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 ID CODE: _____

AUTHORITY CONTROL PROFILE

Part I: Customer Specifications

Thank you for choosing MARCIVE Authority Control services. Our *profile* is divided into two parts.

Part I (this document) is the profile that tells us what authority work you want from MARCIVE.

Backfile authority control	for existing bibliographic records
Overnight Authorities	authority control for new bibliographic records
Standard Notification Service	ongoing authority file maintenance
NewMatch	finding new authorities for previously unmatched access points through Standard Notification Service
Comprehensive Notification Service	bibliographic and authority file maintenance
Resource & Description Access Conversion	optional bibliographic RDA enhancements to conform to new cataloging practices

Part II is a [GUIDE](#) that contains information about each option.

To initiate service:

1. Complete Part II Customer Specifications. Please check just one option for each, unless we have indicated that multiple answers are appropriate. Commonly elected responses are defined in the "[GUIDE](#)" that accompanies this document. However, they do not necessarily reflect choices for your library. You may either fill this out directly in the Word document or print 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).

If I send the bibliographic file from which MARCIVE is to work more than once, and MARCIVE has already loaded the previous file, my library will be charged a loading fee of \$350. If the free test has already been generated from the previous file, a new test may be required at an additional cost of \$100. If my library cancels or postpones indefinitely a project in progress, MARCIVE reserves the right to bill for work performed up to that point. MARCIVE will output the database as I have specified in this form and, once my database has been shipped to me, I have 30 days to request replacement for any defective media. If after that time I request the database to be re-output, regardless of the reason, my library will be charged the complete cost of outputting the database again.

Date of last quote: _____
 (Date supplied by MARCIVE representative)

Date of authorization: _____
 (Date you signed this profile)

Authorized signature: _____

Name: _____

Title: _____

Institution: _____

1. Customer information

1.1 Customer address

Institution name _____

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

MARCIVE, Inc., will provide the library's primary contact with the Specifications Test for loading into a test region of your local system. The primary contact views and approves the Test before work can proceed.

Primary contact _____

Title _____

Email _____

Phone _____ FAX _____

File preparation contact _____

Title _____

Email _____

1.4 Who should be notified when files are ready?

Name _____ Email _____

Name _____ Email _____

Name _____ Email _____

1.5 Additional information

If MARCIVE has performed other services for your library such as retrospective conversion, reclassification, Brief Record Upgrade, or cataloging, please include your ID here. _____

Does your library have a current GPO subscription to Ongoing GPO Database Service or Documents Without Shelves?

If so, include your MARCIVE ID here. _____

2. Authority services requested. Mark all that apply.

Backfile authority control
(for existing bibliographic records)

Number of bibliographic records in project:

Date you will make the records available to us:

Date you expect the project to be completed:

Include RDA Conversion Service (**no extra cost**)

Special requests: _____

Deduplication of bibliographic records. (extra cost)

Local authority practice. (may entail extra cost)

Estimated number of bibliographic records you will send
per year: _____

Include RDA Conversion Service. (no extra cost)

Special requests: _____

History file creation. (extra cost)

Local authority practice. (may entail extra cost)

Overnight Authorities
(authority control for new bibliographic records)

Use **authority** file resulting from backfile processing
as a base.

Use special history file creation as a base.

Library subscribes to MARCIVE Ongoing GPO Database
Service or Documents Without Shelves. Add results of
processing GPO records to Notification Service. (no
extra cost) ID code for GPO services:

Standard Notification Service
(ongoing authority control maintenance)

2. Authority services requested. Mark all that apply.

- NewMatch** (find new authorities for previously unmatched access points)
- Free with Standard Notification Service.
- Without Notification Service. (additional annual cost)
(Not needed with Comprehensive Notification Service)
- Comprehensive Authorities Notification**
(ongoing bib and authority control maintenance: only if backfile performed first)
- Update bibliographic and authorities records **yearly**
- Update bibliographic and authorities records **semiannually**
- Update bibliographic and authorities records **quarterly**

3. Source and format of bibliographic data.

3.1 Source(s) of bib records Extracted from (system): _____
Loading to (system): _____

3.2 Control number MARC field in the bibliographic records you send us which contains the control number that you will use to overwrite database records:

- MARC 001 field.
- Other: MARC field: _____ Subfield code: _____
-

3.3 How will your records be sent to MARCIVE?

FTP. (preferred for backfile, required for ongoing)

Other. Please describe: _____

3.4 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: _____

4. Bibliographic data update and RDA conversion

Bibliographic data pre-processing cleanup for backfile and ongoing authority control. These changes are done prior to the authority matching processing. No extra cost.

