
5 DEPOSITORY LIBRARY – RECEIVING LEGAL DEPOSIT MATERIAL

This chapter deals with the receipt of legal deposit material in depository libraries, which have been legally designated to receive, maintain, process and provide access to legal deposit material.

Legal deposit material received is usually accompanied with a list of material. Check the material and enter the list.

You can receive a list of legal deposit material from the national depository library via e-mail as an XML file attachment, from which you can add items to your list of legal deposit material.

You can prepare a claim for the material received.

Close the list of legal deposit material. After that the receipt data will be added to the holdings data.

Subchapters:

- Entering a list
- Deleting a list
- Closing a list
- Closing a list item
- General procedures