

***COBISS***<sup>®</sup>

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Co-operative Online Bibliographic System & Services

***COBISS3/ Serials***

***V6.8-00***

User Manual

Institute of Information Science, Maribor, Slovenia

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The manual includes all updates from the first printed version of the manual published in August 2005 onwards. Its content corresponds with the COBISS3, V6.8-00 software, and is also valid for the future software versions until it is either withdrawn, or another electronic version is published.

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5.1.1	Entering general data .....	5.1-1
5.1.2	Entering an item.....	5.1-2
5.2	Submitting and sending a request .....	5.2-1
5.3	Receiving material .....	5.3-1
5.4	Returning material to the supplier.....	5.4-1
5.5	General procedures .....	5.5-1
<b>6</b>	<b>PUBLICATION PATTERN.....</b>	<b>6-1</b>
<b>7</b>	<b>SERIALS CHECK-IN .....</b>	<b>7-1</b>
<b>8</b>	<b>SENDING SERIALS .....</b>	<b>8-1</b>
8.1	Defining copies of serials to be sent .....	8.1-1
8.2	Serials check-in, editing a publication pattern and preparing a shipment of serials .....	8.2-1
8.2.1	Publication pattern for shipments .....	8.2-2
8.2.2	Serials check-in.....	8.2-3
8.2.2.1	Serials check-in with manual entry of received issues .....	8.2-3
8.2.3	Preparing a shipment of serials.....	8.2-4
8.3	Deleting a shipment of serials.....	8.3-1
8.4	Submitting and sending a shipment with a list of serials .....	8.4-1
8.5	Next period or volume .....	8.5-1
8.6	General procedures .....	8.6-1
<b>9</b>	<b>CLAIMS.....</b>	<b>9-1</b>
9.1	Preparing a claim .....	9.1-1
9.1.1	Undelivered issues.....	9.1-1
9.1.1.1	Transferring items to another claim .....	9.1-2
9.1.2	Received request for advance payment or received invoice.....	9.1-3
9.2	Submitting and sending a claim.....	9.2-1
9.3	Closing a claim .....	9.3-1
9.4	General procedures .....	9.4-1
<b>10</b>	<b>OVERVIEW OF EVENTS.....</b>	<b>10-1</b>
<b>11</b>	<b>OTHER PROCEDURES.....</b>	<b>11-1</b>
11.1	Maintaining data about partners.....	11.1-1
11.2	Maintaining data about funds.....	11.2-1
11.2.1	Opening a fund .....	11.2-2
11.2.2	Entering a financier's remittance .....	11.2-3
11.2.3	Transferring financial means among funds .....	11.2-4
11.2.4	Readjusting amounts in the fund .....	11.2-4
11.2.5	Closing a fund.....	11.2-5
11.2.6	Deleting a fund .....	11.2-5
11.3	Setting up counters.....	11.3-1
11.3.1	Using available numbers .....	11.3-2
11.4	Preparing an item template .....	11.4-1
11.4.1	Creating an item template.....	11.4-1
11.4.2	Copying an item to a template.....	11.4-1
11.4.3	Sorting item templates .....	11.4-2
<b>12</b>	<b>LINKS TO OTHER MODULES AND BIBLIOGRAPHIC DATABASES .....</b>	<b>12-1</b>

12.1 COBISS3/Acquisitions .....	12.1-1
12.2 COBISS3/Holdings .....	12.2-1
12.3 COBISS3/Loan, COBISS2/Loan .....	12.3-1
12.4 COBISS3/Reports .....	12.4-1
12.5 COBISS3/Application administration.....	12.5-1
12.6 Bibliographic databases .....	12.6-1