4.1 Update obsolete MARC content designation

- Update obsolete MARC content designation and coding to current standard. Check all that apply. (recommendation is all)
- Leader and Fixed Field coding.
- Variable Fields and Subfields.
- Geographic/Country Codes.
- Language Codes.

4.2 Update numeric fields (010, 020, 022, 040)

- Normalize LCCN (010 field).
- Normalize ISBN (020 field).
- Normalize ISSN (022 field).
- Do not supply missing 040 data. (\$a, \$b, \$c)
- Supply missing 040 data. **(Please provide organizational code below)**

Library organizational code (from [MARC Code List for Organizations](#) : _____ or supply OCLC membership code (<http://www.oclc.org/contacts/libraries.en.html>):

4.3 Initial articles and filing indicators (Check all that apply)

- Correct filing indicators:
 - In all standard title fields. **OR**
 - In 245 title field only.
- Remove the initial article and zero the filing indicator:
 - In 240 title field.
 - In 830 title field.
- Remove the word "The" from the beginning of the subfield \$t in the following authorized fields: 400, 410, 411, 600, 610, 611, 630, 700, 710, 711, 730, 800, 810, 811, and 830.
- Remove the word "The" from the beginning of the \$t subfields in the 505 field.

4. Bibliographic data update and RDA conversion

4.4 GMD cleanup, creation, standardization and removal

- Examine GMD brackets:
 - Normalize brackets in 245\$h.
 - Delete any brackets in \$h.
 - Correct placement of 245\$h. (move to after \$a\$n\$p)
 - Add missing 245\$h. (additional cost)
 - Standardize GMD terms:
 - Use AACR2 list.
 - Use popular usage list. (AACR2 Extended)
 - Move 245\$h:
 - To 500 tag
 - To another field (specify) : _____
 - Delete 245\$h.
-

4.5 Relator terms processing

- Standardize relator terms. (force recognized term to standard term)
 - Use MARC Code List for Relators when there is a conflict with RDA Relationship Designators.
 - Use RDA Relationship Designators when there is a conflict with MARC Code List for Relators.
- Convert the subfield \$4 (relator code) to subfield \$e and \$j (relator term).
 - For any \$4 relator code that was not converted, *delete* the subfield and its contents.
- Convert the subfield \$e and \$j (relator term) to subfield \$4. (relator code)
 - For any \$e or \$j relator term that was not converted, *delete* the subfield and its contents.

4. Bibliographic data update and RDA conversion

4.6 RDA conversion service options (Choose all that apply)

- Add 040 \$erda to all records, although hybrid. (See "[GUIDE](#)")
- Title statement.
- Edition statement.
- Publication, distribution, etc. (imprint)
- Physical description.
- Authorized access points.
- Generate CMC fields:
 - Use standard list.
 - Use library specific criteria (additional cost).

4.7 Global changes (Choose all that apply)

-
- Force all 490(0) terms to 490(1)/830 tags prior to authorities processing.
 - Permanently change local subjects (69X fields) to 6XX before beginning processing.

Force 6XX content designation/source codes:

- Force 6XX, 2nd indicator "4" to "0".
- Force 6XX, 2nd indicator "2" to "0".
- Force 6XX, 2nd indicator "1" (ACP) to "0" (LCSH) and add "Juvenile" to \$v.
- Force Sears (\$2sears) to LCSH. (2nd indicator "0")
- Force 6XX, 2nd indicator "0" (LCSH) to "1" (ACP) and remove "Juvenile" from \$v.
- Force Sears (\$2sears) to ACP. (2nd indicator "1")
- Force 655_7 \$2gsafd to \$2lcfgt.
- Force all 655 to 655_7 \$2lcfgt.

4. Bibliographic data update and RDA conversion

4.8 Global deletes (Choose all that apply)

- Delete obsolete subfield \$w.
 - Delete NASA access points. [with subfield "\$2nasat"]
 - Delete FAST access points. [with subfield "\$2fast"]
 - Delete MeSH access points. [with subfield "\$2mesh" or second indicator "2"]
 - Delete BISAC access points. [with subfield "\$2bisac"]
 - Delete all invalid subdivisions from genre terms (655) that do not map to other appropriate fields.
 - Delete local subjects. (69X tags)
 - Other global deletes. Please provide field(s) and subfield(s) to be deleted: _____
-

4.9 Outgoing bibliographic record processing options (check all that apply)

- Add subfield \$0 to bib records for matched terms:
 - Provide control number in subfield \$0
 - OR**
 - Provide URI in subfield \$0

Standard processing sorts bibliographic tag based on the first digit.
You can request that bib tags be sorted on all three digits:

- Full sort (based on all numeric digits)
-

4.10 MARCIVE processing stamp

- Add MARCIVE processing stamp:

Field and subfield for processing stamp. _____

Text to be inserted in processing stamp. _____

5. Authority processing

Authority matching specifications for backfile and ongoing authorities processing. No extra cost.

