Combined Continuation Orders

Combined continuation orders involve the receipt of more than one title as part of a single order. The parent or master title order record will have migrated from DRA. This purchase order must be approved to enable invoice processing, as well as the creation of a component for check-in if the title is a periodical. 'Child' or dependent purchase orders must be created for the additional titles which come as part of the combined subscription if components are necessary to record receipt or retention policies.

Note: There is a critical difference between membership/package orders and combined orders. Membership/package orders have a suppressed bib record and do not describe a serial title that is received or processed. They are used for payment and title listing only.
Combined orders are linked to a bib record which describes a serial title that is received and therefore displays in the OPAC. These records are also used for payment and title listing.

PARENT Purchase Order
Header
       PO Header Notes: COMBINED (all caps)
       PO is **approved**
       Line Item Type – **Subscription**

Catalogue Holding Record
       866 $x Combined subscription – master record $x [Purchase Order number]
       866 $x [Title from 245 or 110/245 of dependent or child title record] – [DBCN of child].
       This field is repeated for all titles received.

CHILD Purchase Order(s) (one for each title that comes with the parent).
       Refer to Parent Bib Holding Record for complete list of titles.

Copy the Parent order [Order > Copy Order > without Component re-linked]
Header
       Replace the Voyager PO# with the Parent PO# (use copy/paste) and add a hyphen and 3 letter suffix to the PO#, e.g. M1234567-0-jpa.
       The object is to link the parent and child order records using the same PO# and a series of suffixes.
       Retain all **PO Header** fields as is except *delete* **Note: COMBINED**
       Save.
       Delete the Parent subscription title **Line Item**.

Click on **Add Line (Bib Search)**
Search for the child title in Catalogue. Select title. Click MARC to view and confirm that the bib record is the one you want. Click **OK** – this will add the title as a line item to your purchase order.

Line Item
Click on line item to enable **Details** tab.
Copies/Funds – Add
Complete:

> **Intended Location**: <select bound location>
> **Link to Holdings**: <select bound location – there should be a call #>
> **Ledger**: Coll gpof 04/05
> **Fund**: 1513000-19 (IN Gift Serials)
> Save. Close

Type – Subscription

PO is left **Pending**. No invoices are to be paid against it. Component(s) can be attached.

Catalogue Holding Record
866 $x Comes with [Title from 245 or 11/245 of parent title] – [DBCN of parent title].

This procedure for linking 'comes with' titles can be repeated as often as necessary.
A different 3 letter suffix to the parent PO# will distinguish each of the child titles.
All child titles are left pending; only the parent PO is approved and is used for processing
invoices. Child POs can be deleted or converted to paid orders if the conditions of the combined
subscription change.

Example:

Parent:	Proceedings of the Institution of Civil Engineers. Civil engineering. M4064481-0
Children:	Proceedings of the Institution of Civil Engineers. Bridge engineering M4064481-0- bre
	Proceedings of the Institution of Civil Engineers. Engineering sustainability. M4064481-0- ens

Note: Combined and Group subscriptions which migrated from DRA have been coded with 690
fields in the 'master' bib records. Eventually these notes will be removed from these records,
and the Acquisitions notes will be used to track these order types. Combined subscriptions
created in Voyager should not be coded with 690 fields. Group subscriptions will be converted
to combined or membership.