United Library Service Ordering

For Public Libraries
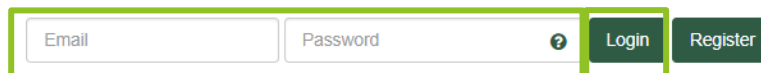
Contents

Accessing United Library Services

1. Go to the United Library Services website.
   https://www.uls.com/
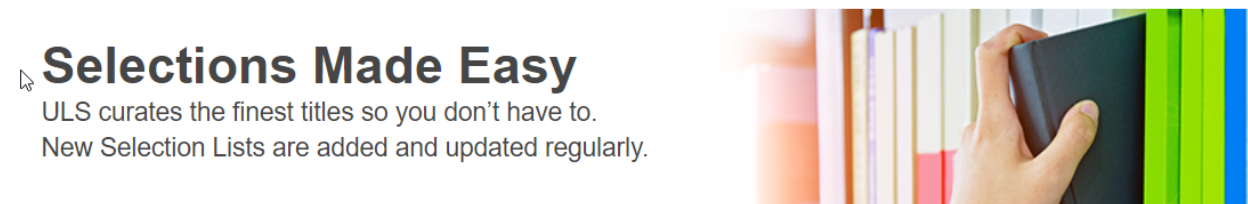2. Enter your login information and click **log in.**

| Email | Password | ? | Login | Register |

Finding Items

Items can be found by navigating the **Selection list** which are ULS premade lists, or by **searching** for a specific item.

Selection Lists

To access pre-made lists, select **Selection Lists** from the menu bar. ULS curates and updates item lists for popular items, new releases, and award-winning books. They are organized by Adult, Children's & Young Adult, and Educational Resources.

About ▾   Services ▾   Support ▾   Contact   Selection Lists   💬 👤My Cart ITEMS: 0 QUANTIT

Quick Search by ISBN, Exact Keyword Title or Author   Search   Advanced Sea

Selections Made Easy
ULS curates the finest titles so you don't have to.
New Selection Lists are added and updated regularly.

ADULT	CHILDREN'S & YOUNG ADULT	EDUCATIONAL RESOURCES
Alberta Literary Awards	ALA Youth Media Awards	Alberta Science Curriculum
BC Book Prizes	Alberta Literary Awards	Alberta Social Studies
Book Club Picks	BC Book Prizes	BC Curriculum - Applied Design, Skills

Double click to open a list title and the list will display. Certain pre-order list will contain a **due date**. It is best practice to purchase items off those lists by that date. This ensures your item is prioritized.

Adult Bestsellers - Hotlist - Fiction (Spring/Summer 2019)

Hotlist Editions: **Spring/Summer 2019** | Winter 2018-2019 | Fall 2018 | Spring/Summer 2018

Orders for the Hotlist - Fiction (Spring/Summer 2019) Hotlist are due by **April-20-19**. Thereafter, in-print Hotlisted titles can be special ordered.

The Hotlist selection is released seasonally and includes: Hotlist - Fiction, Hotlist - Non-fiction, Second Choice – fiction, and Second Choice non-fiction

The Super Forthcoming selection is released bi-monthly and includes: a drop-down menu for Adult and Juvenile & YA where you can select items by Format.

In the super forthcoming lists there are also genre options, such as: Christian Fiction, Fantasy, General Fiction (mass market paperbacks), Graphic novels, Historical Romance, Horror, Mystery, Psychological Suspense, Romance, Science Fiction, Thriller, and Western. By clicking on the blue lists, you will see a list of items not included in the original list.

Searching

When searching for a specific item use the search bar. For the best results search by ISBN, Exact Keyword Title, or Author. Enter your search terms and click **search.**

For a complex search, select **Advanced Search.** The advanced search options, allows you to filter and specify your results.

Special Order

If you have a title you would like to order but it is not found on the ULS website you can still place a special order. Special orders are also done for items that are not currently in stock at the ULS storehouse. All Special order items are labeled with an icon on the item record.

