# 5.1    ENTERING A LIST

When you receive legal deposit material from a supplier (national depository library), enter the data about the list, which usually accompanies the material. First enter the general data about the list of legal deposit material and then also the data about each list item. You can enter items to the list of legal deposit material also on the basis of an XML file that you receive from the national depository library.

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 the material received.

Enter the receipt of legal deposit copies in the **List of legal deposit material** class.

*Precondition*

Details about the supplier with the role of a legal deposit provider must be recorded in the database of partners. The role of *Legal deposit provider (ACQ)* must be marked.

*Procedure*

1.  Highlight the **List of legal deposit material** class.

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

    The **List of legal deposit material** editor will open. The acquisition type *deposit copy* is defined automatically and you cannot change it.

3.  Enter general data about the list of legal deposit material (see chapter *5.1.1*).

4.  Enter list item(s) (see chapter *5.1.2*).

    You can enter items to the list also on the basis of an XML file that you receive from the national depository library (see chapter *5.1.3*).

5.  Click the **Total amount** tab.

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

6.  Save the data.

A number, which cannot be changed, will be assigned to the list. Lists are numbered automatically, in compliance with the setting of the counter for lists of legal deposit material (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 legal deposit material.

## 5.1.1     Entering general data

You can enter general data about a list of legal deposit material in the **List of legal deposit material** editor.

*Procedure*      1. Specify the legal deposit provider.

Click the **Legal deposit provider** button, which forms a link to the **Partner** class, where also partners with the role of legal deposit providers are listed. The **Search – Partner** search window will open. Find and select the legal deposit provider.

If a department or a contact person is specified for the legal deposit provider, a link to the department or contact person will be specified in relation to the list.

> Tip:
>
> If you know the symbol of the legal deposit provider, department symbol or contact person symbol, click the icon 🔍 and define the sender.

2. Under "Reference document", enter the number of the list of legal deposit material received.

3. Under "Reference document date", the current date will be automatically offered. You can change it.

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

5. To enter a note, click the **Note** button.

Enter the text into the text entry window and save it.

## 5.1.2     Entering an item

You can enter the data about an item for the list of legal deposit material in the **Item for the list of legal deposit material** editor.

*Procedure*      1. In the **List of legal deposit material** editor, click the **New object** button.

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

2. Find and select the 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, where you can enter the 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 legal deposit material** editor will open.

   You can only view bibliographic data, you cannot change it.

4. Depending on parameter settings in the configuration file, the following data will be automatically prepared:

   - under "No. of copies on list" and "No. of undamag. copies received", the numbers of copies are displayed that the legal deposit provider is liable to send
   - apportionment of copies in the copies table

   If you receive fewer copies than the legal deposit provider should have sent, correct the number of copies under "No. of copies on list" accordingly.

5. If you receive damaged copies, enter the number 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. Enter the reason for claim, which will be printed out on the claim. Click the **Claim note** 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.

8. If you receive fewer copies than you are entitled to, correct the number of copies in the copies table accordingly (see chapter *3.2.1.2.1*).

   In the copies table you can distribute only undamaged copies. The sum of copies is displayed 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*). You can transfer a price per unit from any acquisition document item or from fields 996/997 (see chapter *5.1.2.1*).

10. You can immediately accession the copies received (see chapter *5.1.2.2*).

11. Save the data.

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

### 5.1.2.1   Transferring a price

See chapter *4.1.1.2.1*.

### 5.1.2.2   Accessioning copies and closing a list item

See chapter *4.1.1.2.2*.

## 5.1.3    Adding items from an XML file

After having received an e-mail with an attached XML file from the supplier (i.e. from the national depository library), save the file in any folder on your computer. You will receive an XML file if the national depository library, in its database of partners, has entered details about a contact person or a department in your library, where it is marked that the address is to be used on forms (ACQ). The file provides the basis for consecutively adding items to the list of legal deposit material.

*Precondition*      XML file must be saved in a folder on your computer.

*Procedure*         1. In the **List of legal deposit material**, find and select the list.

2. Select the **Object / Add items from XML file** method.

   A window will open, where you can define an XML file.

3. Find and select the XML file that you have saved on your computer and from which you wish to add items, and click the **OK** button.

   A window will open, where you can define the item number with which you wish to start adding items from the XML file.

4. Enter the item number.

   The default value is 1, but you can change it. The total number of all the items in the XML file is given in brackets.

   Click the **OK** button.

5. The **Search – Bibliographic record** search window will open. The item data from the XML file will be automatically entered in the search fields as follows:

- COBISS.SI-ID if it is included in the item data in the file; COBISS.SI-ID is included in the file if a bibliographic record exists in the local database of the national depository library

- ISBN if COBISS.SI-ID does not exist in the item data in the file

- title, if COBISS.SI-ID and ISBN are not included in the item data in the file; if data on the author exists, it appears next to the title

6. Depending on whether the bibliographic record already exists in your local database or not, these are the options:

- In the bibliographic record search window, the record is automatically found if it exists in your local database. Click the **Select** button to select the bibliographic record. After the record has been selected, the **Item for the list of legal deposit material** editor will open, where you check and, if required, edit the data. After that, save the data.

- If the bibliographic record does not exist in your local database, you can download it, in the bibliographic record search window, from the shared database. To do that, click the **COBIB.SI** button. In the bibliographic record search window, find the record in the shared database and click the **Select** button to select it. After you have downloaded the record, the **Item for the list of legal deposit material** editor will open, where you can check and, if required, edit the data. After that, save the data.

- If the bibliographic record does not exist neither in your local database nor in the shared bibliographic database, click the **Close** button to close the bibliographic records search window. If the bibliographic record does not exist in the local database, a question will appear whether you wish to create a list item.

  Click the **Yes** button to open the **Material** editor, where the bibliographic data from the XML file has been transferred. The list item will be automatically created; it will be accessible in the list of items. If you wish to check and edit the item data, highlight the item in the list of items and click the **Edit** button. The **Item for the list of legal deposit material** editor will open, where you can check and, if required, edit the data. After that, save the data. Also, save the data on the material.

  If you do not wish to create an item, click the **No** button. The bibliographic record search window will open for the next XML file item.

7. After you have saved the data about the list item, a message appears about the next number of the item, which you will add; in addition to it, the total number of items in the XML file appears in brackets.

8. If you wish to continue adding the items, click the **Yes** button.

   The bibliographic record search window for the next item from the XML file will open.

   Continue with step 5 of this procedure.

9. If you wish to stop adding items, click the **No** button.

   You can continue adding items at any later point.

> Note:
>
> *In the bibliographic record search window, you cannot stop adding items from an XML file.*

After you have added the last item from the XML file, a message indicating this will appear.