



**MARCIVE® INC.**

# CATALOGING PROFILE FOR LIBRARY CLIENTS USING NLM CLASSIFICATION

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I have reviewed these specifications and authorize MARCIVE to start service. If no option is marked, MARCIVE should use its **\*standard option** (standard options are indicated in this profile through bolding and an asterisk).

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Title: \_\_\_\_\_ Phone: \_\_\_\_\_ FAX: \_\_\_\_\_  
Best time to call: \_\_\_\_\_ E-mail: \_\_\_\_\_

Check if you do NOT wish to be subscribed to Marcive\_CAT electronic discussion list.

## 1. GENERAL

### SHIPPING ADDRESS FOR PRODUCTS

Customer Name (Library): \_\_\_\_\_  
Attention: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
NOTE: Must not be a P.O. Box for UPS shipping.  
City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

### METHOD OF SHIPMENT

NOTE: Shipping costs are prepaid and added to invoice.

#### Type of Service

- \*  **UPS Ground Service**
- UPS 2-day Service (Not available for Canadian addresses)
- UPS Overnight Service

#### Type of Address

- Commercial
- Residential

### BILLING ADDRESS

Attn.: \_\_\_\_\_  
Library: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

## **BILLING**

This library claims sales tax exemption. Reason: \_\_\_\_\_

This library requires purchase orders.

No

Yes. If "Yes", please send purchase order.

## **TYPE OF LIBRARY**

Public

Special

Hospital

School

Academic

Other: \_\_\_\_\_

You may be surprised to see how many cataloging options are available from MARCIVE. You may be even more surprised to learn that your cataloging can be tailored to your needs in more ways than are listed on this profile.

Another important point to remember is this: there is rarely a fee to change your profile. If at any time you decide you want to make a change, just give us a call. We want you to be completely satisfied--so please keep in touch!

## **2. CATALOGING**

### **WHAT CATALOGING PRODUCTS DO YOU WISH TO OBTAIN FROM MARCIVE?**

Please fill out the appropriate section(s) in addition to all of page 1, all of section 2, and the call number appendix.

MARC records

→ Fill out section 3.

MARC Record Enrichment

→ Fill out section 4 and the MARC Record Enrichment Service Profile for Cataloging Customers in addition to this profile.

Reader notes

→ Fill out section 5.

Authorities processing and/or records

→ Fill out section 6.

Smart barcode labels

→ Fill out section 7.

Spine label sets

→ Fill out section 8.

Catalog card images

→ Fill out section 9.

Printed listings

→ Fill out section 10.

### **HOW DO YOU WANT TO SUBMIT ORDERS TO US?**

Please note: Orders may also be submitted by book jobbers for you. This section refers to orders direct from you.

- \*  ***MarciveWeb SELECT***. Library will use browser to search MARCIVE's database over the Internet. This is the only ordering option in which the library can see the record before ordering.

Please provide a login and a password (no more than 10 characters each)

Login: \_\_\_\_\_

Password: \_\_\_\_\_

- The Constant Cataloger***. The library can browse online bookstores such as Amazon.com and Barnes and Noble to see whether we have cataloging and submit an order.

Password: \_\_\_\_\_

- Search Numbers on a MARCIVE Search Request Form (paper)

### **WHAT CATALOGING SOURCES DO YOU WANT US TO USE?**

What cataloging source do you want used as 1st choice, 2nd choice, etc., to produce cataloging products? Cross out any database you do not want searched. A number indicating your order of preference must be supplied for each box unless crossed out.

If you are using ***MarciveWeb SELECT***, only the sources you mark below will be visible to you. If you use ***The Constant Cataloger***, only those databases will be checked.

LC Library of Congress cataloging

AVA AV Access database of audiovisual cataloging from Baker & Taylor (see "AVA Surcharge" on price list). Please supply appropriate call numbers.

NLM National Library of Medicine cataloging

NLC National Library of Canada cataloging

GPO Government Printing Office cataloging

Core MARCIVE Core records is a small database of good quality cataloging. If you choose LC cataloging, this database will be added automatically.

- SLC Special Libraries Cataloging, Inc. cataloging for books and videos. All customers have access to this database automatically. It can be turned off, if you prefer.
- SUPN Supplemental file of good quality cataloging from previous projects.
- NONA Nonauthoritative cataloging. Records reflect contributing library's own cataloging practices (quality varies) and generally do not include a call number.

