

Matthews

Approval Plan

Approval Plan

A Matthews medical librarian will meet with you and your staff to design an Approval Plan to meet the specific needs of your library, using a combination of subject profiles, publishers list, format exclusions and Standing Order exclusions.

● Flexibility

- Notifying you of relevant titles by sending the actual book, sending a slip only, or sending a list of selected titles via the Internet
- Shipping on a weekly, bi-weekly or monthly basis
- No restrictions on your return percentage
- Adjustments are made to the Approval Plan immediately upon request

● Customization

- The Matthews Approval Plan Profile can be based on the National Library of Medicine Classification Schedule, using MeSH subject headings, or on the Library of Congress Classification Schedule
- Firm and standing orders are checked against titles shipping on Approval
- Matthews will produce reports for review on a monthly, quarterly, semi-annual, and/or yearly basis
- Contributing authors from your university are highlighted for your attention
- Software and other non-book format items provided on approval.

● Technology

- View your Approval Plan on our website and make modifications prior to shipment:
 - Multiple selectors now have the ability to view the Approval Plan and modify
 - Different levels of access to website are available for varying needs of users
 - Titles are listed in NLM or LC order to ease their selection process or can be listed alphabetically by author or title
 - Ability to change book selections to slips, or slip selections to books, or delete items
 - Change number of copies
 - Add line item PO#s or order record #s
 - Access table of contents and abstracts
 - DCT subscribers can view scores
- Electronic invoicing using BISAC or EDIFACT standards
- OCLC WorldCat Cataloging Partner
- Sort titles by up to two subject classes
- View previous weeks' selections

Matthews Medical Books

Shipping from TWO locations:

11559 Rock Island Court • Maryland Heights, MO 63043
10 Old Bloomfield Avenue • Pine Brook, NJ 07058

(314) 432-1400 • fax (314) 432-7044 • (800) MED-BOOK (633-2665) • fax (800) 421-8816
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