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MARCIVE  
ID CODE:

## MARC RECORD ENRICHMENT & READING NOTES PROFILE

### Part I: Customer Specifications

Thank you for choosing MARCIVE MARC Record Enrichment Service (MRES). This profile is appropriate for MRES projects in which no other processing is performed. It is also appropriate for libraries having MRE added as part of a retrospective conversion, authorities, or other processing project. This profile is not appropriate for cataloging customers; please ask for profile MRWS.

NOTE: You may also send your database and use this profile to obtain a no-obligation quote. If so, please check below. Do not sign in the authorization box.

Just give me a quote for my data based on the services marked on this profile.

This profile form is divided into two parts. Part A is your opportunity to tell us what processing you want for your MRES project. Part B is for Reading Notes data. **Check all services desired:**

Table of Contents (TOC)

Accelerated Reader

Summary/Annotation

Lexile Framework® for Reading

Fiction/Biography

Author notes

Part II of this profile is a [Guide](#) that contains information about each option. Please contact your representative for more information.

1. Complete Part I: Customer Specifications. 1-9. Please check just one option for each, unless we have indicated that multiple answers are appropriate. Default answers have been bolded; they do not necessarily reflect choices for your library. You may either fill this out directly in the Word document or print out and complete it. Page numbers may differ between the online and the printed document.
2. Have the appropriate person sign the customer authorization on the printed copy.
3. Return to your MARCIVE representative: email a pdf, mail, or fax the signed profile.

### Customer Authorization

MARCIVE will perform the work described in this profile at the prices quoted in the letter referenced below or as mutually agreed in correspondence. These prices will be good for **12 months** from the Date of Authorization below (date I signed this profile).

Date of last quote: \_\_\_\_\_

(Date supplied by MARCIVE representative)

Authorized signature: \_\_\_\_\_

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

(Date I signed this profile)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Institution: \_\_\_\_\_

## 1. Customer Information

### 1.1 Customer address

Institution name \_\_\_\_\_

Shipping address \_\_\_\_\_  
\_\_\_\_\_

City \_\_\_\_\_

State/Province \_\_\_\_\_

Zip/Postal Code \_\_\_\_\_

### 1.2 Billing address. Leave blank if same as above (in 1.1).

Attention \_\_\_\_\_

Institution name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State/Province \_\_\_\_\_

Zip/Postal Code \_\_\_\_\_

### 1.3 Contact names

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

Title \_\_\_\_\_

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

Phone \_\_\_\_\_

FAX \_\_\_\_\_

File preparation  
contact \_\_\_\_\_

Title/Institution \_\_\_\_\_

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

Phone \_\_\_\_\_

FAX \_\_\_\_\_

## 1.4 Library type

Type of library \_\_\_\_\_

## 1.5 Other ID codes

Existing MARCIVE customer who has already received services from us. Please mark all that apply.

- Authorities processing/RDACS project. ID code \_\_\_\_\_
- Retrospective conversion project. ID code: \_\_\_\_\_
- Brief Record Upgrade. ID code: \_\_\_\_\_

## 1.6 Method of shipment

Shipment of CDs and other physical products.

- UPS Ground Service.**
- UPS 2-Day Service (Not available for Canadian addresses)
- UPS Overnight Service
- Other: \_\_\_\_\_

## 2. Source data Information

2.1 Source of bib records

- Source of data if the only processing is MRES: \_\_\_\_\_

If just MRES, please complete all of Section 2.

- Enrichment as part of other MARCIVE processing:

- Authorities processing ID CODE: \_\_\_\_\_

- Brief Record Upgrade ID CODE: \_\_\_\_\_

- Retrospective Conversion ID CODE: \_\_\_\_\_

If part of other processing, please skip to Section 3.

