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REPORTING OUTSTANDING ORDERS (In the Book Trade)



STANDARDS ASSOCIATION OF AUSTRALIA
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This Australian standard was prepared by Committee MS/45, Book Trade—Reports on Outstanding Orders. It was approved on behalf of the Council of the Standards Association of Australia on 21 May 1985 and published on 12 July 1985.

The following interests are represented on Committee MS/45:

Australian Book Publishers Association

Australian Booksellers Association

Library Association of Australia

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AUSTRALIAN STANDARD

REPORTING OUTSTANDING ORDERS (In the Book Trade)

AS 2807—1985

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PREFACE

This standard was prepared by the Association's Committee on the Book Trade—Reports on Outstanding Orders in response to a request from the Australian Book Trade Committee (formerly the Joint Standing Committee for the Book Trade).

The system of reporting outstanding orders, specified in this standard was developed by the Australian Book Trade Committee (ABTC). It was circulated, in draft form, to the relevant members of the Book Trade by the ABTC.

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STANDARDS ASSOCIATION OF AUSTRALIA

Australian Standard
for
REPORTING OUTSTANDING ORDERS
(In the Book Trade)

1 SCOPE. This standard specifies the information to be provided by library suppliers, Australian publishers and agents of overseas publishers when preparing reports on outstanding orders.

2 REPORTING SYSTEM.

2.1 Classification. Each outstanding order shall be classified by report code in accordance with Table 1. The following report codes may be combined as necessary: POL, COL, NPE and NCE.

Report codes such as TOS (temporarily out of stock) and TOP (temporarily out of print) shall not be used.

2.2 Content of Report. The following information shall be reported by publishers or agents for each outstanding order:

(a) Current status of the order (i.e. **OR**: order recorded; or **OC**: order cancelled; or **PA**: please advise).

(b) Report code, in accordance with Table 1.

(c) Expected date of publication or availability of the title in Australia if this can be ascertained.

3 EDUCATIONAL INSTITUTIONS. The following reports may be used by libraries of educational institutions as evidence that a copy of the title cannot be obtained within a reasonable time as required under the Copyright Act 1968 (as amended):

(a) Out of print (**OP**).

(b) Out of print/new edition in preparation (**OP/NEP**).

(c) Out of print/reprint under consideration (**OP/RPUC**).

TABLE 1
CLASSIFICATION OF REPORTS

| Report code | Description of report | Status of order | Additional information to be supplied |
|---------------|---|------------------------------|---------------------------------------|
| NYP | Not yet published This report should be used where the title has not yet been published in the country of original publication (including Australia). An expected date of publication <i>in that country</i> should be given if possible. NOTE: This report should not be confused with NYRA, NOP or PUB/ABD. | OC or OR | Due (date) in (country of origin) |
| NYRA | Not yet released/published in Australia This report should be used <i>only</i> for imported titles where the title has not yet been released in Australia. An expected date of release should be given if possible. This report should replace NYP after overseas publication has taken place. If no record of overseas publication information is available, this report should be used in preference to NYP NOTE: This report should not be confused with NYP, NOP or PUB/ABD | OC or OR | Due (date) in Australia |
| OS/A | Out of stock in Australia This report should be used where a title which has been released in Australia is now out of stock locally, but is still in stock in the country of original publication. The expected date of the arrival of stock in Australia should be given. NOTE: This report should not be confused with NYP, NYRA or OP | OC or OR | Due (date) in Australia |
| OS/RP | Out of stock/reprinting This report should be used where the edition previously published is being reprinted and stock is expected to arrive shortly. The expected date of the arrival of stock in Australia should be given. | OC or OR | Due (date) in Australia |
| OS/BDG | Out of stock/binding This report should be used where the edition previously published is being bound and stock is expected to arrive shortly. The expected date of the arrival of stock in Australia should be given. | OC or OR | Due (date) in Australia |
| OP | Out of print This report should be used only if no reprint or new edition is under consideration, and if stock is no longer available. | OC | |

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