

## **F.5 SAMPLE REPORTS**

The following chapter includes sample statistics reports. The data in the sample reports is factitious and used only for a better representation of how the reports should look like.

1. ACQ-STA-01: Material received – by purpose of acquisition/acquisition type/type of material/supplier
2. ACQ-STA-02: Material sent – by type of shipment/acquisition type/type of material/partner

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

COBISS Cooperative Online Bibliographic System & Services		COBISS			
50274 Library		14-Jun-2013			
<b>ACQ - MATERIAL RECEIVED</b>					
<b>BY PURPOSE OF ACQUISITION/ACQUISITION TYPE/TYPE OF MATERIAL/SUPPLIER</b>					
Selected period: 01-Mar-2010-03-Mar-2010		Report code: ACQ-STA-01			
<b>PURPOSE OF ACQUISITION:</b> <i>on11 stock</i>					
<i>All material</i>					
acquisition type	type of material	titles	copies	amount	foreign amounts
gift	books	57	75	EUR 1,134.00	-
	audio-visual	3	3	EUR 51.00	-
	<b>total</b>	<b>60</b>	<b>78</b>	<b>EUR 1,185.00</b>	<b>-</b>
purchase	books	17	17	EUR 323.13	-
	<b>total</b>	<b>17</b>	<b>17</b>	<b>EUR 323.13</b>	<b>-</b>
<b>total</b>	books	<b>74</b>	<b>92</b>	<b>EUR 1,457.13</b>	<b>-</b>
	audio-visual	<b>3</b>	<b>3</b>	<b>EUR 51.00</b>	<b>-</b>
	<b>total</b>	<b>77</b>	<b>95</b>	<b>EUR 1,508.13</b>	<b>-</b>
<i>Material received from Slovene suppliers</i>					
acquisition type	supplier	titles	copies	amount	foreign amounts
gift	Janez Novak	60	78	EUR 1,185.00	-
purchase	Didakta	4	4	EUR 116.94	-
	KNJIGE ITD	7	7	EUR 124.78	-
	Primas- distribucija knjig in založništvo	2	2	EUR 37.24	-
	SKRIVNOST	2	2	EUR 28.06	-
	SODOBNOST INTERNATIONAL	2	2	EUR 16.11	-
<b>total</b>		<b>77</b>	<b>95</b>	<b>EUR 1,508.13</b>	<b>-</b>
Legend:					
type of material:					
books – books and brochures					
theses – undergraduate and master's theses, research papers, and dissertations					
serials – serials					
patents – patents					
standards – standards					
other book – other book material					
audio-visual – audio-visual material					
e-publications – electronic publications on physical carriers					
other non-book – other non-book material					
acquisition type – acquisition type (996/997v)					
titles – number of titles received in selected period					
copies – number of copies received in selected period					
amount – total of amounts for received copies with deducted discount and added VAT					
foreign amounts – total of foreign amounts not converted to domestic currency for received copies					
supplier – alphabetically sorted names of suppliers you have received material from					
country – countries of suppliers you received material from					
Notes:					
All material – material from all items received in selected period					
Material with incomplete holdings data – material from all items received in selected period without field 996/997 or without accession number specified in this field					
Material received from Slovene suppliers – material received from suppliers from Slovenia in selected period					
Material received from foreign suppliers – material received from suppliers abroad in selected period					
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## 2. ACQ-STA-02: Material sent – by type of shipment/acquisition type/type of material/partner

COBISS		Cooperative Online Bibliographic System & Services				COBISS	
50274 Library						14-Jun-2013	
<b>ACQ – MATERIAL SENT</b>							
<b>BY TYPE OF SHIPMENT/ACQUISITION TYPE/TYPE OF MATERIAL/PARTNER</b>							
Selected period: 03-May-2011–14-Jul-2011						Report code: ACQ-STA-02	
<b>SHIPMENTS OF EXCHANGE MATERIAL</b>							
<i>All shipments</i>							
acquisition type	type of material	titles	copies	amount	foreign amounts		
old stock	books	2	2	EUR 5.00	-		
	total	2	2	EUR 5.00	-		
total	books	2	2	EUR 5.00	-		
	total	2	2	EUR 5.00	-		
<i>Shipments for Slovene partners</i>							
acquisition type	Partner	shipments	titles	copies	amount	foreign amounts	
old stock	University of Washington	2	2	2	EUR 5.00	-	
total		2	2	2	EUR 5.00	-	
<b>SHIPMENTS OF LEGAL DEPOSIT MATERIAL</b>							
<i>All shipments</i>							
acquisition type	type of material	titles	copies	amount	foreign amounts		
deposit copy	books	4	48	EUR 130.32	-		
	total	4	48	EUR 130.32	-		
total	books	4	48	EUR 130.32	-		
	total	4	48	EUR 130.32	-		
<i>Shipments for Slovene partners</i>							
acquisition type	Partner	shipments	titles	copies	amount	foreign amounts	
deposit copy	Goriška knjižnica Franceta Bevka	3	4	4	EUR 10.86	-	
	Knjižnica Ivana Potrča	3	4	4	EUR 10.86	-	
	Knjižnica Mirana Jarca	3	4	4	EUR 10.86	-	
	Koroška osrednja knjižnica dr. Franca Slesnika	3	4	4	EUR 10.86	-	
	Mariborska knjižnica	3	4	4	EUR 10.86	-	
	Mestna knjižnica Ljubljana	3	4	4	EUR 10.86	-	
	Osrednja knjižnica Celje	3	4	4	EUR 10.86	-	
	Osrednja knjižnica Kranj	3	4	4	EUR 10.86	-	
	Osrednja knjižnica Srečka Vilharja - Biblioteka Centrale Srečko Vilhar	3	4	4	EUR 10.86	-	
	Pokrajinska in študijska knjižnica, Murska Sobota	3	4	4	EUR 10.86	-	
	Univerza v Mariboru	3	4	8	EUR 21.72	-	
total		33	4	48	EUR 130.32	-	
Legend: type of material:							
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