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# OUTPUTTING YOUR MARCIVE DATABASE

**Database Output Service** is the service used for the output of MARC records representing a library's order history from MARCIVE cataloging services.

## Who needs MARCIVE Database Output Service?

- Catalog card customers who are automating or joining a shared database**  
Librarians who have ordered cards directly from MARCIVE or through a book jobber can request the output of MARC records, as well as barcode labels, authority records, and other enhancements, for the cataloging ordered from MARCIVE in the past.
- Do-it-yourself retrospective conversion customers**  
Librarians who are ready to automate but are not yet ready to load the records into an automated system can search for matching records on the MARCIVE databases and build the library's database. MARCIVE will save the orders and output the database when the library's automated system is in place.
- Members of shared databases requiring annual files of the library's holdings**  
Librarians who are required to send files of new holdings for loading into consortia or shared databases can request the output of records based on a date range, so just the new orders are output.

## What products and services are available?

- **MARC records** customized and ready to load into the automated system. Full MARC records, output via FTP OR browser download through the library's *MarciveWeb SELECT* account.
- **Database printout** showing the local information provided with the order, and other information such as the author, title, publisher, year, barcode number, and Search Access Number (or control number). Available in print or electronic (Excel file) format.
- **Smart barcode labels** containing the title, call number, library name, scannable barcode, and eye-readable barcode number. The barcode number is output in the MARC record to create the link to the item in the system.

- **Authorities processing** to bring names, subjects, genre, and series titles up to current standards. LC, MeSH, or Sears processing available, all at the same low price.
- **Authorities records** for creation of cross references in many automated systems. Load a deduplicated file of authority records appropriate for the library's database.
- **MARC Record Enrichment Service** to add Table of Contents, Annotations and Summaries, and Fiction and Biography enhancements to the records. Help your patrons find more in the collection with these additional access points.
- **Reading Notes enrichment** to add Lexile and Accelerated Reader levels to assist students in selecting the correct reading level.
- **Deduplication and merging of holdings** for several MARCIVE customers forming a consortium or shared database. We can combine MARCIVE order histories, remove duplicate bib records, and merge the holdings.

### Things to consider before initiating *Database Output Service*

***Do I need to select an automated system before initiating a Database Output?*** You need to know the specifications for your system before receiving records so you can make sure the records load into the system correctly. MARCIVE has output records for virtually all library systems, but knowledge of the particular specifications used by each library is essential to insure the success of the project.

***How can I look at my library's MARCIVE database before outputting the records?*** You should request an index listing of your database to see what we show in our files for your library. The standard list contains the location (if provided in your order), call number (if available), author, title, edition statement, publisher, year, and Search Access Number (or control number). However, you can substitute other information from your orders for any of these fields on the list, for example, to include the barcode number rather than the edition statement on the list.

***Can I modify my MARCIVE database before Database Output?*** The database printout described above can be used to delete unwanted items from your database, either by marking the items to be deleted on the printout and returning it to MARCIVE, or by submitting search request deletes through [MarciveWeb SELECT](#).

If there are call numbers and other local information listed on the printout that you want to change, you can order the record again (per record charge will apply) and provide the new information with the order. You have the option to resolve duplicate search access numbers (or control numbers) when outputting your MARCIVE database. If you choose this option the record representing your most recent order is output, and this record will contain the corrected information. However, most libraries modify the records after they are loaded into the system, using the printout to identify records that need attention.

**How does MARCIVE know when I am ready to output my database?** If you are deleting items from your MARCIVE database, or if you are ordering cataloging to add records to your MARCIVE database, we will not provide a quote until you let us know you have done all the work to your database that you plan to do. At that point we will get an accurate database count.

This number (along with your selections in the [Bibliographic Database Output Specifications](#) form) will be used to provide you with a quote. If you approve the quote, simply sign it and fax it back to MARCIVE. We will then send you the initial invoice, which starts the process.

