8.3   CLOSING A LIST

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

If you need to make a claim, you cannot close the list but must prepare a claim for the material received (see chapter *9.1*).

After the claim has been answered, delete the reasons for claim in the list and close the list.

Under "No. of copies claimed", the number of copies claimed last is always indicated. The history of all claims is evident from the list of events.

Procedure

1. In the **List of other receipts** class, find and select the list.

2. Select the **Object / Close/Prepare claim** method.

For each copy, a new field 996 with the following data will be prepared:

*   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 one of the following values: *e – old stock*, *f – own edition*, *g – registration fee*, *h – subsidy*, *i – membership, u – institutional deposit*

*   to "Purpose of acquisition (w)", the purpose of acquisition will be transferred

*   to "Receipt (y)", the number and date of the list of other receipts will be transferred

*   "Status (q)" will get the value *2 – in process*

*   to "Supplier (2)", the supplier symbol will be transferred

*   to "Price (3)", the price per copy will be transferred

Status after closing a list

List

*   *closed*

List item

*   *received*

Copy

*   *received*

Field 996

*   *2 – in process*

What to do next   Accession the material received.