

Coutts & OASIS FAQs

CU Authors Profile

A separate profile has been created to automatically identify and purchase anything written by CU affiliated authors.

Dixon Collection Profile

This is one of Coutts' interdisciplinary profiles designed to capture materials that reflect the current thinking of the day. This collection is not necessarily scholarly materials that match other profiles; it is geared towards meeting interdisciplinary and primarily undergraduate research needs. Subjects will vary but will cover contemporary life and thought, popular culture, and current events/trends.

Virtual Approval

Each profile may have any combination of these three order options:

1. **print preferred**
2. **e-preferred**—books from select publishers, call number ranges, or other criteria determined by profile can be put on hold for an ebook version for 90-180 days. If an ebook is published within the waiting period it will be purchased on approval. If an ebook is not published in that time period, bibliographers were given the option to review those titles as slips or to just receive the book in print.
3. **Patron Driven**—ebooks from select publishers, call number ranges, or other criteria determined by profile will have MARC records loaded into Chinook with a link to the ebook in My iLibrary. These ebooks will be accessible to anyone on campus or using VPN. The Libraries will not be invoiced for these books until they have been used 3 times.

Firm Orders

1. Log into OASIS: <http://www.couttsoasis.com/>
2. Search All Titles
3. Click on the green Action arrow→
4. Mark for Selection
5. Process List (top right)
6. Click on Checkout Selections (Send selections to acquisitions (Lisa Marie Gould))
7. Click on Process button
8. If you search for the book again, it will have a status "*Awaiting Ratification*"

Holdings will be updated on a weekly basis; a status of "*In Library Holdings*" will indicate we own a book

EBOOKS

All ebooks purchased in OASIS will be hosted on the My iLibrary platform. Ebooks acquired on approval (vrtmo) will be purchased with multi-user licenses and accessible to the other CU system campuses. Records for purchased titles will be in Prospector but access is controlled by IP authentication.

Pricing for ebooks: publishers list price for single use is 20-25% over print list price; multi-use is 50-55% over print list price. Coutts discounts all e-books by 21.5%. For firm orders bibliographers may decide if a title will be single use or multi-use (details still to be determined).

My iLibrary: <http://libraries.colorado.edu/record=e1001029~S3>

Training and demos will be offered in the fall. Also hosted on MyiLibrary are 860 Shelf2Life out of copyright works contributed by CUB, DU and others.

Locations and Sublocations

Locations are no longer driven by block (call number ranges routed to specific libraries). If you buy a book that is outside of the scope of your library, make sure you change the location in the Order Info and route the book to the appropriate library.

You can also select Sublocations (e.g. musrf for Music Reference). The 3 letter bib locations will be printed on the spine labels (e.g.MUS) and the 5 letter sublocations will be exported into the item location field of the item record when we download the MARC records.

Reviewing Your Lists

Automatic email notifications will be sent on Saturday, but OASIS is updated live and new titles will hit your profile(s) in real time. You will need to log in and limit by date to see what's matched since you last reviewed your lists.

You will have **2 weeks** to review your approval books and slips. The discount for approval and firm orders are the same in Coutts; however, approval orders will be charged to vrtmo and firm orders/slips will be charged to your subject specific mono funds.

Reviewing the Rejects

Virtual Approval Rejects will remain on a shared reject list for **one month** from the date that they are added to the list

RUSH Orders

Rush ordering is available in OASIS and is recommended for books needed within 1-2 weeks. Make sure that OASIS says the title is "In Stock" and click on the box for "Phone Rush" in the Order Info. Add an internal note with course number and faculty name(s) if it is a rush for reserve.

If a title is needed ASAP or has a status other than "In Stock" (e.g. Coutts Accepts Orders) please email lisa.gould@colorado.edu directly with as much information about the book as possible (title, author, ISBN, publication date, publisher, course and professor if applicable, and the mono fund to charge). Lisa will continue to rush order materials from other vendors like Amazon.com using a credit card and these materials will generally arrive faster than rush orders from Coutts (within a week).

Rush ordering is also available for ebooks—please email Lisa as soon as you place an order in OASIS so that she can start processing them immediately.

OASIS Help: <http://help.couttsoasis.com>

Check Status Notifications: <http://help.couttsoasis.com/check-status.aspx>

Process List: <http://help.couttsoasis.com/process-list.aspx>

Stock Status Indications: <http://help.couttsoasis.com/1stock-statuses.aspx>