

4.1 MATERIAL RECEIVED BY EXCHANGE

Material received by exchange is usually accompanied with a list of material. Check the material and enter the list details.

You can prepare a claim for the material received.

Close the list of material received in exchange.

Before performing the receipt of material by exchange, you can prepare an order and send it to another library.

4.1.1 Entering a list

When you have received material from your exchange partner, enter the data about the list that usually accompanies the material. Enter general data about the list and then type in the data about the order item.

Enter also the number of damaged copies or possible discrepancies between the number of copies actually received and the number of copies on the list, or both. This represents the basis for preparing a claim for delivered material.

Enter receipt of exchange material received in the **List of material received by exchange** class.

Precondition

The library that is your exchange partner is recorded in the database of partners. It has the role of an *Exchange partner (ACQ, S)*.

Procedure

1. Highlight the **List of material received by exchange** class.
2. Select the **Class / New object** method.

The **List of material received by exchange** editor will open. *Exchange* is automatically defined as the acquisition type and you cannot change this.

3. Enter general data about the list of material received by exchange (see chapter 4.1.1.1).
4. Enter the list item(s) (see chapter 4.1.1.2).
5. Click the **Total amount** tab.

The total value of the list is calculated automatically, at the same time as you enter prices for individual items (see chapter 3.2.1.2.3).

6. Save the data.

A number, which cannot be changed, will be assigned to the list of material received by exchange. Lists are numbered automatically, in compliance with the setting of the counter for lists of material received by exchange (see chapter 11.3).

Status after entering a list

List

- *entered*

List item

- *entered*

Copy

- *in process*

What to do next

Close the list of material received by exchange, or prepare an exchange-based order.

4.1.1.1 Entering general data

You can enter general data about the list of material received by exchange in the **List of material received by exchange** editor.

Procedure


1. Specify the exchange partner (sender).

Click the **Exchange partner** button, which forms a link to the **Partner** class, where also partners functioning as exchange partners are listed. The **Search – Partner** search window will open. Find and select the exchange partner.

If a department or a contact person is specified for the exchange partner, the relationship with this department or contact person will appear in relation to the list.



Tip:

If you know the exchange partner symbol, department symbol or contact person symbol, click the icon  to define the partner.

2. Under "Reference document", enter the number of the list of material received by exchange.

If you print out an exchange-based order, you can enter the number of the quotation or agreement received. The number will appear on the order.

3. Under "Reference document date", enter the date of the list of material received by exchange.

If you print out an exchange-based order, you can enter the date of the quotation or agreement received. The date will appear on the order.

4. Under "Date of receipt", the current date will be automatically offered. You can change it.

5. If you prepare and send an order to another library before receiving the material from this library, enter, under "Order submitted on", the date when the order was sent.

6. To enter the text that will precede the list of material in the letter of thanks, click the **Thank-you text** button.
Enter the text into the text entry window and save it.
7. To enter an internal note, click the **Note** button.
Enter the text into the text entry window and save it.

4.1.1.2 Entering an item

You can enter the data on an item for the list of material received by exchange in the **Item for the list of material received by exchange** editor.

Procedure

1. In the **List of material received by exchange** editor, click the **New object** button.
The **Search – Bibliographic record** search window will open.
2. Find and select a bibliographic record.
If the record does not exist in the local database, you can download it from the shared database (see chapter 2.1.1).
If the record does not exist in the local database and you do not intend to download it from the shared database, close the search window by clicking the **Close** button. The **Material** editor will open, in which you enter bibliographic data (see chapter 2.2).
3. To enter an item, click the **New object** button in the **Material** editor.
The **Item for the list of material received by exchange** editor will open.
Bibliographic data on the material can only be viewed. You cannot change it.
4. Under "No. of copies on list", enter the quantity from the list.
5. If you receive damaged copies, enter the number of these copies under "No. of damaged copies received". This represents the basis for preparing a claim.



Note:

Before entering the number of damaged copies, reduce the number of copies in the copies table accordingly.

6. Click the **Claim note** button to enter the reason for claim, which will appear on the claim.
Enter the text into the text entry window and save it.
7. To enter an internal note, click the **Note** button.
Enter the text into the text entry window and save it.
8. Enter the data on the copies received (see chapter 3.2.1.2.1).

In the copies table you can distribute only undamaged copies. The total number of copies can be found under "No. of undamag. copies received". You cannot change this number.

If the number under "No. of undamag. copies received" and the number under "No. of copies on list" differ, this represents the basis for preparing a claim.

9. Click the **Price** tab and specify the item amount (see chapter 3.2.1.2.3). A price per unit can be transferred from any acquisition document item or from fields 996/997 (see chapter 4.1.1.2.1).
10. You can immediately accession the copies received (see chapter 4.1.1.2.1).
11. Save the data.

Options

The apportionment of copies among departments for an item of a list of material received by exchange can be printed out. Under the item, select the **Object / Print** method, and then *Apportionment among departments – exchange*.

4.1.1.2.1 Transferring a price

You can transfer a price from any acquisition document item or from fields 996/997.

Procedure

1. In the **Item for the list ...** and **Item for the shipment ...** editor, click the **Transfer price** button.

A window containing a list of prices entered under other acquisition documents items and under fields 996/997 will open.

2. Highlight the price.
3. Click the OK button.

The price will be transferred to the item.