2.2 Control number

MARC tag in the records you send us which contains the control number that you will use to overwrite database records: \_\_\_\_\_

- 2.3 Number of bib records \_\_\_\_\_
- 2.4 How will your records be sent to MARCIVE?  **FTP (preferred)**  
 Other. Please describe: \_\_\_\_\_
- 2.5 In what format will the records be sent to MARCIVE?  MARC21 - standard MARC. (MARC-8 or UTF-8)  
 Tab delimited file.  
 XML.  
 Other. Please describe: \_\_\_\_\_

## PART A: MARC RECORD ENRICHMENT FROM SYNDETIC SOLUTIONS

### 3. Table of Contents (TOC)

- 3.1 Add Table of Contents  Yes. Please complete this section.  
 No. Skip to Section 4.
- 3.2 Format of TOC  Basic MARC21 505 field.  
 No field size limitations.  
 Create multiple 505 fields when data exceeds the following number of bytes: \_\_\_\_\_
- Enhanced MARC21 505 field.  
 No field size limitations.  
 Create multiple 505 fields when data exceeds the following number of bytes: \_\_\_\_\_
- 970 field.  
 Other: \_\_\_\_\_

- 3.3 Existing 505 field
- Retain existing 505 field and do NOT add MARCIVE TOC data. We'll keep your TOC and not add our own.
  - Delete existing 505 field and ADD MARCIVE TOC data.
  - Retain existing 505 field *AND* add MARCIVE TOC data.
- 3.4 Fullness of information
- All chapters, subchapters, and lower level section headings (hierarchical levels 1, 2, 3, & 4)**
  - Main chapters, subchapters, and next level section (hierarchical levels 1, 2, & 3)
  - Main chapters and subchapters (hierarchical levels 1 & 2)
  - Main chapters only (hierarchical level 1)

#### 4. Summary/Annotation

- 4.1 Add Summary data
- Yes.
  - No. Skip to Section 5.
- 4.2 Existing 520 field
- Retain existing 520 field and do NOT add MARCIVE summary. We'll retain your summary or annotation and not add our own.
  - Delete existing 520 field and ADD MARCIVE summary.
  - Retain existing 520 field *AND* add MARCIVE summary.

#### 5. Fiction/Biography

- 5.1 Add Fiction and Biography data
- Yes. Please complete this section.
  - No. Skip to Section 6.

5.2 Enrichment to be added

- All fiction and biography data in default fields.**
- Selected fiction and biography data. In the chart below, Uncheck the box in the first column for "All Fiction And Biography Enrichment." Then check the boxes for each field desired.
- Place fiction and biography data in library-defined fields. Enter MARC tag and subfield in the third column.

5. Fiction/Biography				
YES	FICTION AND BIO INFORMATION	DEFAULT	LIBRARY DEFINED FIELDS	EXAMPLE
<input checked="" type="checkbox"/>	<b>* All Fiction And Biography Enrichment</b>			
<input type="checkbox"/>	<b>Character Attributes</b>	<b>690</b>		
<input type="checkbox"/>	Person's Name	a		Margolis, Joey
<input type="checkbox"/>	Gender	c		Male
<input type="checkbox"/>	Age	d		32
<input type="checkbox"/>	Indexable Characteristics	e		Jewish
<input type="checkbox"/>	Search & Display Characteristics	f		Baseball Fan
<input type="checkbox"/>	Profession	g		Teacher
<input type="checkbox"/>	<b>Biographee</b>	<b>692</b>		
<input type="checkbox"/>	Person's Name	a		Wagstaff, Patty
<input type="checkbox"/>	Gender	c		Female
<input type="checkbox"/>	Birth/Death Date	d		1951-
YES	FICTION AND BIO INFORMATION	DEFAULT	LIBRARY DEFINED FIELDS	EXAMPLE
<input type="checkbox"/>	Indexable Personal Information	e		Winner Sword of Excellence

