



**MARCIVE<sup>®</sup> INC.**

**ERIC MARC RECORD SERVICE PROFILE**

Postal Mail..... P.O. Box 47508	San Antonio TX 78265-7508	Toll-free Voice ..... 1-800-531-7678
Shipments Only ..... 12100 Crownpoint, Suite 160	San Antonio TX 78233-5367	Voice..... (210) 646-6161
E-mail ..... info@marcive.com		FAX ..... (210) 646-0167
	Web Site ..... http://www.marcive.com	

This profile is intended to initiate service for customers of

*Backfile ERIC MARC Records Service*

*Ongoing ERIC MARC Records Service*

**INSTITUTION INFORMATION**

INSTITUTION NAME		
SHIPPING ADDRESS		EXISTING MARCIVE CUSTOMER? IF YES, MARCIVE ID CODE(S)
CITY	STATE OR PROVINCE	ZIP OR POSTAL CODE
CONTACT PERSON		TITLE
TELEPHONE NUMBER	FAX NUMBER	E-MAIL ADDRESS
WHAT E-MAIL ADDRESS SHOULD BE NOTIFIED WHEN RECORDS ARE READY?		

**BILLING ADDRESS**

if different from above:

**BACKFILE SERVICE**

**Extent of service**

- \* SEND ALL RECORDS IN ERIC BACKFILE (MICROFICHE AND ELECTRONIC)
- SEND JUST RECORDS FOR ERIC MICROFICHE TITLES
- SEND JUST RECORDS FOR ERIC ELECTRONIC TITLES
- SEND RECORDS FROM ERIC BACKFILE BASED ON THE FOLLOWING CRITERIA:

**Call number**

- \* DO NOT CREATE A CALL NUMBER FIELD.
- CREATE AN 099 CONSISTING OF THE ERIC NUMBER, E.G., 099 \$A ED476468
- CREATE A CALL NUMBER USING THESE CRITERIA:

## **BACKFILE SERVICE (cont.)**

### **Other special processing**

- \* NO OTHER SPECIAL PROCESSING.
- PERFORM THE FOLLOWING PROCESSING ON THESE RECORDS:

## **ONGOING SERVICE**

- EVERY MONTH SEND ALL NEW AND CHANGED RECORDS
- EVERY MONTH SEND ONLY NEW RECORDS

### **Call number**

- \* DO NOT CREATE A CALL NUMBER FIELD.
- CREATE AN 099 CONSISTING OF THE ERIC NUMBER, E.G., 099 \$A ED476468
- CREATE A CALL NUMBER USING THESE CRITERIA:

### **Other special processing**

- \* NO OTHER SPECIAL PROCESSING.
- PERFORM THE FOLLOWING PROCESSING ON THESE RECORDS: