

## **Check Status phrases** –complete list updated October 2011:

**RED** indicates a title is either on its way to the library or is already owned.

**Gold/Orange** indicates the title is still within the libraries workflow process and is being looked at by you or someone else in the library.

**All** check status phrases are interactive and once clicked will take you to a tab or pop-up which provides more information.

**Order Record Downloaded** (when 'Download MARC & Clear' or 'Quotes Download' has been carried out. Remains until book is ordered)

**Firm Order – Open** (when order has not yet been filled)

**Firm Order for [format]—Open**

**Firm Order – Shipped** (when the title has been invoiced)

**Firm Order for [format]—Shipped**

**Firm Order – Cancelled** (order has been cancelled)

**Firm Order for [format]—Cancelled**

**Firm Order – Credited** (credit raised after invoice)

**In Library Holdings** (when Coutts stores a record of library's holdings)

**[Format] in Library Holdings**

**Awaiting Ratification** (when a title is in Authorize Orders)

**In Your Shopping Cart** (if in yours; this statement takes priority if also in another user's)

**In a Shopping Cart** (if another user's and not in yours)

**On Your List** (if yours, takes priority, as above)

**On a List** (if another user's, as above)

**In Your Recycle Box** (if in yours; this statement takes priority if also in another user's)

**In a Recycle Box** (if another user's and not in yours)

**On Standing Order - Will Ship** (next volume will be shipped when available)

**Standing Order – Shipped** (when Coutts has invoiced a standing order title)

**Standing Order – Credited** (when Coutts has cancelled a standing order volume after invoicing but prior to shipping)

**The following apply only to those using 'iFound'**

**iFound Order – Open** (when order has not yet been filled)

**iFound Order – Shipped** (when the title has been invoiced)

**iFound Order – Cancelled** (order has been cancelled)

**iFound Order – Credited** (credit raised after invoice)

**On iFound List** (on an iFound list)

**The following apply only to those setup with Slip Notifications**

**In Your Slip Notifications** (if in yours; this statement takes priority if also in another user's)

**In Slip Notifications** (title is in a colleague's slip notifications)

**The following apply only to those using 'Block on Approval'**

**Approval Block** (Approval coverage of this title and all linked editions is prevented for the library)

**The following apply only to those using 'Claim on Approval'**

**Approval Claim by [Name] on [Date]** (a firm order has been claimed through a specific Approval Account)

**The following apply only to those setup with Approval Book Profiles**

**Approval Book – Shipped** (when the title has been invoiced)

**Approval Book – Returned** (when the title was returned by customer)

When there is 'no treatment' or it is 'Not Yet Treated' for a library, nothing shows in Check Status as the '**Approval Treatment**,' points to the tab and reason an actual approval library didn't get treated

**The following apply only to those setup with Approval Book Profiles who have setup a Series Block List**

**On Series Block List** (when a title is on a series block list for an approval plan)

**The following apply only to those using 'Review Approval Books', 'On Hold for alternate Edition', and 'MARCStream'**

**Approval Book – Selected by Library** (when a print title, not yet invoiced, has been accepted by a library due to its default action when no user takes an action in Review Approval Books or On Hold for Alternate Ed.)

**Approval Book – Accepted by (name)** (when a print title, not yet invoiced, has been specifically 'Accepted' by a user in Review Approval Books or On Hold for Alternate Ed.)

**Approval Book – Rejected by Library** (when a print title has been rejected by a library under its default action when no user takes an action in Review Approval Books or On Hold for Alternate Ed.)

**Approval Book – Rejected by (name)** (when a print title has been specifically 'Rejected' by user in Review Approval Books or on Hold for Alternate Ed.)

**Approval eBook – Selected by Library** (when a MyiLibrary title, not yet invoiced, has been accepted by a library due to its default action when no user takes an action in Review Approval Books or On Hold for Alternate Ed.)

**Approval eBook – Accepted by (name)** (when a MyiLibrary title, not yet invoiced, has been specifically 'Accepted' by a user in Review Approval Books or On Hold for Alternate Ed.)

**Approval eBook – Rejected by Library** (when a MyiLibrary title has been rejected by a library under its default action when no user takes an action in Review Approval Books or On Hold for Alternate Ed.)

**Approval eBook – Rejected by (name)** (when a MyiLibrary title has been specifically 'Rejected' by a user in Review Approval Books or On Hold for Alternate Ed.)

**This Edition Rejected on Approval** (when a user has rejected one edition of a title, but not the alternate edition, in On Hold for Alternate Ed.)

**Approval eBook for Review by Jul 18, 2010** (eBook) (MyiLibrary title is on the Review Approval Books browse until July 18, 2010 or a user action removes it, whichever is sooner.)

**Approval Book for Review by Jul 18, 2010** (Print book) (A print title is on the Review Approval Books browse until July 18, 2010 or a user action removes it, whichever is sooner.)

Approval Block

**On Hold for Electronic book/Paperback/Cloth Until Jul 18, 2010** (one edition of a linked title is on the On Hold for Alternate Ed browse until July 18, or a user action removes it, or the linked alternate edition becomes available, whichever occurs soonest.)

**Patron Select record provided [date]** (A MARCStream selection record was provided to the library on [date])