

Recommendation:

Bibliographic and/or item records may be created after items have been ordered.

Records for books and audiobooks: up to 6 months prior to anticipated publication.

Records for all other material types: up to 3 months prior to anticipated publication.

When a library places an on-order item record into Sierra, they will NOT make this a high demand item. (per [V-Cat High Demand Items Recommendation](#))

When the physical item is cataloged, a new item record should be created.

Item records representing items on order, “dummy item records,” should be deleted when the physical item is cataloged.

Explanation:

If pre-publication records are created too far in advance, holds can expire before patrons have their turn in line for a high demand item.

If an item’s publication is delayed or canceled, V-Cat member libraries can notify WVLS staff or the V-Cat Bibliographic and Interface Committee Chair. Existing holds will be handled according to the V-Cat Holds That Cannot be Filled Guideline and delete the on-order record as needed.

A new creation date allows Aspen Browse Categories for newly added items, search facets, and sorting to stay up to date. Aspen uses item creation date for “added in the last” facet and the sort by “date purchased.”

Additionally, library staff usually use creation date for determining when an item needs to be switched from high demand. Creating a new item record makes keeping track of the high demand process easier.