

The intricacies of the staff-side Griffin order record September 15, 2000, Chris Benson

*** MAIN MENU ***

- S > SEARCH the catalog
 - D > Catalog DATABASE maintenance
 - C > CIRCULATION subsystem
 - O > ORDERING and receiving subsystem
 - M > MANAGEMENT information
 - B > Materials BOOKING subsystem
 - A > ADDITIONAL system functions
 - Q > QUIT
- Choose one (S,D,C,O,M,B,A,Q)

What type of record should be displayed most prominently?

- B > BIBLIOGRAPHIC Record
 - O > ORDER Record
 - C > CHECKIN Record
 - A > AUTHORITY Record
 - I > ITEM Record
 - P > PATRON Record
 - R > COURSE Record
 - S > SUMMARY of all records attached to a bibliographic record
 - Q > QUIT
- Choose one (B,O,C,A,I,P,R,S,Q)

***** SEARCHING RECORDS *****
C > LC CALL NO SEARCH
D > DEWEY CALL NO SEARCH
L > LOCAL CALL NO SEARCH
M > MISC NUMBER SEARCH
A > AUTHOR SEARCH
→ T > TITLE SEARCH
X > AUTHOR/TITLE SEARCH
S > SUBJECT SEARCH
E > GENRE SEARCH
O > OCLC# SEARCH
I > ISSN SEARCH
G > GOV DOC# SEARCH
W > WORDS in titles, subjects, and contents notes
H > REPEAT Previous Search
R > RECORD #
F > Change Library Catalog (Scope)
U > Search CASCADE Central Catalog

Q > QUIT

Choose one (C,D,L,M,A,T,X,S,E,O,I,G,W,H,R,F,U,Q)

TITLE :

[Press the ESC key to begin a different search.]

Type all or part of the exact TITLE, beginning with the first word.

for example --> Strangers in the Land

or --> time| (to retrieve single-word titles)

or --> 1000 avant garde plays

or --> American journal of veterinary research

Omit initial articles in titles (a, an, the, das, le, etc.); for long titles,
enter only the first four or five words; if you cannot locate a specific
title, try a WORDS search.

.... then press the **RETURN** key

Griffin system code tables

Go to : <http://www.systems.wsu.edu/systems/>

Click on "Griffin system code tables"

Click on "Fixed length codes"

Interpreting fund codes

Fund codes are 5 digits

If the fund code begins with a:

- 1 = Serial fund
- r = Book approval orders
- s = Slip/form approval orders
- t = Firm/monographic orders

The second digit is the library division:

- 1 = Education
- 2 = Humanities/Architecture
- 3 = Manuscripts & Archives
- 4 = Science/Agricultural Sciences
- 5 = Social Sciences
- 6 = Veterinary Medical

The last three digits are the cost center.

Search options:

To see a particular attached record, Key its number

M > MORE Linked Record N > NEW Search P > PRINT
R > RETURN to Browsing A > ANOTHER Search by TITLE U > Show
BIBLIOGRAPHIC Record F > FORWARD browse I > Show similar ITEMS
+ > ADDITIONAL options
Choose one (1-291,M,R,F,N,A,I,P,U,J,T,E,+)

"+"

To see a particular attached record, Key its number

J > JUMP + > ADDITIONAL options
T > Display MARC Record
E > Mark item for EXPORT
Choose one (1-291,M,R,F,N,A,I,P,U,J,T,E,+)

Examples of "monographic/firm orders

You searched for the TITLE: sense and nonsense in homer

B28110031 **BIBLIOGRAPHIC Information**

AUTHOR Wilson, John.

TITLE Sense and nonsense in Homer : a consideration of the
 inconsistencies and incoherencies in the texts of the Iliad and
 the Odyssey.

IMPRINT Oxford : Archaeopress : Hadrian Books, 2000.

O2040074 **ORDER Information**

ACQ TYPE: p	CODE3: a	ORD NOTE: -	STATUS: o
LOCATION: wh	CODE4: -	ORD TYPE: m	TLOC: -
CDATE: - -	E PRICE: \$30.00	REACTION: -	VENDOR: bhb
CLAIM: -	FORM: a	RDATE: - -	LANG: eng
COPIES: 1	FUND: s2153	RLOC: a	COUNTRY:
CODE1: -	ODATE: 09-07-00	BLOC: a	VOLUMES: 1
CODE2: -			
VEN. NOTE	R L3515259		

You searched for the TITLE: selected papers of charles willson

B16657007 **BIBLIOGRAPHIC Information**

AUTHOR Peale, Charles Willson, 1741-1827.

