

NAAUG 2003  
DOCUMENTATION EXCHANGE

University of Maryland  
Aleph rel. 15.2

Contact Pamela Bluh (pbluh@UMARYLAND.EDU)

Serials & Acquisitions ALEPH "CHEAT" SHEETS

Acquisitions—Orders

- Creating a Vendor Record
- Format Terms for Catalog Orders
- Creating a Monograph Order
- Firm Order Receiving in Aleph
- Creating a Serial Order
- Display of Orders in the OPAC

Acquisitions—Budgets

- Aleph Creating Budgets Workflow
- Creating a Budget Hierarchy

Acquisitions—Invoices

- Processing A Monograph Invoice
- Firm Order Invoice Payment
- Processing a Serial Invoice

Serials—Subscriptions & Check-In

- Check-in of Serial Issues
- Creating new subs (for not-converted titles)
- Creating issues for new subs (not-converted titles)
- Creating a second copy subscription
- Creating Routing Information
- Claiming Serials Issues in Aleph
- Cessations in Aleph

Publication Patterns (853/853X)

- Publication Patterns for CARL sites
- Adding a publication pattern

Holdings Records

- Holdings Record
- Holdings Records Worksheet (template)
- Description of the Holdings Record (sample)
- Adding a 852 to an ALEPH holdings record

General

- Printing Reports
- System Numbers in Aleph
- Terms and Tags in Aleph
- Notes in Aleph

- Bindery Processing in Aleph