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## 2 DEFINING MATERIAL

Material represents *a part of the bibliographic record from the local database*, where all bibliographic data is stored. When viewing the material's relationships, you can see which bibliographic record it is linked to. You can also see holdings data as well as different items of acquisition documents, which are created in the process of acquisition of monographs.

Material acquisition procedures can also be performed for the material not yet recorded in the local database.

The way of defining the material depends on whether a record exists in the local database or not. If it does, you do not have to enter data on the material, but if it does not, you can download the record from the shared database, enter the data yourself or download the data from the shared database or from other databases, accessible via the Internet.

Holdings data (either with acquisition items or without them) can be linked to a bibliographic record of another material (in the COBISS2 environment, holdings data is transferred to another bibliographic record). This is done when holdings data is linked to the wrong bibliographic record or when you must create a parallel local record and transfer part of the holdings data to it.

It is also possible to transfer only acquisition items. You do this, if no record exists in the local database for the material when you perform acquisition procedures for it.

Material that is either linked to a bibliographic record or to acquisition items cannot be deleted from the database.

Subchapters:

- Relationship between material and bibliographic record
- Entering the material
- Changing the relationship between the holdings data and the bibliographic record
- Deleting the material