4.1.1.2.2 Accessioning copies and closing a list item

When entering list item data, you can immediately perform accessioning of the copies received, whereby you close the list item.

Precondition

Material is linked to a bibliographic record from the local database. Copies in the list item will not be claimed. The status of the list item is either *entered* or *received*. In the list, a supplier is specified.

Procedure

1. In the **Item for the list ...** editor, click the **Accession** button.

The list item will be closed (see chapter 4.1.5).

The **Field 996/997** editor will open.

2. Perform accessioning of the copies. Accessioning is dealt with in the *Holdings COBISS3 User Manual* (see chapter 7.1).

When you perform accessioning of the copies and close the list item, the list does not close automatically. You must close the list yourself.

4.1.2 Preparing and sending an exchange-based order

Before you receive material from another library, you can prepare and send an order for the material you wish to receive from this library. Enter the data on the material to the list of material received by exchange. You can enter the order submission date on the list.

Precondition

The status of the list of the material received by exchange must be *entered*.

Procedure

1. In the **List of material received by exchange** class, find and select the list.
2. Select the **Object / Send** method.

The **Report definition selection** window will open.

3. Select *Exchange-based order*.

The **Overview and sending of created report** window will open, from where you can send the order to predefined or changed destinations. In the *Basic Guidelines COBISS3 User Manual* you can find how to send a report (see chapter 4.5).

What to do next

After you have received the material, you can change the list if required. Then close the list.

4.1.3 Deleting a list

Precondition

You can delete only lists with status *entered*. Before deleting a list, you must delete all the list items.

Procedure

1. Find and select the list.
2. Select the **Object / Edit** method.

The list editor will open.

3. Highlight the item and click the **Delete** button.

The item will be deleted from the list and from the database.

4. Repeat step 3 for all the items of the list.
5. Save the list that contains no items.
6. Select the **Object / Delete** method.

4.1.4 Closing a list

After completing the entry, close the list of material received by exchange. The receipt data will be added to the holdings data.

If you need to make a claim, do not close the list but prepare a claim for delivered copies (see chapter 9.1).

After the claim has been answered, delete the reason for claim in the list and close the list.

Under "No. of copies claimed", the number of copies claimed last will be indicated. The history of all claims can be viewed in the list of events.

Procedure

1. In the **List of material received by exchange** class, find and select the list.
2. Select the **Object / Close/prepare claim** method.

For each copy, a new field 996 with the following data will be prepared:

- to "Sublocation (d\l)", the library department ID will be transferred
- to "Shelving location (d\i)", the shelving location will be transferred
- "Acquisition type (v)" will get the value *b – exchange*
- to "Purpose of acquisition (w)", the purpose of acquisition will be transferred
- to "Receipt (y)", the number and date of the list of material received by exchange will be transferred
- "Status (q)" will get the value *2 – in process*
- to "Supplier (2)", the exchange partner symbol will be transferred
- to "Price (3)", the calculated price per copy will be transferred

A price per copy is calculated by dividing the item total amount (i.e. the value under "Amount") by the number of copies.

If two prices, one in domestic and one in foreign currency, are given for one item, it depends on the configuration file settings as to, which of the two prices will be transferred.

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

Status after closing a list

- List
- *closed*

List item

- *received*

Copy

- *received*

Field 996

- *2 – in process*

What to do next

Accession the material received.

4.1.5 Closing a list item

You can close also a single list item. After the item is closed, the receipt data will be added to the holdings data in the same way as when closing the list as a whole.

Procedure

1. Find and select the list.
2. Select the list item in the list of objects related to the list.
3. Select the **Object / Close receipt** method.

Status after closing a list item

List

- *entered: if you have not received the material under all the list items*
- *closed: if you have received the material under all the list items*

List item

- *received*

Copy

- *received*

Field 996

- *2 – in process*

4.1.5.1 Deleting receipt under a list item

You can change the status of a list item from *received* back to *entered*.



Note:

It is not possible to delete the receipt, if the material has already been accessioned.

If the list has been closed as a whole, the status of the list will be changed back to *entered* as well.

Procedure

1. Find and select the list.
2. Select the list item in the list of objects related to the list.
3. Select the **Object / Delete receipt** method.
The **List** window will open. Copies received are in the "Selected" list.
4. In the "Selected" list, highlight the copy the receipt of which you do not wish to delete, and transfer it to the "Unselected" list by using the **Remove** button.
5. Click the **OK** button.

Fields 996 of the copies the receipt of which you have deleted will be deleted.

Status after deleting receipt under a list item

List

- *entered*

List item

- *entered*

Copy

- *in process: if you have deleted the receipt of the item*
- *received: if you have not deleted the receipt of the item*

Field 996

- *2 – in process: if you have not deleted the receipt of the item, otherwise the field gets deleted from the database*

4.1.6 Submitting and sending a letter of thanks to a library

You can send a letter of thanks for the material received by exchange to the library. The sending method and language of the letter of thanks are defined under the exchange partner. Print the letter of thanks in the selected language or send it to the exchange partner by e-mail.

Procedure

1. In the **List of material received by exchange** class, find and select the list.
2. Select the **Object / Submit and send letter of thanks** method.

The **Overview and sending of created report** window will open, from where you can send the letter of thanks to predefined or changed destinations. In the *Basic Guidelines COBISS3 User Manual* you can find how to send a report (see chapter 4.5).