchase order line item segments and purchase order header charges, the transaction type is **Expenditure**, the source is **Fiscal Year Close**, and the note is **Free balance was not rolled over**.
- **Balance** - The Free Balance in the old fund is updated to $0.00, and the amount expended is updated to 100% on the Fund Balance view of the Fund workform.

New Fund - The following transaction is posted in the new fund:

- **Encumbrance** - The amount is the sum of all the linked purchase order line item segments and purchase order header charges (previously encumbered in the old fund), the transaction type is **Encumbrance**, the source is **Fiscal Year Close**, and the note is **Amount currently encumbered in linked orders**. If the encumbrance is for Subscription purchase orders, the note is **Subscription encumbrance from Fiscal Year Rollover**. If the encumbrance is for Standing Order purchase orders, the note is **Standing Order encumbrance from Fiscal Year Rollover**.

  > **Note:**
  > If you chose to increase the percentage for subscriptions or standing orders, the amount encumbered for subscription or standing order purchase order line item segments and purchase order header charges is increased by this percentage, then posted in one encumbrance amount.

- **Free Balance** - The Free Balance in the new fund is the total allocated amount minus the amount encumbered. Since there is no balance carried over from the old fund, the balance in the new fund is a negative amount (shown in parentheses) if there is an encumbrance carried over.

Replicate fiscal year hierarchy

When the **Replicate fiscal year hierarchy** option is selected, the utility does the following:

- Creates a new fiscal year by replicating the current fiscal year record and its fund structure. A copy of each fund is created with all parent/child links in the new fund structure remaining as in the previous fiscal year.
- Updates status of old fiscal year from **Open** to **Encumbrances closed**.
- Updates status of linked funds from **Open** to **Encumbrances closed**.

Tip:
You can still expend from funds with a status of **Encumbrances closed**. If the money is already encumbered, it can be expended. Or, remaining balances can be expended by paying an invoice without a purchase order. However, funds with a status of **Encumbrances closed** cannot be bulk added to selection list or purchase order line items, even if the fund's name is in the 970$f.

- New funds - The funds are updated in:
  - (Open) Selection List Line Item Segments, Fund drop list
  - (Pending) PO Header, Fund drop list
  - (Pending) PO Line Item Segments
  - PO Template, Header, Fund drop list
  - PO Template, PO Line Item Segment, Fund drop list
  - (Open) Subscription Records, view 1
  - SA profile - Acq Fund Drop-down List box (Selection List Funds)
  - SA profile - Selection List (Line Item) Defaults

Close fiscal year

When you replicate a fiscal year, the status of the old fiscal year changes to *Encumbrances closed*, and you can then close the old fiscal year. Unlike rolling over amounts, replicating and then closing a fiscal year does not roll over purchase order line items to the new fiscal year, carry over fund balances, zero-out fund balances, or post transactions in the closed funds. The old funds linked to the old fiscal year can be closed even if a balance remains. Therefore, your organization needs to carefully review the old fiscal year to see if any amounts remain and adjust the new fiscal year and funds accordingly.

Tip:
Closed funds do not display in funds lists in selection lists, purchase orders, invoices, or Polaris Administration profiles/ parameters.They cannot be bulk added to selection list or purchase order line items, even if the fund's name is in the 970$f.

When the **Close fiscal year** option is selected, the utility does the following:

Important:
Be sure you want to close the fiscal year because undoing these changes would be difficult, if not impossible.

- Updates the fiscal year's **Encumbrance closed** status to **Closed**.
- Updates the fiscal year's status date to the current date.
- Updates the linked funds' statuses to **Closed**.
- Updates the EDI Invoice Defaults profile fund IDs to the current open fund ID.

Fiscal Year Rollover Reports

You can run the following reports before and after you run the Fiscal Year Rollover utility.

Fiscal Year/Fund Balance

Select **Run pre-processing reports** from the Fiscal Year Rollover Utility. See "Use the Fiscal Year Rollover Utility" on page 137. The Fiscal Year/Fund Balance report displays the various balances in the funds. After the utility is finished, you can run the report again to make sure that all the funds and the new fiscal year are balanced.

The report lists the following information:

Owner Name of the owner for the fund structure.

Date Date the report was created.

Fiscal Year Name Name of the fiscal year.

Dates The fiscal year start and end dates.

Fund Name Name of the fund.

Fund Alternative Name Abbreviation for the fund.

Total Allocated Total amount allocated for the fund.

Currently Encumbered Total dollar amount that is encumbered for the fund.

Amount Expended Total dollar amount that is expended for the fund.

Free Balance Amount of money that is available in the fund.

Totals Total dollar amount for the specific fund in the fiscal year.

Totals for Fiscal Year Grand total for all the monies in the entire fiscal year. Lists the total allocated, currently encumbered, expended, and free balance.

Outstanding Orders Report

Select **Utilities, Reports and Notices** from the Polaris Shortcut Bar, and select **Outstanding Orders**. Then select the organization and time period for which you want to see the status of orders that have not been paid or deleted. Run the Outstanding Orders report again after the Fiscal Year Rollover utility is finished to verify that all titles have been successfully linked to the funds in the new fiscal year.

The reports lists the following information:

Report Date Date the report was created.

Fiscal Year Fiscal year for which the titles are being rolled over.

Fiscal Year Start and End Dates Fiscal year start and end dates.

Order Type Type of purchase order.

PO Number and Suffix Numeric identification for the purchase order and its suffix.

Header level Fiscal Year Fiscal year linked to the fund at the purchase order header level.

Header level Fund Fund linked to the purchase order as a whole, not to particular line item segments.

Total Total for the header fund.

Destination Destination library for the line item.

Title Title of the line item.

ISBN/ISSN ISBN/ISSN for the line item.

Line Number Number for the line item.

Segment Number Number of the purchase order line item segment.

POLI Segment Status Status of the purchase order line item segment.

Payment Status Payment status for the line item segment.

Linked Subscription record status The status of the linked subscription record. This is only for purchase orders with an order type of Subscription.

Date Ordered Date the line item was ordered.

Date Received Date the line item was received.

Total for this fund Total amount of line item segment charges allocated to a specific fund (repeated for each fund).

Setting Up Serials Processing

This unit explains how to configure your Polaris system to process serials in the way that is most efficient for your organization. Serials processing in Polaris includes all tasks relating to subscription maintenance, predicting issues, receiving, and routing pieces.

To enable your staff to perform certain serials tasks, you need to set up the required permissions (security) to access, create, modify, or delete records. Then, you set up the appropriate defaults and settings to streamline and standardize your serials processing.

This unit covers the following topics:

Serials Workflow Permissions

Serials permissions define who can create, access, and work with serials records and functions. Each organization can grant the appropriate permissions that enable staff members to work with serials records and control serial processing.

The following table lists serials tasks, the Polaris permissions required to do the tasks, the administrative levels at which they can be set, and the subsystems where the permissions are located. For instructions on setting technical services permissions, see "Set technical services security" on page 4.

Note:

To modify Polaris Administration profiles and parameters, you must have the following permissions:

Access administration: Allow
Modify parameters: Allow
Modify profiles: Allow

For more information, see "Administration Workflow Permissions" in the *Polaris Administration Guide 4.1*.

Workflow	*Required Permissions*	*Administration Explorer Security Location*
Manage Serial Holdings		
Maintain serial holdings records (including publication patterns)	Access serials: Allow	System - Serials
	Serial holdings records: Create	System, Branch - Serials
	Serial holdings records: Modify	System, Branch - Serials
	Serial holdings records: Access	System, Branch - Serials
	Serial holdings records: Delete	System, Branch - Serials
Control whether Polaris automatically creates issues or part records	Access serials: Allow	System - Serials
	Serial holdings records: Access	System, Branch - Serials
	Serial holdings records: Modify	System, Branch - Serials
Manage Subscriptions		
Add a subscriptionWhen new versions of Polaris contain updates to the validation editor, your changes are not overwritten.	Access serials: Allow	System - Serials
	Subscription records: Access	System, Library, Branch - Serials
	Subscription records: Create	System, Library, Branch - Serials
	Funds: Access	System, Library, Branch - Acquisitions

Workflow	*Required Permissions*	*Administration Explorer Security Location*
Maintain subscription records	Access serials: Allow Subscription records: Access Subscription records: Modify Funds: Access	System - Serials System, Library, Branch - Serials System, Library, Branch - Serials System, Library, Branch - Acquisitions
Renew or cancel a subscription	Access serials: Allow Subscription records: Cancel and Renew	System - Serials System, Library, Branch - Serials
Delete subscription records	Access serials: Allow Subscription records: Access Subscription records: Delete	System - Serials System, Library, Branch - Serials System, Library, Branch - Serials
Set subscription cancellation text and print parameters	Access serials: Allow Access reports and notices: Allow	System - Serials System - System Administration
Manage Serial Issues/Parts		
Create, access, modify, and delete issues or parts	Access serials: Allow Serial Issues/Standing Order Parts: Create Serial Issues/Standing Order Parts: Access Serial Issues/Standing Order Parts: Modify Serial Issues/Standing Order Parts: Delete Serial holdings records: Access	System - Serials Branch - Serials Branch - Serials Branch - Serials Branch - Serials Branch - Serials
Checking in serial issues/parts	Access serials: Allow Serial Issues/Standing Order Parts: Access Serial Issues/Standing Order Parts: Delete Serial Issues/Standing Order Parts: Check-in Serial Issues/Standing Order Parts: UnCheck-in Serial holdings records: Access Serial Issues/Standing Order Parts: Modify Create a bib record from acquisitions and serials: Allow (optional) Create and delete item records from acquisitions and serials: Allow (if creating item records)	System - Serials Branch - Serials Branch - Serials Branch - Serials Branch - Serials Branch - Serials System, Branch System - Acquisitions System - Acquisitions

