



Postal Mail: P.O. Box 47508, San Antonio TX 78265-7508

Shipments Only: 12100 Crownpoint, Suite 160, San Antonio TX 78233-5367

E-mail: [info@marcive.com](mailto:info@marcive.com)

Web Site: [www.marcive.com](http://www.marcive.com)

Toll-free Voice: 1-800-531-7678

Voice: (210) 646-6161

Fax: (210) 646-0167

# How to Get Started with MARCIVE Cataloging Service

## Setting up an account

1. Contact MARCIVE via phone (1-800-531-7678) or e-mail ([custserv@marcive.com](mailto:custserv@marcive.com)) to obtain a packet containing more information about the service. A price list of the available options will be included in the packet. A price list is also available in Adobe® Acrobat® format in the Cataloging section of this website. If you would like to view or print the price list, click [here](#).
2. Obtain the "Cataloging Profile for New Library Clients". This profile can be mailed or faxed to you by our Customer Service Department. The profile is also available in Adobe® Acrobat® format and can be printed from the links below.

Dewey classification libraries click [here](#) to print the profile.

Library of Congress classification libraries click [here](#) to print the profile.

National Library of Medicine classification libraries click [here](#) to print the profile.

3. Complete the profile. If you have questions about the how to answer any of the questions, please contact a Customer Service representative via phone or e-mail. We are available from 8AM to 5PM Central Time. You can submit the profile online.
4. Submit a single test order of five titles (no charge). If you plan to send in lists of ISBNs or LCCNs for cataloging, please include the test order with your profile. If you will be ordering using MarciveWeb SELECT, you will receive an e-mail when your account is ready, and you can submit your order of five titles. Be sure to carefully examine and test the sample cataloging products you receive.
5. Sign and return the Sample Approval Form (included with your sample products). If you prefer, you can send your approval via e-mail to [custserv@marcive.com](mailto:custserv@marcive.com).
6. As soon as we receive your approval (if there are no changes requested), you are ready to start ordering!

## Completing the cataloging profile

The *Cataloging Profile for New Library Clients* allows you to provide information about the library and to tell us which cataloging products you wish to receive. Be sure you are using the profile for the classification used by your library.

Below is a summary of the information you will need to complete the profile. We have also included a few tips for using options in the profile to save time (indicated by ☺). If you have any questions about the profile which are not answered below, please contact a Customer Service Representative. We will be happy to explain your options.

**MARCIVE ID code.** You will be assigned an ID code when we receive your profile and set up your account. We will notify you of your ID when your account is activated. This code will be used to identify the library in your orders, correspondence and billing.



Postal Mail: P.O. Box 47508, San Antonio TX 78265-7508

Shipments Only: 12100 Crownpoint, Suite 160, San Antonio TX 78233-5367

E-mail: [info@marcive.com](mailto:info@marcive.com)

Web Site: [www.marcive.com](http://www.marcive.com)

Toll-free Voice: 1-800-531-7678

Voice: (210) 646-6161

Fax: (210) 646-0167

**General information.** Here you will give us the shipping address and method, billing information, and other general information about the library. Printed products will be shipped to the address you provide in this section of the profile. Invoices (generated on the first of each month) will be mailed to the billing address in the profile.

**Cataloging.** In this section you indicate which cataloging products you want to receive. In addition to MARC records, barcode labels and spine label sets, you can elect to receive authorities processing, authority records, and **MARC Record Enrichment**. You will also tell us how you plan to submit orders, the databases you wish to search, the type of subject headings and call numbers you use, and the customizations to the records you require.

- ⌚ **Automatic creation of call number.** Determining the call number for an item sometimes involves referring to classification manuals, or searching for the item in an existing database and using that call number. MARCIVE can assign a call number for you, based on the information in the MARC record, such as the Dewey classification in MARC tag 082 or Library of Congress classification in MARC tag 050.

