

A.5 NATIONAL DEPOSITORY LIBRARY – RECEIVING AND SENDING LEGAL DEPOSIT MATERIAL

The overview of procedures and statuses relating to receiving and sending legal deposit material in the national depository library is presented in the table below.

Table A.5-1: National depository library – receiving and sending legal deposit material

CLASSES PROCEDURES	List of legal deposit material <i>DL</i>	Item for the list of leg. dep. material <i>LI</i>	Shipment of legal deposit material <i>DS</i>	Item for the shipm. of leg. dep. material <i>Di</i>	Copy <i>Pc</i>	Field 996 <i>H</i>
1) Entering a list (<i>DL</i>)	<i>entered</i>	<i>entered</i>			<i>in process</i>	
2) Deleting a list (<i>DL</i>)	gets deleted from database					
3) Closing a list (<i>DL</i>)	<i>closed</i>	<i>received</i> + Status – Exchange = available for exchange ¹	<i>entered</i>	<i>prepared for shipment</i>	<i>received</i> or <i>prepared for shipment</i>	2 – <i>in process</i>
4) Closing a list item (<i>DI</i>)	<i>entered</i> or <i>closed</i>	<i>received</i> + Status – Exchange = available for exchange ¹	<i>entered</i>	<i>prepared for shipment</i>	<i>received</i> or <i>prepared for shipment</i>	2 – <i>in process</i>
5) Deleting receipt under a receipt item (<i>DI</i>)	<i>entered</i>	<i>entered</i>			<i>in process</i> or <i>received</i>	gets deleted from database or 2 – <i>in process</i>
6) Preparing a shipment (<i>DS</i>)			<i>entered</i>	<i>prepared for shipment</i>	<i>prepared for shipment</i>	
7) Submitting and sending a shipment (<i>DS</i>)			<i>submitted</i>	<i>shipment sent</i>	<i>shipment sent</i>	

¹ Status is set if *exchange* is specified as the purpose of acquisition.