

5.3 CLOSING A LIST

After completing the entry, close the list of legal deposit material. The receipt data will be added to the holdings data.

If you need to make a claim, you cannot close the list but must prepare a claim for the material received (see chapter 9.1).

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

The number under "No. of copies claimed" is always the number of copies claimed last. The history of all claims is evident from the list of events.

Procedure

1. In the **List of legal deposit material** class, find and select the list.
2. Select the **Object / Close/Prepare claim** method.

A new field 996 with the following data will be prepared for each copy:

- 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 *d – deposit copy*
- to "Purpose of acquisition (w)", the purpose of acquisition will be transferred
- to "Receipt (y)", the number and date of the list of legal deposit material will be transferred
- "Status (q)" will get the value *2 – in process*
- to "Supplier (2)", the legal deposit provider symbol will be transferred
- to "Price (3)", the calculated price per copy will be transferred

The price per copy is calculated by dividing the item 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.