

3.6	Newsletters	x OK			** page18
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Further questions:

	Question	Yes	No	Answer, comment
a.	Do your collecting procedures concern the whole production of literature within your geographical area?	xOK		
b.	Do your collecting procedures also concern authors, who do not live in your geographical area, but have your citizenship?	X		
c.	Do you also collect foreign productions dealing about your geographical area?	xOK		
d.	Are only certain formats stored?	X		
e.	Are formats standardized?	X		
f.	Is there a minimum length (pages, lines or words) in a text to make it collectable?		X	
g.	How many copies must be deposited?			„Only one copy of each edition is placed in the national collection” * 9, „In paragraph 8 the problem of storing and registration is defined. Two copies have to be deposited but only to one address. It is then the state institution that has the responsibility to move the other copy to the second place” ***** page 245
h.	Are readers allowed to borrow the copies?		X	Only use in the reading room
i.	How many copies are kept in a heritage collection (cultural treasure protection room) so that they cannot be borrowed?			One copy
j.	Do you rebuild reserves (repository library)?		x OK	„Only one copy of each edition is placed in the national collection, which means that duplicates and unaltered editions are discarded. Generally speaking a third of the monographs deposited are discarded, although the library try to limit the number of duplicates by foresight” * 9
k.	If so, what is your limit of the number of copies kept per each publication in the repository library?			
l.	Do you note bequests in the catalogue?	xOK		There are special catalogues **** page 7-8
m.	Do you keep bequests in the magazine?	xOK		Different donations are mentioned *** page 8-10; Further information Danmarks Nationale Privatarkivdatabase. Online at: http://www.danpa.dk/ [12.10.2013]. „Since 1990 new acquisitions (with a few exceptions) are placed <i>numerus currens</i> ” http://www.kb.dk/en/nb/samling/HA/hs_samlinger/index.html 12.10.2013]. „Some of the special collections are also registered in REX” http://www.kb.dk/en/nb/samling/ds/index.html 12.10.2013].
n.	Do you catalogue everything you collect so that it is visible in the OPAC?	X		Except ephemera and single photos