2.2   ENTERING THE MATERIAL

Procedure

Material acquisition procedures can be performed also for the material for which no record exists in the local database and which you will not download from the shared database.

In such a case enter bibliographic data on the material yourself, or download the data from the shared database or from other databases, accessible via the Internet (Z39.50 protocol).

Such a material can be found in the **Material** class using the **Search for material without bibliographic record** method. The easiest way to find the material is to search for it in the "Keywords" search field. In that case, search is performed by title, author, series, publisher, place of publication and ISBN.

1. Highlight the **Material** class.

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

   The **Search – Bibliographic record** search window will open.

   If the record is not in the local database, click the **Close** button.

   The **Material** editor will open.

3. Enter the bibliographic data on the material. You can either enter the data yourself, or you can download the data from the shared database (see chapter *2.2.1*) or from other databases (see chapter *2.2.2*).

   Basic bibliographic data includes: title, author, language, edition, publication year, place of publication, publisher, bibliographic level, series, ISBN, ISSN, ISMN, publisher's number (sound recordings and printed music), country of publication, UDC for statistics.

4. Enter physical description data.

   Select the relevant value from the code list.

5. You can enter additional information on physical description (e.g. *hardback* or *paperback*).

6. To enter a note on the material that should appear on the form, click the **Note on forms** button.

   Enter the text into the entry window and save it.

7. To enter an internal note, click the **Note** button.

   Enter the text into the entry window and save it.

8. Save the data.

What to do next   In the **Material** editor, enter an order item.

2.2.1   Downloading bibliographic data from the shared database

Bibliographic data on the material can be downloaded from the shared bibliographic database.

Procedure

1. In the **Material** editor, click the **Transfer from COBIB.SI** button.

   The **Search – Bibliographic record (COBIB)** search window will open.

2. Find and select the bibliographic record.

After having selected the record, the following data is transferred to the data on the material: title, author, language, edition, publication year, place of publication, publisher, bibliographic level, physical description, additional physical description, series, ISBN, ISSN, ISMN, publisher's number (sound recordings and printed music), country of publication. Under "Note", the COBISS.SI-ID of the record in the shared database is entered.

Note:

When downloading bibliographic data from the shared database to the local database, the record will not be downloaded.

2.2.2   Downloading bibliographic data from selected catalogues of other foreign libraries

Bibliographic data can be downloaded from library catalogues (Z39.50 protocol) that are free of charge accessible via the Internet, e.g. from the British Library Public Catalogue (BLCP), the Union Catalogue (GVK) of seven German federal states, etc.

Procedure

1. In the **Material** editor, click the **Transfer from other databases** button.

   The **Databases** window will open with a list of databases you can choose from.

2. Highlight the database. By clicking the **Description** button you can view a short description of the selected database.

3. Click the **OK** button. A search window for searching through the database will open. Different search criteria are possible, depending on the selected database. A detailed description of the database is available by clicking the **Information** button.

4. Find and select the bibliographic record.

After having selected the record, the data is added to the data on the material.