



MARCIVE® INC.

SHELFLIST SHIPPING INSTRUCTIONS & INFORMATION

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We want this project to be a great success—and we need your help. Please read the information here and follow the instructions...*before* shipping your shelflist to MARCIVE for retrospective conversion.

GENERAL INFORMATION

Shipping your shelflist to MARCIVE for retrospective conversion involves ordering and separating the material (cards, photocopies, etc.) into sequential batches, pulling a “test batch”, evaluating the local information (collections and call numbers, etc.), and physically packing and shipping the materials. These instructions answer some of the most common questions asked about the process and provide step-by-step procedures for packaging and shipping your shelflist.

Why is the order of the shelflist so important?

The sequence of the shelflist sent to MARCIVE determines the sequence of your bib records and printed output products (for example, smart barcode labels). Consider the desired order of your printed products at the beginning of your conversion to insure the sequence of output products matches your shelflist. We will process your shelflist in the bundle number order assigned by the library. If your shelflist cannot be ordered to produce the desired output order, please request the output products be sorted, and indicate how the items should be ordered (additional cost applies).

Why do I need to send a test batch? I already did that.

Although you may have sent a sample of your shelflist for a “hit rate test” in the early stages of the project, these “hit rate test” records are for our benefit in determining pricing. Local information is not added to the “hit rate test” records and output products (i.e., MARC records, barcodes, etc.) are not generated from these records. The test batch is more for your benefit, to determine if we are interpreting your specifications correctly, and for our benefit, to insure a successful conversion.

The first thing to do when you are preparing your shelflist for shipping to MARCIVE is to create a test batch by pulling a sample of all types of categories and items present in your collection. This will be the first batch in the shelflist you ship for conversion. As soon as the specifications for the project have been determined, we search each title in the test batch and add local data. Every single product you have specified in your profile (MARC records customized for your local system, authority records, library-specific smart barcode labels, spine labels, verification listings) is then produced for the test batch. We send you this test for approval very early in the process. You can see immediately whether the records will load properly (including call numbers), whether the barcode labels scan, and exactly which products we understand you to want. While you are testing the output products from the test batch, we continue to work on the conversion of the remainder of the shelflist.

The test batch also provides MARCIVE an overview of the types of records we are likely to encounter during your conversion.

When the library does not send us a test batch for a shelflist retro project, we must create a test batch for you. We number this batch as 000 and include cards from each section. This is then explained in the welcome letter you receive from the Conversion Services Manager.

However, the omission of the test batch—and our creation of one for you—causes a delay in the production of the sample and therefore a delay in the output of the complete database. This is why we request that you create the test batch rather than having us do it.

How do I indicate the format of my local call numbers and collection codes?

In order for the transition to a machine readable catalog to be as smooth as possible, it is important for the librarian to let MARCIVE know how local information such as call numbers and location/collection codes appears on the source material and how they are to be represented in the MARC records. This information can be presented in the form of a list of categories with instructions as to how each category should be handled. A blank form which can be used for listing the categories and keying standards is attached to these instructions. Examples of how this information should be provided are indicated below. If you prefer to create a list in your own format, please provide the same information that is on the attached sample form.

DEWEY CLASSIFICATION

List the collections in the library, how the call number and location (prefix) information appear in the shelflist, and how this information should be interpreted.

Collection	Call number appears	Key collection code	Key call number
Fiction	Fic or F or FIC, 1 letter		FIC, 3 letters (CAPS)
Non-fiction	Dewey#, 3 letters		Dewey#, 3 letters (CAPS)
Reference	Ref,Dewey#,3 letters	REF	Dewey#, 3 letters (CAPS)

LC OR NLM CLASSIFICATION

The Library of Congress or National Library of Medicine call number is often to be keyed as it appears, therefore a list which includes examples of how the call number should be keyed is unnecessary. List the collections present in your library indicating how this information appears on the cards and how the information should be interpreted.

Collection	Call number appears	Key collection code	Key call number
Reference	“Ref” preceding call number	REF	
Oversize	Red “OVERSIZE” stamp	O/S	

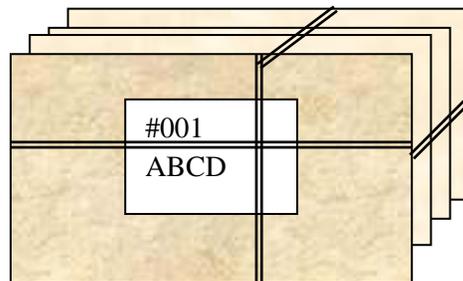
Now that you better understand why the preparation of your shelflist is so important, please follow these simple steps for preparing and shipping your shelflist to MARCIVE. For the first four steps in preparing the shelflist for shipping, please refer to the instructions that apply to the format of the material you will be sending for conversion (i.e. cards, photocopies, etc.). If you are sending more than one format, please do not combine both formats in one bundle. Refer to the sections for all formats which will be included in your project when preparing the materials for shipping.

