NWLN Best Practice On order and Pre-publication records
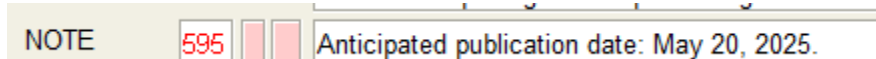September 2024

NWLN attempts to provide opportunities for patrons to place holds on items as soon as possible. **On order** records are a tool for providing this service. Sometimes the uncertainty of the publishing industry and the competitive nature of streaming services delay title availability or cancel availability entirely. Though collection development and cataloging staff strive to order only items that will be available, this best practice document will guide staff through placing an **On order** record.
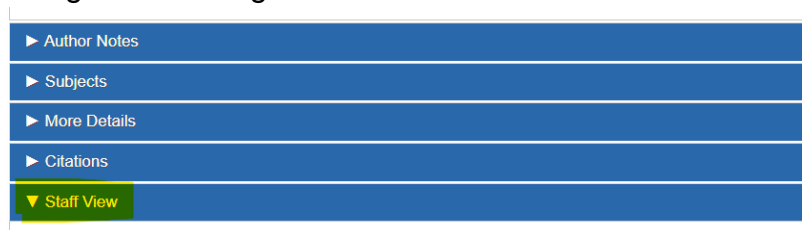
NWLN recommends the following procedures:

When ordering library items with dates of publication or release less than the next six months:

1. Centralized Catalogers will add a publication date to the bibliographic record in a 595 field if a date can be determined.

2. Patrons can see release date information in the public catalog by clicking on Staff View and scrolling down through the MARC Record to see the 595 field.

3. The date field will be removed after publication.

When release/publication dates are delayed beyond six months:
1. Centralized Catalogers will modify the release date in the bibliographic record 595 field and Centralized Cataloging spreadsheet
2. Centralized Catalogers will add information to the title field of bibliographic record sharing extended expected publication. For example, Throwing bears for George - Expected publication May 20, 2025.
3. Patron holds will be extended by system staff if needed.

Throwing bears for George - Expected publication May 20, 2025

(Book)

Author:	Riordan, J.F.,	
Series:	North of the tension line series.; volume 5.	Place Hold
Format:	Book	

When release/publication dates are canceled:
1. NWLS Staff will cancel all patron holds and delete the bibliographic record.
2. NWLS Staff will notify directors that patron holds have been canceled and the bibliographic record has been deleted.

When the publication date of an order record arrives or recently passes:
1. Centralized Catalogers will fully catalog and remove release date from bibliographic record.