
Collection Manager Orders & Over-expended Funds

This document describes a process that the Monographs Order Team and CMT suggest to maintain records of Requested books in Collection Manager after a fund is over-expended. In brief:

- The Order Team will create a List, one for each fund that is over-expended but against which additional Requests have been placed.
- When the next fiscal year starts or when funds become available, the selector can work from his or her Acquisitions-created fund code List to resubmit requests in Collection Manager (editing the fund code for the new fiscal year as necessary).

Please Note:

- The selector is responsible for monitoring his or her available monies. Available balances fluctuate as orders come in (either over or under what was expected) or as orders are canceled, etc. Check your balances in Aleph (<http://www.lib.umd.edu/CLMD/Staff/fundbalancecheck.pdf>) throughout the fiscal year.
- Once you have determined (or have received notice) that a fund is overexpended, please do not continue to Request books in Collection Manager. Create a Personal List to store references to materials you intend to order once funds are available.

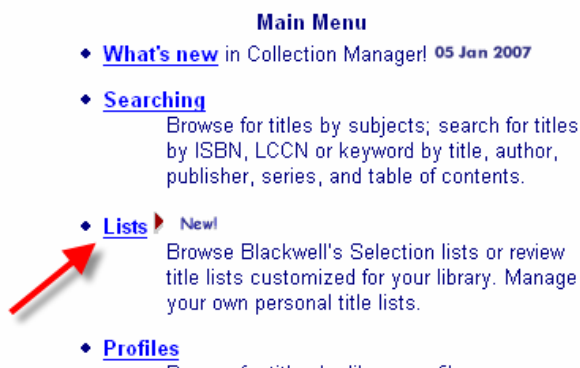
1. Sign into Collection Manager.

<http://cm.blackwell.com/>

Library Code: NMRM

If you have forgotten your User ID or Password, contact Susanna.

2. From the Main Menu, Click on “Lists”



3. Click on “Personal Lists”

Lists

◆ [Selection lists](#)

Browse Blackwell's bestsellers, award winners, reviewed titles, and other special subjects.

◆ [Personal Lists](#) New!

Manage and review your own personal title lists, or lists created and shared by your colleagues.



4. Click on the appropriate list name

Shared Lists

[Refresh](#)

Drag a column header here to group by that column

Created	Updated	Name	Titles	Owner	Library
03 Apr 07	29 May 07	2007 forms	16	Dopp	NMRM
24 May 07	24 May 07	austin	0	Reate	NMRM
24 May 07	24 May 07	CP-12-57-2007 TEST	6	VanSant	NMRM
16 May 07	16 May 07	cp-12-81-2007	0	Reate	NMRM
16 May 07	16 May 07	CP-12-81-2007	1	Raeder	NMRM
25 Feb 07	28 Feb 07	e-Bioengineering	118	adamsp	NMRM
25 Feb 07	28 Feb 07	e-Bioengineering-CPprint	45	adamsp	NMRM
25 Feb 07	01 Mar 07	e-CulturalAnthro	315	adamsp	NMRM
28 Feb 07	28 Feb 07	e-CulturalAnthro-CPprint	76	adamsp	NMRM
25 Feb 07	01 Mar 07	e-Landscape Arch	22	adamsp	NMRM

Visible on the page: 1 - 10 Total rows: 28



5. Review the titles to identify what to order and click on “Request all” whether you have tagged individual titles or not.



[\[Back to Personal Lists \]](#)

Personal list name: CP-12-57-2007 TEST

Number of titles: 6

Notes:

Total USD list price: ~~USD176.75~~

Total GBP list price: ~~GBP0.00~~




[Tag all](#) | [Untag all](#) | [Request all](#) | [Add Title to Database](#) | [List all tagged titles](#) | [Add Titles to List](#) | [Download Titles](#) | [Email Titles](#)

[1] 19 urban questions : teaching in the city / edited by Shirley R. Steinberg, Joe L. Kincheloe ; foreword by De ...

6. a. Select “Only tagged titles in list” or “All titles in list.”
 - b. Enter the appropriate fund number with the new fiscal year, and fill in the “Location” and “Department” fields.
 - c. Click “Request!”

← **c**

Only tagged titles in list
 All titles in list ← **a**

 Create requests
 ? Hold for later review
 X Not interested

Customer Code:*	<input type="text" value="NMRM"/>
Quantity:	<input type="text" value="1"/>
Fund:	<input type="text" value="CP-12-57-2008"/> ← b
Location:	<input type="text" value="STACK"/>
Department:	<input type="text" value="CPMCK"/>
Internal Notes:*	<input type="text"/>
Notes to Blackwell:	<input type="text"/>

*only fields available for approval order

7. Order icons and notes will remain with the citations whether they are in a folder or not. Delete items from this Personal List as you see fit.
8. See the guide (<http://www.lib.umd.edu/CLMD/bnaonlineordering.html>) for additional information about online ordering.