SHEFLIST CARDS

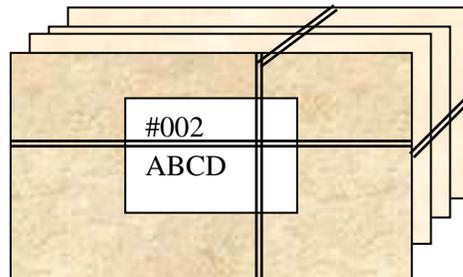
These instructions refer to actual card stock shelflist cards. If you are sending photocopied title/verso pages, please refer to the “PHOTOCOPIED TITLE/VERSO PAGES” section of these instructions. If you are sending photocopied shelflist cards, a printout from a computer program, or a list of titles, please refer to the “OTHER FORMATS” section.

1. Make a list of the categories present in your shelflist and how the information from your cards should be represented in the MARC record. An example of this list for Dewey, LC, or NLM libraries is included in the GENERAL INFORMATION.
2. Pull a “test batch” from your shelflist which represents a cross section of your collection. Your test batch should consist of approximately 100-150 cards, and should include several cards from each category of your shelflist.
3. Photocopy the bundle sheets (attached), and write the library name and a batch number on each sheet. Use three-digit numbers when numbering the batches, begin numbering with “001” (test batch) and continue sequentially without skipping any numbers.
4. Separate the shelflist into bundles of approximately 150 cards per bundle. When dividing the cards, start a new batch when a new section (e.g. Fiction, Reference, Videos) of the shelflist starts, even if the last bundle of a section does not contain 150 cards. Place the “test batch” at the beginning of your shelflist. The test batch will be the first batch in your shelflist. Place the numbered bundle sheets in front of each batch to indicate the sequence we are to use when processing your shelflist. Use two clean rubber bands wrapped crosswise and lengthwise for extra stability to separate the bundles.

Test batch



Beginning of
shelflist



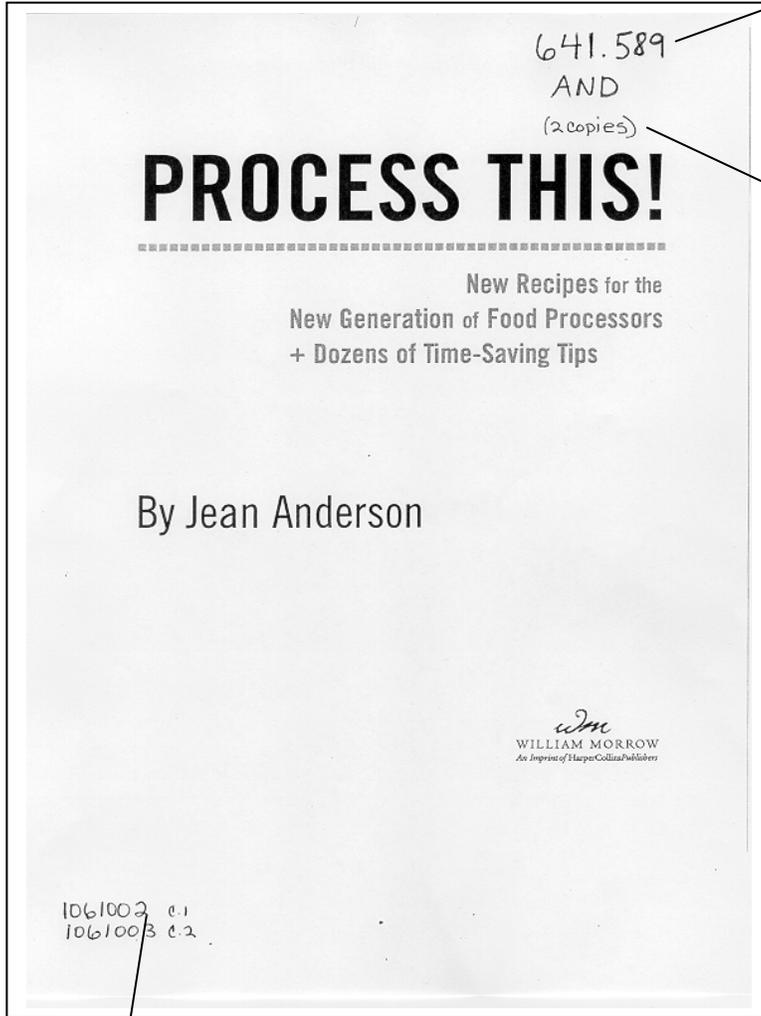
PHOTOCOPIED TITLE/VERSO PAGES

If shelflist cards are not available, you can photocopy the title and verso pages of your books and send these for retrospective conversion. Please staple the title page to the verso page if you cannot copy them as a two-sided document. When photocopying title/verso pages, please make sure the information is legible on the copy. If you own multiple copies of a title, you can indicate the number of copies owned on a single photocopy rather than sending multiple copies of the same item. For multiple volumes, the same procedure can be used. Please be aware not all titles will be converted for title/verso photocopies. You will receive records and other output products for the “hits” only. Photocopies for the “no-hits” will be returned unprocessed.

