CATALOGING PROFILE
FOR LIBRARY CLIENTS USING
NATIONAL LIBRARY OF MEDICINE CLASSIFICATION

I have reviewed these specifications and authorize MARCIVE to start service. If no option is marked, MARCIVE should use its ***standard option** (standard options are indicated in this profile through bolding and an asterisk).

Authorized Signature: _____ Date: _____

Title: _____ Phone: _____ FAX: _____

Best time to call: _____ E-mail: _____
❑ Check if you do NOT wish to be subscribed to Marcive_CAT electronic discussion list.

1. GENERAL

SHIPPING ADDRESS FOR PRODUCTS

Customer Name (Library): _____

Attention: _____

Street Address: _____
         NOTE: Must not be a P.O. Box for UPS shipping.

City: _____ State/Province: _____ Zip/Postal Code: _____

METHOD OF SHIPMENT

         NOTE: Shipping costs are prepaid and added to invoice.

Type of Service   **Type of Address**
  *   ❑ **UPS Ground Service**   ❑ Commercial
       ❑ UPS 2-day Service (Not available for Canadian addresses)   ❑ Residential
       ❑ UPS Overnight Service

BILLING ADDRESS

Attn.: _____

Library: _____

Address: _____

City: _____ State/Province: _____ Zip/Postal Code: _____

BILLING

❑ This library claims sales tax exemption. Reason: _____

This library requires purchase orders.

❑ No   ❑ Yes. If "Yes", please send purchase
                                                     order.

TYPE OF LIBRARY

❑ Public   ❑ Special   ❑ Hospital
❑ School   ❑ Academic   ❑ Other: _____

You may be surprised to see how many cataloging options are available from MARCIVE. You may be even more surprised to learn that your cataloging can be tailored to your needs in more ways than are listed on this profile. Another important point to remember is this: there is rarely a fee to change your profile. If at any time you decide you want to make a change, just give us a call. We want you to be completely satisfied--so please keep in touch!

2. CATALOGING

WHAT CATALOGING PRODUCTS DO YOU WISH TO OBTAIN FROM MARCIVE?

Please fill out the appropriate section(s) in addition to all of page 1, all of section 2, and the call number appendix.

❑ MARC records   ➔ Fill out section 3.
❑ MARC Record Enrichment   ➔ Fill out section 4 and the MARC Record Enrichment Service Profile for Cataloging Customers in addition to this profile.
❑ Reader notes   ➔ Fill out section 5.
❑ Authorities processing and/or records   ➔ Fill out section 6.
❑ Smart barcode labels   ➔ Fill out section 7.
❑ Spine label sets   ➔ Fill out section 8
❑ Catalog card images   ➔ Fill out section 9.

HOW DO YOU WANT TO SUBMIT ORDERS TO US?

Please note: Orders may also be submitted by book jobbers for you. This section refers to orders direct from you.

∗   ❑ *MarciveWeb SELECT.* Library will use browser to search MARCIVE's database over the Internet. This is the only ordering option in which the library can see the record before ordering.

Please provide a login and a password (no more than 10 characters each)
Login: _____   Password: _____

❑ Search Numbers on a MARCIVE Search Request Form (paper)

WHAT CATALOGING SOURCES DO YOU WANT US TO USE?

What cataloging source do you want used as 1st choice, 2nd choice, etc., to produce cataloging products? Cross out any database you do not want searched. A number indicating your order of preference must be supplied for each box unless crossed out.

If you are using *MarciveWeb SELECT*, only the sources you mark below will be visible to you.

❑ LC   Library of Congress cataloging

- ❏ AVA   AV Access database of audiovisual cataloging from Baker & Taylor (see "AVA Surcharge" on price list). Please supply appropriate call numbers.
- ❏ NLM   National Library of Medicine cataloging
- ❏ NLC   National Library of Canada cataloging
- ❏ GPO   Government Printing Office cataloging
- ❏ Core   MARCIVE Core records is a small database of good quality cataloging. If you choose LC cataloging, this database will be added automatically.
- ❏ SLC   Special Libraries Cataloguing, Inc. cataloging for books and videos. All customers have access to this database automatically. It can be turned off, if you prefer.
- ❏ SUPN   Supplemental file of good quality cataloging from previous projects.
- ❏ NONA   Nonauthoritative cataloging. Records reflect contributing library's own cataloging practices (quality varies) and generally do not include a call number.