## APPENDICES

<b>A OVERVIEW OF PROCEDURES AND STATUSES .....</b>	<b>APPENDIX A -1</b>
A.1 Purchase of serials.....	Appendix A.1-1
A.2 Purchase of serials – record of invoices .....	Appendix A.2-1
A.3 Purchase of serials – record of advances and indirect cost invoices .....	Appendix A.3-1
A.4 Unsolicited publications.....	Appendix A.4-1
A.5 Acquiring sample copies .....	Appendix A.5-1
A.6 Sending serials .....	Appendix A.6-1
A.7 Claims .....	Appendix A.7-1
<b>B REPORTS .....</b>	<b>APPENDIX B-1</b>
B.1 Creating reports.....	Appendix B.1-1
B.1.1 Creating and printing reports .....	Appendix B.1-1
B.1.2 Creating and printing scheduled reports .....	Appendix B.1-2
B.1.3 Finding saved files containing reports .....	Appendix B.1-3
B.2 Report variables .....	Appendix B.2-1
B.2.1 System report variables.....	Appendix B.2-1
B.2.2 User report variables .....	Appendix B.2-2
<b>C REPORT FORMS.....</b>	<b>APPENDIX C-1</b>
C.1 Addressing guidelines .....	Appendix C.1-1
C.2 Bibliographic description of material and other data .....	Appendix C.2-1
C.2.1 Order .....	Appendix C.2-1
C.2.2 Order cancellation.....	Appendix C.2-2
C.2.3 Claims .....	Appendix C.2-2
C.2.4 Sample copy request.....	Appendix C.2-2
C.2.5 Letter of thanks to the donor.....	Appendix C.2-3
C.2.6 List that accompanies a shipment of exchange publications .....	Appendix C.2-3
C.2.7 List that accompanies a shipment of legal deposit material.....	Appendix C.2-3
C.2.8 Label .....	Appendix C.2-3
C.3 Sample reports.....	Appendix C.3-1
<b>D LISTS.....</b>	<b>APPENDIX D-1</b>
D.1 List of reports .....	Appendix D.1-1
D.2 Entering input parameters for report creation .....	Appendix D.2-1
D.2.1 List S-L-01.....	Appendix D.2-1
D.2.2 List S-L-02.....	Appendix D.2-1
D.3 Description of individual reports .....	Appendix D.3-1
D.3.1 S-L-01: List of order items (full format) .....	Appendix D.3-1
D.3.2 S-L-02: List of invoice items (full format) .....	Appendix D.3-1

<b>E</b>	<b>USE OF FINANCIAL MEANS .....</b>	<b>APPENDIX E-1</b>
E.1	List of reports.....	Appendix E.1-1
E.2	Entering input parameters for report creation.....	Appendix E.2-1
E.2.1	Reports S-UF-01, S-UF-02, S-UF-05 and S-UF-06 .....	Appendix E.2-1
E.2.2	Reports S-UF-03 and S-UF-04 .....	Appendix E.2-1
E.2.3	Report S-UF-07 .....	Appendix E.2-2
E.3	Description of individual reports .....	Appendix E.3-1
E.3.1	S-UF-01: Payment of invoices – by fund/type of material.....	Appendix E.3-1
E.3.2	S-UF-02: Payment of invoices with deducted input VAT – by fund/type of material .....	Appendix E.3-2
E.3.3	S-UF-03: Payment of advances – by fund/type of material.....	Appendix E.3-4
E.3.4	S-UF-04: Payment of advances with deducted input VAT – by fund/type of material .....	Appendix E.3-5
E.3.5	S-UF-05: Payment of indirect cost of acquisition – by fund .....	Appendix E.3-6
E.3.6	ACQ-UF-06: Payment of indirect cost of acquisition with deducted input VAT – by fund .....	Appendix E.3-7
E.3.7	S-UF-07: Overpayment to suppliers.....	Appendix E.3-7
E.4	Sample reports .....	Appendix E.4-1
<b>F</b>	<b>STATISTICS .....</b>	<b>APPENDIX F-1</b>
F.1	List of reports.....	Appendix F.1-1
F.2	Selecting data for report creation.....	Appendix F.2-1
F.3	Entering parameters for report creation .....	Appendix F.3-1
F.3.1	Statistics S-STA-01 .....	Appendix F.3-1
F.3.2	Statistics S-STA-02 .....	Appendix F.3-1
F.3.3	Statistics S-STA-03 .....	Appendix F.3-1
F.4	Description of individual reports .....	Appendix F.4-1
F.4.1	S-STA-01: Material received – by acquisition type/type of material/supplier .....	Appendix F.4-1
F.4.2	S-STA-02: Material sent – by type of shipment/acquisition type/type of material/partner .....	Appendix F.4-2
F.4.3	S-STA-03: Legal deposit issues received – by library/supplier .....	Appendix F.4-3
F.5	Sample reports .....	Appendix F.5-1

