

## 4.1 ENTERING A LIST OF UNSOLICITED PUBLICATIONS

You must enter serials into lists of unsolicited publications to perform check-in of serials that you receive not on the basis of purchase but as a result of exchange, gift, legal deposit (provided by law), institutional deposit, old stock, own edition, on the basis of a subsidy or registration fee or membership in various organisations. You enter lists of unsolicited publications for individual suppliers and acquisition types.

You can enter unsolicited publications in the **List of unsolicited publications** class.

### *Precondition*

Suppliers of unsolicited publications are recorded in the database of partners. They have the role of *Supplier (S)*.

### *Procedure*

1. Highlight the **List of unsolicited publications** class.

2. Select the **Class / New object** method.

The **List of unsolicited publications** editor will open.

3. Enter general data about the list of unsolicited publications (see chapter 4.1.1).

4. Enter item(s) for the list of unsolicited publications (see chapter 4.1.2).

5. Click the **Total amount** tab.

The total value of the list of unsolicited publications is calculated automatically, at the same time as you enter prices for the list item (see also chapter 3.2.1.2.4).

6. Save the data.

A number, which cannot be changed, will be assigned to the list of unsolicited publications. Lists of unsolicited publications are numbered automatically, in compliance with the setting of the counter for lists of unsolicited publications (see chapter 10.3).

### *Status after entering a list of unsolicited publications*

List of unsolicited publications

- entered

List item

- entered

Copy

- entered

### *What to do next*

Close the entry of the list of unsolicited publications; by doing so you will enable check-in of the serials on the list.

## 4.1.1 Entering general data

Enter general data about a list of unsolicited publications in the **List of unsolicited publications** editor.

### Procedure

1. Under "Acquisition type", select the appropriate value.

You can choose from: *exchange, gift, legal deposit, old stock, own edition, registration fee, subsidy, membership, institutional deposit.*

2. Specify the supplier.

Click the **Supplier** button, which forms a link to the **Partner** class, where also partners with the role of serials suppliers are listed. The **Search – Partner** search window will open. Find and select the supplier.

If a department or a contact person is specified for the supplier, a link to the department or contact person will be specified in relation to the list of unsolicited publications.

If several departments or contact persons have been entered for this supplier, a window with a list will open, from where you can choose the department or contact person. If you do not choose any department or contact person, the link to the supplier will be created.



#### Tip:

If you know the supplier symbol, department symbol or contact person symbol, click the icon  to define the supplier.

3. Define the sending method and language of the letter of thanks for the donated serials.
4. Under "Reference document", enter the number of the supplier's document used to prepare the list of unsolicited publications.
5. Under "Reference document date", enter the date of the supplier's document.
6. To enter an internal note, click the **Note** button.

Enter the text into the text entry window and save it.

If you selected *legal deposit* under "Acquisition type", you can enter a number, under "Note", that shows the number of copies that will be automatically transferred to the copies table, when adding an item to the list.

7. To enter the text that will appear on the letter of thanks preceding the list of material, click the **Thank-you text** button.

Enter the text into the text entry window and save it.

---

## 4.1.2 Entering an item

Enter the data about an item for a list of unsolicited publications in the **Item for the list of unsolicited publications** editor.

### *Procedure*

1. In the **List of unsolicited publications** editor, click the **New object** button.  
The **Search – Bibliographic record** search window will open.
2. Find and select the bibliographic record.  
If the record does not exist in the local database, you can download it from the shared bibliographic database (see chapter 2.1.1).  
If the record does not exist in the local database and you do not intend to download it from the shared database, close the search window by clicking the **Close** button. The **Material** editor will open, where you can enter the bibliographic data (see chapter 2.2).
3. To enter an item for the list of unsolicited publications, click the **New object** button in the **Material** editor.  
The **Item for the list of unsolicited publications** editor will open.  
Bibliographic data on the material can only be viewed not changed.
4. Enter supplier's material identification number, e.g. catalogue number.
5. Enter the year of receipt of the serial.
6. Under "Receipt from" and "Receipt to", enter the period when you receive the serial.
7. Enter the date when you expect the receipt of the first issue. The date will be transferred into the publication pattern when you close the entry of the list.
8. When you receive the same title on other media, you can enter related ISSN's.  
Click the **Related ISSN's**. Enter the ISSN's and save the data.
9. Define the medium by selecting the appropriate value from the code list.
10. Specify the details for claiming undelivered issues.  
Under "Claim time limit (days)" appears the default value that was defined when entering the details about the supplier. This indicates how long the dates of the expected receipt of issues may be delayed, in view of the publication pattern. The default value can be changed.
11. If you do not want holdings data to be recorded for the material for which you are preparing the item for the list, deselect the "Create field 997" check box. Do this also when field 997 already exists in the database for this serial, for which you are subsequently preparing a list. When closing the list, field(s) 997 will not be created for this order item.
12. To enter an internal note, click the **Note** button.  
Enter the text into the text entry window and save it.

13. Enter the data on the copies (see chapter 3.2.1.2.1).

If you selected *legal deposit* under “Acquisition type” in the **List of unsolicited publications** editor, the following data will be automatically prepared, in compliance with the parameter settings in the configuration file:

- the number of copies that the legal deposit provider is obliged to send, under “Number of copies”
- apportionment of copies in the copies table

If you receive fewer copies than the legal deposit provider should have sent, delete the copies from the copies table.

14. Click the **Price** tab and specify the item amount (see chapter 3.2.1.2.4).

15. Save the data.