Cataloging in Publication (CIP)

Note: Applies to Search Request and jobber orders. ***MarciveWeb SELECT*** customers will receive cataloging for anything they select, regardless of CIP status.

- ∗ ❏ **Full cataloging, CIP only if full cataloging not available.**
- ❏ Full cataloging only. [Fill rate will be lower.]

Fullness of Cataloging

Note: Applies to Search Request, jobber orders. ***MarciveWeb SELECT*** customers will receive cataloging for anything they select, regardless of fullness of cataloging.

- ∗ ❏ **Supply all available cataloging.**
- ❏ Exclude minimal cataloging from my orders. [Fill rate will be lower.]

AUTOMATIC CHOICE OF SUBJECT HEADINGS

- ∗ ❏ **Library of Congress**
- ❏ Sears
- ❏ MeSH

AUTOMATIC CREATION OF LOCAL CALL NUMBERS

- ❏ Do not build a local call number
- ❏ Library of Congress   ➔   Fill out Call Number Appendix: **LC**
- ❏ National Library of Medicine   ➔   Fill out Call Number Appendix: **NLM**
- ❏ Dewey Decimal Classification   ➔   Fill out Call Number Appendix: **Dewey**

CUSTOMIZATION OF CATALOGING

Note to ***MarciveWeb SELECT*** customers: You do **not** need to change the record on the screen before ordering. All of your profile customization will be applied to the record before you receive your cataloging product.

- ❏ Do not customize my records in any way.

13-digit ISBN

- ❏ * **Output records with the ISBN in the field originally supplied.**
- ❏ Perform special ISBN processing. Any existing 020 fields will not be changed. However if there is a valid 10-digit ISBN with no matching 13-digit ISBN, an 020 with the matching 13-digit ISBN will be added.

Unwanted fields

You can have us delete any of the following fields automatically. If you are trying to simplify your catalog, we recommend you delete those indicated with a card catalog ▨ **Please mark any you want DELETED**.

- ❏ Delete GPO stock number ▨
- ❏ Delete GPO item number ▨

- ❑ Delete ISBN/ISSN (020 and 022 fields)
- ❑ Delete terms of availability or price ($c of 020)
- ❑ Delete all birth & death dates ▯
- ❑ Delete birth & death dates from main entry
- ❑ Delete birth & death dates from proper name subject headings
- ❑ Delete birth & death dates from all added entries
- ❑ Delete uniform title (240 and 243 fields) ▯
- ❑ Delete all notes, except bibliography, contents, annotation, study program information note, and target audience note

- ❑ Delete all notes (5xx fields)
- ❑ Delete contents notes (505 field)
- ❑ Delete summary notes (520 field)
- ❑ Delete general notes (500 field)
- ❑ Delete bibliographic notes (504 field)
- ❑ Delete all but first 2 subject headings. ▯
- ❑ Delete all but first ____ subject heading(s). Fill in a number. (6xx field)
- ❑ Delete all juvenile subject headings (6xx field, second indicator 1)
- ❑ Delete NLM subject headings (MeSH) ▯
- ❑ Delete all but first ____ personal author added entries. Fill in a number. (700 field)
- ❑ Delete all but first personal author added entry. ▯

Subject subdivisions

You can also have any of the following subject subdivisions deleted. If you are trying to simplify your catalog, we recommend you delete all of them. **Please mark any you want DELETED.**

- ❑ Delete all of these subject subdivisions.▯
- ❑ Delete --Amateurs manuals.
- ❑ Delete --Anecdotes.
- ❑ Delete --Biography.
- ❑ Delete --Case studies.
- ❑ Delete --Causes.
- ❑ Delete --Congresses.
- ❑ Delete --Criticism and interpretation.
- ❑ Delete --Doctrinal and controversial works.

