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RECLASSIFICATION PROFILE Part I: Customer Specifications

Thank you for choosing MARCIVE reclassification. Our profile is divided into two parts. Part 1 is your opportunity to tell us what processing you want. Part 2 of this profile is a Guide that contains information about each option. Please contact your representative for more information.

1. Complete Part 1: Customer Specifications, pages 1-7. Please check just one option for each, unless we have indicated that multiple answers are appropriate. 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: mail, send a pdf, 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).	
MARCIVE will output the products as I have specified in this form and, once these products have been supplied to me, I have 30 days to request replacement for any defective products.	
Date of last quote:	(Date supplied by MARCIVE representative)
Authorized signature:	
Date of authorization:	(Date I signed this profile)
Name:	Title:
Institution:	

1. Customer addresses and means of shipment

1.1 Customer address

Institution name			
Shipping address Not a P.O. address			
City			
State/Province		Zip/Postal Code	

1.2 Billing address

Attention			
Institution name			
Address			
City			
State/Province		Zip/Postal Code	

1.3 Contact name

Contact			
Title			
E-mail			
Phone		FAX	
Other way to contact			

1.4 Vendor address (if any products are going to a vendor, rather than to you)

Company			
Attention			
E-mail address			
Shipping address Not a P.O. address			
City			
State/Province		Zip/Postal Code	

1.5 Method of shipment

Shipment of products	<input type="checkbox"/> UPS Ground Service. <input type="checkbox"/> UPS 2-Day Service (Not available for Canadian addresses) <input type="checkbox"/> UPS Overnight Service <input type="checkbox"/> Other:
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2. Customer information	
2.1	Type of library _____
2.2	Existing MARCIVE customer who has already received services from us. Please mark all that apply. <ul style="list-style-type: none"> <input type="checkbox"/> MARC records or catalog card images. ID code _____ <input type="checkbox"/> Barcodes or spine labels. ID code _____ <input type="checkbox"/> Retrospective conversion. ID code _____ <input type="checkbox"/> Authorities processing project. ID code: _____ <input type="checkbox"/> GPO or Documents Without Shelves. ID code: _____ <input type="checkbox"/> Other. ID code: _____

3. Characteristics of library's data	
3.1	Source(s) of bib records to be used for reclass project _____
3.2	Control number MARC tag in the records you send us which contains the control number that you will use to overwrite database records: _____
3.3	Number of bib records _____
3.4	Project dates Date you will make the records available to us: _____ Date you expect the project to be completed: _____
3.5	How will your records be sent to MARCIVE? <input type="checkbox"/> FTP (preferred) <input type="checkbox"/> Other. Please describe: _____
3.6	In what character coding scheme will the records be sent to MARCIVE? <input type="checkbox"/> MARC-8 (standard MARC) <input type="checkbox"/> UTF-8 (Unicode MARC) <input type="checkbox"/> Other. Please describe: _____

4. Reclassification options	
4.1	Classification (old to new) <input type="checkbox"/> From Dewey Decimal Classification to Library of Congress. <input type="checkbox"/> Other: _____
4.2	Has any portion of your database already been reclassified? <input type="checkbox"/> No. <input type="checkbox"/> Yes. Please answer 7.5.1 (if receiving spine label sets) and 7.12.1 (if receiving barcode label sets).
4.3	Reclassify all records <input type="checkbox"/> Yes. MARCIVE should reclassify everything possible. <input type="checkbox"/> No. MARCIVE should only reclassify a subset. Criteria for identifying subset: _____

4. Reclassification options		
4.4	Search records in Library of Congress database when library's record lacks an LC call number	<input type="checkbox"/> No. <input type="checkbox"/> Yes. See quote. Please answer 4.4.1.
4.4.1	Criteria for a match.	<input type="checkbox"/> Select an LC record with exact match only. <input type="checkbox"/> Select an LC record within 2 years of library's record.
4.5	Special processing	Describe: _____

5. Requirements of local system into which the records will be loaded		
Local system		
5.1	Name of company	
5.2	System	
5.2.1	Same system as data came from	<input type="checkbox"/> Yes. <input type="checkbox"/> No.
5.3	Technical support person	
5.4	E-mail address	
5.5	Phone number	
5.6	Will MARC records be going to library or vendor?	<input type="checkbox"/> Library. Address at 1.1 <input type="checkbox"/> Vendor. Address at 1.4 <input type="checkbox"/> Other:
Local data requirements		
5.7	Current local information	Please provide MARC field and subfields Current (old) call number: _____ Location: _____ Copy: _____ Volume: _____
5.8	New call number information	New call number found in MARC tag(s) _____ Subfield _____
5.9	Old call number after reclassification	<input type="checkbox"/> Move old call number to MARC tag _____ Subfield _____ <input type="checkbox"/> Remove old call number from record

5. Requirements of local system into which the records will be loaded	
5.10 Place new call number after reclassification	MARC tag _____ Subfield _____
5.11 Any other requirements not mentioned above	

6. Value added services	
6.1 Authorities processing	<input type="checkbox"/> No. <input type="checkbox"/> Yes. See quote. If yes, we request that you also complete an Authorities Processing Profile.
6.2 Add Syndetic Solutions data to record	<input type="checkbox"/> Table of Contents (TOC) <input type="checkbox"/> Fiction/Biography. <input type="checkbox"/> Summaries. See quote. If any of these are checked, we request that you also complete a MARC Record Enrichment Profile.
6.3 Add reading notes	<input type="checkbox"/> Accelerated Reader <input type="checkbox"/> Lexile See quote. If any of these are checked, we request that you also complete a MARC Record Enrichment Profile.

