



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
 Web Site: www.marcive.com

Toll-free Voice: 1-800-531-7678
 Voice: (210) 646-6161
 Fax: (210) 646-0167

MARCIVE ID CODE: _____
 (to be assigned by MARCIVE)

LAW LIBRARIES

DOCUMENTS WITHOUT SHELVES

MARC Records for Government Documents on the Web

Backfile Processing

- Individual Library, Per Backfile Bib Record \$0.05/Rec (\$500 Min.)
- Consortium, Per Backfile Bib Record Quoted Rates
- With Matching Authority Records, Per Backfile Bib Record +\$0.01/Rec (\$75 Min.)
- No Backfile Processing. We Only Want an Ongoing

Ongoing Subscription

- Individual Library Subscription \$1,680.00/Year
- Changed Records Output to a Separate File \$660/Year
- Consortium Subscription Quoted Rates/Year
- With Matching Authority Records (Notification Service) +\$1,485.00/Year
- With Electronic List of New Titles Monthly +\$50.00/Year
- With OCLC Holding Records +\$420/Year

TOTAL: _____

Testing. We require written test approval before we begin service. The purpose of the test is to verify the library's specifications as set out in this profile.

Authorized Signature: _____
 Date of Authorization: _____ Date to Begin Service: _____

*If no option is marked, MARCIVE should use its ***standard option** (standard options are indicated in this profile through bolding and an asterisk).*

1. General

Institution _____ Attn: _____ Address _____ City: _____ State/Province: _____ Zip/Postal Code: _____	Primary Contact: _____ Title _____ Phone: _____ FAX: _____ E-mail: _____ <input type="checkbox"/> Check if you do <i>not</i> wish to be subscribed to Marcive_GPO electronic distribution list. Technical Contact: _____ Title _____ Phone _____ FAX _____ E-mail: _____ <input type="checkbox"/> Check if you do <i>not</i> wish to be subscribed to Marcive_GPO electronic distribution list.
---	--

*Law Libraries DWS Profile & Order Form
 * Default options are bolded and marked with asterisk*

2. Agency Selection

We will distribute records from the agencies listed below unless you check "Do not select" for any agency whose cataloging you do not wish to receive. These agencies were selected with the assistance of librarians from law libraries. If you want to receive records from agencies that are not listed, please contact a Marketing Representative.

Select	Do Not Select	
* <input type="checkbox"/>	<input type="checkbox"/>	Bureau of Justice Statistics
* <input type="checkbox"/>	<input type="checkbox"/>	Census Bureau – General Publications
* <input type="checkbox"/>	<input type="checkbox"/>	Civil Rights Commission
* <input type="checkbox"/>	<input type="checkbox"/>	Congressional Hearings, Reports, Documents, Etc.
* <input type="checkbox"/>	<input type="checkbox"/>	Defense Department – Judge Advocate General Publications
* <input type="checkbox"/>	<input type="checkbox"/>	Department Of Labor
* <input type="checkbox"/>	<input type="checkbox"/>	Federal Communications Commission
* <input type="checkbox"/>	<input type="checkbox"/>	Federal Energy Regulatory Commission
* <input type="checkbox"/>	<input type="checkbox"/>	Federal Judicial Center
* <input type="checkbox"/>	<input type="checkbox"/>	Federal Register Office
* <input type="checkbox"/>	<input type="checkbox"/>	General Accounting Office
* <input type="checkbox"/>	<input type="checkbox"/>	Immigration And Naturalization Service
* <input type="checkbox"/>	<input type="checkbox"/>	Internal Revenue Service (Excluding Tax Forms And Instructions)
* <input type="checkbox"/>	<input type="checkbox"/>	International Trade Commission
* <input type="checkbox"/>	<input type="checkbox"/>	Justice Department
* <input type="checkbox"/>	<input type="checkbox"/>	Merit Systems Protection Board
* <input type="checkbox"/>	<input type="checkbox"/>	National Mediation Board
* <input type="checkbox"/>	<input type="checkbox"/>	Office Of The President
* <input type="checkbox"/>	<input type="checkbox"/>	Office Of The Vice President
* <input type="checkbox"/>	<input type="checkbox"/>	Office Of Management And Budget
* <input type="checkbox"/>	<input type="checkbox"/>	Publications Of Special Commissions
* <input type="checkbox"/>	<input type="checkbox"/>	Securities And Exchange Commission
* <input type="checkbox"/>	<input type="checkbox"/>	State Department

3. Records

Destination System

For example, Ex Libris Voyager, III Sierra, SirsiDynix Symphony: _____

FTP Address

Please indicate e-mail address of person who should be notified when files are ready: _____

Bibliographic Records: Character Coding Scheme

- * **MARC-8 (Standard MARC)**
- UNICODE MARC (UTF-8)

Backfile or Ongoing Only

- * **Start subscription by sending new records each month**
- Start with backfile and then send new records each month. Individual \$0.05/Record (\$500 minimum)
- Start with backfile and then send new records each month. Consortium (quoted rates)

Changed Records

We do not normally distribute records from GPO that have been re-distributed because of changes made. GPO makes a variety of corrections to the records: SuDoc number/item number revisions, added entries, addition of 856 fields with URLs, etc.

- * **Do not send changed records.**
- Changed Records Integrated With New Records.
- Changed records output to a file separate from the new records. (Extra cost: \$660/year)

4. MARC Tags

OCLC Control Number

All MARC records need to have an 001 field. We can also copy this information into another field.

*Distributed in MARC tag 001

Other MARC tag _____

Call Number

***Do not create a call number**

No call number

(Such as "Internet Resource" or "Web Resource")

Create a call number for all records _____

Place in MARC tag _____

Note Field

***Do not create a note field**

No note

(Such as "Click on web address to open this document")

Create a note for all records _____

Place in MARC tag _____

5. Matching Authority Records (optional)

Authority Records: Character Coding Scheme

* MARC-8 (Standard MARC)

UNICODE MARC (UTF-8)

Matching Authority Records to Accompany Backfile Bib Records

Send matching authority records (\$.01/bib record, \$75 minimum)

Do not send matching authority records

Notification Service to Accompany Ongoing Subscription Bib Records

Send matching authority records, data only, monthly (\$1,485/year)

Do not send matching authority records

6. New titles list

If you need a report to see which records you have loaded, this optional report can be created from the monthly file of records and provided to you via FTP. Typically contains the SuDocs number, Brief title, and OCLC number. Other fields may be specified.

* Do not create new titles list

Create new titles list month. (\$50/year)

7. Other options

Additional location codes

If you need more than one location code to appear in the record, please give details. This is an extra cost option.

* One or no locations codes

Additional codes cost \$250/each, a one-time setup fee. _____

Separate output by format (such as serials)

If you need records to be output by format, please give details. This is an extra cost option.

* Standard output

Separate output by format. \$250 per output (one-time setup fee)

Output records to OCLC

If you need a holdings record to be output to OCLC, this is an extra cost option. In order for us to provide records to OCLC to set holdings for you, someone at the library must fill out the OCLC batch load services form at <http://www.oclc.org/en-US/batchload/ordering.html> to let them know that we will be providing monthly sets of records on your behalf. Once the form is processed by OCLC staff, they will provide us with a project ID. We must provide the project ID and your OCLC symbol with the records we send each month. We cannot proceed with this option without this information.

- Do not send records to OCLC
- Output records to OCLC. (Additional subscription charge of \$420/year). Does not include any costs incurred by OCLC to set holdings.

8. Other profiling requirements

Please list here any other special modifications to fields or special profiling requirements, or attach separate sheet.