<input type="checkbox"/>	Search & Display Personal Info	f		Member U.S. Aerobatic Team
<input type="checkbox"/>	Profession	g		Pilot
<input type="checkbox"/>	Birthplace	h		Missouri
<input type="checkbox"/>	<b>Biographee Quote</b>	<b>697</b>		I have a dream that one day this nation will rise up...
<input type="checkbox"/>	<b>Topic/Subject</b>	<b>650_4</b>		
<input type="checkbox"/>	Topic	a		Baseball
<input type="checkbox"/>	<b>Geographic Setting</b>	<b>651_4</b>		
<input type="checkbox"/>	Setting	a		Brooklyn, New York
<input type="checkbox"/>	Region	c		South (U.S.)
<input type="checkbox"/>	<b>Non-Geographic Setting</b>	<b>651_4</b>		
<input type="checkbox"/>	Setting	a		Neighborhood Sandlot
<input type="checkbox"/>	<b>Time Period</b>	<b>693</b>		
<input type="checkbox"/>	Year	a		Early 1940s
<input type="checkbox"/>	Century	b		20th Century
<input type="checkbox"/>	Description	c		Pre-World War II
<input type="checkbox"/>	<b>Genre And Sub-Genre</b>	<b>655_7</b>		
<input type="checkbox"/>	SSI Genre	a		Epistolary. Coming Of Age
<input type="checkbox"/>	SSI Sub-Genre	b		Generational
<input type="checkbox"/>	Source	2		Ssi
<b>YES</b>	<b>FICTION AND BIO INFORMATION</b>	<b>DEFAULT</b>	<b>LIBRARY DEFINED FIELDS</b>	<b>EXAMPLE</b>
<input type="checkbox"/>	<b>Series Information</b>	<b>694</b>		
<input type="checkbox"/>	Title	a		Seth Strummar Series

<input type="checkbox"/>	Sequence	v		2
<input type="checkbox"/>	<b>Award</b>	<b>586</b>		
<input type="checkbox"/>	Award	a		National Book Awards Nominee
<input type="checkbox"/>	Year	y		1997
<input type="checkbox"/>	<b>Note</b>	<b>500</b>		
<input type="checkbox"/>	Note	a		Oprah Book Club Selection
<input type="checkbox"/>	<b>Biography, Autobiography or Memoir Designation</b>	<b>698</b>		

## 6. Author notes

6.1 Add Author notes

No.

Yes. Enrich records with author notes.

905 field. Default if no choice is made.

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

## PART B: READING NOTES DATA

### 7. Accelerated Reader

7.1 Add Accelerated Reader data (choose one)

Yes. Add 526 field only if library data lacks a 526 field.

Yes. Add 526 field if missing **OR** different from library's data.

### 8. Lexile Framework® for Reading

8.1 Add Lexile data (choose one)

Lexile format  
(see [GUIDE](#))

Yes. Add 521 field only if library data lacks one.

Yes. Add 521 field if missing **OR** different from library's data.

Add **ONLY** 521 8\_ data and do not include 521 3\_ data.

Add **BOTH** 521 8\_ data and 521 3\_ data.



## 9. MRES products

### 9.1 Output of records to library

NOTE: Please skip section 9.1 if MRES is being performed as part of another project (authorities/RDACS, BRU, retro, etc.). The profile for that project will indicate output specifications.

9.1.1 Destination system \_\_\_\_\_

9.1.2 Physical format  **FTP.**

**Please indicate e-mail address of person(s) who should be notified when files are ready:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CD

9.1.3 Character coding scheme  MARC-8. (standard MARC)

UTF-8 (Unicode MARC)

Other. Please describe: \_\_\_\_\_

9.1.4 Changed bibliographic records only  **Send back all records processed by MARCIVE.**

Send back only changed records.

9.1.5 Ongoing enrichment option  Yes. Please choose what enrichment option you would like to receive on an ongoing basis.

Table of Contents (TOC)

Summary/Annotation

Fiction/Biography

Author notes

Accelerated Reader

Lexile Framework® for Reading

## 9.2 Reports for TOC, Summary/Annotation, Fiction/Biography

9.2.1 Free report

**Statistical report.**

9.2.2 Optional list of enriched titles for TOC, F/B, or Summaries

**Pick one.** Available for backfile and ongoing. **See quote for cost.**

Publication date order

LC class order

Input order

## 9.3 Reports for Accelerated Reader and Lexile

9.3.1 Optional list of enriched titles for AR or Lexile

**Pick one.** Available for backfile only. **See quote for cost.**

Call number order. MARC tag: \_\_\_\_\_

Title order

Input order