

4.3 CLOSING THE ENTRY OF A LIST OF UNSOLICITED PUBLICATIONS

When closing the entry of a list of unsolicited publications, the number of fields created for each item (i.e. for each serial title) equals the number of copies under this item. Field 998 will also be created if it has not been prepared before.



Note:

If a number of copies entered manually into subfield 998c in element 7 differs from 0, you cannot close the list containing the serial. If you wish to close the list entry, you must first enter the number 0 into subfield 998c in element 7 for this serial.

A publication pattern for the list item and for corresponding fields 997 will also be created.

Precondition

A supplier must be defined and items entered in the list of unsolicited publications.

Procedure

1. In the **List of unsolicited publications** class, find and select the list of unsolicited publications.
2. Select the **Object / Close entry** method.

For each copy, a new field 997 with the following data will be created:

- binding indicator will get the value 0 – *Unbound issues*
- the value of the shelving indicator is compliant with the parameter set in the configuration file of the library
- to "Sublocation (d\l)", the library department ID will be transferred
- to "Shelving location (d\i)", the shelving location will be transferred
- "Status (q)" will get the value 1 – *ordered*
- to "Status date (t)", the date of closing the entry of the list will be transferred
- to "Acquisition type (v)", the acquisition type will be transferred
- to "Purpose of acquisition (w)", the purpose of acquisition will be transferred
- to "Supplier (2)", the supplier symbol will be transferred
- to "Price (3)", the price calculated per copy will be transferred

Price per unit is calculated by dividing the item amount (value under "Amount") with the number of copies.

If both prices, i.e. prices in foreign and in domestic currency, are specified for a certain item, it depends on the setting in the configuration file, which price will be transferred.

If a price note has been entered under the item, it will be added, enclosed in angle brackets, to the price.

In addition to that, a field 998 with the following data will be prepared:

- the value of the shelving indicator is compliant with the parameter set in the configuration file of the library
- to "Report date (a)", the current date will be transferred
- to "Institution code (b)", the home library code will be transferred
- in "Number of copies (c)", all elements will be filled up automatically
- "Acquisition indicator (e)" will get the value *o – currently received*
- "General d. (g)", element c will get the value *0 – (zero) information not available*
- to "Year (k)", the current year will be transferred and "-" will be added to the year

If field 998 existed before, the data must be changed manually.

***Status after closing
the entry of a list of
unsolicited
publications***

List of unsolicited publications

- *entry closed*

Item for a list of unsolicited publications

- *ordered*

Copy

- *ordered*

Publication pattern

- *in preparation*

Field 997

- *1 – ordered*

What to do next

When you receive the first one of the expected issues, accession the volume, edit the publication pattern and record the receipt of the issue.

4.3.1 Issuing a legal deposit receipt confirmation

You can issue a legal deposit receipt confirmation for serials for a specified period to the liable institution.

The Legal deposit receipt confirmation – serials report can be created in the COBISS3/Reports module. Creating and printing are described in Appendix *B.1.1*. When creating a report on the legal deposit receipt confirmation for serials, you must specify the period for which you wish to issue the report.