5.1 Fields to be examined and upgraded

Process all standard fields, with exceptions as noted in this section. (100, 110, 111, 130, 240, 600, 610, 611, 630, 650, 651, 655, 700, 710, 711, 730, 800, 810, 811, and 830)

Examine untraced series (490 0_)

Do not process the following fields: _____

5.2 Name terms: databases to search

Search only Library of Congress Name Authority File for name access points.

Include Library and Archives Canada Name Authority File for name access points. Choose one option below.

Search LC-NAF first, then LAC

Search LAC first, then LC-NAF

Custom search criteria: _____

5.3 Personal names terms: restricted matching criteria

Restricted matching. If you want this option, choose one or both:

\$c. Match bibliographic personal name terms to authority record only if the \$c (Title and words associated with a name) in both match.

\$d. Match bibliographic personal name terms to authority record only if the \$d (Dates associated with a name) in both locations match.

5. Authority processing

5.4 Personal names terms: special processing of fiction

- Special processing of fiction.
 - Standard criteria
 - Special criterial to force certain categories to show as fiction.
Possible additional cost.
Criteria _____

5.5 Subject terms to examine (Check as many as apply)

- Process LC subject terms. (6XX _0)
- Process LC Children's terms points. (6XX _1)
 - Deduplicate identical LC adult and LC Children's terms
- Process MeSH subject terms. (6XX _2)
- Process Sears subject terms. (6XX _7 \$2sears)
- Process TGM subject terms. (6XX _7 \$2lctgm)
- Process Canadian subject terms. (6XX _5)
 - Search LAC first, then LC-NAF
 - Search LC-NAF first, then LAC
 - Custom search criteria for Canadian subject terms

- Other. Please describe: _____

5.6 Subject terms (6XX): divided access points

Standard processing is to replace with all authorized matches. You can request to leave them unchanged:

- Leave split subject terms unchanged.

5.7 Subject terms (6XX): subfield \$v form data

- Copy all 6XX\$v terms to 655_7\$2lcgft and retain \$v
- Copy all 6XX\$v terms to 655_7\$2lcgft and remove \$v

5. Authority processing

5.8 Topical subject terms (650): additional processing criteria

CHOOSE ONE

- Move recognized genre terms found in 650 tag to 655.
NOTE: these will be processed as specified in 5.10.
 - Resolve "Negro" with "African American" when inconclusive.
 - Resolve "Negro" with "Black" when inconclusive.
-

5.9 Genre/form terms to examine

- Process all 655 fields
 - Process only specified terms (mark all that apply):
 - LC and GSAFD coded terms (655_0, 655_7 \$2lcsh, 655_7 \$2lcgft, 655_7 \$2gsafd)
 - MeSH coded terms (655_2, 655_7 \$2mesh)
 - Other source codes. Please describe: _____
-

5.10 Genre/Form terms: matching criteria

- Match genre terms as coded.
- OR
- Match as specified. Choose only one option:
 - Match only to LCGFT
 - Match first to GSAFD, then LCGFT.
 - Match first to LCGFT, then GSAFD.

If you have elected to have MeSH coded access points processed, they will be matched to the MeSH authority file only.

5.11 Custom changes, including requests for differences between backfile and ongoing processing

- Some custom changes are necessary. _____
Provide additional documentation if needed.

6. Bibliographic and authority record output specifications : Record delivery

6.1 Changed bibliographic records

Send back only changed records.

6.2 Source of authority records to be delivered (check all that apply)

Library of Congress adult files (Name/Subject/Genre)

Library of Congress Children's file

Medical Subject Headings file

Sears file

Thesaurus of Graphic Materials file

Library and Archives Canada files (Name/Subject)

Do not output authority records from any source.

6.3 Usage/distribution split of authority records (check one)

Please indicate how LC, LC Children's, Sears and LAC authority records (as requested above) should be split and distributed. If you have elected to receive MeSH authority records, they will always be output in a separate file from the other authority records.

All types (subjects, genre, names, and titles) together.

Subjects and genre together; names and titles together.

Subjects, names, and titles together; genre separate.

Subjects and genre together; names separate, titles separate.

Subjects separate, genre separate; names and titles together.

All types (subjects, genre, names, and titles) separate.

Other: _____

6.4 Hierarchical authority records

Send authority records for any level in the bibliographic record for which LC has created an authority record.

6.5 Non-Latin character sets

Delete MARC fields containing non-Latin character sets in authority records.

Limit deletion to: _____

6. Bibliographic and authority record output specifications : Record delivery

6.6 Character coding scheme (same for bibliographic and authority records)

- MARC-8. (standard MARC)
- UTF-8 (Unicode MARC) :
- Single double-wide characters. (default for UTF-8)
 - Double double-wide characters.
- Other. Please describe: _____
-

6.7 Transport of records (chosed one)

- FTP
- Please indicate email address of person(s) who should be notified when files are ready, if different from section 1.3:
- _____
- _____

For either CDs or DVDs, please indicate shipping method:

- UPS Ground
- Other: _____
- DVD (additional cost)
- CD-ROM (additional cost)
-

6.8 Backup of files on CD-ROM **BACKFILE PROJECT ONLY** You will not receive a free backup if your files were originally received on DVD or CD.

- Provide a free backup CD of my bibliographic and authority files.
- (Alternative) Provide backup on DVD.
- Please give the name and address of the person to whom the backup copy should be sent, if different from the address and primary contact in 1.1 and 1.3:
- _____
- _____
- Do not provide a backup CD.
-

6. Bibliographic and authority record output specifications : Record delivery

6.9 Size of files output to library

BACKFILE PROJECT ONLY

- Output bib or authority records in files of maximum 50,000 records (preferred).
- Output bib or authority records in files of maximum _____ records. (See [GUIDE](#))

7. Reports

7.1 Control number for reports

- Use control number from MARC 001 field.
- Use control number stored in other MARC field.
MARC field: _____ Subfield code: _____

7.2 Reports of *bibliographic activity as a result of authorities processing*:

You can receive up to two reports (in addition to the statistical report) at no additional charge.

- Statistical Summary Report (free and included for all authority processing)
- Unrecognized or Invalid Terms Report.
- Multiple Matches or High Probability Matches Report
- Changed Authorized Terms Report
- Preprocessing Changes Report
- Unspecified CMC Fields Report.
- Partial Matches Report.

8. Notification Service Subscriptions and Overnight Authorities Service

8.1 Standard Notification Service subscription

- MARC authority records only. **Do not complete Sections 8.3.**
 - MARC authority records + electronic report of *authority* activity. **ADDITIONAL COST.** Complete Sections 8.5 and 8.6 below.
-

8.2 Missing Link (available for both types of Notification)

- Insert a 4XX field in changed authority record to facilitate replacement in bib records.
-

8.3 Comprehensive Authorities Notification Service (do not select if Section 8.1 is elected)

- Update bibliographic and authorities records **yearly**.
- Update bibliographic and authority records **semiannually**
- Update bibliographic and authorities records **quarterly**
- MARC authority records + electronic report of *authority* activity. **ADDITIONAL COST.**

Suggested Dates to receive updated files:

8.4 Deleted authorities (Choose one option. Deleted authorities available for both types of Notification.)

- Send deleted authority records in the same file(s) with the new and changed records.
 - Send deleted authority records in separate file(s) from the new and changed records.
-

8.5 Delivery of new authority records resulting from Overnight Authorities processing.

- Category I: Immediate delivery of new authority records (all sources) resulting from Overnight Authorities. Changed and deleted authority records delivered through Notification. If subscription to CNS in 8.3, this option is the only choice.
- Category II: Periodic delivery of all authority records (new, changed, deleted) through Standard Notification.

8. Notification Service Subscriptions and Overnight Authorities Service

8.6 Notification Report: New or changed authority records reporting

- Report all new and changed authority records.
 - Report only changed authority records (no new).
-

8.7 Notification Report: Changed authorized terms only, or full list of changes

- Report changes to authorized terms only.
- Report all changes to authority records. See [GUIDE](#) for description of changes.

9. Additional services to include with authorities processing

MARC Record Enrichment Service

Add Syndetic Solutions data to record (Additional cost)

- Table of Contents (TOC)
- Fiction/Biography
- Summaries

If any of these are checked, we request that you also complete a [MARC Record Enrichment Profile](#).

Add Reading Notes. Only \$26 profile fee and no other per record costs.

- Accelerated Reader
- Lexile® Framework for Reading
- Reading Notes Report. (See [GUIDE](#))