

# MIDWEST TAPE

Here for Libraries.

## 9xx Ordering

### How to Reduce the Amount of Hand-Keying of Order Records in Your ILS

Midwest Tape works with all major Integrated Library Systems (ILS) (such as Sierra/Millennium, Horizon, Symphony, Polaris, Virtua, Carl-X, Koha, and Evergreen) to streamline the creation of order records by adding 9xx tags to Midwest Tape downloadable vendor records. We will also work with any other ILS providers to create custom 9xx tags to meet your individual library's needs. There is absolutely no charge for the programming of these tags or the downloading of vendor records. Simply contact us for more information.

#### **9xx ordering saves you and your library time.**

We can populate your vendor records to show such information as specified funds, locations, and collection codes. You won't have to enter any of this information manually.

#### **Using vendor records for the items in your carts eliminates hand-creating orders in your system.**

Using information you provide, we will program the additional order record tags attached to your downloaded vendor records. These order record tags vary by ILS, but the tag itself is usually found in the 900s. This 9xx tag will carry whatever fund (budget), location, collection code, pricing information, and note fields you need.

We can also program any needed static data into other such user-defined tags as 092, 099, and 590. For example, if you need a tag to always read "DVD on Order" for all DVD titles, we can set that up for you.

#### **Our robust vendor records are always free.**

You can download the records as often as needed. You can also modify vendor records to include or exclude individual tags. Once you've downloaded the order into your system, you can continue to order via the web, or we can set up electronic (EDIFACT/X12) ordering for you to place your orders with us via FTP (Internet File Transfer Protocol). Electronic invoicing is also an option when ordering via FTP. (Please see the whitepaper entitled "[Electronic Ordering & Invoicing with EDI](#)" for more information.)

To set up your added 9xx or user-defined tags, or for questions, please contact Jenny Cousino at [jcousino@midwesttape.com](mailto:jcousino@midwesttape.com) or 1.800.875.2785. Once you provide us with your ILS information, we generally have your programming completed and ready for testing within one to two weeks.

To learn more information specific to your ILS, please select from the links below.

[Sierra/Millennium](#)

[Horizon](#)

[Symphony](#)

[Polaris](#)

[Other ILS Systems](#)

#### **Questions?**

Contact Jenny Cousino at [jcousino@midwesttape.com](mailto:jcousino@midwesttape.com) or 1.800.875.2785.

# 9xx Ordering

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## Sierra/Millennium

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We can set up your Midwest Tape website account to ensure your downloaded vendor records will reflect your Sierra/Millennium ILS specifications (like fund and location information). Upon downloading your vendor records, which we'll program to contain the appropriate 9xx order record tags, you can import them into your system to create your order and then export your order to us via FTP or order on the web via our standard website ordering system. The process is customizable to the needs of your system, and the setup, programming, and use of the service are completely free of charge.

We will need to know the following information to get you started:

1. Your preferred tag to carry the information (usually a 960 tag)
2. Your media codes for DVD, CD, and audiobook materials (usually a one-letter code)
3. Your vendor ID for Midwest Tape—the code you assigned when you set us up as a vendor, usually 5 characters in length

The standard setup for Sierra/Millennium customers would appear as follows:

### Subfields:

'g' = media code

'q' = date

's' = price (your choice of retail price or your cost)

'o' = quantity

'v' = vendor ID

't' = location

'u' = fund

961 subfield 'h' = Midwest Tape product ID

These fields are customizable, so if there is something you do not need or something you'd like changed, just let us know. Also, we will need a list of your locations and your funds as well as how they are associated. If you have purchased the One-Click importing system, we can assist you in setting that up as well.

## Horizon

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We can set up your Midwest Tape website account to ensure your downloaded vendor records will reflect your Horizon ILS specifications (like fund and location information). Upon downloading your vendor records, which we'll program to contain the appropriate 9xx order record tags, you can import them into your system to create your order and then export your order to us via FTP or order on the web via our standard website ordering system. The process is customizable to the needs of your system, and the setup, programming, and use of the service are completely free of charge.

We will need to know the following information to get you started:

1. Your preferred tag to carry the information (for Horizon, it is usually a 970 tag, but this can vary)
2. The values you need this tag to contain as well as the subfields your system expects to carry them

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The standard setup for Horizon customers would appear as follows:

**Subfields:**

- 'a' = location
- 'b' = quantity
- 'f' = budget/fund code
- 'c' = collection code
- 'p' = price (retail or discounted)
- 'i' = Midwest Tape product ID
- 't' = notes
- 'l' (lowercase L) = i-type

These fields are customizable, so if there is something you do not need or something you'd like changed, just let us know. Also, we will need a list of your locations and your funds as well as how they are associated.

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**Symphony**

We can set up your Midwest Tape website account to ensure your downloaded vendor records will reflect your Symphony ILS specifications (like fund and location information). Upon downloading your vendor records, which we'll program to contain the appropriate 9xx order record tags, you can import them into your system to create your order and then export your order to us via FTP or order on the web via our standard website ordering system. The process is customizable to the needs of your system, and the setup, programming, and use of the service are completely free of charge.

We will need to know the following information to get you started:

1. Your preferred tag to carry the information (for Symphony, it is usually a 947 tag, but this can vary)
2. The values you need this tag to contain as well as the subfields your system expects to carry them

The standard setup for Symphony customers would appear as follows:

**Subfields:**

- 'f' = fund
- 'h' = holding code
- 'q' = quantity
- 'p' = price (retail or your cost)

These fields are customizable, so if there is something you do not need or something you'd like changed, just let us know. Also, we will need a list of your locations and your funds as well as how they are associated.

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## Polaris

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We can set up your Midwest Tape website account to ensure your downloaded vendor records will reflect your Polaris ILS specifications (like fund and location information). Upon downloading your vendor records, which we'll program to contain the appropriate 9xx order record tags, you can import them into your system to create your order and then export your order to us via FTP or order on the web via our standard website ordering system. The process is customizable to the needs of your system, and the setup, programming, and use of the service are completely free of charge.

We will need to know the following information to get you started:

1. Your preferred tag to carry the information (Polaris uses a 970 tag)
2. The values you need this tag to contain as well as the subfields your system expects to carry them

The standard setup for Polaris customers would appear as follows:

### Subfields:

'l' (lowercase L) = location

'q' = branch quantity

'f' = fund

'p' = price (retail or discounted)

'c' = collection code

'm' = material type

'n' = notes

'h' = item template (may take place of both subfields 'c' and 'm')

These fields are customizable, so if there is something you do not need or something you'd like changed, just let us know. Also, we will need a list of your locations and your funds as well as how they are associated.

## Other ILS systems

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The four Integrated Library Systems mentioned above are the most commonly encountered. We also work with libraries using other Integrated Library Systems. Please contact us if you use a different ILS, and we'll work with you to determine which tags supply your order record information and what subfields are required. We'll make every effort to ensure an effective transition to 9xx ordering.

To set up your added 9xx or user-defined tags, or for questions, please contact Jenny Cousino at [jcousino@midwesttape.com](mailto:jcousino@midwesttape.com) or 1.800.875.2785. Once you provide us with your ILS information, we generally have your programming completed and ready for testing within one to two weeks.

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