A.1   SENDER'S ADDRESS

On all reports, which will be sent by post or fax, the sender's address will be displayed on the right side. The data on the home library will be used: first the *mailing address*, which is used within a certain module, usually followed by the data on the *head office* of the home library.

A.1.1   Mailing address

The mailing address consists of the following data in the order listed below:

- *Official name of the home library*. If the name is longer than 8 centimetres, it will be spread out over more than one line. The attribute values under "Name" and "Second name" within the **Home library** class will be displayed. Each attribute value can take up no more than two lines.

- *Name of the contact department or the contact person*, if specified for the home library. It takes up one line. The attribute value under "Name" within the **Contact department** class, or the attribute values under "Title", "Name", "Surname", "Professional title" and "Department" within the **Contact person** class will be displayed.

- *Street and number*, entered in the data on contacts or the data on the home library's head office. The attribute value under "Street and No." within the **Contact department** class, **Contact person** class or **Home library** class will be displayed. In the case of P.O. box holders, the abbreviation *P.O. Box* will be displayed automatically instead of the street and number, followed by the attribute value under "P.O. Box" within the **Contact department** class or **Contact person** class. The data on the street and number or the P.O. box takes up one line.

- *Postcode and city*, entered in the data on contacts or the data on the home library's head office. They take up one line. The attribute values under "Postcode" and "City" within the **Contact department** class, **Contact person** class or **Home library** class will be displayed. If the recipient is based abroad, the two-letter country code for international addressing of consignments, followed by the sign "-" will be displayed in front of the post code. The international abbreviation will be used instead of the three-letter country code, entered as a part of the data on contacts or the data on the home library's head office.

- *Country name* from the ISO country code list, if the recipient is based abroad. It takes up one line.

- *Telephone number*, entered in the data on contacts or the data on the home library's head office. It takes up one line. The attribute value under "Telephone" within the **Contact department** class, **Contact**

person class or **Home library** class will be displayed.

- *Fax number*, entered in the data on contacts or the data on the home library's head office. It takes up one line. The attribute value under "Fax" within the **Contact department** class, **Contact person** class or **Home library** class will be displayed.

- *E-mail address*, entered in the data on contacts or the data on the home library's head office. It takes up one line. The attribute value under "E-mail" within the **Contact department** class, **Contact person** class or **Home library** class will be displayed.

- *Customer code*, that is used by the supplier to record the data on your library. It takes up one line. The attribute value under "Our customer code (ILL)", "Our customer code (ACQ)" or "Our customer code (S)" within the **Details** class will be displayed on the reports sent to the suppliers for interlibrary loan, or suppliers of monographs or serials.

A.1.2   Head office

The head office consists of the following data in the order listed below:

- *Official name of the home library or the superior partner of the home library*. If the name is longer than 8 centimetres, it will be spread out over more than one line, but no more than four lines. The attribute values under "Name" and "Second name" within the **Home library** class, or the **Partner** class, if the home library has a superior partner, will be displayed. Each attribute value can take up no more than two lines.

- *Street and number of the home library or the superior partner of the home library*. The attribute value under "Street and No." within the **Home library** class, or the **Partner** class, if the home library has a superior partner, will be displayed.

- *Postcode and city of the home library's head office or the superior partner of the home library*. They take up one line. The attribute values under "Postcode" and "City" within the **Home library** class, or the **Partner** class, if the home library has a superior partner, will be displayed. If the recipient is based abroad, the two-letter country code for international addressing of consignments, followed by the sign "-" will be displayed in front of the post code. The international abbreviation will be used instead of the three-letter country code, entered as a part of the data on the home library's head office or the data on the partner's head office.

- *Country name* from the ISO country code list, if the recipient is based abroad. It takes up one line.

- *VAT ID number or tax number of the home library or the superior partner of the home library*. It takes up one line. The attribute value under "VAT ID No./Tax No." within the **Home library** class or the

Partner class, if the home library has a superior partner, will be displayed.