**How will I know the specifications I requested are correct?** Sample products will be provided for testing in the automated system.

### What MARCIVE customers who ordered cards in the past need to know

- MARCIVE has a record of the cards we produced for you in the past. If you have titles represented by cards that were not produced by MARCIVE, we have no record of them.
- MARCIVE has only the information you provided with your order. For example, if you added a location code after you received the card, we have no record of this.
- If you have weeded the collection and not informed MARCIVE of the deletions, these items will still be in your order history.

**What about the records for cards not ordered from MARCIVE?** We suggest you search for these titles using **MarciveWeb SELECT**. The orders will be added to your order history and included in the database. If you have a lot of titles not represented by MARCIVE cards, please contact a Marketing Representative and request information about a keyed retrospective conversion.

**What should I do to change my card profile and start receiving MARC records with cataloging orders?** After you have your system in place your cataloging profile must be changed to receive MARC records. A copy of your cataloging profile showing your current options will be sent with your output products when the project is complete. Please contact a MARCIVE Customer Service Representative ([custserv@marcive.com](mailto:custserv@marcive.com)) if you have questions about the cataloging profile.

### How is MARCIVE Database Output Service initiated?

This section describes how the service is initiated for the output of the database once a library has an established order history at MARCIVE.

**STEP ONE:** Complete the "[Bibliographic Database Output Specifications](#)" form. If you do not have this form, it is available on our website at [www.marcive.com](http://www.marcive.com), or you can call and

request it. Send the completed form to MARCIVE. If you have questions about the form, please contact us and we will be happy to answer your questions.

**STEP TWO:** MARCIVE will count your records and send you a quote for the processing, as requested in the specifications form. After you have approved the quote (sign and return to MARCIVE), you will be invoiced for the non-refundable Database Output Initiation Fee.

**STEP THREE:** Send payment for the Database Output Initiation Fee invoice. This amount will be credited towards the total cost when the processing is done. When the payment is received we will start working on your project.

Please refer to the "[Bibliographic Databases Output Specifications](#)" form for more detailed instructions about the process of establishing the service.

If you do not have an order history with MARCIVE but have decided to use **MarciveWeb SELECT** for retrospective conversion in the library, please contact a Customer Service Representative at 800-531-7678 or at [custserv@marcive.com](mailto:custserv@marcive.com).

### **Periodic output of MARCIVE database (based on a date range)**

MARCIVE cataloging customers who are required to periodically send their holdings to a consortium or shared catalog can request their records be output based on a range of order dates. You will need to initiate the service each time, and provide the date range for the records you need (order dates).

These records can be customized for the shared database. For example, the MARC tag required for the library's call number could be different for the shared catalog than for the library's automated system. We can use different specifications for the **Database Output Service** records and still keep your cataloging profile intact. All records you receive from MARCIVE will be customized according to the library's requirements.

### **Where should I go for cataloging after Bibliographic Database Output?**

After you have received your MARCIVE database we know you will want to continue to add the same quality records to your online catalog.

We have your specifications and we know your requirements. We can make sure there is a seamless transition from card customer, or do-it-yourself retro customer, to **[Ongoing MARC Record Service](#)** customer.

At the conclusion of the output of your MARCIVE database, you will receive a copy of your profile with all the options indicated. Just return the profile indicating any changes you need, and you can continue using MARCIVE for all your cataloging needs.

Even if you receive cataloging through a book jobber, the orders will be processed as before. You will now receive the MARC records needed for your automated system, along with any other cataloging product you request such as barcodes and spine label sets.

MARCIVE has a good reputation in the library community because of our concern and respect for libraries' cataloging requirements. If you need more information about our services, please go to our website at [www.marcive.com](http://www.marcive.com), send an e-mail to [info@marcive.com](mailto:info@marcive.com), or give us a call. We appreciate your interest in MARCIVE's services and look forward to hearing from you.

***MARCIVE is still your best source  
for quality cataloging!***