1. Click the **Special Order** button at the top right of the screen located by the search bar.

2. Fill out the appropriate information and click **Add to Cart**

Adding items

1. Once you have the item you want to purchase you should first verify the item information.
   - **Format:** The format will be identified as part of the title information. Titles often come in many formats; each format must be purchased separately.
   - **Release date:** Unless you are purchasing a replacement copy of a popular item, it is best practice to buy items no more than two years old. Release date for allotments should not exceed October 31st of the current year.
   - **Price and discount:** List price are approximate until the item is received by PRLS. Many titles receive a library discount, indicated in the item record by "full discount". If an item is not eligible for a discount, you will see "no discount".
   - **Order status:** If an item is "stocked", ULS has it at their warehouse and will be able to send the item in good time. If an item has a "special order" status, it will take longer to arrive.
   - **Read more:** See more details including item details and description, author info, and reviews. These details are not available for every item on ULS.

#1   **With the Fire on High** *Author of "The Poet X."* [Hardcover]   FIC-YA
     Author: Elizabeth Acevedo   ACE
     9780062662835   May. 2019   Grade 8-12   **List Price: $21.99**
                                                                    Full Discount
     Publisher: HarperTeen
     Subjects: Coming of age, Fiction, Pregnancy, Fiction, Families, Fiction, Cooking, Fiction, Latin Americans, Fiction
     ★ ULS Choice | Starter Collection | Stocked Item
     ⊕ Read More

Fund Code:	Collection Code:	Item Type:	Location Code:
aalac - alac ▾	af - Adult Fiction ▾	5 - Book ▾	alac - Lacombe Public Library ▾
		👤My Cart ⌄	1 ⇕ Add To Cart

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2. To purchase an item, you **must fill out the fund information for <u>each item</u>.** This is located under at the bottom the record. Select the fund code (allotment or bill direct), collection code, item type, and location code.
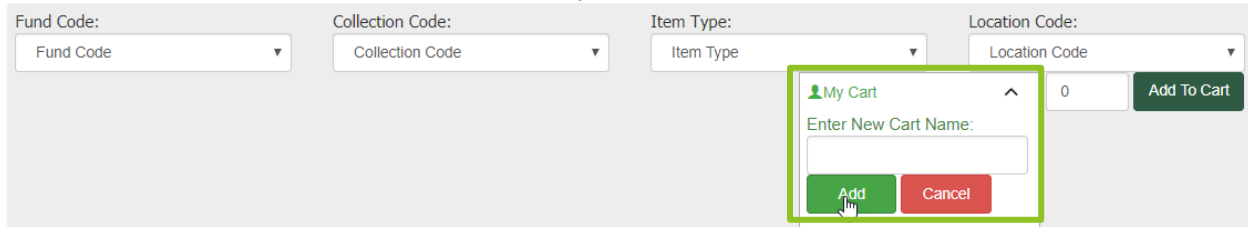
   Note: If you select allotment, PRLS will deduct the cost of the item from your library's allotment. If you select bill direct, your library will be invoiced by PRLS for the item.

   Please use different carts for allotment and bill direct to speed up ordering and invoicing.

3. Select the cart you want to add the item to. If a cart does not already exist, you will need to create one. Enter the quantity of item copies you want to purchase.
4. Click **Add to Cart**.