### **Cataloging in Publication (CIP)**

Note: Applies to Search Request, jobber, and *The Constant Cataloger* orders. *MarciveWeb SELECT* customers will receive cataloging for anything they select, regardless of CIP status.

- \*  **Full cataloging, CIP only if full cataloging not available.**
- Full cataloging only. [Fill rate will be lower.]

### **Fullness of Cataloging**

Note: Applies to Search Request, jobber, and *The Constant Cataloger* orders. *MarciveWeb SELECT* customers will receive cataloging for anything they select, regardless of fullness of cataloging.

- \*  **Supply all available cataloging.**
- Exclude minimal cataloging from my orders. [Fill rate will be lower.]

### **AUTOMATIC CHOICE OF SUBJECT HEADINGS**

- \*  **Library of Congress**
- Sears
- MeSH

### **AUTOMATIC CREATION OF LOCAL CALL NUMBERS**

- Do not build a local call number
- Library of Congress → Fill out Call Number Appendix: **LC**
- National Library of Medicine → Fill out Call Number Appendix: **NLM**
- Dewey Decimal Classification → Fill out Call Number Appendix: **Dewey**

### **CUSTOMIZATION OF CATALOGING**

Note to *MarciveWeb SELECT* customers: You do **not** need to change the record on the screen before ordering. All of your profile customization will be applied to the record before you receive your cataloging product.

- Do not customize my records in any way.

### **13-digit ISBN**

- \* **Output records with the ISBN in the field originally supplied.**
- Perform special ISBN processing. Any existing 020 fields will not be changed. However if there is a valid 10-digit ISBN with no matching 13-digit ISBN, an 020 with the matching 13-digit ISBN will be added.

### **Unwanted fields**

You can have us delete any of the following fields automatically. School libraries: If you are trying to simplify your catalog, we recommend you delete those indicated with a card catalog ☒ **Please mark any you want DELETED.**

- |   |   |
|---|---|
| <input type="checkbox"/> Delete GPO stock number ☒  | <input type="checkbox"/> Delete contents notes (505 field)  |
| <input type="checkbox"/> Delete GPO item number ☒   | <input type="checkbox"/> Delete summary notes (520 field)   |
| <input type="checkbox"/> Delete ISBN/ISSN (020 and 022 fields)  | <input type="checkbox"/> Delete general notes (500 field)   |
| <input type="checkbox"/> Delete terms of availability or price (\$ of 020)  | <input type="checkbox"/> Delete bibliographic notes (504 field)   |
| <input type="checkbox"/> Delete all birth & death dates ☒   | <input type="checkbox"/> Delete all but first 2 subject headings. ☒   |
| <input type="checkbox"/> Delete birth & death dates from main entry   | <input type="checkbox"/> Delete all but first ____ subject heading(s). Fill in a number. (6xx field)            |
| <input type="checkbox"/> Delete birth & death dates from proper name subject headings   | <input type="checkbox"/> Delete all juvenile subject headings (6xx field, second indicator 1)                   |
| <input type="checkbox"/> Delete birth & death dates from all added entries  | <input type="checkbox"/> Delete NLM subject headings (MeSH) ☒   |
| <input type="checkbox"/> Delete uniform title (240 and 243 fields) ☒  | <input type="checkbox"/> Delete all but first ____ personal author added entries. Fill in a number. (700 field) |
| <input type="checkbox"/> Delete all notes, except bibliography, contents, annotation, study program information note, and target audience note. ☒ | <input type="checkbox"/> Delete all but first personal author added entry. ☒                                    |
| <input type="checkbox"/> Delete all notes (5xx fields)  |   |

**Subject subdivisions**

You can also have any of the following subject subdivisions deleted. If you are trying to simplify your catalog, we recommend you delete all of them. **Please mark any you want DELETED.**

- Delete all of these subject subdivisions.
- Delete --Amateurs manuals.
- Delete --Anecdotes.
- Delete --Biography.
- Delete --Case studies.
- Delete --Causes.
- Delete --Congresses.
- Delete --Criticism and interpretation.
- Delete --Doctrinal and controversial works.
- Delete --Guidebooks.
- Delete --Handbooks, manuals.
- Delete --Juvenile [literature, fiction, other genre]
- Delete --Pictorial works.
- Delete --Popular works.
- Delete --U.S.
- Delete --United States.

**Other customization:**

Please list here any other deletions or changes you would like made automatically to your cataloging.

**3. MARC RECORDS**

Please fill this section out if you want to receive MARC records with every order.