- ❑ Delete --Guidebooks.
- ❑ Delete --Handbooks, manuals.
- ❑ Delete --Juvenile [literature, fiction, other genre]
- ❑ Delete --Pictorial works.
- ❑ Delete --Popular works.
- ❑ Delete --U.S.
- ❑ Delete --United States.

Other customization:

Please list here any other deletions or changes you would like made automatically to your cataloging.

_____

3. MARC RECORDS

Please fill this section out if you want to receive MARC records with every order.

Please note: Since much of the information MARCIVE needs to properly produce your data depends on the particular local library automation system that the data will load into, **we recommend that the vendor of your system be consulted** when completing this section.

LOCAL AUTOMATED SYSTEM INFORMATION

- ❑ We have not installed a system yet.

- ❑ We have the following system installed:

Name of company: _____   Software product/Version: _____

HOW DO YOU WANT ANY ELECTRONIC ORDERS TO COME BACK TO YOU?

Costs per record, media charges, and handling fees (where applicable) are available on price list.

❑ Download MARC records from MARCIVE's computer to library computer via:

    ❑ Browser (requires login & password. If you did *not* already provide us with a login and password for ***MarciveWeb SELECT***, please give them to us now.)

        Login: _____   Password: _____

    ❑ We do not want our MARC records back yet. Choose this option if you have not installed a system yet. (See price list for archival database output costs.)

LOCAL DATA REQUIREMENTS

Creation of local holdings fields. Please consult with your system vendor or system documentation to verify what field your system uses for creation of local holdings.

* ❑ **Create an 852 field in the following format:**

    $b Location
    $h Call number
    $p Barcode number
    Example: *852*   *$b Ref $h 426.3 Reed $p 1150000012*

    ❑ Create an _____ field in the following format (if your system does not use an 852 field as defined above for holdings)

    _____   Location
    _____   Call number
    _____   Barcode number

Any other requirements of your local system not mentioned elsewhere can be entered here or attached on a separate sheet.

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4. MARC RECORD ENRICHMENT

We can add Table of Contents (TOC) data (+$0.50/hit), Fiction/Biography additional access points (+$0.50/hit), and Summaries (+$0.30/hit) to your MARC records. In addition to this profile, we need you to complete the *MARC Record Enrichment Service (MRES) Profile for Cataloging Customers*.

* ❑ **Do not enrich my MARC Records.**

❑ Enrich my records. I have sent the completed *MRES Profile for Cataloging Customers* necessary to begin service.

❑ We want our records enriched but do not have detailed information or a copy of the *MRES Profile for Cataloging Customers*. Please send us the information so that we can fill out the profile and return it.

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5. READING NOTES ENRICHMENT (ACCELERATED READER AND LEXILE)

Accelerated Reader data will be added automatically unless you check "Do not add…". However, Lexile Measure data will not be added unless you specifically choose "Insert…". Both are available to you free of charge.

ACCELERATED READER (526)

Please fill out this section if you want us to add Accelerated Reader data to your MARC records. Data will include the Study program name ("Accelerated Reader AR"), the Reading Level, the Interest Level, the Point Value, and the Quiz Number.

    526 0_ $a Accelerated Reader AR $b MG $c 8.1 $d 3.0

* ❑ **Insert Accelerated Reader data in a 526 field, when available. No extra cost.**

    ❑ Do not add Accelerated Reader data

If you are receiving spine label sets and Accelerated Reader data from MARCIVE, as an option, we can print the Reading Level and the Point Value on the small label below the spine label.

| AR RL 8.1 |
| PTS 3.0 |

* ❑ **Do not print AR information on the label set.**
    ❑ Print the Reading Level and Point Value on the small label.

LEXILE MEASURE (521)

The Target Audience Note (521) will include the Lexile Code or the Lexile Level.

      521 8_ $a 880 $b Lexile

* ❑ **Do not insert Lexile Measure data in a 521 field.**
    ❑ Insert Lexile Measure data in a 521 field, when available. No extra cost.

