

OASIS Tips

iFound: This is now available for use. It was shown during the training. Basically you choose the iFound link on the record, choose the copy that you are interested in purchasing, put in the order information, and place the order. Please remember that these can be used copies, and what you order is what you get. There are no returns on any iFound purchases.

Oasis accepts orders: This is the availability marked on certain titles in OASIS. From our experience most of these titles tend to be out of print, not yet published, or not available in North America. In other words if you see this on an item that you are wanting, there is a really good chance that the book is not available for purchase through Coutts. A suggestion would be to use iFound to order the item instead. Or to see if there is another publisher, or format/edition available, that would fit your needs.

Interested User: In the Interested User field, found when filling in the order information the only acceptable format is the Primary Identifier from Alma. As a reminder putting in the primary identifier here will generate an email from Alma once the book has been received, processed, and left Technical Services to that person, it will not hold the book. It is up to you whether or not you wish to fill in this field.

Rush: Not much has changed currently with Rush orders. Please email your acquisitions person with Rush orders that are needed in two weeks or less, making sure to include the ISBN, title, author, and any details that are helpful.

List Names: One of those technical things. Please make sure that the list name is filled in exactly the same for every item on your list. This ensures smoother processing in ALMA.

Not saving templates: Just a gentle reminder, please don't save templates with ordering information, please just leave it at the ones provided. Otherwise this will greatly increase your list of templates to choose from and increase the chance for mistakes being made in the ordering information.