

CONTENTS

PREFACE	PREFACE-1
ABOUT THE MANUAL	ABOUT THE MANUAL-1
1 INTRODUCTION.....	1-1
2 HOME LIBRARY.....	2-1
2.1 Entering home library data.....	2.1-1
2.1.1 Entering general data	2.1-3
2.1.2 Entering detailed data	2.1-5
2.1.3 Entering data on contacts.....	2.1-6
2.1.3.1 Entering data on the contact person	2.1-6
2.1.3.2 Entering data on the contact department	2.1-8
2.1.4 Entering data on the lending department.....	2.1-10
2.1.4.1 Defining partners that are superior to the lending department	2.1-13
2.1.5 Entering data for updating the COLIB database.....	2.1-14
2.1.5.1 Entering contact details of the library and its departments as well as data on the library's opening times	2.1-15
2.1.5.2 Entering contact details of the library and its lending departments for the needs of mCOBISS application.....	2.1-17
2.1.5.3 Sorting data in the COLIB record	2.1-18
2.2 Library data search in the COLIB database	2.1-1
2.3 Viewing library data in the COLIB database.....	2.1-1
3 PARTNERS	3-1
3.1 Entering partner data.....	3.1-1
3.1.1 Entering general data	3.1-1
3.1.1.1 Downloading data from the COLIB database	3.1-3
3.1.1.2 Downloading data from the database of members	3.1-4
3.1.2 Defining partner roles.....	3.1-4
3.1.2.1 Entering data on the supplier for interlibrary loan	3.1-6
3.1.2.2 Entering data on the customer of interlibrary loan services	3.1-7
3.1.2.3 Entering data on the supplier for acquisitions	3.1-7
3.1.2.3.1 Readjusting overpayment amounts	3.1-8
3.1.2.4 Entering data on the supplier of serials	3.1-9
3.1.2.4.1 Readjusting overpayment amounts	3.1-9
3.1.3 Entering data on contacts.....	3.1-9
3.1.3.1 Entering data on the contact person	3.1-10
3.1.3.2 Entering data on the contact department	3.1-10
3.2 Deleting partner data.....	3.2-1
3.3 Adding partner data to the local code list of suppliers.....	3.3-1
4 USERNAMES.....	4-1
4.1 Viewing user data	4.1-1

4.2 Reconciling data with the Central Register of Users (CRU)	4.2-1
4.3 Clearing user settings	4.3-1

Appendix

A ADDRESSES ON REPORTS.....	A-1
A.1 Sender's address	A.1-1
A.1.1 Mailing address.....	A.1-1
A.1.2 Head office.....	A.1-2
A.2 Recipient's address	A.2-1
A.3 Address structure on reports.....	A.3-1
A.3.1 Structure of sender's address.....	A.3-1
A.3.2 Structure of recipient's address	A.3-4
A.4 Practical examples of addressing	A.4-1

FIGURES

Figure A.3-1: Structure of sender's address on the order – home library without superior partner	A.3-1
Figure A.3-2: Structure of sender's address on the order – home library with one superior partner....	A.3-2
Figure A.3-3: Structure of sender's address on the order – home library with two superior partners where the first superior partner does not have an entered VAT ID or tax number.....	A.3-2
Figure A.3-4: Structure of recipient's address on the delivery note – partner with no superior partner	A.3-3
Figure A.3-5: Structure of recipient's address on the delivery note – partner with one superior partner	A.3-4
Figure A.4-1: Recipient's address on the order – home library with no superior partners	A.4-1
Figure A.4-2: Recipient's address on the order – home library with two superior partners	A.4-2
Figure A.4-3: Recipient's address on the delivery note – partner with no superior partners.....	A.4-2
Figure A.4-4: Recipient's address on the delivery note – partner with one superior partner	A.4-3