7.3   CLOSING A LIST

After completing the entry, close the gift list. The receipt data will be added to the holdings data.

Procedure

1. In the **Gift list** class, find and select the list.
2. Select the **Object / Close** 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 *c – gift*
- under "Purpose of acquisition (w)", the purpose of acquisition will be transferred
- to "Receipt (y)", the number and date of the gift list will be transferred
- "Status (q)" will get the value *2 – in process*
- to "Supplier (2)", the donor 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

You can send a letter of thanks for the material received to the donor. Accession the material received.