Please note: Since much of the information MARCIVE needs to properly produce your data depends on the particular local library automation system that the data will load into, **we recommend that the vendor of your system be consulted** when completing this section.

**LOCAL AUTOMATED SYSTEM INFORMATION**

- We have not installed a system yet. (MARCIVE will archive your records until you are ready for them.)
- We have the following system installed:

Name of company: \_\_\_\_\_

Software product/Version: \_\_\_\_\_

**HOW DO YOU WANT ANY ELECTRONIC ORDERS TO COME BACK TO YOU?**

Costs per record, media charges, and handling fees (where applicable) are available on price list.

- Download MARC records from MARCIVE's computer to library computer via:
  - Browser (requires login & password. If you did *not* already provide us with a login and password for *MarciveWeb SELECT*, please give them to us now.)
 

Login: \_\_\_\_\_ Password: \_\_\_\_\_
  - FTP (MARCIVE will send you the necessary information to start service.)
- Diskette in MARC format, 3.5 inch diskette, 1.44 MB (high density)
- We do not want our MARC records back yet. Choose this option if you have not installed a system yet. (See price list for archival database output costs.)

**LOCAL DATA REQUIREMENTS**

Creation of local holdings fields. Please consult with your system vendor or system documentation to verify what field your system uses for creation of local holdings.

- \*  **Create an 852 field in the following format:**
  - \$b Location
  - \$h Call number
  - \$p Barcode number
  - Example:           852        \$b Ref \$h 426.3 Reed \$p 1150000012
- Create an \_\_\_\_\_ field in the following format (if your system does not use an 852 field as defined above for holdings)
  - \_\_\_\_\_ Location
  - \_\_\_\_\_ Call number
  - \_\_\_\_\_ Barcode number

Any other requirements of your local system not mentioned elsewhere can be entered here or attached on a separate sheet.

## 4. MARC RECORD ENRICHMENT

We can add Table of Contents (TOC) data (+\$0.50/hit), Fiction/Biography additional access points (+\$0.50/hit), and Summaries (+\$0.30/hit) to your MARC records. In addition to this profile, we need you to complete the *MARC Record Enrichment Service (MRES) Profile for Cataloging Customers*.

- \*  **Do not enrich my MARC Records.**
- Enrich my records. I have enclosed the completed *MRES Profile for Cataloging Customers* necessary to begin service.
- We want our records enriched but do not have detailed information or a copy of the *MRES Profile for Cataloging Customers*. Please send us the information so that we can fill out the profile and return it.

## 5. READER NOTES (ACCELERATED READER, READING COUNTS, AND LEXILE)

Accelerated Reader data will be added automatically unless you check “Do not add...”. However, Reading Counts and Lexile Measure data will not be added unless you specifically choose “Insert...”. All three are available to you free of charge.

### ACCELERATED READER (526)

Please fill out this section if you want us to add Accelerated Reader data to your MARC records. Data will include the Study program name (“Accelerated Reader AR”), the Reading Level, the Interest Level, the Point Value, and the Quiz Number.

526 0\_ \$a Accelerated Reader AR \$b MG \$c 8.1 \$d 3.0

- \*  **Insert Accelerated Reader data in a 526 field, when available. No extra cost.**
- Do not add Accelerated Reader data

If you are receiving spine label sets and Accelerated Reader data from MARCIVE, as an option, we can print the Reading Level and the Point Value on the small label below the spine label.

- \*  **Do not print AR information on the label set.**
- Print the Reading Level and Point Value on the small label.

AR RL 8.1 PTS 3.0
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### READING COUNTS (526)

Please fill out this section if you want us to add Reading Counts data to your MARC records. Data will include the Study program name (“Reading Counts RC”), the Reading Level, the Interest Level, the Point Value, and the Quiz Number.

526 0\_ \$a Reading Counts RC \$b 6-8 \$c 5.1 \$d 6 \$z Quiz: 04201 \$z Guided reading level: R

- \*  **Do not insert Reading Counts data in a 526 field.**
- Insert Reading Counts data in a 526 field, when available. No extra cost.

If you are receiving spine label sets and Reading Counts data from MARCIVE, as an option, we can print the Reading Level and the Point Value on the small label below the spine label.

- \*  **Do not print RC information on the label set.**
- Print the Reading Level and Point Value on the small label.

RC RL 5.1 PTS 6
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### LEXILE MEASURE (521)

The Target Audience Note (521) will include the Lexile Code or the Lexile Level.