TITLE Selections.

TITLE The selected papers of Charles Willson Peale and his family /
 Lillian B. Miller, editor ; Sidney Hart, assistant editor ; Toby
 A. Appel, research historian.

IMPRINT New Haven [Conn.] : Published for the National Portrait Gallery,
 Smithsonian Institution by Yale University Press, c1983-
 <c1991 >

O2015353 **ORDER Information**

ACQ TYPE: p	CODE3: d	ORD NOTE: -	STATUS: q
LOCATION: wh	CODE4: -	ORD TYPE: m	TLOC: -
CDATE: - -	E PRICE: \$75.00	REACTION: -	VENDOR: bna
CLAIM: -	FORM: a	RDATE: - -	LANG:
COPIES: 1	FUND: s2190	RLOC: a	COUNTRY:
CODE1: -	ODATE: 07-27-00	BLOC: a	VOLUMES: 1
CODE2: -			
IDENTITY	v.5		
INT. NOTE	6Sep00 : CAT returned v.1 as a dupl, gave to Judith to return.aw		
INT. NOTE	09/13/00: Returned incorrect volume to BNA for credit on invoice#		
INT. NOTE	09/13/00: Returned incorrect volume to BNA for credit on invoice# 45178H; reordered volume 5. -jash		
VEN. NOTE	Volume 5 : Autobiography of Charles Willson Peale, R R9171332		
VEN. NOTE	CLAIMING: VOLUME 5 AND CREDIT FOR BOOK RETURNED		
	PDATE INV DATE & NO. AMOUNT VOUCHER NOTE		
PAID	08-22-2000 08-11-2000 45178h	\$81.34	59849 v.1

You searched for the TITLE: graphical treasures on the internet

B27285911 BIBLIOGRAPHIC Information

AUTHOR Testa, Bridget Mintz.

TITLE Graphical treasures on the Internet / Bridget Mintz Testa.

IMPRINT Boston : AP Professional, c1996.

O1815453 ORDER Information

ACQ TYPE: p CODE3: d ORD NOTE: - STATUS: a

LOCATION: wo CODE4: - ORD TYPE: f TLOC: -

CDATE: 10-08-99 E PRICE: \$30.00 REACTION: - VENDOR: 10801

CLAIM: n FORM: a RDATE: 09-21-99 LANG:

COPIES: 1 FUND: t4510 RLOC: a COUNTRY:

CODE1: p ODATE: 08-26-99 BLOC: a VOLUMES: 1

CODE2: -

INT. NOTE 8/26/99 : Sent e-mail order to A A A Always First Book Source. cb

INT. NOTE 8/26/99 : Triple A Books will ship and bill. cb

INT. NOTE 9/8/99 : Triple A Books rpts book damaged beyond repair, order

INT. NOTE 9/8/99 : Triple A Books rpts book damaged beyond repair, order cancelled. cb

INT. NOTE 9/8/99 : Sent e-mail order to A Better deal Books. cb

INT. NOTE 9/8/99 : A Better Deal Books will ship and bill. cb

PAID PDATE INV DATE & NO. AMOUNT VOUCHER NOTE

PAID 10-05-99 09-08-99 qlp637 \$11.41 47786

Examples of standing orders/subscriptions

You searched for the TITLE: journal of nutrition

B21422230 BIBLIOGRAPHIC Information

TITLE The Journal of nutrition.

IMPRINT Philadelphia, Wistar Institute of Anatomy and Biology.

