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## BRIEF RECORD UPGRADE PROFILE

### Part I: Customer Specifications

Thank you for choosing MARCIVE's Brief Record Upgrade Service. Our profile is divided into two parts. Part I is your opportunity to tell us what processing you want. 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, pages 1-8. 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

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

## 2. Customer information

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

## 2. Customer information

- 2.2 Existing MARCIVE customer who has already received services from us. Please mark all that apply.
- MARC records or catalog card images. ID code \_\_\_\_\_
  - Barcodes or spine labels. ID code \_\_\_\_\_
  - Authorities processing project. ID code: \_\_\_\_\_
  - GPO or Documents Without Shelves. ID code: \_\_\_\_\_
  - Other. ID code: \_\_\_\_\_

## 3. Characteristics of library's data

- 3.1 Source of records to be upgraded
- Output from a local system  
Local system: \_\_\_\_\_
  - MS Access®
  - MS Excel®
  - FileMaker Pro
  - Other (describe): \_\_\_\_\_
- 3.2 Presence of audiovisual records
- No. None of the cataloging represents AV.
  - Yes. If so, how do we identify AV records in your file?  
\_\_\_\_\_  
 Also search A/V Access. High quality audiovisual cataloging database. See quote.
- 3.3 Character coding scheme of MARC record output
- MARC-8 (standard MARC) output from local system
  - UTF-8 (Unicode MARC) output from local system
- 3.4 Library will send records via...
- Attachment to e-mail
  - FTP
  - CD-ROM

### 3. Characteristics of library's data

3.5 Files sent Number: \_\_\_\_\_ Is this  
 the entire project, or  
 just one batch

3.6 Records sent Number: \_\_\_\_\_

### 4. Conversion options

4.1 Upgrade all records  **Yes.**  
 No. Criteria for identifying subset: \_\_\_\_\_

4.2 Matching criteria  **Standard rules.**  
 Restrict matches to \_\_\_\_\_  
years either way.

### 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  Yes.  
 No.

5.3 Technical support person \_\_\_\_\_

5.4 E-mail address \_\_\_\_\_

5.5 Phone number \_\_\_\_\_

#### Local data requirements

5.6 Record control number (MARC control field 001)  **Standard practice.**  
 Put 001 from old record into upgraded record.  
 Other: \_\_\_\_\_

## 5. Requirements of local system into which the records will be loaded

- 5.7 Holdings information (your call number, barcode number, etc.)
- Same. Copy holdings information from the \_\_\_\_\_ field in the original record to the same field in the upgraded record. If you choose this option, skip to section 6.
- Different. Copy holdings information from the original record to different places in the upgraded record. See quote. Complete section 5.9 below.

- 5.8 Different placement of holding information in upgraded record.  
Skip to Section 6 if the data is to be moved to the same field in the upgraded record.

5.9 Holdings data	Field in original record	Field in upgraded record
1. Call number	_____	_____
2. Shelf location	_____	_____
3. Barcode number	_____	_____
4. Item type	_____	_____
5. Copy number	_____	_____
6. Volume number	_____	_____
7. Price	_____	_____
8. Other data _____	_____	_____
9. Other data _____	_____	_____
10. Other data _____	_____	_____

## 6. Value added services

- 6.1 Authorities processing. IF AUTHORITIES PROCESSING IS CHOSEN, please complete an [Authorities Processing Profile](#). See the Authorities Processing [GUIDE](#) for more information.

## 6. Value added services

### MARC record enrichment

- 6.2 Add Syndetic Solutions data to record  Table of Contents (TOC) See quote.  
 Fiction/Biography. See quote.  
 Summaries. See quote.  
If any of these are checked, we request that you also complete a [MARC Record Enrichment Profile](#). There is a [guide](#) to assist you.
- 6.3 Add reading notes See quote. For more information, see our [literature](#).  
 Accelerated Reader  
 Lexile
- 6.4 Add reading notes report If you selected Accelerated Reader and Lexile, add a report of records enriched. See quote.  
 Reading notes report.  
 No report.

### Resource Description and Access Conversion Service (RDACS)

- 6.5 Modify records to conform to RDA  No  
 Yes.

## 7. Handling of records not found

- 7.1 Return of records not found  Standard processing.  
 Do not return no-hits.
- 7.2 Report of records not found  Do not supply report of no-hits.  
 Supply report. See quote.
- 7.3 Non-MARC input only: Mapping to MARC  Do not map no-hits to MARC format.  
 Map to MARC format. See quote.

### Additional Reports: upgraded records

- 7.4 Report of upgraded records  **Do not provide report of upgraded records.**  
 Provide report of titles upgraded. See quote.

## 8. Brief Record Upgrade products

### MARC bibliographic records

- 8.1 MARC bib records  **MARC bib records**
- 8.2 Character coding scheme  MARC-8 (standard MARC)  
 UTF-8 (Unicode MARC)
- 8.3 Size of output files  **Output records in files of maximum 50,000 records.**  
 Output records in files of maximum \_\_\_\_\_records.
- 8.4 Format  **FTP.**

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

\_\_\_\_\_

\_\_\_\_\_

- CD-ROM Number of copies: \_\_\_\_\_
- Backup CD-ROM. See quote. Number of copies: \_\_\_\_\_

### Barcode labels

- 8.5 Smart barcode labels  Smart barcode labels. See quote.
- 8.6 Barcode number  Use barcode number in old record, located in MARC tag \_\_\_\_\_ subfield \_\_\_\_\_  
 Create barcode number. Please answer 8.8.1.
- 8.6.1 Beginning barcode number \_\_\_\_\_
- 8.7 Symbology  Codabar. If needed, library code: \_\_\_\_\_  
 3 of 9
- 8.8 Check digit  Yes  
 No
- 8.9 Number of barcode labels  One per copy  
 Two per copy
- 8.10 Name to appear on label (max 40 characters) \_\_\_\_\_
- 8.11 Copy & volume information  Print copy & volume information (except c.1) on barcode label following call number.  
 Do not print copy & volume information on barcode.
- 8.12 Generic barcode labels  Generic barcodes. See quote.  
Beginning number: \_\_\_\_\_  
Number of labels: \_\_\_\_\_

## Barcode labels

8.13 Patron barcode labels

Generate patron barcodes. See quote.

Beginning number:

Number of labels:

8.14 Barcode label protectors

Provide barcode label protectors. See quote.

Number of rolls (1,000 per roll): \_\_\_\_\_