
4 EXCHANGE OF MATERIAL

This chapter deals with procedures used for the exchange of material:

- receipt of material in exchange
- sending material in exchange

After having received material from another library by exchange, enter and close the list of material received by exchange. When closing it, receipt data will be added to the holdings data. You can prepare a claim for the material received by exchange. Before performing receipt from another library, you can prepare and send an order for the material you wish to receive from this library. You can prepare and send a letter of thanks to the library for the material received.

The procedure of acquiring material intended for exchange is dealt with in the relevant chapters: Purchase of material, Receiving gifts, etc. After the acquisition procedure is complete, enter the exchange-based order received, i.e. an order of material desired and sent by a library that functions as your exchange partner. After that prepare a shipment and a list of material, which is to be sent with the shipment. The shipment of material together with the accompanying list is sent to another library.

Subchapters:

- Material received by exchange
- Sending material in exchange
- General procedures