Workflow	*Required Permissions*	*Administration Explorer Security Location*
Delete serial items linked to issues or parts	Access serials: Allow	System - Serials
	Serial Issues/Standing Order Parts: Create	System, Branch - Serials
	Serial Issues/Standing Order Parts: Access	System, Branch - Serials
	Serial Issues/Standing Order Parts: Modify	System, Branch - Serials
	Serial Issues/Standing Order Parts: Delete	System, Branch - Serials
	Item records: Delete/Undelete	System, Branch - Serials
	Create and delete item records from acquisitions and serials: Allow	System, Branch - Acquisitions
Maintain Route Lists		
Create a route list	Access serials: Allow	System - Serials
	Route lists: Create	System, Library, Branch - Serials
	Serial holdings records: Access	System, Branch - Serials
	Route lists: Access	System, Library, Branch - Serials
Modify a route list	Access serials: Allow	System - Serials
	Route lists: Access	System, Library, Branch - Serials
	Route lists: Modify	System, Library, Branch - Serials
	Route lists: Modify route status	System, Library, Branch - Serials
Delete a route list	Access serials: Allow	System - Serials
	Route lists: Access	System, Library, Branch - Serials
	Route lists: Delete	System, Library, Branch - Serials
Set up route list defaults	Access serials: Allow	System - Serials
	Access administration: Allow	System - System Administration
	Modify profiles: Allow	System - System Administration
Claim Serials Issues/Parts		
Enter and change serials claiming information in supplier records	Access serials: Allow	System - Serials
	Suppliers: Create	Branch - Serials
	Suppliers: Access	Branch - Serials
	Suppliers: Modify	Branch - Serials
	Suppliers: Modify postal address fields	Branch - Serials
Generate serials claims	Access serials: Allow	System - Serials
	Claim alert list: Access	System - Acquisitions
	Serial issues/standing order parts: Claim	System, Branch - Serials

Workflow	*Required Permissions*	*Administration Explorer Security Location*
Set up claim notices in Polaris Administration	Access serials: Allow	System - Serials
	Access administration: Allow	System - System Administration
	Modify parameters: Allow	System - System Administration
	Access reports and notices: Allow	System - System Administration
	Suppliers: Access	Branch - Serials
	Suppliers: Modify	Branch - Serials
Generate claim notices	Access serials: Allow	System - Serials
	Access reports and notices: Allow	System - System Administration
	Claim alert list: Access	System - Acquisitions

Related Information

- "Managing Supplier Records" on page 103
- "Set technical services security" on page 4
- "Serials Permissions" on page 187

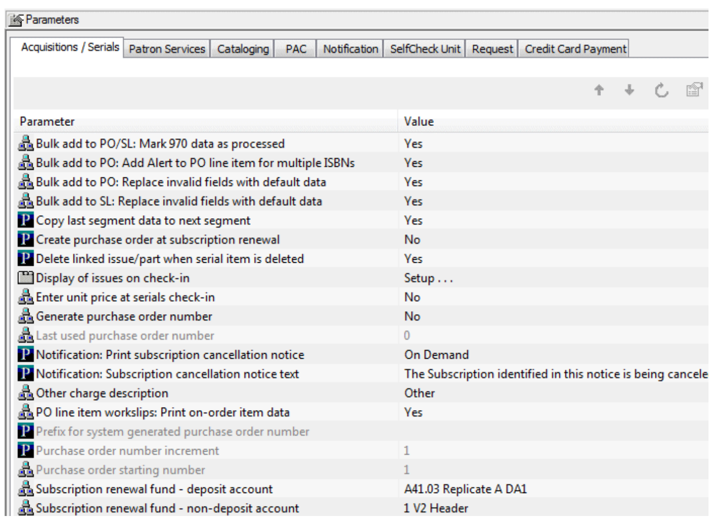
Setting the Check In Display

You can set the display of issues or parts in the Check In workform so that only issues or parts with a specific status or statuses are displayed when the workform is opened. To see all the issues that have not been received, you can define which statuses are included in the **Not Received** category.

Specify the display of issues on the Check In workform

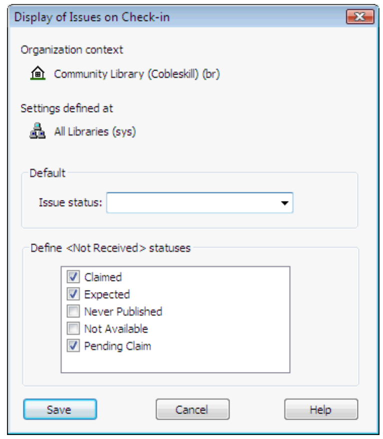
Follow these steps to specify how issues are displayed in the Check In workform.

1. In the Administration Explorer tree view, expand the organization's folder.
2. Select **Parameters** and select the **Acquisitions/Serials** tab.



3. Select **Display of issues on Check In**.

   The Display of Issues on Check In dialog box appears.



4. Select the status of issues that you want to display in the Check In workform in the **Issue status** box.

    Note:
    If you select **<Not Received>**, you can define which statuses are included in the Not Received category. See step 5.

5. If you selected **Not Received**, define which statuses you want to include by selecting one or more check boxes: **Claimed**, **Expected**, **Never published**, **Not available**, **Pending Claim**.

6. Click **Save** to save your changes.
    - If you selected **All**, the Check In workform displays issues/parts with all statuses.
    - If you selected **Not received**, the Check In workform displays the issues/parts with the statuses you defined as **Not Received**.
    - If you selected any other status, the Check In workform displays only the issues/parts with that specific status.

Setting Up the Check In Prompt

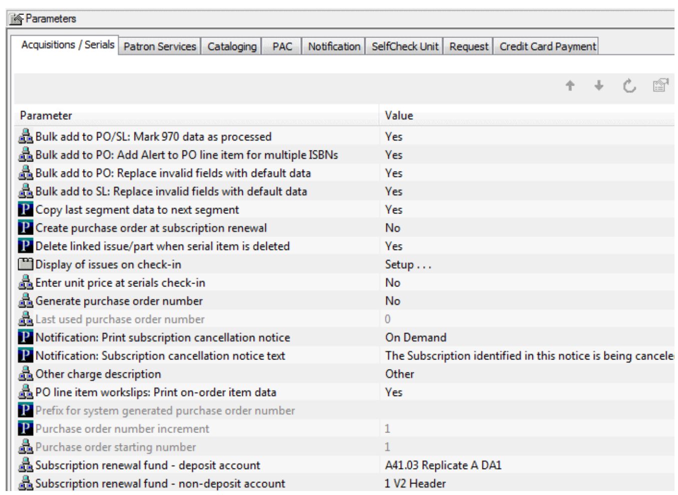
The serials parameter **Enter unit price at serials check-in** controls whether a prompt for the price appears when you check in a serials issue. The default setting is **Yes**.

Set the prompt for price at check-in

Tip:
The **Enter unit price at serials check in** parameter applies only when the serial holdings record has the settings **Generate item records at check-in** and **Prompt for barcode** enabled.

Follow these steps to specify whether you want a price prompt to appear along with the barcode prompt when you check in serial issues.

1. In the Administration Explorer tree view, expand the organization's folder.
2. Select **Parameters** and select the **Acquisitions/Serials** tab.



Parameter	Value
Bulk add to PO/SL: Mark 970 data as processed	Yes
Bulk add to PO: Add Alert to PO line item for multiple ISBNs	Yes
Bulk add to PO: Replace invalid fields with default data	Yes
Bulk add to SL: Replace invalid fields with default data	Yes
Copy last segment data to next segment	Yes
Create purchase order at subscription renewal	No
Delete linked issue/part when serial item is deleted	Yes
Display of issues on check-in	Setup . . .
Enter unit price at serials check-in	No
Generate purchase order number	No
Last used purchase order number	0
Notification: Print subscription cancellation notice	On Demand
Notification: Subscription cancellation notice text	The Subscription identified in this notice is being cancele
Other charge description	Other
PO line item workslips: Print on-order item data	Yes
Prefix for system generated purchase order number	
Purchase order number increment	1
Purchase order starting number	1
Subscription renewal fund - deposit account	A41.03 Replicate A DA1
Subscription renewal fund - non-deposit account	1 V2 Header

3. Double-click **Enter unit price at serials check-in**.
4. Set the parameter to **Yes** or **No**.
   - If the parameter is set to **Yes**, when the issues are checked in, the cursor is in the **Price** field and both fields are enabled.
   - If the parameter is set to **No**, when the issues are checked in, the cursor is in the barcode field and the price field is read-only.
5. Select **File, Save**.