## TABLES

Table A.1-1: Purchase of serials.....	Appendix A.1-1
Table A.2-1: Purchase of serials – record of invoices.....	Appendix A.2-1
Table A.3-1: Purchase of serials – record of advances and indirect cost invoices.....	Appendix A.3-1
Table A.4-1: Unsolicited publications.....	Appendix A.4-1
Table A.5-1: Acquiring sample copies.....	Appendix A.5-1
Table A.6-1: Sending serials.....	Appendix A.6-1
Table A.7-1: Claiming procedures.....	Appendix A.7-1
Table B.2-1: System report variables for the COBISS3/Serials module.....	Appendix B.2-1

## 9.1 PREPARING A CLAIM

You can prepare a claim for:

- expected serial issues for which the program has determined a delay in view of the expected receipt date but only if you record the receipt of issues using serials check-in and if orders are recorded in the COBISS3/Serials module
- expected serial issues for which you have indicated in the check-in that you want a claim to be prepared but only if orders are recorded in the COBISS3/Serials module
- 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

Items newly claimed with the same supplier will be added to the same claim until this claim is submitted.



Tip:

*Claim data is not added to the holdings data.*

---

### 9.1.1 Undelivered issues

Claims for expected serial issues that have not been delivered to the library within the expected delivery time are prepared in the **Claim for undelivered issues** class.

You can prepare claims separately, by different acquisition types, or together for all acquisition types.

The program will find the items of orders and of lists of unsolicited publications with elapsed claim time limit in view of:

- the date of last claim
- the date of expected receipt of the issue

All the items found will be automatically placed on a claim for undelivered issues.

The issues for which you indicate, while performing the check-in, that you wish to be claimed will also be placed on the claim. If you indicate, while performing the check-in, that you wish to stop the claim, the issues will not be placed on the claim.



Note:

*You can prepare a claim for expected serial issues only if you record the receipt of issues using serials check-in and if orders are recorded in the COBISS3/Serials module.*

### **Procedure**

1. Highlight either the **Order** class or the **List of unsolicited publications** class.
2. Select the **Class / Prepare claims for undelivered issues** method.  
A window with a list of acquisition types will open.
3. Select the acquisition type (one, more or all) for which you wish to prepare claims. You can choose all the acquisition types.
4. Enter the time period in which you expect the issues and for which you wish to prepare claims.
5. If you wish to prepare a claim for only one supplier, tick the “Claim for a particular supplier” checkbox.
6. Under “Execution time (dd.MM.yyy HH:mm:ss)”, set the date and time for a claim to be prepared. If the execution time is not set, claims will be prepared immediately.
7. Click the **OK** button.
8. If you tick the “Claim for a particular supplier” checkbox, the **Search – Partner** search window will open, where you can find and select a supplier. If a supplier in the search window is not selected and you click the **Close** button, claims for active suppliers with the role of “Supplier(S)” will be prepared.

A claim for undelivered issues is prepared for each supplier separately.

A number, which cannot be changed, will be assigned to the claim for undelivered issues. Claims are numbered automatically, in compliance with the setting of the counter for claims for undelivered issues (see chapter 11.3).

### **Status after preparing claims for undelivered issues**

Claim for undelivered issues

- entered

### **What to do next**

You can edit a claim and then you submit it and send it to the supplier.

## **9.1.1.1 Transferring items to another claim**

You can transfer items from a prepared claim either to another prepared claim or to a new claim.

### **Procedure**

1. In the **Claim for undelivered issues** class, find and select the claim.
2. Select the **Object / Move items** method.



A window containing a list of prepared claims will open.

If no claim has been prepared, the window will not open; instead, a new claim will be prepared.

3. Select the claim and click the **OK** button.

A window with a list of items placed on the selected claim will open.

4. Select the item(s) and click the **OK** button.

The **Claim for undelivered issues** editor will open.

