Aleph Procedure for Purchased PDA Titles

1. Go to I:\BMS\EBSCO purchased.xls

2. You will need to flip any titles that do not have a date in the “flipped?” column and say “TRUE” in the PDA Triggered column.

3. Search the title in Aleph (I usually search in the OPAC, because it’s easier to find print dupes). If the title is a print dupe, make a note in the “print dupe” column. If you’re in the OPAC, get the system number from the MARC view.

4. Pull up the record in Aleph. Under Item Tab 2. (General Information), change the Item Process Status from PA to blank (Not in process). Update the item.

5. Put the date in the “flipped?” column.