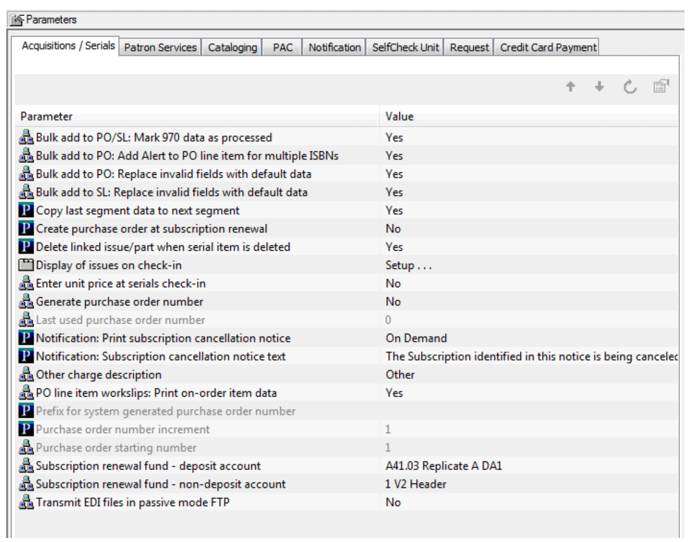
Setting Delete of Issue/Part with Item

You can specify whether issues/parts should be deleted automatically when the linked item record is deleted. The Acquisitions/Serials parameter, **Delete linked issue/part when serial item is deleted** must be set to **Yes** for the linked serial record to be deleted automatically.

Set automatic deletion of linked issues/parts when items are deleted

Follow these steps to specify whether you want linked serial issues/parts to be deleted when item records are deleted.

1. In the Administration Explorer tree view, expand the organization’s folder.
2. Select **Parameters** and select the **Acquisitions/Serials** tab.



3. Double-click **Delete linked issue/part when serial item is deleted**.
4. Select **Yes** to delete all linked issues/parts when linked item records are deleted in Cataloging, or select **No** to retain the issues/parts when the linked item records have been deleted.
5. Select **File, Save**.

Setting Up Subscriptions

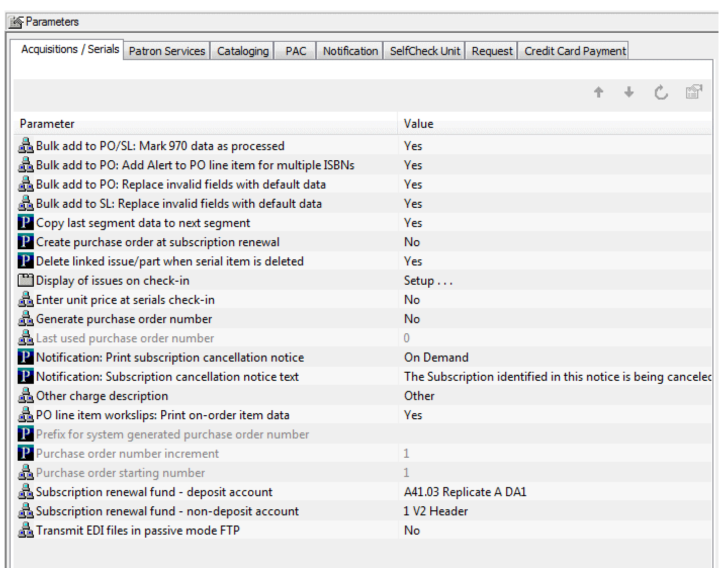
You do not need to set up subscription records to use Polaris Serials. However, if you create a Subscription Record for each serial title your library has, you can manage your subscriptions (view, renew, cancel) from the Subscriptions List. You also have the option to create purchase orders automatically when a subscription is renewed. To manage subscriptions in Polaris, do the following tasks:

- Allow the appropriate staff members to create, access, and modify serials records. See "Manage Serial Holdings" on page 148, and "Maintain Route Lists" on page 150.
- Allow the appropriate staff members to manage subscription records. See "Manage Subscriptions" on page 148.
- Set Serials parameters in Polaris Administration. See "Set up subscriptions" on page 156.

Set up subscriptions

Follow these steps to set up subscriptions.

1. In the Administration Explorer tree view, expand the organization's folder.
2. Select **Parameters** and select the **Acquisitions/Serials** tab.



3. Double-click **Create purchase order at subscription renewal**, and select one of the following options:
   - Choose **Yes** to create purchase orders automatically when subscriptions are renewed.
   - Choose **No** if you do not want purchase orders created automatically when subscriptions are renewed.
4. If you selected **Yes** in the **Create purchase order at subscription renewal** parameter, specify default funds for the automatic purchase orders:
   - Double-click the **Subscription renewal fund - deposit account** parameter, and select a default fund to use when **Depository agreement** is selected in the **Payment Method** box on the Subscription Record workform, and no fund is selected.
   - Double-click **Subscription renewal fund - non-deposit account**, and select a default fund to use when **Purchase** or **Free** is selected in the **Payment Method** box on the Subscription record workform, and no fund is selected.
5. Double-click **Notification: Print subscription cancellation notice**, and select **Automatic** or **Batch** to specify if cancellation notices are to be printed automatically or in a batch.
6. Double-click **Notification: Subscription cancellation notice text**, and type the text to appear on subscription cancellation notices. This text will appear on all subscription cancellation notices.
7. Select **File, Save**.

Setting Up Routing

You can set up routing lists to route issues to individuals. Do the following tasks to set up routing for your organization:

- Allow the appropriate staff members to create, access, and modify serials records. See “Manage Serial Holdings” on page 148 and “Maintain Route Lists” on page 150.
- Allow the appropriate staff members to manage route lists. See “Maintain Route Lists” on page 150.
- Determine whether route slips will be printed on a receipt printer or a regular printer. To print route slips on a receipt printer, the receipt printer must be the default printer for the workstation where staff members do serials check in. If another type of printer is the workstation’s default printer, route slips will be printed on regular 8.5 x 11 inch paper.

  Note:
  The information printed on route slips is defined in the Route List workform, but only the **Return by** date, the title and designation of the issue, and the list of names appear on the route slip if you use a receipt printer. If you print route slips on 8.5 x 11 sheets of paper, the route list name, owner, return by date, home location, return instructions, and header and footer are printed. See “Creating Route Lists” in the *Polaris Serials Guide 4.1*.

- Define the defaults to display when you create a route list, and specify whether route slips are printed in batch or when the issue or part is checked in. See “Set up serials route list defaults” on page 159.
- (Optional) To notify members of a route list when issues are routed to them, set up routing notices. See “Set up routing notices” on page 160.

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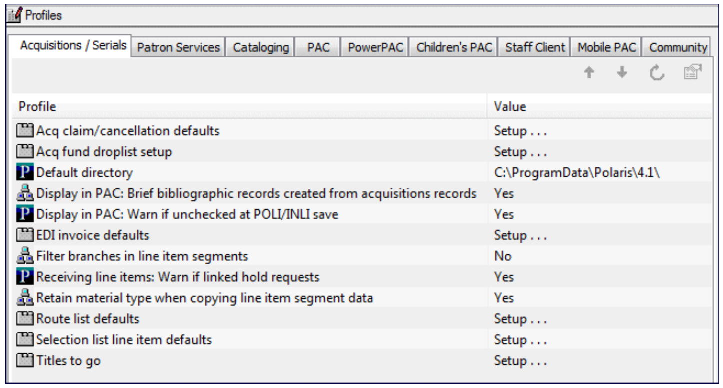
Set up serials route list defaults

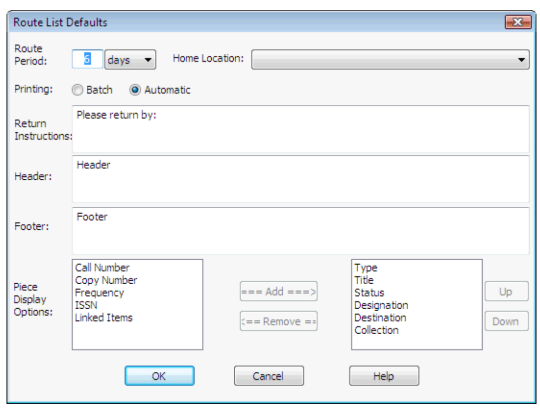
Use the **Route list defaults** profile to define the default information that displays in the Route List workform for the organization, workstation, or staff member, and to specify how route slips are printed. Follow these steps to set up serial route list defaults.

1. In the Administration Explorer tree view, expand the folder for the organization, workstation, or staff member.
2. Select **Profiles** and click the **Acquisitions/Serials** tab.



3. Double-click **Route list defaults**.

   The Route List Defaults Dialog box appears.



4. Specify the default routing duration by typing a number and selecting **weeks** or **days** in the **Route Period** boxes.