1. Make a list of the categories present in your shelflist. If the call numbers are handwritten on the photocopies, let us know how they are to be keyed. Use the example of the list of categories for Dewey, LC, or NLM libraries which is included in the GENERAL INFORMATION. If there are no call numbers written on the photocopies and you want us to assign classification based on the information in the MARC record, you need to let us know how your call numbers should be formatted. The Conversion Services Manager will provide a form for indicating your call number specifications. Please be aware we will not be able to assign call numbers to all items sent for conversion. If there are location codes, please make sure the codes are written on the photocopies.
2. Pull a “test batch” from your photocopies which represents a cross section of your collection. Your test batch should consist of 100-150 titles, and should include several titles from each category of your shelflist.
3. Photocopy the bundle sheets (attached), and write the library name and a batch number on each sheet. Use three-digit numbers when numbering the batches, begin numbering with “001” (test batch) and continue sequentially without skipping any numbers.
4. Separate the photocopies into bundles of approximately 150 titles per bundle. If the photocopies are ordered by classification or category, start a new batch when a new section (e.g. Fiction, Reference, Videos) of the shelflist starts, even if the last bundle of a section does not contain 150 photocopies. Place the “test batch” at the beginning of your shelflist. The test batch will be the first batch in your shelflist. Attach the numbered bundle sheets to the first photocopy in each batch to indicate the sequence we are to use when processing your shelflist. You may use a large clip or large rubber bands to secure each bundle.

EXAMPLES OF PHOTOCOPIED TITLE/VERSO PAGES

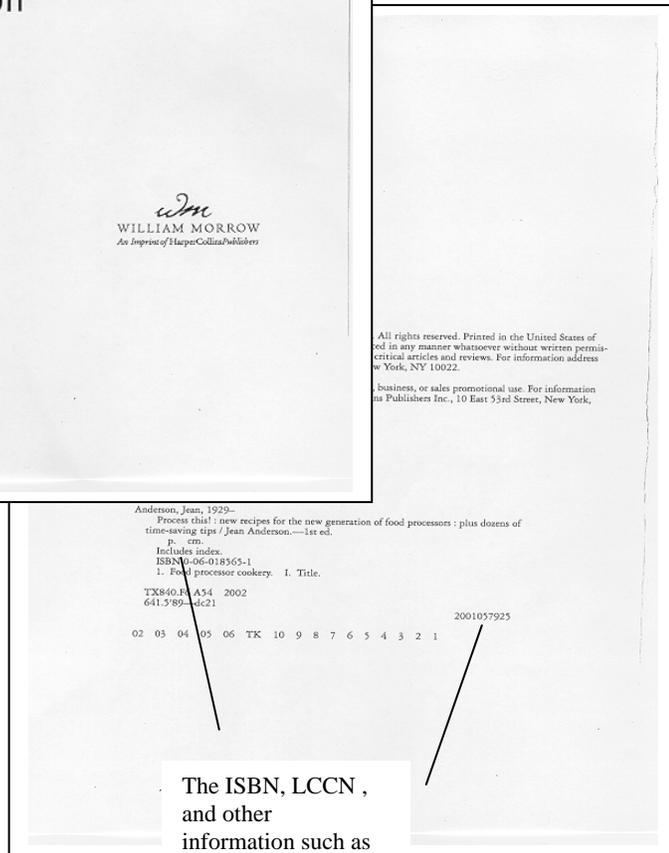
TITLE PAGE



Write the call number on the photocopy of the title page. If you have location information such as "REF", write this on the title page also.

To indicate multiple copies, you can indicate the number of items you have on the photocopy. You do not need to send a separate photocopy for each item.

VERSO PAGE



If you already have barcodes on the books, write the barcode number(s) on the photocopy.

The ISBN, LCCN, and other information such as the publication date from the verso page will be used in making a match.

OTHER FORMATS (Computer printouts, etc.)

If you are sending a printout from a computer program, or a list of titles, or photocopied shelflist cards, you will receive a record for all items sent (“hits” and “no-hits”). However, if you are sending a printout or a list of titles, please be aware the record will contain *only the information present on the printout or list* if the record is a “no-hit”. It is preferable to include as much bibliographic information (Title, Main Entry, Publisher, Date of Publication, LCCN, ISBN, etc.) in the printout or list as possible.

