

Acquisitions: Getting Started

These worksheets will assist you in gathering the information required to set up the Acquisitions Module.

Library Name: _____

FUNDS

Check the boxes of the sources from which you receive collection funding for the year

- | | |
|---|---|
| <input type="checkbox"/> Municipal Government | <input type="checkbox"/> Capital Funds |
| <input type="checkbox"/> Provincial Government | <input type="checkbox"/> Donations |
| <input type="checkbox"/> Public Library Services Branch | <input type="checkbox"/> Fundraising |
| <input type="checkbox"/> Federal Government | <input type="checkbox"/> Friends of the Library |
| <input type="checkbox"/> Regional District | <input type="checkbox"/> Other: _____ |

List your specific Yearly Collection Funding Sources below and the amount of funding you receive

FUNDING SOURCES WORKSHEET

<i>ie. City of Fiction</i>	\$ 275 654.78
1. _____	\$ _____.
2. _____	\$ _____.
3. _____	\$ _____.
4. _____	\$ _____.
5. _____	\$ _____.
6. _____	\$ _____.
7. _____	\$ _____.
8. _____	\$ _____.
9. _____	\$ _____.
10. _____	\$ _____.
Total Funding for YYYY	
	\$ _____.

PROVIDERS (VENDORS) WORKSHEET

List all vendors you purchase collection materials from.

Provider (Vendor)

Name of Provider: _____	EDI Account (<i>circle</i>): yes/ no
Name of Contact: _____	SAN (Standard Address Number): _____
E-mail: _____	Holdings Tag: _____
Phone: _____	Currency: _____
Fax: _____	Ordering Discount: _____

Types of Materials Ordered:

- | | | |
|------------------------------------|---|---------------------------------------|
| <input type="checkbox"/> books | <input type="checkbox"/> music CDs | <input type="checkbox"/> games |
| <input type="checkbox"/> magazines | <input type="checkbox"/> playaways | <input type="checkbox"/> story boxes |
| <input type="checkbox"/> DVDs | <input type="checkbox"/> audiobooks | <input type="checkbox"/> other: _____ |
| <input type="checkbox"/> VHS | <input type="checkbox"/> electronic books | |

Default # of Copies _____

Default Claiming Policy: _____

Ordering Frequency:

- All the time Quite often A few times a year Only special orders Last time I ordered?

**Congratulations, now that you have gathered all the necessary information
you are ready to set up the Acquisitions Module in Evergreen.**

For specific Evergreen instructions see the [Sitka Evergreen Aquisitions Manual: Part III Administration](#)

Provider (Vendor)

Name of Provider: _____

EDI Account (*circle*): yes/ no

Name of Contact:

SAN (Standard Address Number):

E-mail:

Holdings Tag:

Phone:

Currency:

Fax:

Ordering Discount:

Types of Materials Ordered:

- | | | |
|------------------------------------|---|---------------------------------------|
| <input type="checkbox"/> books | <input type="checkbox"/> music CDs | <input type="checkbox"/> games |
| <input type="checkbox"/> magazines | <input type="checkbox"/> playaways | <input type="checkbox"/> story boxes |
| <input type="checkbox"/> DVDs | <input type="checkbox"/> audiobooks | <input type="checkbox"/> other: _____ |
| <input type="checkbox"/> VHS | <input type="checkbox"/> electronic books | |

Default # of Copies _____

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EDI Account (*circle*): yes/ no

Name of Contact:

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Ordering Discount:

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Types of Materials Ordered:

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