Summary of Attached Records

CHECKIN 001 > LOCATION: ejp; IDENTITY=PAPER; CHECK-IN=Card: Status is current,

CHECKIN 002 > LOCATION: bxp; CHECK-IN=Card: Status is current, 48 boxes, 30 da

CHECKIN 003 > LOCATION: woc; CHECK-IN=Card: Status is current, 32 boxes, 30 da

ORDER 004 > LOCATION: ejp; FUND: csubs; STATUS: f

ORDER 005 > LOCATION: wo; FUND: 14600; STATUS: f

ORDER 006 > LOCATION: t; FUND: 14600; STATUS: f

ITEM 007 > CO: 1; LOC: ejp; CALL #=RM214 .J6; VOL=64 1958; B=33005497

ITEM 008 > CO: 1; LOC: ejp; CALL #=RM214 .J6; VOL=65 MAY-AUG. 1958;
B=33005

ITEM 009 > CO: 1; LOC: ejp; CALL #=RM214 .J6; VOL=66 SEPT.-DEC. 1958;
B=330

ITEM 010 > CO: 1; LOC: ejp; CALL #=RM214 .J6; VOL=67 1959; B=33005521

To see a particular attached record, Key its number

M > MORE Linked Record N > NEW Search P > PRINT

R > RETURN to Browsing A > ANOTHER Search by TITLE U > Show

BIBLIOGRAPHIC Record

F > FORWARD browse I > Show similar ITEMS + > ADDITIONAL options

Choose one (1-291,M,R,F,N,A,I,P,U,J,T,E,+)

Key number 5

You searched for the TITLE: journal of nutrition

B21422230 BIBLIOGRAPHIC Information

TITLE The Journal of nutrition.

IMPRINT Philadelphia, Wistar Institute of Anatomy and Biology.

O1198142 ORDER Information

ACQ TYPE: p CODE3: d ORD NOTE: - STATUS: f
LOCATION: wo CODE4: - ORD TYPE: s TLOC: -
CDATE: - - E PRICE: \$0.00 REACTION: - VENDOR: faxon
CLAIM: n FORM: a RDATE: 01-27-97 LANG: eng
COPIES: 1 FUND: 14600 RLOC: a COUNTRY:
CODE1: - ODATE: - - BLOC: a VOLUMES: 1
CODE2: 1

INT. NOTE post dBASE

OLD ORD # 00-906557

	PDATE	INV DATE & NO.	AMOUNT	VOUCHER	NOTE
PAID	04-12-96	02-28-96 37349	\$229.93	4432	1996
PAID	11-08-96	08-31-96 0066422	\$229.71	12306	01/97-12/97
PAID	01-27-97	12-03-96 84448	\$38.28	14908	1/1997-12/ 1997!363825
PAID	01-28-98	01-19-98 154687	\$295.33	28048	1/1998-12/ 1998!363825
PAID	01-25-99	01-14-99 204994	\$328.80	39071	1/1999-12/ 1999!363825
PAID	02-03-2000	01-15-2000 401702	\$380.66	51354	1/2000-12/ 2000!363825

Key number 6

You searched for the TITLE: journal of nutrition

B21422230 BIBLIOGRAPHIC Information

TITLE The Journal of nutrition.

IMPRINT Philadelphia, Wistar Institute of Anatomy and Biology.

O1897536 ORDER Information

ACQ TYPE: z CODE3: d ORD NOTE: STATUS: f
LOCATION: t CODE4: - ORD TYPE: s TLOC:
CDATE: - - E PRICE: \$0.00 REACTION: VENDOR: none
CLAIM: n FORM: m RDATE: - - LANG:
COPIES: 1 FUND: 14600 RLOC: a COUNTRY:
CODE1: - ODATE: - - BLOC: a VOLUMES: 0
CODE2: -

INT. NOTE 2/15/00 : Free internet access with paper subs.

INT. NOTE 2/15/00 : Passed info to J.Webb. cb

INT. NOTE 4/25/00 : Retd paperwork to J.Webb with customer number #085856-

INT. NOTE 8/28/00 : JW rpts customer number does not work, sent e-mail to
Faxon for correct number. cb

INT. NOTE 8/30/00 : Recd new customer number, forwarded to JW. cb

INT. NOTE 8/30/00 : JW rpts this has been registered, passed info to MJ
/Cat. cb

VEN. NOTE Internet access

You searched for the TITLE: ethnic and racial studies

B11163057 BIBLIOGRAPHIC Information

TITLE Ethnic and racial studies.

IMPRINT London ; New York : Routledge & Kegan Paul.