If you are photocopying shelflist cards, please copy the cards onto standard letter size paper, and copy only three cards per sheet. Make sure the entire card is copied, and that the information on the cards is not “cut off”.

1. Make a list of the categories present in your shelflist. Indicate where on the printout/list the call number and location information can be found. Use the example of the list of categories for Dewey, LC, or NLM libraries which is included in the GENERAL INFORMATION.
2. If you are sending photocopied shelflist cards, pull a “test batch” from your cards which represents a cross section of your collection. Your test batch should consist of 100-150 titles, and should include several titles from each category of your shelflist. Photocopy these cards together and indicate that these photocopies represent the test batch. For a printout from a computer program or a list of titles, if you can arrange the data on the printout so that the first 150 titles contain representative titles from each section, mark these titles as the “test batch” on the printout.
3. Photocopy the bundle sheets (attached), and write the library name and a batch number on each sheet. Use three-digit numbers when numbering the batches, begin numbering with “001” (test batch) and continue sequentially without skipping any numbers.
4. If you can group the printout/list into batches, please separate the material into bundles of approximately 150 titles per bundle and attach the batch marker to front of each of the batches. If this is not possible, you can draw a line on the printout/list to indicate approximately 150 titles, and number each section sequentially. If you are sending photocopied shelflist cards, separate the photocopies into bundles of approximately 150 titles per bundle (50 sheets).

EXAMPLE OF PHOTOCOPIED SHEFLIST CARDS

324.973

GRE Greenfield, Jeff

Oh, waiter! One order of crow! : inside the strangest presidential election finish in American history / Jeff Greenfield. -- New York : Putnam, c2001.

313 p. ; 23 cm.

207110 24.95

1. Presidents--United States--Election--2000.
I. Title.

0-399-14776-4

2001-19342

364.131

AAS Aaseng, Nathan

Treacherous traitors / Nathan Aaseng.
Minneapolis : Oliver, 1997. -- 1st ed.
160 p. : ill. ; 24 cm. (Profiles)

5/4/98 - 197785 14.36

1. Traitors--United States--Biography.
2. Treason--United States--History. 3. United States—Politics and government. I. Title.

1-881508-38-2

96-29861

401.93

WAR Ward, Sally

Babytalk : strengthen your child's ability to listen, understand, and communicate / by Sally Ward.
New York : Ballantine, 2001.

274 p. ; 24 cm.

204745 \$15.00

224488 c.2 \$18.00

1. Language acquisition--Parent participation.
2. Children--Language. I. Title.

0-345-43707-1

00-063102

SHIPPING YOUR SHEFLIST

Now that you have separated and labeled your shelflist, you are ready to pack everything up for shipping to MARCIVE.

1. Pack boxes of bundles in a sturdy box for shipping. To minimize shifting of bundles within large boxes, pack with bubble wrap or clean scrap paper. Do not use anything with ink, such as newsprint, as it will come off on the cards during unpacking.
2. Smaller boxes travel faster and more reliably than one big box. Limit the weight to about 35 pounds per box or approximately 7,000 cards.
3. Make a list of the number of boxes, the batch numbers in each box. Add your name, the library name, and the phone number and fax number of the library to the list of bundle distribution and include a copy of this list in each box.

ABCD Library
Jane Doe Phone (512) 333-3333
FAX (512) 333-0000

Box 1 Batch #001-004
Box 2 Batch #005-008
Box 3 Batch #009-012

ABCD Library
Jane Doe Phone (512) 333-3333
FAX (512) 333-0000

Box 1 Batch #001-004
Box 2 Batch #005-008
Box 3 Batch #009-012

ABCD Library
Jane Doe Phone (512) 333-3333
FAX (512) 333-0000

Box 1 Batch #001-004
Box 2 Batch #005-008
Box 3 Batch #009-012

4. Use a reliable shipping company such as UPS or Federal Express. We will fax a confirmation of the receipt of your shelflist upon its arrival at MARCIVE. We will return your shelflist (after the conversion is complete) via UPS Ground service unless you instruct us to do otherwise.
5. Ship the shelflist to the following address. If you do not hear from us in a reasonable length of time, please call to see if we have received the shipment.

MARCIVE, INC.
ATTN: CONVERSION SERVICES MANAGER
12100 CROWNPOINT
SUITE 160
SAN ANTONIO, TX 78233

Shelflist Organization Fee.

We appreciate the time you spend organizing your shelflist cards, and we believe this will be time well spent. Many factors of your conversion will be influenced by the preparation and organization of your cards. Because of the importance of this information in the conversion process, MARCIVE reserves the right to charge a "shelflist organization" fee if the Conversion Services Manager must prepare the shelflist for conversion before the project can be started.

BUNDLE NUMBER _____

LIBRARY NAME _____

BUNDLE NUMBER _____

LIBRARY NAME _____

BUNDLE NUMBER _____

LIBRARY NAME _____