521 8\_ \$a 880 \$b Lexile

- \*  **Do not insert Lexile Measure data in a 521 field.**
- Insert Lexile Measure data in a 521 field, when available. No extra cost.

If you are receiving spine label sets and Lexile data from MARCIVE, as an option, we can print the Lexile Measure on the small label below the spine label.

- \*  **Do not print Lexile information on the label set.**
- Print the Lexile Measure on the small label.

LEXILE 880L
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## 6. AUTHORITIES PROCESSING/AUTHORITIES RECORDS

Please fill this section out if you want us to check the name and subject headings in every order and, optionally, provide authorities records which can be used for creating cross references automatically in your local system.

- Apply automatic LC Name and Subject Heading authority control to all records (see "Authority processing" on price list). Appropriate for all MARC record customers.
- Apply automatic MeSH authority control to all records (see "Authority processing" on price list). Appropriate for all MARC record customers using medical subject headings.
- Provide appropriate authorities records for loading into local system through MARCIVE's unique **Demand! Authorities** service (see "Demand! Authorities" on price list). Appropriate for customers with automated systems capable of loading MARC Authorities Records.

## 7. SMART BARCODE LABELS

Please fill this section out if you want us to create smart barcode labels for every order.

**MarciveWeb SELECT** customers can suppress barcode label production on a piece-by-piece basis on the **Local Data (Item level)** screen.

There is *no charge* to establish barcode service using our standard options. However, if the library needs something other than our standard options, please do not hesitate to ask. There may be a charge of \$125 to establish customized barcode service, however the library will be notified in writing if such a charge is necessary.

For cost per label, see "Smart barcode labels" on price list.

### SYMBOLGY

- Generate codabar labels. Library code or "school code": \_\_\_\_\_
- Generate 3 of 9 labels.

### CHECK DIGIT

- Generate a mod 10 check digit as the last digit of the barcode number.
- Do not generate a check digit.

### NUMBER

Number of labels to be printed automatically per barcode number:

- \*  **One per copy**  \_\_\_\_\_ per copy
- Two per copy

### LOCATION

If a location code has been entered, should it print before the call number on barcode label?

- \*  **Yes.**
- No.

### COPY AND VOLUME INFORMATION

If copy or volume information has been entered, should it print after the call number on barcode label?

- \*  **Yes.**  
Please note that we suppress "c. 1", however "c. 2" and all subsequent will print.  
Vol. 1 is not suppressed.
- No. Do not print copy/volume information on barcode label.

### NAME TO APPEAR ON BARCODE LABEL

Maximum 40 characters. *Example: Jefferson H. S. Library*

\_\_\_\_\_

### BARCODE NUMBER RANGE

- Start with number: \_\_\_\_\_
- Optional, Stop with number: \_\_\_\_\_

- If a stop number is specified, please provide a Restart Number: \_\_\_\_\_

## 8. SPINE LABEL SETS

Please fill out this section if you wish to receive book label sets with your orders.

### **NUMBER**

For orders created by *MarciveWeb SELECT* or *The Constant Cataloger*, you can order multiple label sets for each title, with copy, volume, and location information printed on each set based on the occurrence of multiple local data fields entered for a title. There must be at least one copy, volume, or location field entered for each local data field.

For orders not containing multiple local data fields, a certain number of label sets per title may be requested. The profiled number of label sets can be overridden on a title-by-title basis on the search request form and in *MarciveWeb SELECT* or *The Constant Cataloger*. In *MarciveWeb SELECT* it can be overridden in Order Defaults as well.

- \*  **Provide one label set per title.** Each pressure-sensitive label set consists of one spine label and two pocket/book card labels. Spine label is vertical; pocket/book card labels are horizontal. Please see samples.
  - Provide \_\_\_\_\_ label sets per title. Fill in number.
  - Do not provide label sets.

### **SPINE LABEL FONT**

- \*  **Medium size font starting on left side of label.** 12 pt.
- Small size font starting on left side of spine label. 10 pt.
- Small size font centered left to right on spine label. 10 pt.
- Large font starting on left side of spine label. 16 pt.

### **INFORMATION ON LABEL**

- \*  **Print accession/barcode number on bottom of pocket/book label**, up to 14 characters when assigned or supplied.
  - Print accession/barcode number across bottom of spine label, up to 10 characters.
- \*  **Print location** (when supplied as the local data portion of a *MarciveWeb SELECT* or *The Constant Cataloger* order or a search request, or when generated automatically due to the size of the book).
- \*  **Print copy/volume information below call number** (when supplied in the local data portion of a *MarciveWeb SELECT* or *The Constant Cataloger* order).
- \*  **Print author above title on pocket/book label.**
  - Print title above author on pocket/book label.