   Note:
   The routing duration is used to calculate the **Return by** date that appears on route slips.

5. In the **Home Location** box, select the organization where the piece should be returned.

6. Select one of the following print options:
   - Select **Batch** if the route slip should be printed with all other route slips needed during a serial check-in session.
   - Select **Automatic** to print the route slip as each piece is checked in.
7. Type the instructions for returning the routed piece in the **Return Instructions** box.
8. Type the text for the header in the **Header** box. This is the information that appears at the top of the route slip.
9. Type the text for the footer in the **Footer** box.
10. Specify the columns that display in the Route List workform by selecting the data elements in the **Piece Display Options** box on the left and clicking **Add** to move them to the box on the right.
11. Click **OK** to set the route list defaults and close the Route List dialog box.
12. Select **File, Save**.

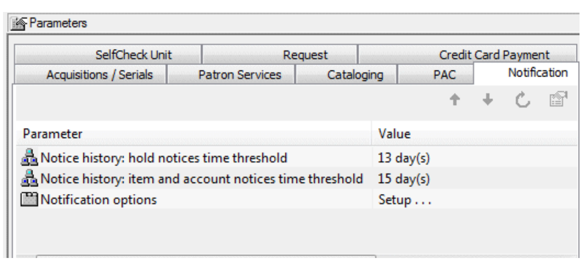
Set up routing notices

When you route an issue, you can notify the members of the route list that the issue has been routed to them. You can specify whether the notice will be sent in an e-mail or printed.

Tip:
A routing notice is not a route slip, which is a printed list of the people to whom the issue is routed. A route slip is attached to the issues being routed. For more information about route slips, see "Routing Serial Issues" in the *Polaris Serials Guide 4.1*. Routing notices can be e-mailed or printed.

Follow these steps to set up routing notices.

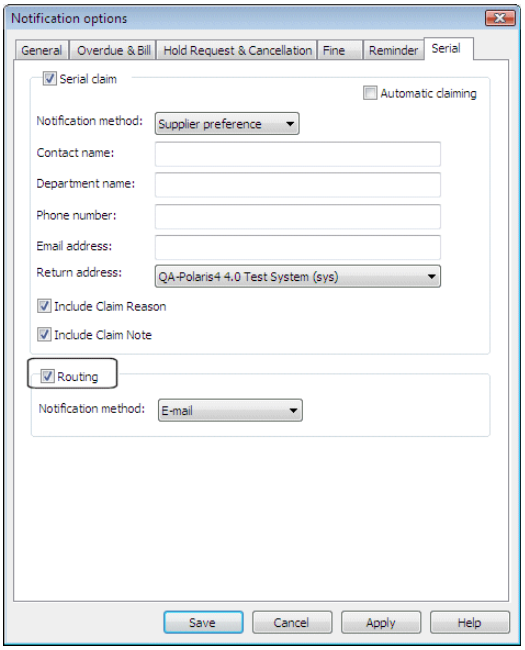
1. In the Administration Explorer tree view, expand the organization's folder.
2. Select **Parameters** and click the **Notification** tab.



3. Double-click **Notification options**.

   The Notification Options dialog box - General tabbed page appears.

4. Select the **Serial** tab.



5. Select **Routing**.

6. Select a method in the **Notification method** box.

   Note:
   Phone and **TXT message** notification methods are not available for routing.

7. If you selected **E-mail** or **Patron Preference** in the **Notification Method** box, set up the notice in the **E-mail notice** area:
   - Type the subject of the e-mail in the **Subject** box.
   - Type the text of the e-mail notice in the **Text** box. There is no default or item-specific information for routing notices.

8. If you selected **Print** or **Patron Preference** in the **Notification Method** box, set up the notice in the **Printed notice** area:
   - Type the heading of the notice in the **Header** box. This is the information that appears in the top portion of the notice.
   - Type the text of the notice in the **Text** box. There is no default or item-specific information for routing notices.

9. Click **Save**.

Related Information

Routing serial issues - See "Routing Serial Issues" in the *Polaris Serials Guide 4.1*.

Setting Up Serials Claiming

An issue or part may be claimed if it does not arrive when expected, it arrives damaged, or it is the wrong issue. Do the following tasks to set up serials claiming for your organization:

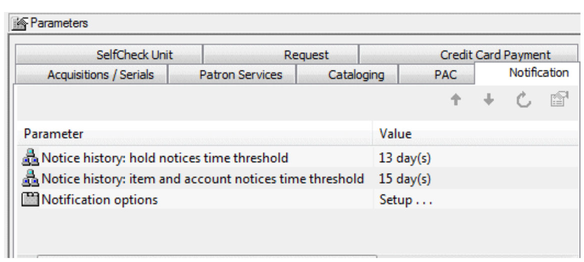
- Allow the appropriate staff members to create, access, and modify serials records. See "Serials Workflow Permissions" on page 148.
- Allow the appropriate staff members to create, access, and modify supplier records. See "Manage Supplier Records" on page 87.
- Allow the appropriate staff members to claim serials issues and parts. See "Claim Serials Issues/Parts" on page 150.
- Allow the appropriate staff members to set up and generate claim notices. See "Set up claim notices in Polaris Administration" on page 151.
- Set up claim notices for serials claiming. See "Set up claiming notification" on page 162.

Set up claiming notification

Follow these steps to specify how claim notices will be sent for serials issues or parts that are not received as expected.

> **Note:**
> If your serials claiming is centralized, set up notification at the system level. If your serials claiming is decentralized, set up notification at the library or branch level.

1. In the Administration Explorer tree view, expand the organization's folder.
2. Select **Parameters** and click the **Notification** tab.

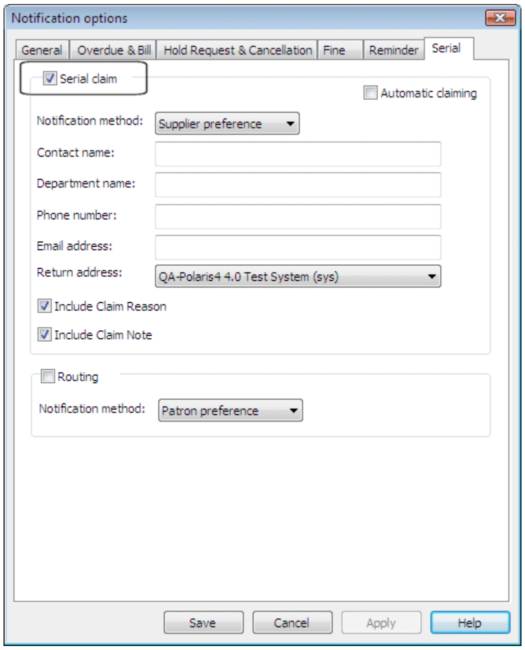


3. Double-click **Notification options**.

   The Notification options - General tabbed page appears.

4. Select the **Serial** tab.

Note:
To generate claim notices for a supplier, the **Claim Notice** box must be checked in the Supplier record.



5. Select the **Serial claim** check box.

6. Select the method by which you want to generate and send claim notices in the **Notification method** box.

Note:
If you want the claim notice method set in supplier records to control how notifications are sent, make sure you select all the possible notification methods on the General tab, and then set the **Notification method** to **Supplier Preference** on the Serial tab.

7. Select **Automatic claiming** to have a claim notice sent out automatically when an issue or part is eligible to be claimed.

8. In the following fields, type the contact information for the library staff member who handles serials claims:
   - **Contact name**
   - **Department name**
   - **Phone number**
   - **Email address**

9. In the **Return address** box, select the library whose return address should be used on the serial claim notices.

10. To include the claim reason on serial claim notices, select **Include Claim Reason**. The claim reason comes from the **Reason** box in the Claims view of the Issue record.

11. To include a claim note, select **Include Claim Note**. The claim note comes from the text in the **Note** box in the Issue record.

    Note:
    If the **Subscription ID** has been entered in the Serial Holdings Record - Orders view, it appears on the claim notice.

12. Click **Save** to save the notice settings you entered.

Related Information

- **Claiming serials issues or parts** - See "Claiming in Serials" in the *Polaris Serials Guide 4.1*.
- **General information about notices** - See "Setting Up Notices" in the *Polaris Patron Services Administration Guide 4.1*.
- **Printing claim notices** - See "Print a claim notice" in the *Polaris Serials Guide 4.1*.

Cataloging Permissions, Parameters, and Profiles

These are the permissions, parameters, and profiles that you set to administer and maintain the Cataloging subsystem.

Cataloging Permissions

These permissions are available under **Security, Cataloging** at the listed organizational levels on the Administration Explorer.

Note:
To do a cataloging task, both the staff member and the workstation must have the permission.

For more information on the permissions required for specific Cataloging tasks, see "Cataloging Workflow Permissions" on page 10.

Access cataloging subsystem (System)
Maintain the catalog.
Allow Access to the Cataloging menu and workforms.

Access bibliographic bulk change (System)
Bulk change bibliographic records.
Allow Use the bibliographic record bulk change process.

Access bibliographic fixed fields bulk change (System)
Bulk change fixed fields in bibliographic records.
Allow Use the bibliographic record bulk change window to make changes to fixed fields in multiple bibliographic records.

