1 INTRODUCTION

The following instructions describe all basic procedures for acquiring serials that can be performed in the COBISS3/Serials module. Serials can be acquired in different ways: by purchase, exchange, as legal deposit or gifts, from old stock or own edition, on the basis of a subsidy or registration fee or membership in various organisations.

Other procedures within this module used to maintain the data are described as well. You must perform some of these procedures before performing basic procedures, whereas with others this is not necessary although it makes work easier if you do.

Preconditions for performing procedures

Before starting to perform basic procedures you must:

- supplement the data on home library; when installing COBISS3 software, this data is transferred from the COLIB.SI database and stored in the database of home library and the database of partners
- enter suppliers and financiers into the database of partners
- open funds, where records relating to payments, use and balance of financial means allocated for the purchase of serials, are kept
- set up counter starting values

Defining material

Material represents a part of the bibliographic record from the local database, where all bibliographic data is stored. You can perform acquisition procedures also for the material not yet recorded in the local database. If a record for the material exists in the local database, you do not have to enter the data on this material. Otherwise you can either download the record from the shared database to the local database, enter the bibliographic data yourself or download the data from the shared database or from other databases, accessible via the Internet. Acquisition document items and holdings data can be linked to another material (in the COBISS2 environment, holdings data is transferred to another bibliographic record).

Selecting the serials to be purchased

Before creating an order, you can prepare individual ***order items***. First define the material and then enter an order item, i.e. data on the supplier, copies, priority and price. The order items collected form the basis for selecting and deciding about ordering individual serials.

Ordering serials There are different ***order*** types for ordering serials: annual orders that must be renewed each year, standing orders or monographic series orders. An order can include one or more serial titles. A prepared order is submitted and sent to the supplier. Data on ordered material will be added to the holdings data. For the next period or volume, renew the order items for serials that are on an annual order and prepare fields 997 for the next volume for serials on a standing order.

Cancelling an order You can cancel an order of individual serials from the supplier. Prepare the ***order cancellation***. Submit the prepared order cancellation and send it to the supplier.

Prepaying serials After having sent an order, you can receive from the supplier a pro-forma invoice, advance payment invoice, quotation or some other notification about the amount to be paid. On the basis of the document received, perform prepayment or ***advance payment*** to the supplier. Enter the data about the advance payment and close the advance. After that send it to the accounting department and enter the sending date. When the accounting department notifies you that the advance payment has been performed, enter the payment date. The data about advance payment will be added to holdings data.

Paying serials You may receive the ***invoice*** for serials either after the advance payment has been made or without previous advance payment. Enter the data about the invoice and close the invoice. Then send it to the accounting department and enter the sending date. When you receive a notification from the accounting department, stating that the invoice has been paid, enter the payment date. The invoice data will be added to the holdings data.

Unsolicited publications You must enter serials into ***lists of unsolicited publications*** to perform check-in of serials that you receive not on the basis of purchase but as a result of exchange, gift, legal deposit, old stock, own edition, registration fee, subsidy or membership. You enter lists of unsolicited publications for individual suppliers and for one acquisition type. When you close a list, you can start performing check-in of individual publications.

Publication pattern Serials check-in is based on a ***publication pattern***. Publications patterns will be created automatically during the process of serials acquisition along with fields 997. You must edit the patterns and enter all the required data in order for the patterns to become valid. While editing a publication pattern, you can download the data from the ***shared publication pattern***. Based on a valid publication pattern, the program will prepare the lists of ***expected issues*** for all fields 997 of the pattern. You can add a valid publication pattern to shared publication patterns.

Check-in Expected issues form the basis for ***check-in*** of an individual serial. The serials check-in is intended to record changes in the holdings, such as:

- receipt of issues
- disruptions in the holdings for issues, which were either not published or not received
- issue claims and deletion of issue claims
- regular de-accessioning of issues

Sending serials You can define exchange copies and legal deposit material to be sent when preparing order items or in the list of unsolicited publications. When submitting

an order and closing the list of unsolicited publications, the **publication patterns for shipments** will be automatically created. You can edit the pattern when you receive the first issue of the volume. You can record the receipt of individual issues with **serials check-in**, whereby the received issues will be added to the shipments. Once the serials are ready to be sent, print the list of publications that accompanies the shipment. Send the serials prepared in this way together with the list to another library or institution.

Claiming

You can prepare a claim for:

- expected serial issues for which the program has determined a delay in view of the expected receipt date
- expected serial issues for which you have indicated in the check-in that you want a claim to be prepared
- a received document intended for advance payment; you can prepare a claim for either the document as a whole or for a document item
- a received invoice; you can prepare a claim for either the invoice as a whole or for an invoice item

In relation to all claim types, you must first prepare a ***claim***. After that it can be submitted and sent to the supplier.

Overview of events

Events are recorded from the start to the end of each material acquiring procedure. The details of acquiring material concerned are found in the list of events.

Links to other modules and bibliographic databases

The COBISS3/Serials module is linked to the following modules: COBISS3/Acquisitions, COBISS3/Holdings, COBISS3/Loan or COBISS2/Loan, COBISS3/Reports and COBISS3/Application Administration.

In the COBISS3/Serials module, bibliographic data from the local database, shared bibliographic database or other databases, accessible via the Internet (Z39.50 protocol) can be used.