### **LOCATION OPTIONS**

#### ***Placement***

If a location is supplied,

- \*  **print above call number**
- print below call number

#### ***Oversize***

If the book exceeds \_\_\_\_\_ (fill in number) centimeters,

- print location stamp \_\_\_\_\_ (supply an abbreviation or word such as Folio, OVSZ).
  - Print this location stamp instead of location supplied by a *MarciveWeb SELECT* or *The Constant Cataloger* order.
  - Print the location supplied by a *MarciveWeb SELECT* or *The Constant Cataloger* order instead of this location stamp.
- \*  **do not print any special location stamp.**

## 9. CATALOG CARD IMAGES

Please fill this section out if you need catalog cards for any order. We make available a file of **catalog card images** which you can print locally on most laser printers and some inkjet printers using 8½ by 11 catalog card stock which is available from several sources. Contact MARCIVE Customer Service ([custserv@marcive.com](mailto:custserv@marcive.com)) for step-by-step instructions.

The catalog card image file is generated based on the options selected below.

The profiled number of card sets and extra main entry cards can be overridden on a title-by-title basis on the search request form and in *MarciveWeb SELECT* or *The Constant Cataloger*. In MarciveWeb SELECT they can also be overridden in Order Defaults.

For cost per record for creating catalog card images, see “Catalog card images” on price list.

### SEND TO

Email address to notify when catalog card image file is ready: \_\_\_\_\_

### CARD SET OPTIONS

- \*  **Provide standard complete card set.** Shelflist card, main entry card, and one headed card for each tracing (all the title added entries, author added entries, subject added entries, and series added entries.)
  - Provide just a shelflist card with each order.
  - Provide customized sets. Describe: \_\_\_\_\_
  - Customize the indentions on the card. See sample card for standard indentions, mark and return with this profile. Or once you have received your test order, mark your custom indentations and send back clearly identified with your ID code.
  - Location options. Please fill out under Spine Label Sets (even if you do not wish to receive labels).

### SORTING OF CARDS

- \*  **Keep in set order. All cards for one work kept together.**
  - Prefile for dictionary catalog. Author, title, and subject cards in sequence; shelflist cards in sequence.
  - Prefile for divided catalog (3). Author and title cards in one sequence; subject cards in sequence; shelflist cards in sequence.
  - Prefile for divided catalog (4). Author cards in sequence; title cards in sequence; subject cards in sequence; shelflist cards in sequence.

Note: Prefiling of cards is not recommended if omission of any subject headings or call numbers has been requested.

## 10. PRINTED LISTINGS

Please fill this section out if you want us to create any kind of printed listing with every order.

- Produce MARCIVE “One-line index” of all titles appearing on each order (see “Book catalog” on price list).
  - Listing of titles in same sequence as the orders were submitted.
  - Listing of titles to be in call number sequence.
  - Listing of titles to be in other sequence – specify \_\_\_\_\_
- Other. Describe: \_\_\_\_\_

## CALL NUMBER APPENDIX: NATIONAL LIBRARY OF MEDICINE

Please fill out this section only if you want NLM call numbers.

Automatic call number selection can always be overridden on *MarciveWeb SELECT*, *The Constant Cataloger*, or Search Request Call Number fields. Simply supply the call number you prefer.

Please note that call numbers can be generated automatically from National Library of Medicine records and some other records which contain NLM numbers in the 060 field. It is a good idea to supply the call number you want when the cataloging comes from the A/V Access®, GPO, or nonauthoritative cataloging databases.

### **SERIES CALL NUMBERS**

If NLM has only provided a series class number (and not a subject class number),

- \*  **use the NLM series class number for labels**
- leave spine label blank

### **CATALOGING NOT AVAILABLE FROM NATIONAL LIBRARY OF MEDICINE**

***If you are NOT using MarciveWeb SELECT, how do you wish us to proceed if cataloging is not available from NLM ?***

- \*  **search the Library of Congress MARC database**
- do not search the LC MARC database (this option reduces fill rate significantly)

***Call number. If a bibliographic record is available from LC***

- use LC call number
- \*  **use LC call number ONLY if LC classification is not "R"**
- leave spine label blank.