Summary of Attached Records

CHECKIN 01 > LOCATION: whc; CHECK-IN=Card: Status is current, 18 boxes, 60 day

CHECKIN 02 > LOCATION: ejp; IDENTITY=PAPER; CHECK-IN=Card: Status is current,

ORDER 03 > LOCATION: ejp; FUND: csubs; STATUS: f

ORDER 04 > LOCATION: wh; FUND: 15335; STATUS: f

ORDER 05 > LOCATION: wh; FUND: t5335; STATUS: a; IDENTITY=v.21 no.2 & v.21

ORDER 06 > LOCATION: t; FUND: 15335; STATUS: f

ITEM 07 > CO: 1; LOC: whs; CALL #=HT1501 .E73; VOL=v.6 (1983); B=002-106714

ITEM 08 > CO: 1; LOC: whs; CALL #=HT1501 .E73; VOL=v.7 (1984); B=002-106957

ITEM 09 > CO: 1; LOC: whs; CALL #=HT1501 .E73; VOL=v.8 (1985); B=002-107638

ITEM 10 > CO: 1; LOC: whs; CALL #=HT1501 .E73; VOL=v.9 (1986); B=002-108328

Key number 5

B11163057 BIBLIOGRAPHIC Information

TITLE Ethnic and racial studies.

IMPRINT London ; New York : Routledge & Kegan Paul.

O1823905 ORDER Information

ACQ TYPE: p CODE3: a ORD NOTE: STATUS: a

LOCATION: wh CODE4: n ORD TYPE: z TLOC:

CDATE: 12-02-99 E PRICE: \$0.00 REACTION: VENDOR: 8002

CLAIM: FORM: a RDATE: 12-02-99 LANG:

COPIES: 1 FUND: t5335 RLOC: a COUNTRY:

CODE1: ODATE: 09-08-99 BLOC: a VOLUMES: 0

CODE2:

IDENTITY v.21 no.2 & v.21 nos.4-5 (Mar 98, Sept-Oct. 98) ONLY

VEN. NOTE Volume 21, no. 2 and Volume 21 nos. 4-5 (March 98, Sept-Oct 1998) ONLY

VEN. NOTE Volume 21, no. 2 and Volume 21 nos. 4-5 (March 98, Sept-Oct 1998) ONLY

PDATE INV DATE & NO. AMOUNT VOUCHER NOTE

PAID 10-05-99 09-16-99 231150 \$125.78 47788 *prepay

Examples of Internet orders

You searched for the TITLE: solid state technology

B17540483 **BIBLIOGRAPHIC Information**

TITLE Solid state technology.

IMPRINT [Port Washington, N.Y. : Cowan Pub. Corp., c1968-

O202956x **ORDER Information**

ACQ TYPE: g	CODE3: d	ORD NOTE:	STATUS: f
LOCATION: t	CODE4: -	ORD TYPE: s	TLOC:
CDATE: - -	E PRICE: \$0.00	REACTION:	VENDOR: none
CLAIM: n	FORM: m	RDATE: - -	LANG:
COPIES: 1	FUND: none	RLOC: a	COUNTRY:
CODE1: -	ODATE: - -	BLOC: a	VOLUMES: 0
CODE2: -			

INT. NOTE 8/17/00 : No registration required at this time, passed info to
 MJ/Cat. cb

VEN. NOTE Free internet access

You searched for the TITLE: journal of cellular biochemistry

B16394392 **BIBLIOGRAPHIC Information**

TITLE Journal of cellular biochemistry.

IMPRINT New York : A.R. Liss, c1982-

O1722980 **ORDER Information**

ACQ TYPE: z	CODE3: d	ORD NOTE:	STATUS: f
LOCATION: t	CODE4: -	ORD TYPE: s	TLOC:
CDATE: - -	E PRICE: \$0.00	REACTION:	VENDOR: faxon
CLAIM: n	FORM: m	RDATE: - -	LANG:
COPIES: 1	FUND: 14570	RLOC: a	COUNTRY:
CODE1: -	ODATE: - -	BLOC: a	VOLUMES: 0
CODE2: 1			

INT. NOTE 1/20/99 : Free online access from Wiley InterScience because we
 subscribe to the Wiley print journal.

