

## A.4 OTHER TYPES OF ACQUISITION

The overview of procedures and statuses relating to material exchange, receipt of legal deposit material in a depository library and of gifts, and other types of acquisition is presented in the table below.

**Table A.4-1: Other types of acquisition**

<b>CLASSES</b> <b>PROCEDURES</b>	<b>List</b>	<b>List item or receipt item</b>	<b>Exchange- based order received</b> <i>EO</i>	<b>Item for the exchange- based order received</b> <i>ER</i>	<b>Shipment of exchange material</b> <i>ES</i>	<b>Item for the shipment of exch. material</b> <i>Hs</i>	<b>Copy</b> <i>Pc</i>	<b>Field 996</b> <i>H</i>
1) <b>Entering a list</b> <i>(EL, DL, G, OR)</i>	<i>entered</i>	<i>entered</i>					<i>in process</i>	
2) <b>Deleting a list</b> <i>(EL, DL, G, OR)</i>	<i>gets deleted from database</i>							
3) <b>Closing a list</b> <i>(EL, DL, G, OR)</i>	<i>closed</i>	<i>received</i> + Status – Exchange = <i>available for exchange</i> <sup>1</sup>					<i>received</i>	<i>2 – in process</i>
4) <b>Closing a list item</b> <i>(EI, DI, GI, Oi)</i>	<i>entered or closed</i>	<i>received</i> + Status – Exchange = <i>available for exchange</i> <sup>1</sup>					<i>received</i>	<i>2 – in process</i>
5) <b>Deleting receipt under a list item</b> <i>(EI, DI, GI, Oi)</i>	<i>entered</i>	<i>entered</i>					<i>in process or received</i>	<i>gets deleted from the database or 2 – in process</i>
6) <b>Entering an exchange- based order received</b> <i>(EO)</i>		Status – Exchange = <i>available for exchange</i>	<i>entered</i>	<i>entered</i>			<i>order prepared (exchange)</i>	

<sup>1</sup> Status is set if *exchange* is specified as the purpose of acquisition.

CLASSES PROCEDURES	List	List item or receipt item	Exchange- based order received <i>EO</i>	Item for the exchange- based order received <i>ER</i>	Shipment of exchange material <i>ES</i>	Item for the shipment of exch. material <i>Hs</i>	Copy <i>Pc</i>	Field 996 <i>H</i>
7) Closing an exchange- base order received <i>(EO)</i>		Status – Exchange = <i>ordered</i> or <i>available for exchange</i>	<i>ordered</i>	<i>ordered</i>			<i>ordered (exchange)</i>	
8) Cancelling an exchange- based order received <i>(EO)</i>		Status – Exchange = <i>available for exchange</i>	<i>entered</i>	<i>entered</i>			<i>order prepared (exchange)</i>	
9) Deleting an exchange- based order received <i>(EO)</i>	gets deleted from database							
10) Preparing a shipment of exchange material <i>(ES)</i>		Status – Exchange = <i>ordered</i> or <i>available for exchange</i>	<i>prepared for shipment</i>	<i>prepared for shipment</i>	<i>entered</i>	<i>prepared for shipment</i>	<i>prepared for shipment</i>	
11) Submitting and sending a shipment of exchange material <i>(ES)</i>		Status – Exchange = <i>sent</i>	<i>shipment sent</i>	<i>shipment sent</i>	<i>submitted</i>	<i>shipment sent</i>	<i>shipment sent</i>	