5. Click the **OK** button.

*Status after  
transferring items to  
another claim*

Claim for undelivered issues

- entered

---

## 9.1.2 Received request for advance payment or received invoice

Claims for received requests for advance payment or for received invoices are prepared either in the **Advance** class or in the **Invoice** class.

You can prepare a claim for either:

- a document as a whole, or
- individual items of a document

Enter the discrepancies and the reasons for claim when preparing an advance payment or invoice (see chapter 3.6.1 or chapter 3.7.1).

*Procedure*

1. In the **Advance** class or in the **Invoice** class, find and select the advance payment or the invoice.
2. Select the **Object / Close/prepare claim** method.

The items that are being claimed will be placed on the claim. If you prepare a claim for the document as a whole, individual items do not appear on the claim.

A number, which cannot be changed, will be assigned to the claim. Claims are numbered automatically, in compliance with the setting of the counter for invoice claims (see chapter 10.3).

*Status after  
preparing a claim for  
received request for  
advanced payment or  
received invoice*

Advance or invoice

- claimed

*What to do next*

Submit the claim and send it to the supplier.



## B.1 CREATING REPORTS

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### B.1.1 Creating and printing reports

Some reports for serials (e.g. reports on the use of financial means, different internal lists, etc.) are created and printed in the COBISS3/Reports module. The module is available from the browser by selecting **System / Reports module**.

#### *Procedure*

1. In the **Groups of definitions** pane open the **Reports / Standard / Serials** folder and select the group that contains the definition of the report you wish to create.

In the right pane the list of definitions of the selected group will be displayed.

2. In the part of the window containing a list of reports, select the report you wish to create.
3. Select the **Creating reports / Create report** method.

The **Enter parameters for report creation** window will open. When creating certain reports, entering input parameters is not required.

4. Enter input parameters.
5. Click the **OK** button.

The **Overview and sending of created report** window will open from where you can send the created report to predefined or changed destinations. You can also save it in a file and send it to destinations at a later point (the procedures are described in the *COBISS3 Basic Guidelines User Manual*; see chapters 4.5, 4.5.10, and 4.5.11; see also chapter 4.5.2).



Note:

*Reports from the Serials folder (i.e. different documents such as Order, Cancellation, Claim) are usually created and printed during different procedures in the COBISS3/Serials module.*

## B.1.2 Creating and printing scheduled reports

The COBISS3 software enables saving jobs that can be performed at a later point. So far, only the *Create report* job type is automatically defined for performing scheduled jobs, which enables you to specify the time for the job to be performed in a report you selected. Execution time for scheduled reports is specified in the COBISS3/Reports module, typically for longer reports, which should be created outside working hours. The module is available from the browser by selecting **System / Reports module**.

### Procedure

1. In the **Groups of definitions** pane open the **Reports / Standard / Serials** folder and select the group that contains the definition of the report.

In the right pane the list of definitions of the selected group will be displayed.

2. In the list of definitions select the definition of the report for which you wish to create a scheduled task.

3. Select the **Creating reports / Create scheduled report** method.

Based on the selected report definition either the search window or the **Enter parameters for report creation** window will open. When preparing some reports, searching for records or entering the entry parameters is not required.

4. Find and select objects or define the parameter values that should be taken into account when creating the report.
5. Click the **OK** button.
6. The **Edit job** window will open, where you can define a new job:
  - Under "Job name", enter the name under which the job will be saved to the list of the previously saved jobs. The data is mandatory.
  - Under "Execution time (dd.MM.yyyy HH:mm:ss)", set the date and time for the job to be performed.
  - If you wish that the task is carried out periodically (e.g. every day, every week, every month, etc.) select the desired value from the drop-down list under "To be repeated".
  - The data under "Status" is entered and changed automatically when the job is saved.
  - Under "Job type", the *Create report* job type has already been selected.
7. Click the **OK** button.

After the new job has been saved, a notification about a successful registration of the scheduled report will be displayed, and the job will get the status *created*. Once the job is performed, its status changes to *completed*. You can edit or delete the saved job (the procedure for editing jobs is described in the *COBISS3 Basic Guidelines User Manual*; see chapter 4.8).

