Bibliographic records for membership subscriptions which migrated from DRA have been recoded in the Catalogue accordingly:

+035 $9 DRA DBCN
+245 00 $a [*Name of organization* membership subscription]
+597 $a Suppressed. Date/initials
+710 2 $a Name of organization

The Membership record is the single, or 'parent', order record for the group of the titles that are received on the subscription. It is the **only** order record which should have migrated from DRA. Purchase orders must be created for the 'children' to enable check-in. Added volume titles do not require 'child' POs.

► **PARENT Purchase Order**

Header
 PO Header Notes: MEMBERSHIP (all caps)
 PO is **approved**
 Line Item > **Delivery Options** tab> Check: **Don't claim**
 Type - Membership
 Catalogue Bib Record is **suppressed** from OPAC

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

Copy the Parent order. [Order > Copy Order > without Components re-linked]
Header
 Replace the Voyager PO# with the Parent PO# (use copy/paste) and add a hyphen and
  3 letter suffix to 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: MEMBERSHIP**.
 Save.
 Delete the Membership subscription title **Line Item**.

Click on **Add Line (Bib Search)**

Search for child title in Catalogue. Select title. Click **OK** – this will add the title as a line item to your purchase order.

UBC Library – LPC Serials
Kat McGrath/MC
file name: Memberships.doc
Voyager Version 2001.2.1   Page 1 of 2   12 Jul 04

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) and holding/items can be attached.

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

Example: Society for Industrial and Applied Mathematics [M9089517-0]

UBC Library – LPC Serials
Kat McGrath/MC
file name: Memberships.doc
Voyager Version 2001.2.1   Page 2 of 2   12 Jul 04