Access item record bulk change (System)
Bulk change item records.
Allow Use the item record bulk change process. (You must also have the Item record: Bulk change permission to change item records owned by your organization.)

Authority create links to authority records (System)
Create links from an authority record to other authority records.
Allow Establish new links between authority records.

Authority create links to bibliographic records (System)
Create links from an authority record to bibliographic records.
Allow Establish new links between authority records and bibliographic records.

Authority records (System)
Maintain authority control in the catalog.

Access List and display all authority MARC records in the Polaris catalog.

Create Add authority headings to the Polaris catalog.

Modify Change authority MARC records.

Delete/Undelete Delete authority records from the Polaris catalog and undo deletion of authority records.

Authority templates (System, Library, Branch)
Maintain templates for authority MARC records.

Access List and use authority templates that belong to an organization.

Create Create authority templates for the organization.

Modify Change an organization's authority templates.

Delete Delete authority templates that belong to an organization.

Auto delete processing of reserve item records (System)
Maintain course reserve item records.

Allow Specifies who can invoke the auto-delete process from the course reserve item record.

Bibliographic records (System, Library, Branch)
Maintain bibliographic MARC records.

Access List and display bibliographic records that belong to an organization.

Create Add a bibliographic MARC record for the organization to the catalog.

Modify Change bibliographic MARC records that belong to an organization.

Delete/ Undelete Delete bibliographic MARC records that belong to an organization and undo deletion of bibliographic records.

Bibliographic templates (System, Library, Branch)
Maintain templates for bibliographic MARC records.

Access List and use the bibliographic templates that belong to an organization.

Create Create bibliographic templates for the organization.

Modify Change an organization's bibliographic templates.

Delete Delete bibliographic templates that belong to an organization.

Cataloging record sets (System, Library, Branch)
Maintain record sets.

Access List and display cataloging record sets that belong to an organization.

Create Create a record set for the organization.

Modify Add and remove records in record sets that belong to the organization.

Delete Delete records sets that belong to the organization.

Community records (System, Library, Branch, Staff, Workstation)	Maintain community records for a library organization.	
	Access	List and display community records for the organization.
	Create	Create a new community record for the organization.
	Modify	Edit a community record for the organization.
	Delete	Delete community records for the organization.
Course reserve records (System, Library, Branch)	Maintain course reserves.	
	Access	List and display course reserve records that belong to an organization.
	Create	Create a course reserve record for the organization.
	Modify	Edit course reserve records that belong to the organization, including linking reserve items and instructors to the course reserve record.
	Delete	Delete course reserve records that belong to the organization.
Course reserve templates (System, Library, Branch)	Use course reserve templates.	
	Access	List and display course reserve templates that belong to an organization.
	Create	Create a course reserve template for the organization.
	Modify	Edit course reserve templates that belong to the organization.
	Delete	Delete course reserve templates that belong to the organization.
Create a bib record from the item or item template (System)	Create title entries from bibliographic information entered in the Item Record workform or Item Template workform.	
	Allow	Create title entries from bibliographic information in an item record or item template.
Export bibliographic, item and authority records (System)	Export cataloging records.	
	Allow	Export cataloging records.
Express importing (System)	Import cataloging records using the Express Import option.	
	Allow	Import cataloging records using the Express Import option.
Import bibliographic, item and authority records (System)	Import MARC 21 cataloging files, and modify import settings.	
	Allow	Import cataloging records using the Full Import option.
Import profiles (System)	Maintain import profiles.	
	Access	Access import profiles.
	Create	Create import profiles.
	Modify	Modify existing import profiles.
	Delete	Delete existing import profiles.

Item records (System, Library, Branch)

Catalog items.

Access Open item records that are owned by the organization.

Bulk change Bulk change item records that are owned by the organization.

Create Create item records owned by the organization.

Delete/Undelete
Delete and undelete the item records owned by the organization.

Modify cataloging view
Change fields on the Cataloging view of any Item Record workform owned by the organization.

Modify header
Change the header information of the Item Record workform for item records owned by the organization. The header information appears in the top portion of the Item Record workform; it identifies the item record, and does not change from one view of the workform to the next.

Modify history view
Change the history information of the Item Record workform for item records owned by the organization.

Modify notes and notices view
Change information on the Notes and Notices view of the Item Record workform for item records owned by the organization.

Modify reserves view
If your library uses Course Reserves, this permission is necessary to change information on the Reserves view of the Item Record workform for item records owned by the organization.

Modify source and acquisition view
Change information on the Source and Acquisition view of the Item Record workform for item records owned by the organization.

Item templates (System, Library, Branch)

Maintain item templates.

Access List and display item templates that belong to an organization.

Create Create item record templates that are owned by the organization.

Modify Change item templates owned by the organization.

Delete Delete the organization's item templates.

Label Manager Configuration (System)

Maintain labels for the organization.

Create Create label types.

Modify Change labels.

Delete Delete labels.

Manage import jobs for this branch (Branch)	Manage import jobs launched by users logged into the branch for which the permission is granted and specify blackout times for the branch.	
	Allow	Stop import jobs and manage blackout times for the branch.
Override invalid item barcode message (System)	Override invalid item barcode message when saving an item record, including serial item records.	
	Allow	
Promotions (System, Library, Branch)	Maintain promotion records used to feature resources in the PAC. The library must have a license for Feature It.	
	Access	Access promotion records.
	Create	Create new promotion records.
	Modify	Modify existing promotion records.
	Delete	Delete promotion records.
Purge criteria (System, Library, Branch)	Purge records marked as deleted but not removed from the database.	
	Access	Access purge criteria records.
	Create	Create new purge criteria records.
	Modify	Modify existing purge criteria records.
	Delete	Delete purge criteria records.
Quick-circ item records (Branch)	Maintain ephemeral (quick-circ) items.	
	Access	Access quick-circ item records.
	Create	Create quick-circ item records.
	Modify	Modify existing quick-circ item records.
	Delete	Delete quick-circ item records.
Suppress warnings for breakable links when deleting multiple bibliographic records (System)	Users can stop warning messages regarding breakable links to other records when deleting multiple bibliographic records.	
	Allow	Stop the warning messages from appearing.
Suppress warnings for breakable links when deleting multiple item records: Allow (System)	Users can stop warning messages regarding breakable links to other records when deleting multiple item records.	
	Allow	Stop the warning messages from appearing.
Suppress warnings for unbreakable links and other stopping conditions, when deleting multiple bibliographic records (System)	Users can stop warning messages regarding unbreakable links and other conditions when deleting multiple bibliographic records.	
	Allow	Stop the warning messages from appearing.
Suppress warnings for unbreakable links and other stopping conditions, when deleting multiple item records (System)	Users can stop warning messages regarding unbreakable links and other conditions when deleting multiple item records.	
	Allow	Stop the warning messages from appearing.
Reserve item templates (System, Library, Branch)	Maintain reserve item templates.	
	Access	Access reserve item templates.
	Create	Create reserve item templates.

	Modify	Modify existing reserve item templates.
	Delete	Delete reserve item templates.
Use 'own' authority templates (System)	Maintain own authority templates.	
	Allow	Create, change, and delete own authority templates.
Use 'own' bibliographic templates (System)	Maintain own bibliographic templates.	
	Allow	Create, change, and delete own bibliographic templates.
Use 'own' cataloging record sets (System)	Maintain own record sets. A staff member with this permission can create record sets that no other staff member or system administrator can access or modify. Grant this permission only if you want the staff member to create record sets that no one else can access.	
	Allow	Create, change, and delete own record sets.
Use 'own' course reserve templates (System)	Maintain own course reserve templates.	
	Allow	Create, change, and delete course reserve templates that are for individual workflow use.
Use 'own' item templates (System)	Maintain own item templates.	
	Allow	Create, change, and delete item templates that are for individual workflow use.
Use 'own' reserve item templates (System)	Maintain own reserve item templates.	
	Allow	Create, change, and delete reserve item templates that are for individual workflow use.
Use URL Detective (System)	Use the URL Detective utility available from the Utilities menu. You must also have a license for this utility.	
	Allow	Check validity of URL links in both bibliographic records and within Web sites.

Cataloging Parameters

These parameters are available when you select **Parameters, Cataloging** for the listed organizational levels in the Administration Explorer. For more information, see “Setting Up Cataloging” on page 9.

Auto-suggest feature enabled (System)

Specifies whether automatic suggestions appear for a phrase or keyword search in the staff client for patron, bibliographic, item, or authority records, and a phrase, keyword, and advanced search in the Polaris PowerPAC.

Default: **Yes**

Settings: **Yes** - Automatic suggestions appear for the appropriate searches.

No - Automatic suggestions do not appear.

Bibliographic record replace: Maximum allowed in one operation (System)

Sets the maximum number of bibliographic records that can be replaced at once.

Default: **50**

Limit: **999**

Item record history display assigned branch (System)

Specifies whether the Assigned branch appears in the Item record Circulation History view.

Default: **Yes**

Settings: **Yes** - The Assigned branch appears in the Circulation History view of the Item record workform.

