

C.2 BIBLIOGRAPHIC DESCRIPTION OF MATERIAL AND OTHER DATA

In addition to bibliographic data on a material (title, publisher, etc.), other data (current number of material on the report, order date, etc.) is displayed in reports. It depends on the type and definition of a report, which data will be printed out.

Bibliographic data on a material can be displayed without prefixes or they can be marked with prefixes and separated with “;”. The style of printing bibliographic data is set, as a parameter in the configuration file, by IZUM, in the agreement with the relevant library.

In addition to the internal reference number of a material in the COBISS3/Serials module, ISSN (International Standard Serial Number) is added to serve as material identification number, i.e. valid and unverified ISSN.

In the Order, Order cancellation and Claim for undelivered issues, the data about items and copies can be sorted by library departments. The following data entered under home library contact departments is displayed in the department address:

- contact department name: the value of the attribute "Name" is displayed
- street and number or P.O.Box number: either the value of the attribute "Street and No." or the abbreviation P.O. Box and the value of the attribute "P.O.B." are displayed
- postcode and city: the values of the attributes "Postcode" and "City" are displayed; if the recipient is abroad, a two digit country code (according to ISO standard) and "-" precede the postcode and the country name appears in the next line

For individual sample reports, included under item C.3, some other data is specified below that can be added, in addition to identification numbers and bibliographic data on a material.

C.2.1 Order

Under the order item, the number of copies ordered and the note that has been entered under the order item will be displayed. Depending on the parameter set in the configuration file, a price in either domestic or foreign currency can appear as well.

If several copies of one publication are ordered and you wish the supplier to send individual copies to different department addresses, you can choose from two forms of orders:

- copies and departments are displayed under individual items
- items are sorted by departments

The note that has been entered under the order will be displayed on the order, below the order items. Depending on the parameter set in the configuration file, the total amount either in domestic or foreign currency can appear as well.

C.2.2 Order cancellation

The 'cancelled from' date is displayed on the order cancellation. Only one item with the number of copies cancelled is displayed. If you cancel copies for individual library departments, the copies are sorted by departments.

The note from the order cancellation will appear below the items.

C.2.3 Claims

Under the item for the *claim for undelivered issues*, the numbers of undelivered issues, volume and year will be displayed. If you prepare a claim for undelivered issues for individual library departments, the items will be sorted by departments. Under each item, the data about previous claims (i.e. numbers of undelivered issues, claim number and claim submission date) will appear as well. The note from the claim will appear under the items.

In the *invoice claim*, the supplier's invoice number, the order submission date, the invoice total either in domestic or foreign currency, and the note from the invoice will be displayed.

In the *invoice item claim*, the common data from the invoice will be displayed first: the invoice number, the invoice submission date and the invoice total amount either in domestic or foreign currency. Following this, the invoice item data will appear: the order price and the invoice price either in domestic or foreign currency, the order date and number, and the note about the claim that you have entered under the invoice item.

C.2.4 Sample copy request

Under a sample copy request item, the note that has been entered under the request item will appear, and below the item(s), the note from the request will be displayed.

C.2.5 Letter of thanks to the donor

A thank-you text precedes the list of items. Under each item, the bibliographic data comprises only the title of the serial.

C.2.6 List that accompanies a shipment of exchange publications

Under the item of the list that accompanies a shipment of exchange publications, the issue number, volume and year will be displayed. Below the items, the note that has been entered under the shipment of exchange publications will appear.

C.2.7 List that accompanies a shipment of legal deposit material

A list title and a note that was entered when preparing a shipment of legal deposit material will appear on the list. Under a list item, the issue number, volume, year and the price of the year will be displayed.

C.2.8 Label

It is possible to print a label with partner's address on it, or a label with home library head office address on it.

The label size is 90 x 40 mm. You can print the labels on a thermal printer.

You can also print the Zweckform ZWE3483 labels (you can print four labels, 105 x 148 mm, on one piece of A4 paper). When printing addresses on the labels, the *landscape* orientation and the logo of the library are set. The logo must be defined as an image and saved in the jpg or gif format with the maximum size of 34 x 130 mm. If a library wishes to have their logo printed on the label, a file with the image should be sent to IZUM. If a library does not send the file with their logo to IZUM, the labels will be printed out without the logo.