When a report is created, a notification about the job is sent to the e-mail address of a librarian who defined the job. Another notification is sent to the same e-mail address if the report could not be created as it failed to meet the conditions for creating a report or an error occurred during the creation of the report.

If the report was successfully created, you can, after you receive the notification about the job, find the saved file containing the report and send it to destinations (see appendix *B.1.3*).



Note:

Tasks that are repeated periodically (e.g. every day, every week, every month, etc.) always have the status *created* (and never get the status *completed*).

---

### B.1.3 Finding saved files containing reports

You can find a saved file in the COBISS3/Reports module. The module is available from your browser by selecting **System / Reports module**.

#### *Procedure*

1. In the **Groups of definitions** pane open the **Reports / Standard / Serials** folder and select the group that contains the definition of the report.

In the right pane the list of definitions of the selected group will be displayed.

2. In the list of definitions select the definition of the report you created and saved as an XML-file in a predefined folder and that you wish to print out or send by e-mail.
3. Select the **Creating reports / Browse stored reports** method.

The **Select report** window will open containing folders with stored reports. Under "Select folder" the name of the folder is displayed containing the saved file with the reports you created based on the selected definition.

4. In the selected folder, select the desired file with the created report. Its name will be transferred to "File name".
5. Click the **Open** button.

The **Overview and sending of created report** window will open, from where you can send the created report to predefined or changed destinations (the procedure is described in the *COBISS3 Basic Guidelines User Manual*; see chapter 4.5).



## F.1 LIST OF REPORTS

List of reports is in the **Reports / Standard / Serials / Statistics** folder:

- S-STA-01: Material received – acquisition type/type of material/suppliers
- S-STA-02: Material sent – by type of shipment/acquisition type/type of material/partner
- S-STA-03: Legal deposit issues received – by library/supplier





## F.3 ENTERING PARAMETERS FOR REPORT CREATION

Additional data selection criteria are defined in the **Enter parameters for report creation** window.

---

### F.3.1 Statistics S-STA-01

Under the S-STA-01 statistics report, define the value of the following parameter:

- "Year"

Enter the year (or two years, separated by a forward slash) the data of which should be considered in the statistics report. All fields 996/997, linked with order items or items in the list of unsolicited publications for which the year (subfield 997k) falls under the selected year, will be considered. The data is mandatory.

---

### F.3.2 Statistics S-STA-02

Under the S-STA-01 statistics report, define the value of the following parameter:

- "Year"

Enter the year (or two years, separated by a forward slash) the data of which should be considered in the statistics report. All shipment items for which the year falls under the selected year will be considered. The data is mandatory.

---

### F.3.3 Statistics S-STA-03

Under the S-STA-03 statistics report, define the value of the following parameters:

- "Period"

Specify the period for which the data should be considered in the statistics report. All issues of serials that were received within that time period will be considered. The data is mandatory.

- "Acquisition type"

Specify the acquisition type for which the data should be considered in the statistics report. The default value is *legal deposit*.

- "COBISS.XX-ID"

Specify the COBISS.XX-ID if you wish that the data for a certain serial only should be considered in the statistics report.

*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.



## **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. S-STA-01: Material received – by acquisition type/type of material/supplier
2. S-STA-02: Material sent – by type of shipment/acquisition type/type of material/partner
3. S-STA-03: Legal deposit issues received – by library/supplier