No - The Assigned branch does not appear in the Circulation History view of the Item Record workform.

Item record history display patron ID (System)

Specifies whether the patron ID appears in the Item record Circulation History view.

Default: **Yes**

Settings: **Yes** - The patron ID of the patron associated with the circulation history appears in the Circulation History view of the Item record workform.

No - The patron ID does not appear in the Circulation History view of the Item record workform.

Item record history time threshold (System)

Specifies the number of days that a status change to an item record appears in the Circulation History view of the Item record workform.

Default: 365 day(s)

Settings: Enter the number of days to save the circulation transactions and other status changes for item records.

MARC Re-index during next server upgrade (System)

Specifies whether to re-index MARC records when the server is upgraded.

Default: **No**

Settings: **Yes** - Automatically re-index MARC records upon the next server upgrade.

No - Do not automatically re-index MARC records when the server is upgraded.

Mark embedded holdings tag as processed (System)

Specifies whether a $9 with processing information is inserted in embedded holdings tags in bibliographic records when item records are created from these tags during the import process.

Default: **Yes**

Settings: **Yes** - When item records are created from embedded holdings data, the tags are updated with a $9 and processing information.

No - When item records are created from embedded holdings data, the tags are not updated.

Normalize ambiguous LCCNs as if they are in the old format (System)

Specifies how to process Library of Congress Control Numbers in MARC records that do not have a distinct format. This setting applies to all organizations and resources in the Polaris installation where bibliographic records are saved.

Default: **Yes**

Settings: **Yes** - Normalize LCCNs where the format is not distinct as if the LCCN is in the old control number format.

No - Do not normalize LCCNs if the format is not clearly defined.

Cataloging Profiles

These profiles are available when you select **Profiles, Cataloging** for the listed organizational levels in the Administration Explorer. For more information, see "Setting Up Cataloging" on page 9.

Automated MARC validation: Authority (System, Library, Branch, Staff)

Specifies whether the format of MARC authority records is checked automatically when the record is saved for the organization or resource.

Default: **Yes**

Settings: **Yes** - The MARC format for authority records is checked automatically when the record is saved.

No - The MARC format is not checked when saving authority records for the organization or resource. However, the MARC format can be checked from the Authority Record workform.

Automated MARC validation: Bibliographic (System, Library, Branch, Staff)

Specifies whether the format of MARC bibliographic records is checked automatically when the record is saved for the organization or resource.

Default: **Yes**

Settings: **Yes** - The MARC format for bibliographic records is checked automatically when the record is saved.

No - The MARC format is not checked when saving bibliographic records for the organization or resource. However, the MARC format can be checked from the Bibliographic Record workform.

Automatically sort MARC Authority Records (System, Library, Branch)

Specifies whether the MARC tags in an authority record are sorted automatically when the record is opened or saved for the organization.

Default: **Yes**

Settings: **Yes** - The MARC tags are sorted automatically according to the MARC Authority Validation profile.

No - The MARC tags in authority records remain in the order they were entered. However, you can sort using the **Tools, Sort** option on the Authority Record workform.

Automatically sort MARC Bibliographic Records (System, Library, Branch)

Specifies whether the MARC tags in a bibliographic record are sorted automatically when the record is opened or saved for the organization.

Default: **Yes**

Settings: **Yes** - The MARC tags are sorted automatically according to the MARC Bibliographic Validation Table.

No - The MARC tags in bibliographic records remain in the order they were entered. You can sort using the **Tools, Sort** option on the Bibliographic Record workform.

Bibliographic records: Warning for records saved with display in PAC unchecked (System, Library, Branch)

Specifies whether a warning message appears when users save a bibliographic record that does not have the **Display in PAC** check box checked. This warns the user that the saved record will not display in the PAC.

Default: **No**

Settings: **Yes** - A warning message appears when a bibliographic record has the **Display in PAC** check box is unchecked.

No - No warning message appears.

Bring call number fields from bib to item record when link is made (System, Library, Branch, Staff, Workstation)

Specifies whether the call number fields from the bibliographic record automatically complete the appropriate boxes in the item record when the staff member creates a linked item.

Default: **Yes**

Settings: **Yes** - Copy the call number fields into new item records.

No - Call number fields are not automatically copied from the bibliographic record when an item is created.

Bring price from bib to item record when link is made (System, Library, Branch, Staff, Workstation)

Specifies whether the price from the bibliographic record automatically fills the Price box in the item record when the staff member creates a linked item.

Default: **Yes**

Settings: **Yes** - Copy price into new item records.

No - The price is not automatically copied from the bibliographic record when an item is created.

Check headings immediately after bib replace (System, Library, Branch, Staff)

Specifies whether bibliographic record headings are checked immediately after they replace other bibliographic records.

Default: **Yes**

Settings: **Yes** - Check the headings as soon as a bibliographic record replaces other bibliographic records.

No -Do not check the headings when a bibliographic record replaces other bibliographic records.

Copied item records default to In-process (System, Library, Branch)

Specifies whether copied item records get a default status of **In-process**.

Settings: **Yes** - When a new item record is created by copying an existing item record, the default status of the new item record is **In-process.**

No - When a new item record is created by copying an existing item record, it retains the status of the existing item record.

Copied item templates default to In-process (System, Library, Branch)

Specifies whether copied item templates get a default status of **In-process**.

Settings: **Yes -** When a new item template is created by copying an existing item template, the default status of the new item template is **In-process**.

No - When a new item template is created by copying an existing item template, it retains the status of the existing item template.

Default directory (System, Library, Branch, Workstation)

Displays the Default Directory Setup dialog box which specifies the folder used as the default path for cataloging functions. The folder can be a shared folder on the network or a folder on the staff computer. Each workstation can have a different default directory.

Default: **C:\Polaris Reports**

Default shelving scheme for new item and holdings records (System, Library, Branch)

Specifies the default shelving scheme that appears when you create new item and serial holdings records.

Default: **Dewey Decimal**

Settings: **Dewey Decimal**
Library of Congress
National Library of Medicine
No Information
Other
Shelved Separately
Shelving Control Number
Superintendent of Documents
Title

Display MARC field description (System, Library, Branch, Staff)

Specifies whether the descriptions for the MARC tags and subfields automatically display when the cursor is positioned in the MARC21 view.

Default: **Yes**

Settings: **Yes** - The MARC field description is automatically displayed for the tag or subfield where the cursor is located.

No - The MARC field descriptions do not automatically display for the organization.

Item bulk change: Warning if changing the Assigned or Home branch (System, Library, Branch)

Specifies whether a warning appears when you are bulk changing item records and you have selected to change the **Assigned** or **Home** branch.

Settings: **Yes** - A warning message appears when the user changes the assigned branch or home branch in the item bulk change process.

No - No warning message appears when the user changes the assigned branch or home branch in the item bulk change process.

Item records: Warning if changing the Assigned or Home branch (System, Library, Branch)

Specifies whether a warning message appears when you change the **Assigned** or **Home** branch on an Item record.

Settings: **Yes** - A warning message appears when a user changes the assigned branch or home branch in an item record.

No - No warning message appears a user changes the assigned branch or home branch in an item record.

Item records: Warning for items saved with display in PAC unchecked (System, Library, Branch)

Specifies whether a warning appears when item records are saved and they do not have the **Display in PAC** box checked.

Settings: **Yes** - A warning message appears when item records are saved without a check in the **Display in PAC** box.

No - No warning message appears when item records are saved without a check in the **Display in PAC** box.

Item records: Warning for items saved without barcodes (System, Library, Branch)

Specifies whether a warning appears when an item record is saved without a barcode.

Settings: **Yes** - A warning message appears when item records are saved without a barcode.

No - No warning message appears.

Item records: Warning for items saved with modified barcode (System, Library, Branch)	Specifies whether a warning message appears when an item record is saved with a modified barcode. **Settings:** **Yes** - A warning message appears when item records are saved and the barcode has been modified. **No** - No warning message appears when item records are saved and the barcode has been modified.
MARC validation immediately after bib replace (System, Library, Branch, Staff)	Specifies whether MARC validation is performed automatically after a bibliographic record replaces other bibliographic records. **Default:** **No** **Settings:** **Yes** - MARC validation is performed automatically after a bibliographic record is replaced. **No** - MARC validation is not performed automatically after a bibliographic record is replaced.
MARC Validation: Authority (System)	Opens the MARC Validation Editor where you can specify how authority records are validated.
MARC Validation: Bibliographic (System)	Opens the MARC Validation Editor where you can specify how bibliographic records are validated.
Maximum number of files to import (System)	Specifies the maximum number of files that can be included in a single import job. **Default:** **100** (can be set up to 1,000)
Override Cataloging blocks (Staff)	Specifies whether the selected staff member can override permission blocks in cataloging functions. Staff members with this permission must also be allowed to do the restricted functions. **Default:** **No** **Settings:** **Yes** - The staff member can give other staff members temporary access to restricted cataloging functions. **No** - The staff member is not allowed to override blocks to restricted cataloging functions.
Remote automatic authority control (System, Library, Branch)	Displays the Remote Automatic Authority Control Defaults dialog box where you enable automatic authority control, specify the Z39.50 server and database to search for authority records when no matching records are found in your local database, and specify the length of time (in seconds) to search before timing out.
Retain deleted authority records (System)	Specifies whether authority records are retained in the database when they are marked for deletion. **Default:** **No** **Settings:** **Yes** - Specifies that authority records marked for deletion are retained in the database until they are deleted in a purge process. **No** - Specifies that authority records are deleted immediately upon a delete operation.

