



# CATALOGING RECORD DISTRIBUTION PROGRAM



## CRDP PROFILE : GUIDE

To start receiving cataloging records from the U.S. Government Publishing Office through the Cataloging Record Distribution Program (CRDP), please create your CRDP Profile by filling in the [CRDP Profile web form](#).

This guide is intended to help you answer the questions in Part 1 of the CRDP Profile web form. The numbering corresponds to the numbers in the form.

Please fill in the answers directly into the form. You can leave the form at any time and settings will be saved.

### 1. Depository Library Identification.

**Enter your Depository Number.** The depository number is very important. Only one depository number may be entered into this profile. If your institution has multiple depositories that wish to obtain records, a separate profile must be completed for each depository. Records will be provided in separate batches and will not be de-duplicated.

After you enter the depository number, you will be asked to create and enter a User Access Key to view or change this profile. If this is your first time editing the profile simply create a User Access Key that you will remember for use in any later sessions used to create your initial CRDP Profile.

#### 1.1 Depository Address

The information from GPO's Federal Depository Library Directory will be automatically added here. You may edit the fields if desired.

#### 1.2 Contact Names

The information from GPO's FDL Directory will be automatically added here. You may edit the fields if desired. The library's Depository Coordinator may serve as the primary contact, the person who is **responsible for and is knowledgeable about the project**. In addition to the primary contact, provide one or more Systems, cataloging, or coordinator contacts.

## 2. Services

All records are full MARC records, with OCLC control numbers (except for some Historic Shelflist records and possible future special projects), output from the GPO Catalog of Government Publications, and distributed by MARCIVE on GPO's behalf. The records will be made available monthly, via FTP or an HTTP link. An email will be sent to the list of email addresses (See 4.3) so your institution can pick up the records within 14 days. You can choose to have new records only or both new records and changed records that match your Item Number Selection Profile output.

### 2.1 Historic Shelflist Records

These records represent records created by the GPO as part of a project to create or transcribe MARC records for older materials, mostly pre-1976. Some records are brief and many lack item numbers because item numbers were not in use at the time the materials were distributed. Currently produced records do contain OCLC numbers. **If you do not want historic records, unclick the box.**

### 2.2 Services: Historic Shelflist Record Choices (if checked)

If you want everything that GPO creates from the Historic Shelflist, click the box *Select All*. If you only want certain categories, click *Select By SuDoc Stem*, then enter the stems in the free text box.

**Note: After this form is submitted**, we will use the specifications you provide in the online profile and create a test file for you to load. You should examine the records and how they index and display in your catalog before sending MARCIVE your approval. If the specifications need to be revised, this is the time!

### 2.3 Profiled Cataloging Records

All records that match your Item Number Selection Profile will be output. There are several possible criteria for limiting extraction to certain subsets. These are described in the following paragraphs 2.4, 2.5, and 2.10. There are also options for receiving records in separate files by type. See 2.12.

If you want these records, leave the box clicked. If you are only getting Historic Shelflist records in 2.1, unclick the box.

### 2.4 Profiled Cataloging Records Options: New & Changed Records

The options are *New Only* or *New and Changed*.

**Note: After this form is submitted, we will create a test.** We will use the specifications you provide in the online profile and create a test file for you to load. You should examine the records and how they index and display in your catalog before sending MARCIVE your approval. If the specifications need to be revised, this is the time!

**2.5 Profiled Cataloging Records Options: Limit to Online Titles**

If you wish to only receive records for online titles matching your item profile, click the box. Records output will have 856 fields and the value of "s" or "o" in 008 position 23, or for maps with these values in 008, position 29.

**2.6 Profiled Cataloging Records Options: Holding Field Creation**

Records can be output with an item field, such as a 949 or 852, that can be used by the library's local system to create item records automatically. Click the box only if you want format holding fields created. Describe the code parameters in detail in 2.7. Include required indicators and subfields.

**2.7 Profiled Cataloging Records Options: Holding Field Creation Detail (if checked)**

Enter the field used, such as a 949 or 852 field. Include all the appropriate indicators and subfields in the string and their values.

