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## BIBLIOGRAPHIC DATABASE OUTPUT SPECIFICATIONS

1. Please complete this form, consulting with your automated system vendor for their system's specifications. It is a good idea to already have your system selected before outputting your database. ITEMS THAT ARE **BOLDED** ARE THE DEFAULT SPECIFICATIONS USED BY MARCIVE FOR ANY QUESTION LEFT UNANSWERED. Call MARCIVE Customer Service at 800-531-7678 if you have any questions.
2. Scan/email this form to [custserv@marcive.com](mailto:custserv@marcive.com). Alternatively, you can mail it to MARCIVE Inc., P. O. Box 47508, San Antonio, Texas 78265 or FAX it to (210) 646-0167.
3. We will send you a price quotation based on the number of records we have on file for you and the specifications listed in this form.
4. Once you sign and return that quotation to us, we will send you an invoice for the non-refundable Database Output Initiation Fee of \$150 per ID code.
5. As soon as we receive payment, we will begin work on your project.
6. We will send you a sample based on the specifications listed here. We request that you actually load and examine this sample, then send us an approval form or request changes.
7. Once we receive the signed approval form, we will complete the project and submit a final invoice. The Initiation Fee of \$150 will be credited to the final invoice.
8. You have thirty (30) days from the day you receive the data file to request replacement of defective media. If after that time you request the database to be reoutput, regardless of the reason, the library will be charged the complete cost of outputting the database again.

Authorized Signature: \_\_\_\_\_

Date of Authorization: \_\_\_\_\_

MARCIVE Library ID code: \_\_\_\_\_

(If more than one database is to be generated, please provide all ID codes and library names. For multiple IDs, there is a \$150 Initiation fee per ID code.)

Library name: \_\_\_\_\_

Primary contact: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

FAX: \_\_\_\_\_

E-mail: \_\_\_\_\_

Billing Address:

**The invoice will be sent to the address as listed on your current billing account.**

Other: Invoice should be sent to the address listed below.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## I. LOCAL AUTOMATED SYSTEM INFORMATION

Please give the name of the system into which the bibliographic records will be loaded. This can be very helpful by allowing your library to benefit from our experience in loading the same type of system in the past.

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

Software product \_\_\_\_\_

Please provide the following:

Technical Support person \_\_\_\_\_

Telephone number \_\_\_\_\_

## II. PHYSICAL CHARACTERISTICS

Records are output as one file of bibliographic records and one file of matching authority records (if applicable). If you need your files divided into smaller increments, there is a charge for dividing the files as well as the additional media costs (CD or FTP).

**No division of the bibliographic or authority records is required.**

Divide my files into increments of \_\_\_\_\_ records per file.

How do you want your files to come back to you?

**FTP. Please give email address to be notified when files are ready:** \_\_\_\_\_

Browser (requires password & login. If you are *not* already a **MarciveWeb SELECT** customer, please provide us with a login and password

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

CD-ROM

Do you need a backup CD of your database? This CD will be in addition to the output medium selected above.

- Do not provide a backup CD.**
- Provide a backup CD containing my bibliographic and authority records (if applicable)

### III. OUTPUT FORMAT

- MARC-8 (standard MARC)**
- Unicode MARC (UTF-8)

### IV. LOCAL DATA REQUIREMENTS

a) Source and Placement of Local Call Number:

- Local call number generated according to previously established MARCIVE profile and placed in 852 field, \$h subfield, with blanks between segments.**
- Other - completely specify MARC field(s) supplying local call number and sequence of preference, along with the MARC field and subfield into which it should be placed and how segments are to be separated. \_\_\_\_\_

b) Record Control Number (MARC 001 field):

- Except for records originally cataloged at MARCIVE, the 001 field of all records will contain the control number supplied by the original cataloging agency (e.g., normalized LCCN for LC records, citation number for NLM records, etc.). The 001 field of records originally cataloged at MARCIVE will contain a unique identifying control number.**
- Other - completely specify how 001 field is to be created and formatted. \_\_\_\_\_

c) Placement of Local Barcode or Accession Number:

- A unique barcode or accession number will not be supplied by the library and none is required in the bibliographic records to be produced by MARCIVE.**
- A unique barcode or accession number will be placed in the \$p subfield of the 852 field.
- A unique barcode or accession number will be placed in the \_\_\_\_\_ subfield of the \_\_\_\_\_ field.

d) Placement of Local Location Code (e.g., "Ref") if it was supplied by library in MARCIVE search requests, *MarciveWeb SELECT* orders, or originally cataloged records.