7. Reclassification products	
MARC bibliographic records	
7.1 MARC bib records output to library	<input type="checkbox"/> All records together. <input type="checkbox"/> All records, but output reclassified records separately. <input type="checkbox"/> Only records that were reclassified. <input type="checkbox"/> Do not return the library's MARC records.
7.2 Character coding scheme of output files	<input type="checkbox"/> MARC-8 (standard MARC) <input type="checkbox"/> UTF-8 (Unicode MARC)
7.3 Size of output files	<input type="checkbox"/> Output records in files of maximum 50,000 records. <input type="checkbox"/> Output records in files of maximum _____ records.

7. Reclassification products	
7.4 Format	<input type="checkbox"/> FTP. Please indicate e-mail address of person(s) who should be notified when files are ready: _____ _____ <input type="checkbox"/> CD-ROM Number of copies: _____ <input type="checkbox"/> Backup CD-ROM. See quote. Number of copies: _____
New spine label sets	
7.5 New spine label sets	<input type="checkbox"/> Print spine labels only for those titles which MARCIVE reclassified. <input type="checkbox"/> Print spine labels for everything, including titles not reclassified. <input type="checkbox"/> Do not print spine labels.
7.5.1 Labels for already reclassified titles (as answered in 4.2)	<input type="checkbox"/> Print spine labels for all reclassified items, including those reclassified previously. <input type="checkbox"/> Do not print spine labels for items previously reclassified. <input type="checkbox"/> Not applicable. Library did not send bibliographic records for any previously reclassified items.
7.6 LC decimal	<input type="checkbox"/> Include decimal. <input type="checkbox"/> Omit decimal.
7.7 Line breaks	<input type="checkbox"/> Class letters on first line; class numbers on second <input type="checkbox"/> Class letters and numbers on first line
7.8 Font size	<input type="checkbox"/> Medium font starting on left side of label <input type="checkbox"/> Small font starting on left side of spine label. <input type="checkbox"/> Small font centered left to right on spine label. <input type="checkbox"/> Large font starting on left side of spine label.
7.9 Copy & volume information on spine label	<input type="checkbox"/> Print copy and volume information (except c.1) on spine label. <input type="checkbox"/> Do not print copy and volume information on spine label.
7.10 Sort labels	<input type="checkbox"/> First by location, then by old call number. <input type="checkbox"/> First by location, then by new call number. <input type="checkbox"/> Other: _____

7. Reclassification products		
7.11	Spine label protectors	<input type="checkbox"/> Provide spine label protectors. See quote. Number of packages (400 per pkg.): _____
New barcode labels		
7.12	Smart barcode labels	<input type="checkbox"/> Do not print smart barcode labels. <input type="checkbox"/> Print smart barcode labels only for those items MARCIVE reclassified. See quote.
7.12.1	Barcodes for already reclassified titles (as answered in 4.2)	<input type="checkbox"/> Do not print barcode labels for already reclassified items. <input type="checkbox"/> Print smart barcode labels for those items previously reclassified. See quote.
7.13	Barcode number	<input type="checkbox"/> Use barcode number in old record, located in MARC tag _____ subfield _____ <input type="checkbox"/> Create barcode number. Start with number _____
7.14	Symbology	<input type="checkbox"/> Codabar. If needed, library code: _____ <input type="checkbox"/> 3 of 9
7.15	Check digit	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.16	Number of barcode labels	<input type="checkbox"/> One per copy <input type="checkbox"/> Two per copy
7.17	Name to appear on label (max 40 characters)	
7.18	Copy & volume information on barcode label	<input type="checkbox"/> Print copy & volume information (except c.1) on barcode label following call number. <input type="checkbox"/> Do not print copy & volume information on barcode.
7.19	Barcode label protectors	<input type="checkbox"/> Provide barcode label protectors. See quote. Number of rolls (1,000 per roll): _____
Reports		
7.20	List of titles not reclassified	<input type="checkbox"/> Do not provide "Not Reclassed" list. <input type="checkbox"/> Provide list. See quote.
7.21	List of all titles reclassified	<input type="checkbox"/> Do not provide "Reclassified" list. <input type="checkbox"/> Provide list. See quote.

8. Test approval

Please give serious attention to the test sample we provide. This is the opportunity to see the results of the specifications chosen, make sure they do work properly in your system, and make any necessary changes.