
6 THE NATIONAL DEPOSITORY LIBRARY – RECEIVING AND SENDING LEGAL DEPOSIT MATERIAL

This chapter deals with the receipt of legal deposit material in the national depository library, which has been legally designated to receive, maintain, process and provide access to legal deposit material as well as to send legal material to other depository libraries (hereinafter referred to as other libraries).

When you receive legal deposit material from legal deposit providers, enter a list of legal deposit material.

If a legal deposit provider sends no material, or does not send it on time or does not send the required number of copies, you can prepare a claim.

Close the list of legal deposit material. After that the receipt data of the copies intended for the home library will be added to the holdings data.

The receipt data of the copies for other libraries will be added to the shipments of legal deposit material in compliance with the priority list of libraries. For each shipment of legal deposit material, a list that must accompany the material will be prepared. Send the material along with the list to another library. You can send the list to another library also by e-mail as an XML file attachment.

Subchapters:

- Receiving legal deposit material
- Sending legal deposit material
- General procedures