Retain deleted bibliographic records (System)
Specifies whether bibliographic records are retained in the database when they are marked for deletion.

Default: **No**

Settings: **Yes** - Specifies that bibliographic records marked for deletion are retained in the database until they are deleted in a purge process.

No - Specifies that bibliographic records are deleted immediately upon a delete operation.

Retain deleted item records (System)
Specifies whether item records are retained in the database when they are marked for deletion.

Default: **No**

Settings: **Yes** - Specifies that item records marked for deletion are retained in the database until they are deleted in a purge process.

No - Specifies that item records are deleted immediately upon a delete operation.

Subfield 9 cleanup utility (System)
Controls the cleanup utility that deletes processed tags from bibliographic records. Specifies the tags to check for the presence of a $9 and the time period (relative to the day the utility is run) to check.

Default: **No tags or time period selected.**

Acquisitions Permissions, Parameters, and Profiles

These are the permissions, parameters, and profiles that you set to administer and maintain the Acquisitions subsystem in Polaris Administration.

Acquisitions Permissions

These permissions are available under **Security, Acquisitions** at the listed organizational levels on the Administration Explorer.

Note:
To do an acquisitions task, both the staff member and the workstation on which they are doing the task must have the permission.

For more information on the set of permissions required to do specific Acquisitions tasks, see "Acquisitions Workflow Permissions" on page 84.

Access acquisitions (System)
Opening acquisitions workforms in Polaris.

Allow	Access to the Acquisitions menu and workforms.

Adjust currency exchange rate (System and Library)
Update the currency exchange rates for enabled currencies.

Allow	Change the currency exchange rate in the Update Currency Exchange Rates dialog box, available from the **Utilities** menu.

Claim alert list (System)
Processing and managing acquisition claims.

Access	Review the claim alert list.

Claim record (Branch)
Initiate claiming.

Access	List and display claims processed by the branch.
Create	Create new claims against purchased items for the branch.
Modify	Update existing claims for the branch.
Delete	Delete claims being processed by the branch.

Create a bibliographic record from acquisitions and serials (System)
Create bibliographic records as part of acquisitions and serials processing.

Allow	Create bibliographic records during acquisitions and serials processing.

Modify a bibliographic record from acquisitions and serials (System)

Modify bibliographic records as part of acquisitions and serials processing. With this permission, you can change the **Display in PAC** setting for bibliographic records linked to the line items when you release or cancel a purchase order.

Allow	Modify bibliographic records during acquisitions and serials processing. This permission alone does not allow you to open bibliographic records and modify the MARC data. To do this, you also need the Cataloging permission **Bibliographic records: Modify**.

Create and delete item record from acquisitions and serial (System)

Create and delete item records while processing acquisitions and serials.

Allow	Create and delete item records during acquisitions and serials processing. This permission is required to automatically delete item records when deleting serial issues.

Process EDI Invoices (System)

Use the Process EDI Invoices workform to generate EDI invoices.

Allow	Process EDI invoices where the number of copies sent does not equal the number of copies ordered.

Receive ASN Shipments (System)

Use the Receive ASN Shipment workform to receive shipments.

Allow	Receive cartons by scanning or typing a barcode.

Check in shelf-ready materials (System)

Use the Check In Shelf Ready Materials workform to receive shelf-ready items.

Allow	Receive shipments of shelf-ready items; check them in and receive the linked purchase order line items.

Fiscal years (Branch)

Work with fiscal year records.

Access	List and display fiscal year records belonging to the branch.
Create	Add new fiscal years for the branch.
Modify	Change the existing fiscal year records for the branch.
Delete	Delete existing fiscal year records belonging to the branch.

Funds (Branch)

Maintain the budget accounts owned by the branch.

Access	List and display fund records belonging to the branch.
Create	Add new fund records for the branch.
Modify	Change fund records owned by the branch.
Delete	Delete a fund record owned by the branch.
Transfer money between funds	Move money between accounts owned by the branch.

Invoices (Branch)

Maintain invoices owned by the branch.

Access	List and display invoices.
Create	Add new invoices for the branch.
Modify	Change existing invoices that belong to the branch; link invoices together.
Delete	Delete invoices that belong to the branch.
Adjust	Adjust payments and credits in invoices that belong to the branch.

Print vouchers
Print vouchers from invoices that belong to the branch.

Pay, credit Pay and credit invoices that belong to the branch.

Pay invoices exceeding fund expenditure limits
Pay invoices when fund expenditure limits (and/or free balance) will be exceeded.

Purchase orders (Branch)

Work with purchase orders that belong to the branch.

Access List and display purchase orders belonging to the branch.

Create Create purchase orders for the branch.

Modify Change existing purchase orders that belong to the branch.

Delete Delete purchase orders that belong to the branch.

Print purchase orders
Print purchase orders for the branch.

Print workslips
Print workslips from purchase orders for the branch.

Release order exceeding fund encumbrance limits
Release purchase orders which result in fund encumbrances over the specified limit.

Release order resulting in negative fund free balance
Release purchase orders which would result in a negative balance in the fund when the order is paid.

Release, receive, cancel, close po
Specifies who can be responsible for the disposition of a purchase order that belongs to a branch.

Undo receipt
Undo receipt of purchase order line items received in error.

Delete cancelled orders
Delete orders that were previously cancelled.

Send electronic purchase orders
Electronically transmit a purchase order for the branch.

Selection Lists (Library)

Work with selection lists.

Access List and display selection lists belonging to the library.

Create Create new selections lists for the library.

Modify Change existing selection lists that belong to the library. This permission includes managing items added by other people. You can also change a selection list's status.

Delete Delete selection lists that belong to the library.

Approve/Reject
Approve or reject a library's selection list for purchase.

Selection List Line Item Segments (Branch)

Work with selection list line item segments.
Create, modify, delete - Create, modify, and delete selection list line item segments for the branch or branches at which the permission is granted.

Receive Shipment (System)

Use the Receive Shipment workform to check in a shipment of shelf-ready items and update the linked purchase order line item segments to received.
Allow

Acquisitions Parameters

These parameters are available under **Parameters, Acquisitions/Serials** at all organizational levels on the Administration Explorer. For more information, see "Setting Up Acquisitions" on page 83.

Bulk Add to PO: Add Alert to PO line item for multiple ISBNs (System, Library, Branch)

Specifies whether the **Alert** check box is automatically checked for purchase order line items created from bulk added bibliographic records with more than one ISBN.

Default Yes

Bulk Add to PO/SL: Mark 970 data as processed (System, Library, Branch)

Specifies whether 970 tags in bibliographic records are marked as processed when used to create line item segments in a purchase order or selection list. This eliminates duplicate line item segments in a purchase order, which would prevent it from being released.

Default Yes

Bulk Add to PO: Replace invalid fields with default data (System, Library, Branch)

Specifies whether invalid data is replaced with default data when adding line items to a purchase order from a bibliographic record set.

Default: Yes

Bulk Add to SL: Replace invalid fields with default data (System, Library, Branch)

Specifies whether invalid data is replaced with default data when adding line items to a selection list from a bibliographic record set.

Default: Yes

Copy last segment data to next segment (System, Library, Branch)

Specifies whether information from the previous purchase order or invoice line item segment automatically populates fields in the new segment.

Default: Yes

Generate purchase order Number (System, Library, Branch)

Specifies whether Polaris automatically provides a purchase order number or the staff member enters the purchase order number when a purchase order is created. Be sure to specify the increment, prefix, and starting number for the Polaris-generated number (see "Enable automatic purchase order numbers" on page 107).

Default: No (Users input the purchase order numbers)

Settings: **Yes** - Polaris automatically enters a number for newly created purchase orders for the selected branch. The user can change the generated number. The Yes setting is required for the other purchase order numbering parameters to work.

No - The user must input purchase order numbers.

Last used purchase order Number (System, Library, Branch)

Displays the number of the last purchase order produced by the selected organization. The number could be automatically generated or entered by a user. This parameter is for information only; you cannot change the value.

PO line item workslips: Print on-order item data (System, Library, Branch)

Specifies whether item data is printed on purchase order line item workslips

Default: Yes (item data is printed)

Settings: **Yes** - Item data is printed on purchase order line item workslips; segment data is printed only for purchase order line items without any linked items.

No - Purchase order line item segment data is printed on purchase order line item workslips regardless of the presence of linked item records.

Prefix for system generated purchase order number (System, Library, Branch)

Specifies the prefix for the Polaris-generated purchase order number. Each branch organization can specify a different prefix to uniquely identify the purchase order. This parameter is not required for Polaris to generate purchase order numbers.

