“Where’s My Book?” Translating Item Statuses in Search@UW

Sometimes, the status displayed in search results is sufficient to determine whether an item is available for immediate checkout. Other times, though, the user’s need is urgent, and it is helpful to know how to find out more.

Click the **Get It** tab to display additional information about the item, then look for the item’s **Status**.

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**Color Signal: Gray**

**Status Says: On order**

- Signifies that a purchase order line for the item has been created
- Item will show up in UWM Only search results
- Despite having a location (sometimes even a call number) and displaying **Checked out from UWM Libraries**, this is not “checked out” in the sense of “charged to a patron”
- The item has a temporary barcode (short and begins with **UWM**)  

**What It Means:** Item has been ordered for UWM and *is not* owned by other UW(s)

- **What You Should Do:**
  - **UW Request** to get the item from another library that already owns it (will roll over to ILL when item is unavailable within UW system)
Color Signal: Yellow
Status Says: On order

What It Means: Item has been ordered for UWM and is owned by other UW(s)
- Signifies that a purchase order line for the item has been created
- Item will show up in UWM Only search results
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What You Should Do:
- **UW Request** to get the item from another library that already owns it (will roll over to ILL if item is unavailable within UW system)

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Color Signal: Gray
Status Says: In process of Acquisition technical services until xx/xx/xxxx

What It Means: Item has been received and awaits cataloging and/or processing
Despite having a location (sometimes even a call number) and displaying Checked out from UWM Libraries, this is not “checked out” in the sense of “charged to a patron”

- The item has a temporary barcode (short and begins with UWM)
- The date is arbitrary and should not be used to estimate when an item will be available for checkout

What You Should Do:
- Visit Circulation Desk to put Rush status on the item
  OR
- Local Request to put a hold on UWM’s copy of the item (will roll over to UW Request if item is unavailable from UWM, then ILL if unavailable within UW system)

Color Signal: Gray
Status Says: In transit

What It Means: Item has been received and cataloged
- The item is in the building somewhere and en route to its final location
  - May be in Physical Processing for labeling, boxing, etc.
  - May be in Circulation for discharge and shelving
  - May be in AGS, Archives, Media & Reserve, Music, or Special for cataloging, processing, discharge, shelving, etc.
- Despite having a location (sometimes even a call number) and displaying Checked out from UWM Libraries, this is not “checked out” in the sense of “charged to a patron”

What You Should Do:
- Visit Circulation Desk
  OR
- Local Request to put a hold on UWM’s copy of the item (will roll over to UW Request if item is unavailable from UWM, then ILL if unavailable within UW system)
Color Signal: Yellow

Status Says: *In process of Cataloging Review until xx/xx/xxxx*

What It Means: Item is with Resource Discovery Team
- Date is arbitrary and should not be used to estimate when an item will be available for checkout

What You Should Do:
- Visit Circulation Desk
- OR
- **Local Request** to put a hold on UWM’s copy of the item (will roll over to UW Request if unavailable from UWM, then ILL if unavailable within UW system)

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Special Case: Approval Plan Books

Color Signal: Green

Status Says: *Item in place*
• Books ordered through approval plans will display as **Available** and have the status **Item in place** as soon as Collection & Resource Management receives and verifies the shipment

• Approval books that arrive “shelf-ready” will have a full and detailed record

• *In Search@UW, newly arrived shelf-ready books that are in Collection & Resource Management look exactly the same as books that have been processed and shelved*

**What You Should Do If Item Is Not In Place:**

• Visit Circulation Desk

  OR

• **Local Request** to put a hold on UWM’s copy of the item (will roll over to UW Request if unavailable from UWM, then ILL if unavailable within UW system)

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**Color Signal: **Green

**Status Says: Item in place**

- [Image of a book with status details]

- Books ordered through approval plans will display as **Available** and have the status **Item in place** as soon as Collection & Resource Management receives and verifies the shipment

• Approval books that arrive not “shelf-ready” will have a stub record in **ALL CAPS**

**What It Means: Item is with Resource Discovery Team awaiting copy cataloging**

**What You Should Do:**

• Visit Circulation Desk

  OR

• **Local Request** to put a hold on UWM’s copy of the item (will roll over to UW Request if unavailable from UWM, then ILL if unavailable within UW system)