Carts

You can create a cart directly from the item record, select **New Cart** from the "My Cart" drop-down menu. Add a Cart name (include library code and fund information), and click **Add.**
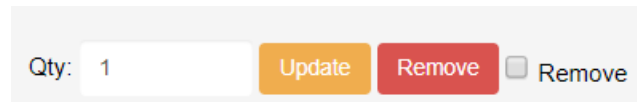

View and Edit Carts

The cart you have interacted with most recently will always display at the top of the web page. View the items in your cart by clicking the **Green cart link** at the top of the page. A cart summary will be displayed beside the cart name.
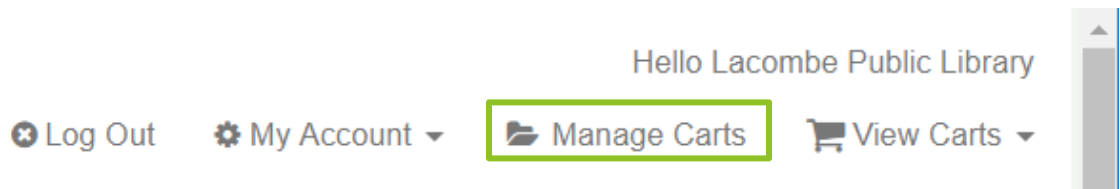

From the **View Cart** page, you can view the item information including the discounted price.

To remove an item from your cart, click the **remove button.**

Managing Carts

Select Manage Carts from the top menu bar. From this page you can create new carts or interact with existing carts.

To edit or delete a cart select the appropriate action from the **options dropdown menu.**

Submitting Orders

Once you are happy with the items in your cart, you are ready to place your order.

Export Cart

1. If you wish to download an excel copy of your cart you can export a digital copy of all the items in the cart. Click the **Create Excel button** at the bottom of your View Cart page.
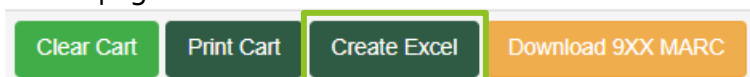
2. This will open a list of item details. Select the fields you wish to include and click **Export.**
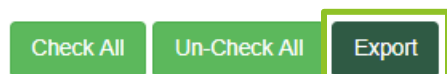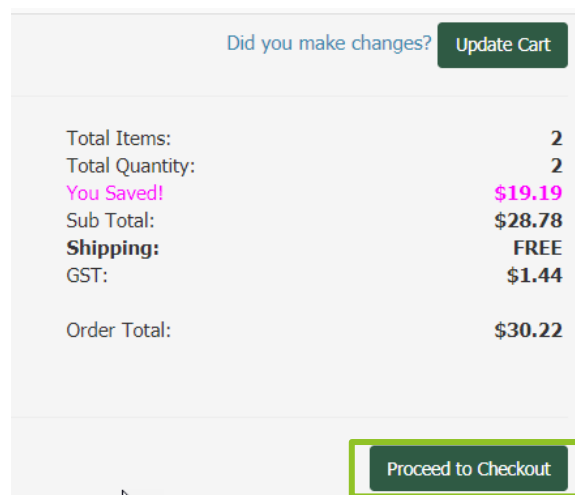

3. You can then choose to download or email your file.

Place Order

1. Before you place your order please verify that all the items are have been assigned the correct Fund, collection, item type, and location information.
2. Click **Proceed to Checkout.**

3. Finally add a comment to confirm order and click **Transfer Cart.**

Your cart has been sent to the PRLS finance clerks for processing. You will receive an email from ULS with a list of items in the cart.
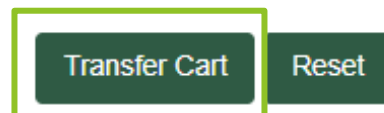
When the order has been processed by PRLS, you will also receive an email from the PRLS finance clerks.

If you have any questions, please contact your PRLS library consultant.

No Process Orders

1. When a library places a ULS order for no process (for a kits prizes, etc.) the following process applies
2. All items must be in a unique cart with a note stating "no process"

3. Acquisitions will submit the order with "NP" attached to the PO number. No Item Records will be created.
4. ULS will send all no process items on a separate invoice. Each item will include mylar, MARC records, and EDI invoice
5. Acquisitions will receive the NP orders normally with the exceptions:
    a. No call number stickers
    b. No price written in the item

Note: Libraries will need to track their Orders since Item Records will not be created.