Many libraries use the 049 field in addition to or in place of item record creation fields. If your library uses the 049 field, please describe here.

**2.8 Profiled Cataloging Records Options: Holding Code Creation**

Codes can be used in a 049\$a or in an item creation field subfield, such as 949\$I. Enter the detail in 2.8. If holding codes are not desired, unclick the box.

**2.9 Profiled Cataloging Records Option: Holding Code Creation Detail (if checked)**

Different holding codes may be specified for different formats. A list of possible formats has been provided: Paper, Electronic, Microfiche, Map. These can be free text as well, but need to be recognized by your online system. Please provide complete information such as:

Paper code	949 \$I GOVP
Electronic code	949 \$I GOVE
Microfiche code	949 \$I GOVF
Map code	949 \$ GOVM

Or

Paper code	049 \$a ABCD
Electronic code	049\$a ABCE
Microfiche code	049 \$a ABCF
Serial code	049 \$a ABCS

However, if you have other format requirements, please so indicate in the other category (e.g., Electronic serials code).

Other code(s) Electronic serials 049 \$a ABCL; Maps 049 \$a ABCC

### **2.10 Profiled Cataloging Records Option: Exclusion of Records by Format**

You can opt not to receive certain formats if desired. Detail the formats not desired in 2.11. If you do not want this option, unclick the box.

### **2.11 Profiled Cataloging Records Options: Exclusion of Records by Format Detail (if checked)**

You can choose to exclude records for these formats here: Serials, Electronic, Maps, Microfiche by clicking the appropriate boxes.

### **2.12 Profiled Cataloging Records Options : Separate Output of Records**

If you would like to separate your MARC output based on specific formats (electronic medium, serials, maps, etc.), choose this option. Detail the outputs desired in 2.13.

### **2.13 Profiled Cataloging Records Options: Separate Output of Records Detail (if checked)**

You can choose to output records in separate files for these formats here: Changed, Serials, Electronic, Maps, Microfiche by clicking the appropriate boxes.

## **3. Control Number, Call Number, and Character Set**

### **3.1 OCLC Number**

If your library uses the OCLC number as a matching point for overlay when loading records, please verify in what field your local system expects the OCLC number to appear. While the usual field is the 001 tag, some systems may require the number to be in another field, such as MARC tag 035.

### **3.2 SuDoc Number**

The Superintendent of Documents Number will appear in the MARC 086 field. If multiple 086 fields are present in the record, the last occurrence will be considered the current SuDoc Number. Please review your loader programs to determine what effect this will have on indexing. We can also copy the SuDoc Number into another field, if desired.

### **3.3 Character Coding Scheme**

You have a choice of having the records output in either MARC-8, which is standard MARC format, or UTF-8, which is Unicode.

## 4. Output of records to Library

### 4.1 Special Processing Instructions

List here special instructions, or anything you feel requires additional explanation.

### 4.2 Destination System

The library system or other software into which these records are to be loaded. Examples are Innovative Interfaces Sierra, Koha, SirsiDynix Horizon, ExLibris Alama, and Polaris.

### 4.3 OCLC Holdings

In order for us to provide records to OCLC to set holdings for you, please access Worldshare Collection Manager at <https://www.oclc.org/en/worldshare-collection-manager/ordering.html> and create a data sync collection. This will let OCLC know that we will be providing monthly sets of records on your behalf. Once the collection information is processed, OCLC will provide you with a 7-digit data sync collection ID. We will need to provide this ID number and your OCLC institution symbol to OCLC with the records we send each month, so we cannot proceed with this option without this information.

The library is responsible for any charges incurred by OCLC to set these holdings.

### 4.4 Notification Email

List all email addresses that should be notified when the files are ready for FTP pickup or access via an HTTP link. Fill in as many as you have. You are not limited to three. **Files remain on our server for 14 days.**

## 5. Summary Page

- 5.1 Review the sections as entered and make any necessary changes. You may print the profile for your records. When finished, click on "Complete Profile." You will get an e-mail confirmation of the profile's receipt. GPO will later announce the libraries that will be included in this program.