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

COBISS Cooperative Online Bibliographic System & Services COBISS						
50274 Library				18-Jun-2013		
S – MATERIAL RECEIVED						
BY ACQUISITION TYPE/TYPE OF MATERIAL/SUPPLIER						
Year: 2009				Report code: S-STA-01		
<i>All material</i>						
acquisition type	type of material	titles	volumes	issues	amount	foreign amounts
gift	serials	13	14	71	EUR 5.00	-
	e-publications	1	1	1	-	-
	total	14	15	72	EUR 5.00	-
purchase	books	1	1	-	EUR 21.70	-
	serials	149	279	6541	EUR 13,540.48	-
	e-publications	1	2	23	EUR 47.13	-
	total	12	33	12	EUR 700.10	-
	total	162	315	6576	EUR 14,309.41	-
total	books	1	1	-	EUR 21.70	-
	serials	162	293	6612	EUR 13,545.48	-
	e-publications	2	3	24	EUR 47.13	-
	total	12	33	12	EUR 700.10	-
	total	176	330	6648	EUR 14,314.41	-
<i>Material received from Slovene suppliers</i>						
acquisition type	supplier	titles	volumes	issues	amount	foreign amounts
gift	Zakotba	14	15	72	EUR 5.00	-
purchase	Agencija za radioaktivne odpadke	1	1	1	-	-
	Allegro d.o.o.	1	1	4	EUR 14.99	-
	ALPRESS d.o.o.	1	2	23	EUR 45.24	-
	ARA	1	4	46	EUR 183.60	-
	Arboretum Volčji Potok	1	3	6	EUR 16.20	-
	Arhivski muzej	1	1	1	EUR 6.30	-
	AURA	1	3	36	EUR 162.00	-
	AVSP d.o.o.	1	1	9	EUR 36.00	-
	Ax elektronika	1	1	11	EUR 39.20	-
	Bistra d.o.o.	1	3	33	EUR 59.40	-
	Barda, založništvo in tiskanje, d.o.o.	2	4	77	EUR 242.70	-
	Cambio	1	1	11	EUR 44.50	-
	Časnik Finance	3	3	272	EUR 494.49	-
	ČZD Kmečki glas	3	8	91	EUR 289.30	-
	ČZP Večer	5	11	582	EUR 605.79	-
	Dedat d.o.o.	2	9	104	EUR 295.80	-
	Delo-prodaja	7	11	1235	EUR 845.55	-
	Delo Revije d.d.	14	49	968	EUR 1,901.77	-
	Dnevnik, d.d.	5	6	469	EUR 490.36	-
	Društvo bibliotekarjev Gorenjske Slovenije	1	1	1	EUR 114.00	-
	Društvo katoliških pedagogov Slovenije	1	1	4	EUR 17.20	-
	Društvo Skupnost katoliške mladine Slovenije	1	1	5	EUR 30.00	-
	Društvo za opazovanje in proučevanje ptic Slovenije	2	2	6	EUR 70.00	-
	Društvo za teoretično psihanalizo Slovenije	1	1	5	EUR 50.00	-
	Družina	2	2	59	EUR 72.80	-
	E-sport d.o.o.	1	1	6	EUR 35.00	-
	Freising d.o.o.	1	3	18	EUR 100.26	-
Gala-s d.o.o.	1	1	4	EUR 15.90	-	
Gorenjski glas, d.d.	4	9	68	EUR 561.60	-	
GV ZALOŽBA	1	1	43	EUR 300.00	-	
Hiša poezije	1	1	3	EUR 30.00	-	
Info Press, d.o.o.	1	4	42	EUR 153.96	-	

### 3. S-STA-03: Legal deposit issues received – by library/supplier

COBISS Cooperative Online Bibliographic System & Services COBISS		
50274 Public library Jesenice		21-Feb-2017
<b>S – RECEIVED ISSUES OF THE LEGAL DEPOSIT</b>		
<b>BY LIBRARY/SUPPLIER</b>		Report code: S-STA-03
Selected period: 01.05.2016–30.06.2016		
Acquisition type: deposit copy		
<i>For home library</i>		
No.	legal deposit library –home library	quantity
1	SJKJES	6
<i>Note: Home library is not specified, if the field 997 was added manually and not with the list of legal deposits.</i>		
<i>By library</i>		
No.	legal deposit library	quantity
1	MKL	1
2	NSKTRS	1
3	SJKCE	1
4	SJKKP	1
5	SJKKR	1
6	SJKMB	1
7	SJKMS	1
8	SJKNG	1
9	SJKNM	1
10	SJKPT	1
11	SJKRA	1
12	SSKCEL	1
13	UKM	8
total		20
<i>Note: Recipient is not specified, if the serials check-in was performed, but the shipment items of the legal deposit are no longer in the database.</i>		
<i>By supplier</i>		
No.	supplier	quantity
1	EDUCA	24
2	PIKO	2
total		26
<i>Note: Supplier is not specified, if the field 997 was added manually and not with the list of legal deposits.</i>		
COBISS3/Serials		page 1/1