

# ACQUISITIONS SYSTEM IMPLEMENTATION

JAKARTA OFFICE UPDATE #5

JANUARY 15, 2016

## SHIPPING LISTS AND LABELS

The Southeast Asia Regional Office reached an important milestone with the development of packing list software. I feared this email would be about how there were no longer any shipping/packing lists or labels. We are all lucky that our staff are innovative when it comes to participant services. Although all of the details of the routine are not yet documented, we now have not only a lot of books but packing list software to help track those books.

**Packing Lists:** I congratulate our IT and shipping folks who developed a program for packing lists. I use the term packing list rather than shipping list because each list corresponds to a box rather than a shipment. In the old system the list was based on a shipment; with the new system shipping lists will be based on the contents of box. Our shipping staff will create the lists as they pack

the boxes. Each list will continue to be numbered.

All boxes sent from the offices will include a list that corresponds to the contents of that box. Please acknowledge receipt by scanning and returning the list. It is especially important that you identify and notify us of items that are on the list but missing from the box as well as items in a box but not on a list. The earlier you inform us on any errors, the sooner we can investigate the cause. Please report any shipping problems to email: [jakarta2@loc.gov](mailto:jakarta2@loc.gov) ; you are welcome to copy me on ([clmi@loc.gov](mailto:clmi@loc.gov)) or Yadi ([njas@loc.gov](mailto:njas@loc.gov)) We continue to work on online acknowledgment, but our next priority is to provide you with serial packing lists.

**Labels on books:** At this time there are no labels. Realizing the importance of labels to your processing

units, we are substitute a paper inserted into every book with the information equivalent to a label: LCCN; ISBN; Title; University Name; country of publication. This should help your processing teams as they unpack the books. It is a temporary solution that ensures you can account for the books you are receiving.

**Materials from older system:** Several of the offices received materials at the end of the year the fiscal year (in September). These were paid for in the old system. Our goal is to finish shipping all materials acquired and paid in the old system by end of February. These materials will be packed separately using the old shipping list software.

Attached are examples of list and the insert.