



**MARCIVE® INC.**

## SHIPPING LIST SERVICE (SLS)

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- ✦ **High-quality thermal-printed SuDoc labels make shelving and finding government documents a breeze.**
- ✦ **Acid-free plastic-backed stock for permanent adhesion and exceptional sturdiness.**
- ✦ **Electronic records are available to expedite processing.**
- ✦ **Smart barcode labels to accompany electronic records.**
- ✦ **Link and overlay with full MARC records from Ongoing GPO Database Service subscription.**
- ✦ **Save clerical time in receiving depository shipments.**
- ✦ **Save money in getting government documents shelf-ready.**

### THE STORY OF SLS

With the help of numerous depository libraries, MARCIVE, Inc. developed automated bibliographic services for U.S. government document collections. The core services are based on full MARC records originally from the Government Printing Office and subsequently enhanced by MARCIVE and librarians from Louisiana State University, Rice University, and Texas A & M University.

Several customers urged the company to develop similarly useful services to automate receipt of documents identified on U.S. GPO shipping lists. In the spring of 1991, the company began to consider offering such a service; in the fall, test sites were chosen and development of the service began. Seven libraries participated in the test phase of the Shipping List Service (November 1991 - January 1992). Librarians faithfully used the label service and worked with MARCIVE to develop a useful product.

### SLS AT YOUR LIBRARY

You can have more control over your depository shipment processing, cut costs, and put the materials out on the shelves faster.

Choose just those services which your library needs:

- Superintendent of Documents (SuDoc) Number labels**
- Electronic records with optional smart barcode labels**

Each week, we create MARC formatted records from the Depository Shipping Lists. Item numbers and SuDoc stems are verified, and the appropriate agency heading is added to the record. From this file we produce labels and records, depending on your subscription choices.

### CONTROL THE PROCESS

You need a timely service that you can depend on. SuDoc labels, barcode labels, and electronic files of records are delivered weekly. Speedy turnaround assures you of having the products you need when you need them—at the point of opening the daily shipments.

### CUT COSTS

MARCIVE offers all of its GPO services on an annual subscription to allow you to budget a year in advance. You know your costs up front.

You save money by reducing the clerical time needed to receive depository shipments, while eliminating transcription errors.

### SHELVE MATERIALS FASTER

Depository shipments will not stack up unprocessed for lack of personnel or materials. You can make documents shelf-ready immediately and put documents in the users' hands when they need them—now!

## YOUR ITEM PROFILE

If you sign up for a subscription to both SLS service and GPO Ongoing Database, we can create an SLS item profile from your GPO Ongoing item profile.

The only difference between the two is that we eliminate item numbers that are obviously for online-only titles. This means that your SLS item profile will have fewer item numbers than your GPO profile. We do this because our charges are based on the number of item numbers in your profile and we do not want you to pay for items that do not generate labels or records.

## SLS: LABELS

### THE BASIC SERVICE

All libraries need a way to get the SuDoc Number onto the document. Basic SLS service consists of self-stick labels bearing the SuDoc number and sufficient title information to identify the work.

Using the highest quality thermal transfer process, ink is permanently fused to the surface of the label stock. The label has a die cut between the SuDoc Number and the title so that each can be removed separately. You may wish to affix only the SuDoc Number label or both labels to the document.

The SuDoc Number is printed horizontally across the label, breaking to a second line, if necessary.

These labels are intended to be permanently affixed to the document, either on the spine or cover. The plastic material makes the labels tough. Smudgeproof and flexible, the labels are coated with a special formulation of Perma-Seal® acid-free acrylic adhesive which cannot penetrate the plastic to attack the ink and cause fading.

MARCIVE SLS labels' superior features:

- strong adhesive to keep labels on the documents
- acid-neutral components
- clear, well-formed letters and numbers
- better bonding of ink to label to eliminate smearing
- stronger label stock to eliminate tearing

### SUBSCRIPTION

Every week MARCIVE ships you labels for documents appearing in the most current shipping lists.

You may choose to receive all labels or profile to receive just labels which match your GPO Item Selections. A subscription to labels for Paper (P) and Electronic (E) documents is available separately from the Microfiche (M) subscription, to give you greater flexibility.

Each sheet of labels identifies the run date, first label and last label of each shipping list (where appropriate), shipping list number, and shipping list date.

The annual subscription includes shipping via UPS Ground anywhere in the U.S. UPS Second Day delivery is available for an additional charge.

### HOW TO ORDER

To start up service, just complete the SLS order form and mail to MARCIVE, accompanied by your purchase order.

If you wish to see the high quality of the labels before ordering, please call or write our GPO sales representative. Sample labels are available without charge.

Discounts are available to any MARCIVE customer with a paid subscription to *MarciveWeb DOCS, Ongoing GPO Database Service*, and/or SLS Electronic Records.

## SLS: ELECTRONIC RECORDS

Perhaps you wish to load MARC formatted records into your local library system as soon as the documents are received. Or you may have developed a system on a computer to help manage your shipping list receipts. In either case, your only option in the past was keying the data directly.

Now you can automate without tedious, expensive keying of shipping list data. This makes claiming non-received documents more accurate and easier.

