F.4   DESCRIPTION OF INDIVIDUAL REPORTS

F.4.1   ACQ-STA-01: Material received – by purpose of acquisition/acquisition type/type of material/supplier

The statistics report includes data on the material received, acquired through the COBISS3/Acquisition module. Number of titles (*titles* column), number of copies (*copies* column), amount, discount deducted, VAT added (*amount* column) and foreign amount (*foreign amounts* column) is displayed. Foreign amount of copies is considered only if foreign currency in acquisition documents has not been converted to domestic currency.

The display of data on the material received by suppliers shows also data on the foreign supplier country (*country* column).

Data in the statistics is divided into several parts according to the purpose of acquisition (code values in subfield 996/997w).

For the purpose of acquisition, data is displayed in four tables:

- the first table shows data for all the material in the selected items received

- the second table shows data for the material in the selected items received that either has no field 996/997 or the accession number has not been defined for this field

- the third table shows data for the material received from domestic suppliers

- the fourth table shows data for the material received from foreign suppliers

If the data does not exist, the table will not be displayed on the statistics report.

Data in the first and second table is sorted vertically by acquisition type (code values in subfield 996/997v); within the acquisition type, the data is sorted by material type (*books and brochures; dissertations; master's theses, undergraduate theses; research papers; serials; patents; standards; other library material; audio-visual material, electronic publications on physical carriers; other non-library materia*l). This is followed by summary data for acquisition types and material types.

Data in the third and fourth table is sorted vertically by acquisition types; within the acquisition type, the data is sorted alphabetically by supplier

symbol. This is followed by summary data for acquisition types and partners.

The last table is followed by a legend.

F.4.2   ACQ-STA-02: Material sent – by type of shipment/acquisition type/type of material/partner

The statistics report includes data on the material that you acquired through the COBISS3/Acquisition module and sent to partners. Number of titles (*titles* column), number of copies (*copies* column), amount, discount deducted, VAT added (*amount* column) and foreign amount (*foreign amounts* column) is displayed. Foreign amount of copies is considered only if foreign currency in acquisition documents has not been converted to domestic currency.

A display of data on material sent to partners shows also data on foreign supplier country (*country* column) and a number of shipments (*shipments* column).

Data in the statistics report is divided according to the type of shipment:

- shipments of exchange material

- shipments of legal deposit material

Depending on the type of shipment, data appears in three tables:

- the first table shows data for all the selected shipments

- the second table shows data for the shipments sent to Slovene partners

- the third table shows data for the shipments sent to foreign partners

If the data does not exist, the table will not be displayed in the statistics report.

The data in the first and second table is sorted vertically by acquisition type (code values in subfield 996/997v), whereas within the acquisition type, the data is sorted by material type (*books and brochures; dissertations; master's theses, undergraduate theses; research papers; serials; patents; standards; other library material; audio-visual material, electronic publications on physical carriers; other non-library materia*l). This is followed by the summary data for acquisition types and material types.

The data in the third and fourth table is sorted vertically by acquisition types; within the acquisition type, data is sorted alphabetically by supplier symbol. This is followed by the summary data for acquisition types and partners.

The last table is followed by a legend.