F.4 DESCRIPTION OF INDIVIDUAL REPORTS

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

The statistics report includes data on the ***material received to increase library collection***, acquired through the COBISS3/Serials module.

The statistics report includes two reports:

- the first report includes data on the material received, for which the holdings data exist (fields 997)
- the second report includes data on the material received, for which the holdings data does not exist

Number of titles (*titles* column), number of volumes (*volumes* column), number of issues (*issues* column), amount, discount deducted, VAT added (*amount* column) and foreign amount (*foreign amounts* column) are displayed. Foreign amount of copies is considered only if foreign currency in acquisition documents has not been converted to domestic currency. In the second report, i.e. the report on the material received, for which there is no holdings data, the number of copies, defined in the order item or in the item for the list of unsolicited publications, is displayed, and not the number of volumes or number of issues (*copies* column).

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

The data is displayed in three tables:

- the first table shows data for all the material in the selected order items or items in the list of unsolicited publications
- the second table shows data for the material in the selected order items or items in the list of unsolicited publications received from domestic suppliers
- the third table shows data for the material in the selected order items or items in the list of unsolicited publications received from foreign suppliers

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

The data in the first 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 material). This is followed by summary data for acquisition types and material types.

The data in the second and third 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 all acquisition types.

The last table is followed by a legend.

F.4.2 S-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/Serials module and sent to partners as a legal deposit material or for exchange. Number of titles (*titles* column), number of volumes (*volumes* column), number of issues (*issues* column), amount, discount deducted, VAT added (*amount* column) and foreign amount (*foreign amounts* column) are 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 the 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 five tables:

- the first table shows data for the material from all the selected shipments
- the second table shows data for the material received from domestic suppliers
- the third table shows data for the shipments received from foreign suppliers
- the fourth table shows data for the shipments sent to domestic partners
- the fifth 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 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-*

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library material). This is followed by the summary data for all acquisition types and all material types.

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

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

The last table is followed by a legend.

F.4.3 S-STA-03: Legal deposit issues received – by library/supplier

The statistics report includes data on received legal deposit issues of serials that were received through ***serials check-in*** within a certain period of time. Data is included on issues received for:

- increasing the home library holdings (data was entered into subfield 997m)
- sending them to libraries that receive legal deposits.

The data on the number of issues is displayed in the *quantity* column.

Data in the statistics report appears in several tables:

- the first table shows the data on issues that were received for increasing the home library holdings.
- the second table shows data on issues sent to libraries that receive legal deposits; the data is sorted vertically by libraries. This is followed by summary data for all libraries.

  If the table also includes data on issues, for which the data on the library that receives legal deposits is missing, the data on these issues is displayed in a new, separate table. This can occur when the serials check-in was performed for an issue, but the items of the shipment are no longer in the database.
- the third table shows data on all received issues regardless of the fact whether they were received for the purpose of increasing the home library holdings or sent to libraries; the data is sorted vertically by suppliers. This is followed by summary data for all suppliers.

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