Default: none

Purchase order number increment (System, Library, Branch)

Specifies the numerical interval Polaris automatically assigns between sequential purchase order numbers. For example, if the increment is set to 10 and one PO number is 10080, the next number to be generated is 10090. Polaris begins incrementing from the number specified in the **Purchase Order Starting Number** parameter, or from the value specified in the **Last Used Purchase Order Number** parameter, whichever is greater.

Default: 1

Purchase order starting number (System, Library, Branch)

Specifies the number for the first generated purchase order number.

Default: 1

Other charge description (System, Library, Branch)

Use this parameter to rename the **Other** header charge type to be used in purchase orders and invoices to specify a charge for the purchase order or invoice as a whole (at the header, rather than line item level). When the **Other** charge type is renamed, the new name appears in the list of charge types on the Purchase Order and Invoice workforms on view 1.

Default: Other

Transmit EDI files in passive mode FTP (System)

Specifies whether the transmission of EDI files is in active or passive mode. If this profile is set to **Yes**, all EDI orders, purchase order acknowledgments and invoices for all EDI suppliers will be transmitted in passive mode. If this profile is set to **No**, they will be transmitted in active mode.

Default: **Yes** - for new Polaris installations. If the EDIAgent has been run before at your site, the default setting is **No**.

Acquisitions Profiles

These profiles are available when you select **Profiles, Acquisitions/Serials** at the listed organizational levels. For more information, see "Setting Up Acquisitions" on page 83.

Acq claim/cancellation default (System, Library, Branch)
Sets the default values for creating claim or cancellation notices.

Acq fund droplist setup (System, Library, Branch, Staff)
Specifies whether fund drop-down lists in Acquisitions workforms display the fund name, the fund alternative name, or both. It also specifies whether only the branch's funds, or the all funds for all branches linked to the parent library are displayed in purchase orders, invoices, and selection lists. For selection lists, you can also specify the exact destinations and funds that display in selection list line item segments.

Default directory (System, Library, Branch, Workstation)
Specifies where Acquisitions logs and files are stored.

Default: C:\Polaris Reports

Display in PAC: Brief bibliographic records created from Acquisitions records (System, Library, Branch)
Specifies whether bibliographic records created from Acquisitions appear in the PAC.

Default: Yes

Display in PAC: Warn if unchecked at POLI/INLI save (System, Library, Branch)
Specifies whether a warning appears when a purchase order line item or invoice line item is saved, and the title will not display in the PAC because the **Display in PAC** check box is not checked.

Default: Yes

EDI invoice defaults (System, Library, Branch)
Specifies the default values to use for EDI invoices when no matching purchase order line item is found. Includes settings for the following: holding invoices for partial shipments so they are not created automatically; updating linked purchase order line items to received automatically when the EDI invoice is created; loading the supplier's header charges; updating on-order item records' circulation status. Also specifies the e-mail address for the invoice log.

Filter branches in line item segments (System, Library, Branch)
Specifies how branches are displayed in selection list, purchase order, and invoice line item segments. If the profile is set to **Yes**, the default **Destination** is the same as the branch selected in the workform header (the **Created at** library in the Selection List workform, the **Ordered at** library in the Purchase Order workform, or the **Paid by** library in the Invoice workform). The drop-down list displays branches with the same parent library as the branch selected in the workform header. If it is set to **No**, the default branch selected is the user's login branch, and all branches from all organizations in the system display in the **Destination** drop-down list.

Default: No

Receiving line items: Warn if linked hold requests (System, Library, Branch)
Specifies whether a warning message appears when users receive a line item for which there is a hold request.

Default: Yes

Retain material type when copying line item segment data
Specifies whether to copy the material type when line item segment data is copied in a selection list or purchase order.

Default: Yes

Selection list line item defaults (System, Library, Branch, Staff)
Sets the default distribution and supplier information for selection lists.

Titles to Go (System, Library, Branch)
Enables the Titles to Go service with the suppliers you select.

Override Acquisitions blocks (Staff)
Specifies whether the selected staff member can override permission blocks in Acquisitions functions. Staff members with this profile set to **Yes** must also have permissions to do the restricted functions.

Default: No

Settings: **Yes** - The staff member can give other staff members temporary access to restricted Acquisitions functions.

No - The staff member is not allowed to override blocks to restricted Acquisitions functions.

Serials Permissions, Parameters, and Profiles

These are the permissions, parameters, and profiles that you set to administer and maintain the Serials subsystem in Polaris Administration.

Serials Permissions

These permissions are available under **Security, Serials** at the listed organizational levels on the Administration Explorer.

Note:
To do a serials task, both the staff member and the workstation must have the permissions.

For more information on setting permissions for specific Serials workflows, see "Serials Workflow Permissions" on page 148.

Access serials (System, Library, Branch)

Work with serials records in Polaris.

Allow Access to the Serials menu and workforms.

Route lists (System, Library, Branch)

Route serials and other material.

Access View and print lists belonging to the organization.

Create Create new route lists for the organization.

Modify Change existing route lists belonging to the organization.

Delete Delete route lists belonging to the organization.

Modify route status
Initiate routing of a piece and indicate that the piece has returned.

Serial holdings records (Branch)

Work with serial holdings records including publication patterns and pattern templates.

Access List and use serial holdings records that belong to the branch (including publication patterns and pattern templates).

Create Add a serial title and create publication patterns and pattern templates for the branch.

Modify Change serial holdings records (including publication patterns and pattern templates) that belong to the branch.

Delete Delete serial holdings records (including publication patterns and pattern templates) that belong to the branch.

Serial Issues/Standing Order Parts (Branch)

Work with serial issues and standing order parts.

Access List and display issue or parts records that are maintained by the branch.

Create Create a serial issue and standing order part record for the branch.

Modify Change existing serial issue and standing order part records that belong to the branch.

Claim Claim a serial issue or standing order part.

Delete Delete a serial issue and standing order part record that belongs to the branch.

Check-in Mark serial issues and standing order parts as received for the branch.

UnCheck-in Return the status of a received issue or part to **Expected**.

Subscription records (System, Library, Branch)

Maintain subscriptions.

Access List and display the subscriptions.

Create Create subscription records for the organization.

Modify Change subscriptions maintained by the organization.

Delete Delete subscriptions belonging to the organization.

Cancel and Renew
Approve renewing or cancelling a subscription maintained by the organization.

Suppliers (Branch)

Work with supplier records that belong to the branch.

Access List and use supplier records maintained by the branch.

Create Add supplier records for the branch.

Modify Change supplier records maintained by the branch.

Delete Delete supplier records owned by the branch.

Modify postal address fields
Update postal addresses.

Serials Parameters

The following parameters are available when you select **Parameters, Acquisitions/Serials** in the System Administration Explorer at the listed organizational levels. For more information, see "Setting Up Serials Processing" on page 147.

Create purchase order at subscription renewal (System, Library, Branch)

Specifies whether a purchase order should be created when a subscription is approved for renewal.

Default: No

Display of Issues on Check In (System, Library, Branch)

Specifies the status of issues that appear when the Check In workform is first opened. It can be set to **All** which displays all issues regardless of their status, or to Not received. You can define which statuses are included in the category Not received using the check boxes.

Default: Not received

Delete linked issue/part when serial item is deleted (System, Library, Branch)

Specifies if issues/parts are automatically deleted when you delete the linked serial item record.

Default: Yes

Enter unit price at serials check-in

Specifies whether the **Unit price** box appears in the prompt for barcode dialog box when serial issues or parts are checked in. When it is set to **Yes** (default), and the serial holdings record has the settings **Generate item records at check-in** and **Prompt for barcode** turned on, the dialog box also includes the unit price.

Default: Yes

Notification: Print subscription cancellation notice (System, Library, Branch)

Specifies when a subscription cancellation notice is printed.

Default: Automatic

Settings: **Automatic** - Cancellation notices are printed as individual subscriptions are marked for cancellation.

Batch - The Cancellation Notices report must be generated to print notices for subscriptions that are marked for cancellation.

Notification: Subscription cancellation notice text (System, Library, Branch)

Specifies the wording of the subscription cancellation notice for the organization.

Default: The Subscription identified in this notice is being canceled.

Subscription renewal fund - deposit account (System, Library, Branch)

Specifies the budget account to use for the subscription renewal line item on a purchase order if a fund is not specified for the subscription. This fund is used if the payment method for the subscription is a depository agreement.

Subscription renewal fund - non-deposit account (System, Library, Branch)

Specifies the budget account to use for the subscription renewal line item on a purchase order if a fund is not specified for the subscription. This fund is used if the payment method is something other than a depository agreement.

Serials Profiles

The following profiles are available when you select **Profiles, Acquisitions/ Serials** at the listed organizational levels. For more information, see "Setting Up Serials Processing" on page 147.

Route List defaults (System, Library, Branch, Workstation, Staff)

Sets the default values used when creating new route lists. See "Setting Up Routing" on page 158.

Override Serials blocks (Staff)

Specifies whether the selected staff member can override blocks in Serials functions. Staff members with this profile set to **Yes** must also have permissions to the restricted functions.

Default: No

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