SLS Electronic Records customers can receive either records for everything shipped through the depository system or just selective records based on the Item/SuDoc Stem profile specific to the library. For selective profiling customers, MARCIVE creates a file of likely item numbers based on the library's DDIS profile. The customer may then modify this file. Alternatively, MARCIVE *Enhanced GPO Database Service* customers may use their existing item profile. Furthermore, you may exclude electronic records for serials. All pricing is predictable and economical.

The SLS Electronic Records Service provides you with ready-to-load records created from shipping list information.

Each record typically contains the following MARC fields:

LDR	Leader
001	MARCIVE Control Number
008	Fixed field
074	GPO Item Number
086	Government Document Classification Number (Superintendent of Documents Number)
245	Title
260	Date
500	Shipping list number
500	Shipping list date
710	Agency

Other data and fields may be used as required.

Alternatively, you can receive the data in comma-delimited text format.

### **SUBSCRIPTION**

This service is available for files of records via FTP. Each file contains records for all shipping lists processed Monday through Friday. We accumulate one week's worth of data and notify the customer that the file is ready to be picked up on the following Monday.

### **HOW TO ORDER**

To start up service, please send a completed profile, SLS order form, and purchase order.

Discounts are available to any MARCIVE customer with a paid subscription to *MarciveWeb DOCS*, *Ongoing GPO Database Service*, and/or SLS Labels.

To test a file before ordering, please call or write our GPO sales representative. A standard test file is available at no charge. A matching cataloging file, to evaluate overlay service, is also available without charge.

## **SLS: BARCODE LABELS**

One more way MARCIVE helps you reduce processing time is with supplementary services such as barcode labels imprinted with a sequential barcode number appropriate for your local system. The labels also show the SuDoc number, title, and library name.

“Smart” barcodes can be added to subscriptions for electronic records. The setup fee includes a test order to insure compliance with your local system requirements.

We can also create generic barcode labels for any customer.

## **RELATIONSHIP TO OTHER MARCIVE GPO SERVICES**

### **MARCIVEWEB DOCS**

The web version of the MARCIVE Enhanced GPO database is *MarciveWeb DOCS*. Although not directly related to the Shipping List Service (SLS), the records that are created for the SLS service are added to this product. They are retained by date for a period of time and then deleted, and are therefore referred to as “temporary records.” The result is that access is provided to documents well in advance of full GPO cataloging. As full cataloging becomes available, the temporary records are deleted.

### **ENHANCED GPO DATABASE SERVICE**

Many libraries already use MARCIVE for its version of the GPO cataloging file for retrospective and ongoing records. These MARC records are highly edited for accuracy. They can be accompanied by matching authorities records, also suitable for loading into local systems. The conversion process is easy because the library simply modifies a list of item numbers to reflect its depository profile. MARCIVE then uses that list to generate MARC files of retrospective and/or ongoing records.

For *Enhanced GPO Database Service* customers, this same item number list can be the basis for receiving MARC records through the SLS service. In fact, a MARCIVE customer can use the item list first to perform a retrospective conversion, then use the list to receive brief MARC records for new materials weekly, to be followed by ongoing service in which full MARC records are sent monthly.

The best part about subscribing to both the *Ongoing GPO Database Service* and SLS Electronic Record Service is the link we have created between the two.

As the shipping list record is being created, we assign a unique access number. When the full cataloging records arrive once a month, we match that file against our database of shipping list records by SuDoc Number. As a match is made, the accession number from the shipping list record is added to the full record in a field designated by the library (for example, the 035). All the library has to do is match by the accession number, which is always an eight-digit number with predictable spacing and punctuation.

Libraries which receive both *MARCIVE Enhanced Ongoing GPO Service* and any SLS service are entitled to a discount on the SLS service.

## MARCIVE, THE LOGICAL CHOICE

If you have been examining your depository processing procedures in hopes of reducing costs or improving service, MARCIVE's Shipping List Service (SLS) is your logical choice. To summarize the reasons:

- ❶ **Reputation.** The company maintains an outstanding reputation as the premier source of GPO products. Incorporated in 1981, MARCIVE has long been identified as a dependable source of useful products for the U.S. depository library.
- ❷ **Economy.** MARCIVE SLS saves the library money in several ways. Staff processing time is reduced, even as service to the user is improved. The subscription price is low and predictable. The quality of the service makes it an outstanding value compared with competitors' services or non-automated procedures. The library also saves money because it can subscribe to just those services it needs.
- ❸ **Convenience.** SLS makes it easy to process depository shipments.
- ❹ **Quality.** The acid-free, thermal printed labels are exceptionally clear, making the shelving and retrieval of documents easy and accurate. Accurate records are the basis for many MARCIVE services. A commitment to quality is at the heart of MARCIVE's success.
- ❺ **Customer service.** Flexible profiling options and good service insure that the library gets what it needs. Both technical and sales representatives are librarians and actively participate in conferences, discussion lists, and users meetings. The existence of the SLS service is entirely due to the company's responsiveness to customer wishes.

The company offers many products, intended for both depository and other libraries, but its most important product has always been outstanding customer service.

There may be other reasons why the MARCIVE Shipping List Service (SLS) is especially appropriate for your library. Please call or write to discuss your library's needs and how SLS can help.