

C.2 BIBLIOGRAPHIC DESCRIPTION OF MATERIAL AND OTHER DATA

In addition to bibliographic data on a material (title, author, etc.), other data (current number of material on the report, order date, etc.) is displayed in reports. It depends on the type and definition of a report, which data will be printed out.

Bibliographic data on material can be displayed in the following two ways:

- "Author: Title. Edition. Place : Publisher, Year. Physical description. Collection"
- separated with ";" and marked with prefixes:
"TI= (title); AU= (author); LA= (language); ES= (edition);
PY= (publication year); PU= (publisher); PP= (place of publication);
(physical description); CL= (collection)"

The style of printing bibliographic data is set, as a parameter in the configuration file, by IZUM, in the agreement with the relevant library.

In addition to the internal reference number of a material in the COBISS3/Acquisition module, the following numbers can be added to serve as material identification numbers:

- ISBN – International Standard Book Number
- ISMN – International Standard Music Number
- Publisher's No. (sound recordings and printed music)
- Other material identification number, e.g. BICI = 666666 or EBSCO No. = 123456789

For individual sample reports, included under item C.3, some other data is specified below that can be added, in addition to identification numbers and bibliographic data on a material.

C.2.1 Order

Under the order item, the number of copies ordered and the note that has been entered under the order item will be displayed. Depending on the parameter set in the configuration file, a price in either domestic or foreign currency and a discount price can appear as well.

The delivery time, priority (if the value *urgent* has been selected) and the note that has been entered under the order will be displayed on the order, below the

order items. Depending on the parameter set in the configuration file, the total order amount either in domestic or foreign currency can appear as well.

C.2.2 Order cancellation

The number of copies cancelled and the number of copies that remain ordered, the order date and number, and the note about the cancellation that has been entered under the order item will be displayed under the order cancellation item.

The note from the order cancellation will appear below the items.

C.2.3 Claims

Under the item for the **claim for undelivered material**, the number of copies claimed, the order date and number, and the note about the claim that you have entered under order item will appear.

Under the item for the **claim for received material**, the number of copies claimed, the order date and number, the date of material receipt, the delivery note number and the note that you have entered under the delivery note item will be displayed. The note from the claim will appear under the items.

In the **invoice claim**, the supplier's invoice number, the order submission date, the invoice total either in domestic or foreign currency, and the note from the invoice will be displayed.

In the **invoice item claim**, the common data from the invoice will be displayed first: the invoice number, the invoice submission date and the invoice total amount whether in domestic or foreign currency. Following this, the invoice item data will appear: the order price and the invoice price either in domestic or foreign currency, the order date and number, the material receipt date, the delivery note number and the note about the claim that you have entered under the invoice item.

C.2.4 Letter of thanks to the donor

A thank-you text precedes the list of items. Under each item, the bibliographic data comprises only the author and the title of the material.

C.2.5 List that accompanies a shipment of exchange material

Under the item for the list of exchange material that accompanies the material sent in exchange, the number of copies and the price in either domestic or foreign value currency will be displayed. Below the items, the total value of the material and the note that has been entered under the shipment of exchange material will appear.

C.2.6 Exchange-based order

Under the exchange-based order item, the number of copies ordered, the price in either domestic or foreign currency and the reference document number and date (e.g. agreement, quotation received) will be displayed. The order total either in domestic or foreign currency will appear below the items.

C.2.7 List that accompanies a shipment of legal deposit material

A list name and a note that was entered when preparing the shipment of legal deposit material will appear on the list. Under a list item, the number of copies that you are sending and the price in domestic currency will be displayed.

C.2.8 Apportionment among departments

The report is ready for individual material titles. First the COBISS.SI-ID number will appear, followed by the title, author, language, publication year, supplier, order item number, total number of copies, price, discount percentage, VAT percentage and order item amount. Below is a table indicating the apportionment of copies among departments; in the table, in addition to the department, the number of copies, the purpose of acquisition as well as funds and percentages of financing will be displayed.

C.2.9 Label

It is possible to print a label with partner's address on it, or a label with home library head office address on it.

The label size is 90 x 40 mm. You can print the labels on a thermal printer.

You can also print the Zweckform ZWE3483 labels (you can print four labels, 105 x 148 mm, on one piece of A4 paper). When printing addresses on the labels, the *landscape* orientation and the logo of the library are set. The logo must be defined as an image and saved in the jpg or gif format with the maximum size of 34 x 130 mm. If a library wishes to have their logo printed on the label, a file with the image should be sent to IZUM. If a library does not send the file with their logo to IZUM, the labels will be printed out without the logo.