

## 6.1 RECEIVING LEGAL DEPOSIT MATERIAL

The receipt of legal deposit material is described in chapter *Error! Reference source not found.*

The differences are as follows:

*Under the item for the list of legal deposit material*, in the copies table the copies received are automatically allocated to various departments of the home library and to other libraries that have the right to receive legal deposit material.

*When entering a list of legal deposit material*, you can, under the "Note", enter the number, which defines how many copies will be automatically apportioned in the copies table when adding the item to the list.

*When closing a list of legal deposit material or a list item*,

- the receipt data of the copies for the home library will be added to the holdings data, and
- for copies intended for other libraries, shipments of legal deposit material will be prepared.

If you enter a note under a closed item in the list of legal deposit material, the note will be transferred to items in the shipments of legal deposit material.

*Under the list item, you can delete the receipt:*

- for copies intended for the home library
- for copies intended for other libraries; in this case, the relevant item will be deleted from the shipment of legal deposit material, and at the same time, the copy will be deleted from the item for the list of legal deposit material.

You cannot delete the receipt of a copy intended for the home library if the copy has already been accessioned or if the shipment of legal deposit material has already been submitted and sent.

---

### 6.1.1 Issuing a legal deposit receipt confirmation

You can issue a legal deposit receipt confirmation to the liable institution. The confirmation is ready to be sent by e-mail.

#### *Procedure*

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

2. Select the **Object / Send** method.

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

3. Select *Delivery note – legal deposit*.

The **Overview and sending of created report** window will open, where you can send the confirmation to the specified or changed destinations. The procedure of sending a report is described in the *COBISS3 Basic Guidelines User Manual*; see chapter 4.5.