INT. NOTE Comes on 1055331

INT. NOTE 9/8/99 : WEJ rpts these were registered today. cb

INT. NOTE 9/10/99 : On hold for Cat per G.Matthews.cb

INT. NOTE 10/21/99 : Passed info to Cat./jf. cb

INT. NOTE 5/24/00 : Item is now available to Pullman campus only per MJ/CAT.

VEN. NOTE Internet access

Memberships and Comes ons

Question: Do we have a Membership to the Royal Historical Society?

TITLE : membership

[Press the ESC key to begin a different search.]

Type all or part of the exact TITLE, beginning with the first word.

for example --> Strangers in the Land

or --> time| (to retrieve single-word titles)

or --> 1000 avant garde plays

or --> American journal of veterinary research

Omit initial articles in titles (a, an, the, das, le, etc.); for long titles,

enter only the first four or five words; if you cannot locate a specific

title, try a WORDS search.

.... then press the **RETURN** key

- 1 Membership 268 entries
- 2 Membership And Business Directory 3 entries
- 3 Membership And Jurisdiction Of Subcommittees 6 entries
- 4 Membership And Morals The Personal Uses Of Pluralism In 1 entry
- 5 Membership And Services Directory 1 entry
- 6 Membership Application And Questionnaire 192 1 entry
- 7 Membership Based Groups Provide Positive Activities ... 1 entry
- 8 Membership Diploma Of Society Of The Cincinnati Ca 1795 1 entry

Please type the NUMBER of the item you want to see, OR

F > Go FORWARD A > ANOTHER Search by TITLE T > Display

Author W > Same search as WORD search P > PRINT L > LIMIT this Search

N > NEW Search D > DISPLAY Locations + > ADDITIONAL options

Choose one (1-8,F,W,N,A,P,D,T,L,J,U,Y,M,X,+)

Choose "L"

You may limit your search by any of the following

- Y > YEAR of publication
 - M > MATERIAL type
 - J > JOURNAL/SERIAL
 - L > LANGUAGE
 - P > PUBLISHER
 - W > WHERE Item is located
 - T > Words in the TITLE
 - A > Words in the AUTHOR
 - S > Words in the SUBJECT
 - R > RETURN to Browsing
- Choose one (Y,M,J,L,P,W,T,A,S,R)

Choose "A"

Words in the AUTHOR: royal historical

- F > Find items with above limits
 - A > AND (Limit further)
 - O > OR (Expand retrieval)
 - R > RETURN to Previous Screen
- Choose one (F,A,O,R)

Choose "F"

B21828246 BIBLIOGRAPHIC Information

AUTHOR Royal Historical Society (Great Britain)
TITLE Membership / Royal Historical Society.
IMPRINT London : Royal Historical Society,

O1183333 ORDER Information

ACQ TYPE: y	CODE3: a	ORD NOTE: -	STATUS: f
LOCATION: wh	CODE4: -	ORD TYPE: o	TLOC: -
CDATE: - -	E PRICE: \$0.00	REACTION: -	VENDOR: faxon
CLAIM: n	FORM: a	RDATE: 03-03-97	LANG: eng
COPIES: 1	FUND: 15320	RLOC: a	COUNTRY:
CODE1: -	ODATE: - -	BLOC: a	VOLUMES: 1
CODE2: 1			

INT. NOTE Comes on titles: Camden fifth series; Guides and handbooks and;
Guides and handbooks. Supplementary series are CLASS SEP.

INT. NOTE Membership/blanket payment record

OLD ORD # 00-962696

VEN TITLE# 367282

	PDATE	INV DATE & NO.	AMOUNT	VOUCHER	NOTE
PAID	04-14-96	03-01-96 37704	\$63.31	4483	7/1/96-6/30/97
PAID	03-03-97	01-02-97 92378	\$87.51	16583	1/1998-12/ 1998!367282

Comes on record

You searched for the TITLE: camden fifth series
11 TITLES found, with 11 entries; TITLES 1-8 are:

- 1 Camden Fifth Series --> See also CAMDEN FOURTH SERIES . 1 entry
- 2 Camden Fifth Series 1 entry
- 3 Camden Fifth Series V 1 1 entry
- 4 Camden Fifth Series V 2 1 entry
- 5 Camden Fifth Series V 3 1 entry
- 6 Camden Fifth Series V 4 1 entry
- 7 Camden Fifth Series V 5 1 entry
- 8 Camden Fifth Series V 6 1 entry

