

## 6.2 SENDING LEGAL DEPOSIT MATERIAL

When closing the list of received legal deposit material, lists that must accompany individual shipments of legal deposit material to other libraries will be prepared automatically, in regard to configuration file settings. Send the material, together with the lists, to other libraries. You can send the list to another library also by e-mail as an XML file attachment.

---

### 6.2.1 Preparing a shipment of legal deposit material

Shipments of legal deposit material are prepared automatically in the **Shipment of legal deposit material** class.

You can edit a list and a shipment before submitting and sending them.

#### *Procedure*

1. In the **Shipment of legal deposit material** class, find and select the shipment.
2. Select the **Object / Edit** method.

The **Shipment of legal deposit material** editor will open.

You cannot change the legal deposit library, which will receive the material.

3. The sending method and language of the list will be transferred from the database of partners. You can change the values.
4. To enter an internal note, click the **Note** button.  
Enter and save the text in the window that will open.
5. To enter the note that should appear on the list, click the **Note on list** button.

Enter and save the text in the window that will open.

6. Under the "List title", the following text will be automatically prepared:  
*List of legal deposit monographs for.* Click the **List title** button.

Edit and save the text in the window for entering the list title that will open.

7. Save the data.

A number, which cannot be changed, will be assigned to the shipment of legal deposit material. Shipments are numbered automatically, in compliance with the setting of the counter for shipments of legal deposit material (see chapter 11.3).

<b>Status after preparing a shipment of legal deposit material</b>	<p>Shipment of legal deposit material</p> <ul style="list-style-type: none"> <li>• <i>entered</i></li> </ul> <p>Item for the shipment of legal deposit material</p> <ul style="list-style-type: none"> <li>• <i>prepared for shipment</i></li> </ul> <p>Copy</p> <ul style="list-style-type: none"> <li>• <i>prepared for shipment</i></li> </ul>
<b>What to do next</b>	Submit and send to libraries the lists of legal deposit material that accompany the shipments.

---

## 6.2.2 Submitting and sending a shipment of legal deposit material together with a list

When submitting a shipment of legal deposit material, the current date will be recorded as the shipment submission date. Then print out the list and send it to another library, together with the material.

Under the item for the receipt of legal material, the number of legal deposit copies sent will be recorded.

<b>Precondition</b>	The recipient and mailing address must be defined and all items must be entered for the shipment.
---------------------	---

<b>Procedure</b>	<ol style="list-style-type: none"> <li>1. In the <b>Shipment of legal deposit material</b> class, find and select the shipment.</li> <li>2. Select the <b>Object / Submit and send</b> method.</li> </ol> <p>The current date will be added to the shipment data, under "Submitted".</p> <p>The <b>Overview and sending of created report</b> window will open, from where you can send the shipment to predefined or changed destinations. In the <i>Basic Guidelines COBISS3 User Manual</i> you can find how to send a report (see chapter 4.5).</p>
------------------	---

<b>Status after submitting and sending a shipment of legal deposit material, together with a list</b>	<p>Shipment of legal deposit material</p> <ul style="list-style-type: none"> <li>• <i>submitted</i></li> </ul> <p>Item for the shipment of legal deposit material</p> <ul style="list-style-type: none"> <li>• <i>shipment sent</i></li> </ul> <p>Copy</p> <ul style="list-style-type: none"> <li>• <i>shipment sent</i></li> </ul>
---	---

**Options**

You can submit all the shipments prepared at the same time. Highlight the **Shipment of legal deposit material** class and select the **Class / Submit and send** method. In the list, select the shipments that you wish to submit and send.

### 6.2.2.1 Sending a list of legal deposit material in an XML file

You can send a list of legal deposit material to another library also by e-mail as an XML file attachment.

**Precondition**

You can send a list in an XML file to another library only if the following conditions are fulfilled: contact person or department details have been recorded for this library, it has been marked that the contact person or department address is to be used on the forms (ACQ) and an e-mail address has been entered under "E-mail".

When you use the **Submit and send** and **Send** methods to print and send the shipment of legal deposit material, in the **Overview and sending of created report** window, the destination of sending an XML file by e-mail will be automatically added to the reports for libraries that fulfil the above-mentioned conditions.

When you use the **Print** method, the destination of sending an XML file will not be added.