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## 8 OTHER TYPES OF ACQUISITION

This chapter deals with the procedure of acquiring material from old stock, own edition, on the basis of a subsidy, registration fee or membership in various organisations and institutional deposit's address. The material received is usually accompanied with a list of material. Check the material and enter the list. When performing the receipt of the material, you can also record the receipt of the material that you will send to another library in exchange.

You can prepare a claim for the material received.

Close the list of other receipts. After that the receipt data will be added to the holdings data.

Subchapters:

- Entering a list
- Deleting a list
- Closing a list
- Closing a list item
- General procedures