#2

B21296145 BIBLIOGRAPHIC Information

AUTHOR Royal Historical Society (Great Britain)
TITLE Camden fifth series.
IMPRINT London : Offices of the Royal Historical Society,

O109466x ORDER Information

ACQ TYPE: z CODE3: a ORD NOTE: - STATUS: f
LOCATION: wh ODE4: - ORD TYPE: i TLOC: -
CDATE: - - E PRICE: \$0.00 RACTION: - VENDOR: faxon
CLAIM: n FORM: a RDATE: - - LANG: eng
COPIES: 1 FUND: 15320 RLOC: a COUNTRY:
CODE1: - ODATE: - - BLOC: a VOLUMES: 0
CODE2: 1

INT. NOTE CLASS SEP.
INT. NOTE COMES ON 1183333.
INT. NOTE Camden fourth series is ANALYTIC: DA20.R913 v.; continued in 1993
by current title, which is CLASS SEP. 5/4/99 kd.

OLD ORD # 00-962696A
PAID NOTE1 NOTE: RETAIL \$ ONLY
PAID NOTE2 NOTE: RETAIL \$ ONLY
REQUESTER NOTE: TOTAL_PD_3 IS FULL \$ AMT. PD.
WLN PLOC HOL

Example of a cancelled order

You searched for the TITLE: journal of mathematical behavior

B21274320 BIBLIOGRAPHIC Information

TITLE The Journal of mathematical behavior / the Madison Project.

IMPRINT [Champaign, Ill. : Study Group for Mathematical Behavior, 1980?-

Summary of Attached Records

CHECKIN 01 > LOCATION: ejp; IDENTITY=PAPER; CHECK-IN=Card: Status is current,

CHECKIN 02 > LOCATION: woc; CHECK-IN=Card: Status is filled, 8 boxes, 90 days

CHECKIN 03 > LOCATION: wnp; CHECK-IN=Card: Status is current, 17 boxes, 90 day

ORDER 04 > LOCATION: ejp; FUND: maths; STATUS: f

ORDER 05 > LOCATION: wo; FUND: 14520; STATUS: z

ORDER 06 > LOCATION: wnp; FUND: ns520; STATUS: f

ITEM 07 > CO: 1; LOC: wos; CALL #=QA11.A1 J685

ITEM 08 > CO: 1; LOC: ejp; CALL #=QA11.A1 J685; VOL=16 1997; B=31617889

ITEM 09 > CO: 1; LOC: ejp; CALL #=QA11.A1 J685; VOL=17 1998; B=37444445

ITEM 10 > CO: 1; LOC: ejp; CALL #=QA11.A1 J685; VOL=CURRENT ISSUES; B=21629

Choose #5

B21274320 BIBLIOGRAPHIC Information

TITLE The Journal of mathematical behavior / the Madison Project.

IMPRINT [Champaign, Ill. : Study Group for Mathematical Behavior, 1980?-

O1055847 ORDER Information

ACQ TYPE: p CODE3: d ORD NOTE: - STATUS: z

LOCATION: wo CODE4: n ORD TYPE: s TLOC: -

CDATE: - - E PRICE: \$140.00 REACTION: - VENDOR: faxon

CLAIM: n FORM: a RDATE: 11-08-96 LANG: eng

COPIES: 1 FUND: 14520 RLOC: a COUNTRY:

CODE1: - ODATE: - - BLOC: a VOLUMES: 0

CODE2: 1

OLD ORD # 00-816882

VEN. NOTE 1996-

	PDATE	INV DATE & NO.	AMOUNT	VOUCHER	NOTE
PAID	04-12-96	02-28-96 37349	\$164.24	4432	1996
PAID	11-08-96	08-31-96 0066422	\$175.01	12306	01/97-12/97
PAID	01-28-98	01-19-98 154687	\$218.76	28048	1/1998-12/ 1998!13787858
PAID	01-25-99	01-14-99 204993	\$252.08	39070	1/1999-12/ 1999!13787858
PAID	02-03-2000	01-15-2000 401702	\$265.47	51354	1/2000-12/ 2000!13787858

CANCELLED Cancelled per div 6/27/00

CANCELLED Confirmed 8/1/00