

Tracing Material Within the Catalog Department Workflow

A *tracer* or *trace* is a request for material that, typically, has been received in the Catalog Department but has not yet been cataloged. Library staff submit tracers on behalf of patrons who urgently need specific material when no other available resource will suffice.

If a patron's need for the material is known at the time of ordering, the selector should provide a note to the Acquisitions Order staff, either within the email request to order the material or within the Gobi order (field OrdNote1). After material has been ordered and an order record is in Millennium, a patron hold may be placed on the material. This will ensure that the patron is notified as soon as the material reaches the shelving location.

A tracer may be placed:

1. on behalf of Faculty
2. on behalf of Graduate Students
3. on behalf of Undergraduates
4. by Library staff preparing for an exhibit or author talk
5. by selectors to track/locate expensive or rare material (e.g. material over \$1,000)
6. for material needed for course reserve
7. for items not yet cataloged which have a Millennium Order Record Received Date 6 months prior to the current date

In cases 1-5 above, a patron hold must be placed on the material before or simultaneously with the tracing request. To place a hold, see: [Holds and OskiCat Request](#)

The following procedure details how to initiate a tracing request:

1. Confirm that the item has been RECEIVED, and is not merely on order. To do so:
 - a. Log into OskiCat Staff Mode.
 - b. Search for your title.
 - c. If it shows an [order record](#), click on the order record.
 - d. *If the desired item does not have an order record, a tracer cannot be placed for the item. Without an order record and a received date there is no way to tell whether the item has arrived from the vendor.*
 - e. If an Order Record is present, look at the Received Date.
 - f. If the [Received Date is blank](#), then the item has NOT yet arrived within the Library and a tracer cannot be placed. *If a patron wants an item that has not yet been received, the patron should place a HOLD so the material is directed to them when available.*
 - g. If a [Received Date is present](#), the item can be traced. Note the Received Date, as it will be needed to complete the BadCat tracing form.
2. If the item is needed by faculty, staff, or student, a hold is required. Please have the user place a hold on the material.
3. Go to the [BadCat](#) form, select "Trace Material" as the Request Type, and fill out all the required fields.

NOTE: In the case of material which has left the Catalog Department and has been sent for binding, please follow the specific tracing guidelines on AskTico for materials at the Bindery/Conservation/Preservation: [Tracing Material Within the Conservation Department](#)

You are logged into staff mode at OskiCat - UC Berkeley Library Web Catalog /All Locations as ROWLISON DE ORTIZ, LISA

Limit to items not checked out

Result page:

B205340702	Last updated: 03-02-13	Created: 03-01-13	Revision: 2
Language fre	Skip 3	Location none	Cat. Date - -
Bib Level m	Material Type a	Bib Code 3 -	Country fr
MARC Leader	00000nam 22002175i 4500		
Author	Blais, Marie-Claire.		
Title	Le jeune homme sans avenir : roman / Marie-Claire Blais.		
Publication Info.	Paris : Seuil, c2012.		
Description	301 p. ; 21 cm.		
Bib Utility No.	(FrPJT)JTL00322681		
Standard No.	9782021081497 : 20.00 EUR		
Misc.	FrPJT		
Misc.	20130110135034.0		
Misc.	130110r20122012fr fre dnam5i		
Misc.	FrPJT eng FrPJT eng FrPJT		
Misc.	PQ3919.B6 J48 2012B		
Misc.	843 1		
ORDER 1	Location ma Fund frena Status o		

Result page:

[Click Here to Return to Main Text](#)

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PREVIOUS SCREEN

Title: Entire Collection: System Sorted:

Search | Save as preferred search

Limit to items not checked out

O16126336	Last updated: 03-01-13	Created: 03-01-13	Revision: 2
Acq Type p	Location ma	Cat Date - -	Claim -
Copies 1	Keying Unit t	Tech Proc -	Suppress -
Taxable y	Est. Price \$29.87	Form -	Fund frena
Order Date 03-01-13	Order Note -	Order Type n	Recv Action -
Recv Date - -	Recv Location a	Billing Location a	Status o
Transfer Location	Vendor auxam	Language fre	Country fr
Volumes 0			
Purchase Order Info 9782021081497 :			

PREVIOUS SCREEN

Since this order record does NOT have a received date (Recv Date circled in orange above), the title is on order, but it has not been received. A trace cannot be placed on this material. However, a patron may place a hold.

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PREVIOUS SCREEN

Title Entire Collection System Sorted

Search Save as preferred search

Limit to items not checked out

016112635	Last updated: 03-13-13	Created: 02-22-13	Revision: 4
Acq Type p	Location ma9n	Cat Date - -	Claim -
Copies 1	Keying Unit t	Tech Proc -	Suppress -
Taxable y	Est. Price \$27.44	Form -	Fund litrm
Order Date 02-22-13	Order Note -	Order Type n	Recv Action -
Recv Date 03-13-13	Recv Location a	Billing Location a	Status a
Transit Date	Vendor yank	Language und	Country xx
Volumes 0			
Purchase Order Info 9780231161237			
Paid Inv# 223367 Dated:02-21-13 Amt:\$29.91 On:03-13-13 Voucher#340357 For 001 copies			

PREVIOUS SCREEN

This order record HAS a received date (Recv Date circled in orange above), so a tracer may be placed on this material.

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