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ONGOING AUTHORITIES FAQ

If you have just completed your backfile authority processing—congratulations! Your database is in the best shape it has ever been and you are determined to keep it that way. Or perhaps you have been maintaining your database and now have turned to MARCIVE for assistance with ongoing maintenance. Either way, we are delighted that you have chosen MARCIVE to help you with this important work.

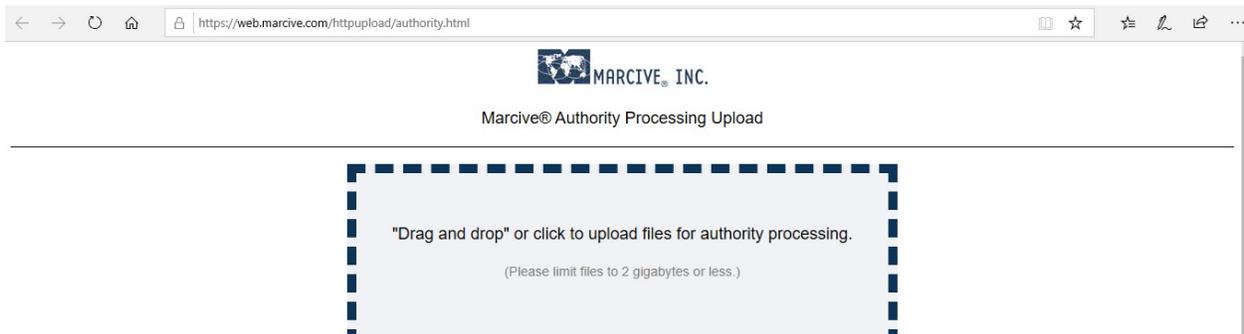
We have compiled a list of the most Frequently Asked Questions associated with **Overnight Authorities**, **Notification Services** and **NewMatch**. However, we encourage you to contact us if you want more explanation or if you have a question that does not seem to be covered here.

1. How do I send my cataloging to MARCIVE for **Overnight Authorities** processing?

We have assigned a 4-character identification code to your library that we will refer to here as XXXX. It is used for billing, for identification of incoming/outgoing files, for profiling, and for inquiries and responses. Please name any files that are sent to us using this ID.

We have a secure website to easily drag and drop records for processing at <https://web.marcive.com/httpupload/authority.html>. A link is provided for picking up the files when ready. The link is provided automatically to all new customers.

Record files should be named "XXXXmmdd.BIB" "mm" is the current month (e.g., "05" for May), and "dd" is the day of the month.



Files of up to 25,000 bib records will generally be processed and returned within 24 hours; larger files *may* take longer.

We request that you transmit your file to us by 2:00 PM Central Time to assure timely processing. However, files received after that time may still be processed, depending on the queue.

After every transmission is complete, please send an email message to production@marcive.com giving the name of your file, its length, and the number of bib records, so we are independently alerted to its presence and so we can verify its accurate arrival.

2. How long will my cataloging remain on your server, available for pickup? How long will my *Notification Service* files remain on your server?

Your files remain on our server for 14 days. If you need your files re-output, there is a nominal charge. If you anticipate issues with retrieving your file and request an extension ahead of time, we can give you a temporary extension beyond the 14 days.

3. I did not receive an email from MARCIVE this month to let me know that my *Notification Service* file was ready. Why not?

The most common reason is that your email system has begun to identify our email as spam and is filtering it before you see it. We recommend to all customers that they whitelist any email coming from "@marcive.com" to ensure that they will receive notification of service.

Another reason for no email is that *Notification* is not on a set date. It will be sometime in the middle of the month. If you are looking for an email on the 14th but *Notification* isn't run until the 18th that month, the delay is to be expected. If you have not received an email by the end of the month (or within 10 days of when you expect to receive *Notification*), please contact us.

4. I have deleted an authority record from our local system, but you sent us an updated version through our *Notification Service*. How can we stop receiving updates to that authority record?

We maintain a history of all of the activity of the authority records that your library has used, and when a change occurs, we send you an updated version so you can keep your catalog up-to-date. However, if you have made a change in your catalog so that you have removed the last bibliographic record linked to that authority record, you need to send us a delete.

Send us a list of Library of Congress Control Numbers (LCCNs) for the authority records for which you no longer wish to receive updates.

Each LCCN must be in standard LC format. For pre-Y2K format, this means a 3-letter alpha prefix left justified and blank filled, 8-numeric digit serial number, no dashes or spaces or other characters. Post Y2K numbers have a 2 letter alpha prefix (also left-justified, blank filled) and 4-digit year. The LCCNs submitted to MARCIVE must appear in your file exactly as they appear in the 001 field of an LC authority record.

Examples:

n 79030878 (two blank spaces after the "n")

n 81036981 (two blank spaces after the "n")

sh 81036981 (one blank space after the "sh")

no2003105791(no spaces after the "no")

Please ask for specific instructions on how to name the files and how to send the files to us. The instructions differ according to how you have asked us to configure your authority record files. We suggest that you start out by sending some small files to make sure everything is working as expected. We also request you send an email to production@marcive.com whenever you send a file of deletes with the number of LCCNs in each file and the filename so we can verify its accurate arrival. There is a nominal fee for this process.

