12.2   COBISS3/HOLDINGS

In the COBISS3/Acquisitions module, holdings data is accessible in the part of the window containing relationships of items and copies in acquisition documents.

When performing material acquisition procedures, the data about orders, prepayments, receipts and payments is added to the holdings data in the COBISS3/Holdings module.

The data will not be added when:

- the purpose of acquisition is not to increase the library's own collection ("Purpose of acquisition" is neither *own collection* nor *lost item replacement*; if *reconstruction of national stock* is selected as "Purpose of acquisition", the recipient of the copy must be defined as well)

- a bibliographic record does not exist in the local database yet

- a bibliographic record exists in the local database, the material in the COBISS3/Acquisitions module is, however, not yet linked to it; the relation is created by transferring the acquisition items to the material under the selected bibliographic record

When *purchasing material*, the following data is added to the holdings data:

- data about the order – new fields will be prepared (see chapter *3.2.8*)

- data about the prepayment (see chapter *3.3.4*)

- data about the receipt (see chapter *3.4.4*)

- data about the payment (see chapter *3.5.7*)

When performing *other types of acquisition*, the material receipt data is added to the holdings data (see chapters *4.1.4*, *5.3*, *7.3* and *8.3*).

In relation to an order cancellation, when deleting the receipt under the delivery note item or list item and when changing the advance or invoice status, holdings data will be deleted accordingly.

Data on indirect cost invoices and on claims is not added to the holdings data.

Acquisition data, added to the holdings data, is prepared to such a level that it is possible to start the accessioning procedure of the material (assigning the accession number and date of accessioning, editing the call number, printing labels, etc.).