If you are receiving spine label sets and Lexile data from MARCIVE, as an option, we can print the Lexile Measure on the small label below the spine label.

| LEXILE |
| 880L |

* ❑ **Do not print Lexile information on the label set.**
    ❑ Print the Lexile Measure on the small label.

6. AUTHORITIES PROCESSING/AUTHORITIES RECORDS/RDA CONVERSION

Please fill this section out if you want us to check the name and subject headings in every order and, optionally, provide authorities records which can be used for creating cross references automatically in your local system.

- ❑ Apply automatic LC Name and Subject Heading authority control to all records (see "Authority processing" on price list). Appropriate for all MARC record customers.
- ❑ Apply automatic MeSH authority control to all records (see "Authority processing" on price list). Appropriate for all MARC record customers using medical subject headings.
- ❑ Provide appropriate authorities records for loading into local system through MARCIVE's unique **Demand! Authorities** service (see "*Demand! Authorities*" on price list). Appropriate for customers with automated systems capable of loading MARC Authorities Records.

7. SMART BARCODE LABELS

Please fill this section out if you want us to create smart barcode labels for every order.

MarciveWeb SELECT customers can suppress barcode label production on a piece-by-piece basis on the **Local Data (Item level)** screen.

There is *no charge* to establish barcode service using our standard options. However, if the library needs something other than our standard options, please do not hesitate to ask. There may be a charge of $125 to establish customized barcode service, however the library will be notified in writing if such a charge is necessary.

For cost per label, see "Smart barcode labels" on price list.

SYMBOLOGY

❑ Generate codabar labels. Library code or "school code": _____

❑ Generate 3 of 9 labels.

CHECK DIGIT

❑ Generate a mod 10 check digit as the last digit of the barcode number.

❑ Do not generate a check digit.

NUMBER

Number of labels to be printed automatically per barcode number:

* ❑ **One per copy** ❑___ per copy

❑ Two per copy

LOCATION

If a location code has been entered, should it print before the call number on barcode label?

* ❑ **Yes.** ❑ No.

COPY AND VOLUME INFORMATION

If copy or volume information has been entered, should it print after the call number on barcode label?

* ❑ **Yes.**

Please note that we suppress "c. 1", however "c. 2" and all subsequent will print.
Vol. 1 is not suppressed.

❑ No. Do not print copy/volume information on barcode label.

NAME TO APPEAR ON BARCODE LABEL

Maximum 40 characters. *Example: Jefferson H. S. Library*

_____

BARCODE NUMBER RANGE

❑ Start with number: _____

❑ Optional, Stop with number: _____

❑ If a stop number is specified, please provide a Restart Number: _____

8. SPINE LABEL SETS

Please fill out this section if you wish to receive book label sets with your orders.

NUMBER

For orders created by *MarciveWeb SELECT,* you can order multiple label sets for each title, with copy, volume, and location information printed on each set based on the occurrence of multiple local data fields entered for a title. There must be at least one copy, volume, or location field entered for each local data field.

For orders not containing multiple local data fields, a certain number of label sets per title may be requested. The profiled number of label sets can be overridden on a title-by-title basis on the search request form and in *MarciveWeb SELECT*. It can be overridden in Order Defaults as well.

* ❑ **Provide one label set per title.** Each pressure-sensitive label set consists of one spine label and two pocket/book card labels. Spine label is vertical; pocket/book card labels are horizontal. Please see samples.

❑ Provide _____ label sets per title. Fill in number.

❑ Do not provide label sets.

SPINE LABEL FONT

* ❑ **Medium size font starting on left side of label.** **12 pt.**

❑ Small size font starting on left side of spine label 10 pt.

❑ Small size font centered left to right on spine label. 10 pt.

❑ Large font starting on left side of spine label. 16 pt.

INFORMATION ON LABEL

* ❑ **Print accession/barcode number on bottom of pocket/book label,** up to 14 characters when assigned or supplied.
  ❑ Print accession/barcode number across bottom of spine label, up to 10 characters.