- 852 field, \$k subfield.**
- Other - completely specify MARC field and subfield. \_\_\_\_\_

e) Placement of Local Book Price. Please specify MARC field \_\_\_\_\_ subfield \_\_\_\_\_.

f) Placement of Local Copy Information. Please specify MARC field \_\_\_\_\_, subfield \_\_\_\_\_

g) Placement of Local Volume Information. Please specify MARC field \_\_\_\_\_, subfield \_\_\_\_\_.

h) Duplicate records:

**Duplicate records are removed by request number (e.g. LCCN or ISBN) for search request records.**

Do not remove duplicate records.

i) Delete Requests:

**Remove deleted records from database.**

Retain deleted records on database and output records for these deleted items. Records will contain a 'D' in byte 5 of leader tag.

j) Holding code:

**MARCIVE ID code output in 049 field.**

Do not supply an 049 field.

Other – specify field and data to appear \_\_\_\_\_

k) Should the fields specified to be deleted on your existing profile be reinstated?

**Reinstate all deleted fields from my existing profile.**

Delete fields from the MARC records as indicated on my existing profile.

l) Any other requirements of your local system not mentioned elsewhere should be entered here. Attach additional sheets if necessary.

\_\_\_\_\_

\_\_\_\_\_

## V. BARCODE LABELS

Are you outputting your database for loading into a circulation system? If your circulation system has the ability to use "smart" barcodes, you can save yourself the trouble of converting individual items by obtaining barcodes now. There is an additional cost: a setup charge depending on the specifications provided by your vendor and a per label charge.

**Barcode labels will not be generated**

Generate smart barcode labels

a) Symbology:

Generate codabar (mod10) labels  
Library code, for example "school code" Code: \_\_\_\_\_

Generate 3 of 9 labels

Generate 2 of 5 labels

b) Number of labels:

One per copy

One per title

Two per title (one for cover, one for book pocket)

Two per copy

c) Name to appear on label: (max 42 characters) \_\_\_\_\_

d) Beginning barcode number \_\_\_\_\_

e) Additions:

Generate Generic Barcode labels

Beginning number: \_\_\_\_\_

Number of labels: \_\_\_\_\_

Generate Patron Barcode labels

Beginning number: \_\_\_\_\_

Number of labels: \_\_\_\_\_

Barcode label Protectors (1,000 per roll)

Number of rolls: \_\_\_\_\_

## VI. MARCIVE AUTHORITIES PROCESSING

**No authorities processing will be done (check existing profile).**

Authorities processing to upgrade headings to current form.

Authorities processing to upgrade headings to current form and create matching authority records to be used for the creation of cross-references in local system. Please complete the [Authorities Processing Profile](#). There is an associated [Guide](#) to help with this process.

## VII. READING NOTES

**Insert Accelerated Reader data in a 526 field, when available. No extra cost.**

Do not add Accelerated Reader data.

**Insert Lexile data in a 521 field, when available. No extra cost.**

Do not add Lexile data.

## VIII. MARC RECORD ENRICHMENT SERVICE

After extracting the file of MARC records for your library, we can upgrade the records even further. Please check these boxes only if you want us to enrich the bibliographic database output file. (If you have a separate file of MARC records to be enriched, please contact your marketing representative for the correct paperwork.) A completed [MARC Record Enrichment Service Profile](#) is required for any of the chosen options. There is a [Guide](#) to assist in completing it.

**Do not enrich my records.**

Add Table of Contents. \$0.50 per record enriched.

Add special Fiction and Biography access points. \$0.50 per record enriched.

Add special summaries or annotations. \$0.30 per record enriched.

## IX. SHIPPING INSTRUCTIONS

a) Give complete shipping address if different from above, or state "Same as above". Unless U.S. Postal Service is chosen, a street address (i.e., no Post Office Box address) must be supplied. If you

wish us to ship directly to a vendor please provide vendor's name, address, contact person and telephone number (very important).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b) Method of shipment:

- UPS 2-day Service (Not available for Canadian addresses)**
- UPS Overnight Service
- UPS Ground Service
- Other Service by Special Request

Shipping costs are prepaid and added to invoice.