



MARCIVE's Authorities Processing Services

MARCIVE offers name and subject authorities processing. This useful service:

- standardizes the names and subject headings in your library's cataloging records to make your online catalog easier for everybody to use.
- provides the authority records that are used for cross-references in your system's online catalog.
- updates obsolete tagging to make your records load and index better.
- saves hours of tedious staff time on tasks better suited for computers and helps your catalogers be more productive.

Backfile Processing

Have you cleaned up your backfile? (These are the MARC bibliographic records already loaded on your system that form the basis of your online catalog.) If not, here is how MARCIVE can help you.

MARCIVE can improve your catalog through Authorities Processing.

1. **Preprocessing.** First, MARCIVE prepares your bibliographic records for authorities processing. If there were any previously identified problems, they are worked on here. Some libraries have areas of their collection which have not been fully converted. MARCIVE can upgrade short or substandard records prior to beginning your authority backfile project or as a separate project (a service called **Brief Record Upgrade**; quotes are given after seeing a sample of the data).

2. **Authorities Processing.** Next MARCIVE compares the names and subject headings in your bibliographic records to up-to-date files:

- Library of Congress Name Authority File (LCNA)
- Library of Congress Subject Authority File (LCSH)
- LC Children's Authority File
- National Library of Medicine (MeSH)
- Genre: Guidelines on Subject Access to Individual Works of Fiction, Drama, etc. (GSAFD)
- Genre: LC
- National Library of Canada Names and Subjects
- Sears Subject Headings

3. **MARC Record Enrichment Service.** You can have MARCIVE add information to your bibliographic records that will make them easier to retrieve by keyword. Added information will also help users determine if a book is appropriate.

- Table of Contents (TOC) \$0.50/hit
- Fiction/Biography \$0.50/hit
- Summaries..... \$0.30/hit
- Accelerated Reader and/or Lexile No per record charge; \$26 setup fee.

4. **Output of final products.** Once you have approved a test of all your desired products, MARCIVE performs all of your processing and outputs all of the products you have requested:

- Cleaned up MARC records via FTP (+ a CD backup)
 With MARC Enrichment, if requested
- Matching name and subject authority records via FTP
- Statistical report
 With additional reports, if requested

For a quotation, please send your institution name and the number of bibliographic records to info@marcive.com. Indicate that you wish to receive a quotation for backfile authorities processing.

MARCIVE's Ongoing Authority Services

If you have cleaned up your backfile, good for you! You want to keep it clean and MARCIVE gives you a coordinated approach to making that possible.

MARCIVE provides your library name and subject authorities processing for ongoing files of new records. This is the best way to keep your catalog clean and consistent for your students, faculty, staff, and other users. If you can FTP your records, you can use the ongoing service called **Overnight Authorities**. You send MARCIVE your cataloging, and MARCIVE's machine processing compares the headings to the files you have requested.

MARCIVE updates your cataloging records and makes them available for pickup the next day.

Another service, called **Notification Service**, is responsible for keeping the Library of Congress records in your authority file on your local system up-to-date so that the online catalog will work properly and patrons will get good cross-references. There are several options for this service, but all of them involve receiving a file of records monthly to overwrite the obsolete information in your local system.

Taken together these services represent a significant cost saving and means to reduce staff time devoted to routine maintenance.

Overnight Authorities

- What: **Your MARC bib records** are sent to MARCIVE and name and subject headings are checked and updated. Some libraries get matching authority records at the same time.
- How: You use FTP to place your records on the MARCIVE server one business day; pick them up via FTP the next.
- Frequency: On demand
- Why: Perform authorities processing on your new bibliographic records.
- Cost: \$0.11 per bibliographic record sent. "Authority Processing, Per Record" on invoice. Discounted to \$0.09 per record once the library has sent 50,000 titles.
- Statistical report: Counts what changes were made. *Free* to all libraries.
- Other reports: First two reports are *free*, additional reports cost \$0.01 per record, "Electronic Report." You may not even want the Unmatched Headings Report if you get Notification Service with NewMatch, as unmatched headings will be checked every month automatically.

Notification Service

- What: **New and updated LC authority records** to update your local authority file.
- How: Library picks up records from our server using FTP.
- Frequency: Monthly
- Why: Keep the authority file on your local system up-to-date for cross-references in online catalog and control of headings.
- Options: Just authority records. Just a report. A combination of authority records and a report. Some streamlined sets.
- Cost: Most popular options are "Authority Notification, Data Only" (just authority records) for \$1,350 per year or "Authority Notification, Data and 'A' Report" (authority records and a streamlined report) for \$1500 per year.

NewMatch

- What: **New LC authority records for previously unmatched** name or subject headings.
- How: Library picks up records from the MARCIVE server using FTP.
- Frequency: Monthly
- Why: Instead of you having to continue to look for authority records.
- Option: *Free* if you subscribe to *Notification Service*. Otherwise, \$300 per year.