If you want MARCIVE to build a local call number, indicate so in the [Automatic Creation of Local Call Numbers](#) section of the profile, and complete the appropriate [Call Number Appendix](#). The call number will be included in the MARC record and printed on any labels (barcode or spine) you order.

- ⌚ **Customization of cataloging.** If there are phrases in some MARC records you want systematically removed from your cataloging, such as “-- Juvenile literature”, you do not need to manually remove them from the records either during the ordering process or from the record in your system. You can have MARCIVE automatically remove these types of phrases from all of your cataloging orders. The [Customization of Cataloging](#) section of the profile provides a list of fields and phrases you can choose to have us remove, as well as options for other global changes. Even if you see the information to be changed on the screen while ordering, you will know the cataloging will contain the information you want when you receive it from MARCIVE

The next several sections of the profile are specific to a cataloging product. You only need to complete the sections applicable to the cataloging products you will be receiving.

**MARC records.** You will provide the automated system name (e.g., SirsiDynix Symphony), and local data requirements in this section.

- ⌚ **Order retrieval.** Select secure website as your order retrieval option, and you can pick up your records the next day.

- ⌚ **Customization of local holdings information.** Each automated system has specific requirements for the formatting of local information (call number, location code, barcode number, etc.) Let us know your system's requirements in the [Local Data Requirements](#) of the profile, and MARCIVE will output your local information in this format, saving you from doing any subsequent modification or addition to the records.

- ⌚ **MARC Record Enrichment.** If you are entering Table of Contents or summaries into your records to provide more thorough information for your patrons, you are spending time putting together the information, as well as entering it into the record. MARCIVE can add Table of Contents, summaries, and fiction/biography enhancements to your cataloging orders through **MARC Record Enrichment Service**. Unlike links to Websites that offer record enhancement, MARCIVE enrichment is added to the record,

and is a permanent part of your catalog. If you would like to add this service to your profile, please complete the *MARC Record Enrichment Profile for Cataloging Customers*. Click [here](#) to print a copy of this profile.

🕒 **Authorities processing.** The Library of Congress is continuously changing the authorized forms for subject headings and name headings. Instead of modifying the bibliographic records in their database, the Library of Congress distributes their changes to these records through the authority file. This means the bib records from LC contain subjects (and other headings) that may or may not represent the currently authorized form.

So how do you keep the headings in your database up to date without subscribing to the Library of Congress Cataloging Service Bulletin and tracking all changes yourself? Let MARCIVE bring your headings up to date as part of your cataloging processing. In the [Authorities Processing/Authorities Records](#) section of the profile, you can elect to have us upgrade your LC, Sears, or MeSH headings automatically, and you can be sure your records contain current headings when you receive them. If your system utilizes authority records to create cross-references, you can also elect to receive authority records for the headings in each cataloging order through **Demand! Authorities**.

🕒 **Smart barcode labels.** Let us know the barcode type (symbology), barcode number range, and information to be printed on the labels (location, copy/volume, library name) in this section.

If you use generic barcode labels, you have to enter the barcode number in the record in order to tie the item in your system with the barcode number on the book. Order smart barcode labels with your cataloging, and the barcode number is already in the record. The title, call number, and library name are printed on the label also, which provides an additional source of shelving information on the item. Complete the [Smart Barcode Labels](#) section of the cataloging profile to add barcode labels to your orders. You can receive multiple barcodes for multi-volume sets, or multiple copies, and we can print the copy/volume information on the labels. Provide a range of numbers to use for your library, and we will track the numbers assigned, so you don't have to. Since the number(s) are already part of the cataloging record, all you have to do is apply the labels to the books.

🕒 **Spine label sets.** Provide the spine label font, and the information to be printed on the labels.

Many systems have provisions for printing spine, but you must make sure the call number and other information are the same as in the MARC record. If you have multiple volumes, you must produce label sets for each volume. Let MARCIVE produce the book label sets with your cataloging. You can order multiple labels if needed, and the location, barcode number, copy, and volume information can be printed on the labels if you choose. Our stock is acid-free, designed to stay on the books for a long time.