Remember than you can send control numbers representing any type of thesauri, not just LC. So you can send deletes for MeSH, FAST, and LAC as well.

Comprehensive Notification Customers have the option to choose a full replacement of bib records in their bib file so their authority records can be refreshed in this way. The full replacement does have an additional cost.

5. We downloaded an individual authority record from OCLC but would like you to send us updates through our *Notification Service* subscription. Is that possible?

Yes. You can send "adds" to your ***Notification Service*** history file in much the same way as you send in deletes. The pricing is the same. Just be sure to keep them separate!

6. If a heading is unmatched, will I ever get an authority record for it?

Yes, under the following circumstances: if Library of Congress creates an authority record for it (and they often do), or if the unmatched term is added to MARCIVE's auxiliary database and if you are subscribed to ***Notification Service*** with ***NewMatch or Comprehensive Notification Service***.

7. Which reports do I get free with *Overnight Authorities* and which do I pay for?

All customers may receive a standard suite of reports at no additional charge. The suite includes the Statistical Report, Unrecognized or Invalid Terms Report, Multiple Matches or High Probability Matches Report, Changed Authorized Terms Report, and Preprocessing Changes Report.

Other reports, which are available at an additional cost, are:

Authority Control Partial Match
Unspecified CMC Fields Report

8. Should I save up my bibliographic records and send them to you once a quarter? Or what schedule makes the most sense?

You should send your records on the schedule that makes the most sense to you. Libraries with at least 500,000 would benefit most from sending new records at least monthly.

- ✓ There is no minimum load fee. You do not need to wait until you have enough records to justify sending your records off. If you send three records, billing is entered for 3 x the unit cost.
- ✓ When you send records one business day, they are ready the morning of the next day. You do not have to “close down” your catalog for two weeks while the records are being cleaned up.
- ✓ This is an on demand service. There is no contract that states when or how many times you must send records. If you have heavy acquisitions and cataloging in the spring and fall, and send files daily, and then go for two months without sending a single record, that’s fine.

9. I heard that you offer *Accelerated Reader*® and *Lexile*® data to authorities processing customers. I didn’t get that before. How can I get it?

MARCIVE is constantly adding new services and capabilities. If you learn of a new feature through an email, at a conference, on our website, or through another customer, please contact us! We want to make it available to you. Just send an email to Lisa Cavalear at lcavalear@marcive.com. Include your 4- or 8-character MARCIVE ID code, institution, address, name, title, and the service or feature that you wish to obtain. If there is any cost associated with it, she may pass your request along to a sales representative for pricing.

10. We use MARCIVE for ongoing authority control, but never had our backfile processed due to lack of funding. We are just beginning to investigate

retrospective authorities processing. Also, we are interested in doing RDA Conversion now.

The best way to make the catalog easy to use is to have us process your backfile. This will reduce inconsistencies and bring all headings up to one standard. And *RDA Conversion Service* (RDACS) can be performed at the same time as backfile and ongoing authorities processing at no additional cost. Please contact us.

11. What is the difference between the *Notification Service* and the *Comprehensive Notification Service*? Which does my library need?

The notification service that will best suit your library depends on both your local library system and staff. The traditional or "Standard" ***Notification Service*** keeps track of the authority records and access points your library has used and on a monthly basis will supply you with new, changed, and deleted authority records. If your system does not update bib headings with additional subfields you will benefit from the ***Comprehensive Notification Service (CNS)***. With CNS, MARCIVE will keep a copy of all your bibliographic records you send us. When there are changes or additions to authority records which impact the access point in bib records, those updated bib records will be supplied along with the authority records.

12. I have made a change to an access point on the Unrecognized or Invalid Terms Report. How do I notify MARCIVE of this change so that you can provide the appropriate authority record?

Once you have updated the bib access points, send the revised record(s) containing the access point(s) as part of an *Overnight Authorities Service* batch for processing.

13. How do I address the headings on the Multiple Matches or High Probability Matches Report?

In some cases, it will take a change to an access point to make certain that it matches the appropriate authority record. For example, adding birth/death dates will help with appropriate matches in name access points. Once you change the access point, the record should be sent in as part of an *Overnight Authorities* batch for processing.

14. Some access points on the Unrecognized or Invalid Terms or Multiple Matches or High Probability Matches Reports do not require a change. Do I need to do anything?

No, you do not need to notify MARCIVE if no changes are required.

15. Whom do I contact with questions?

All ***Overnight Authorities, Standard Notification Service and Comprehensive Notification*** customers have a technical contact at MARCIVE. If you are uncertain to whom you should address questions, ask Lisa Cavalear at lcavalear@marcive.com. General questions and requests for new service can be sent to info@marcive.com. We look forward to hearing from you.