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## A ADDRESSES ON REPORTS

Once you install the COBISS3 software, your library will have access to all the standard reports. Based on the report definitions (which determine the content and form of each report as well as the destinations where the particular report is sent to) and the data from the database, you can prepare reports during the process of acquisition of serials and monographs as well as during the process of interlibrary loan. The reports can then be sent to the actors involved (e.g. customers and suppliers for interlibrary loan, suppliers of monographs and serials, donors, financiers, etc.).

The definitions for the standard reports assure, to the highest extent possible, a uniform document layout for document sections or entire documents in terms of addressing and marking documents, descriptions of individual items using bibliographic data on the material, headers and footers on a page, etc.

This chapter provides a description of the structure of addresses in the reports within the COBISS3 software modules. The data, maintained in the **Home library** class and the **Partner** class, will be used and displayed as the address on the report. The data on the home library will be displayed as the sender's address, while the data on partners will be used and displayed as the recipient's address. The standard reports for all documents, sent by post, fax or e-mail are in compliance with the IFLA guidelines for sending consignments by fax and post and conform to the rules and legal requirements for addressing consignments, as defined by the Post Office of the Republic of Slovenia (*Pošta Slovenije*).

The country codes comply with the ISO country code list for international addressing of consignments. For foreign recipients, the country name can be displayed in the English language, if you select English under "Language". Some foreign postal services (e.g. in Germany) use optical readers for reading addresses and recommend for the recipient country name to be written in either the language of that country or in English.

All documents, which can be sent by post, are designed to fit standard window envelopes, so that the recipient's address is visible through the window on the left side. If you want the address to be displayed on the right side, the corresponding parameter can be re-set in the configuration file.