* ❑ **Print location** (when supplied as the local data portion of a *MarciveWeb SELECT* order or a search request, or when generated automatically due to the size of the book).

* ❑ **Print copy/volume information below call number** (when supplied in the local data portion of a *MarciveWeb SELECT* order).

* ❑ **Print author above title on pocket/book label.**
  ❑ Print title above author on pocket/book label.
                    Location Options

LOCATION OPTIONS

Placement

   If a location is supplied,
* ❑ **print above call number**
  ❑ print below call number

Oversize

   If the book exceeds _____ (fill in number) centimeters,
   ❑ print location stamp _____ (supply an abbreviation or word such as Folio, OVSZ).
     ❑ Print this location stamp instead of location supplied by a *MarciveWeb SELECT* order.
     ❑ Print the location supplied by a *MarciveWeb SELECT* order instead of this location stamp.
* ❑ **do not print any special location stamp.**

9. CATALOG CARD IMAGES

Please fill this section out if you need catalog cards for any order. We make available a file of **catalog card images** which you can print locally on most laser printers and some inkjet printers using 8½ by 11 catalog card stock which is available from several sources. Contact MARCIVE Customer Service (custserv@marcive.com) for step-by-step instructions.

The catalog card image file is generated based on the options selected below.

The profiled number of card sets and extra main entry cards can be overridden on a title-by-title basis on the search request form and in *MarciveWeb SELECT*. They can also be overridden in Order Defaults.

For cost per record for creating catalog card images, see "Catalog card images" on price list.

SEND TO

Email address to notify when catalog card image file is ready: _____

CARD SET OPTIONS

* ❑ **Provide standard complete card set.** Shelflist card, main entry card, and one headed card for each tracing (all the title added entries, author added entries, subject added entries, and series added entries.)
  ❑ Provide just a shelflist card with each order.
  ❑ Provide customized sets. Describe: _____

- ❑ Customize the indentions on the card. See sample card for standard indentions, mark and return with this profile. Or once you have received your test order, mark your custom indentations and send back clearly identified with your ID code.
- ❑ Location options. Please fill out under Spine Label Sets (even if you do not wish to receive labels).

SORTING OF CARDS

- ∗ ❑ **Keep in set order. All cards for one work kept together.**
- ❑ Profile for dictionary catalog. Author, title, and subject cards in sequence; shelflist cards in sequence.
- ❑ Profile for divided catalog (3). Author and title cards in one sequence; subject cards in sequence; shelflist cards in sequence.
- ❑ Profile for divided catalog (4). Author cards in sequence; title cards in sequence; subject cards in sequence; shelflist cards in sequence.

Note: Prefiling of cards is not recommended if omission of any subject headings or call numbers has been requested.

CALL NUMBER APPENDIX: NATIONAL LIBRARY OF MEDICINE

Please fill out this section only if you want NLM call numbers.

Automatic call number selection can always be overridden on **MarciveWeb SELECT** or Search Request Call Number fields. Simply supply the call number you prefer.

Please note that call numbers can be generated automatically from National Library of Medicine records and some other records which contain NLM numbers in the 060 field. It is a good idea to supply the call number you want when the cataloging comes from the A/V Access®, GPO, or nonauthoritative cataloging databases.

SERIES CALL NUMBERS

If NLM has only provided a series class number (and not a subject class number),
- ∗ ❑ **use the NLM series class number for labels**
- ❑ leave spine label blank

CATALOGING NOT AVAILABLE FROM NATIONAL LIBRARY OF MEDICINE

If you are NOT using MarciveWeb SELECT, how do you wish us to proceed if cataloging is not available from NLM ?
- ∗ ❑ **search the Library of Congress MARC database**
- ❑ do not search the LC MARC database (this option reduces fill rate significantly)

Call number. *If a bibliographic record is available from LC*
- ❑ use LC call number
- ∗ ❑ **use LC call number ONLY if LC classification is not "R"**
- ❑ leave spine label blank.