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## **7 RECEIVING GIFTS**

This chapter deals with the receipt of gifts. Gifts received are usually accompanied with a list of material received. Check the material and enter the list. When performing the receipt of gifts, you can enter also the receipt of the material that you will send to another library in exchange.

Close the gift list. After that the receipt data will be added to the holdings data. You can send a letter of thanks to the donor.

Subchapters:

- Entering a list
- Deleting a list
- Closing a list
- Closing a list item
- Submitting and sending a letter of thanks to the donor
- General procedures