



Postal Mail: P.O. Box 47508, San Antonio, TX 78265-7508  
Shipments Only: 3660 Thousand Oaks, Suite 126, San Antonio, TX 78247  
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

# DOCUMENTS WITHOUT SHELVES

## MARC Records for Government Documents on the Web

### Want to provide access to government documents without taking up shelf space?

#### ADD MARC RECORDS WITH HOTLINKS TO YOUR CATALOG AUTOMATICALLY FOR \$1764 PER YEAR.

There is a wealth of information in federal government documents and your patrons deserve to have access. They may not know about federal documents or the documents may not be integrated into your online catalog.

Now you can “acquire” government documents—without being a depository—and include them in your local catalog. How? Many government documents are now being released on the Internet and most of them are free. For thousands of these documents, MARCIVE has complete MARC records and the tools to customize the records for your local system. The fact that the records contain the URL (website address) means that if you load these records into a catalog with hotlinks, your patrons have direct access to the full text.

Every month you receive a file of MARC records ready to load into your catalog. Each record has a MARC tag 856 containing the URL (web address) or PURL (permanent address) of the latest government documents in addition to full cataloging information. As soon as you load these records into your catalog, you are providing access by subject, agency, title, and keyword, all of the access points of a complete MARC record. And if your catalog has the ability to hotlink to the site, you are providing your patrons with the full text online.

You could find many of these links yourself and bookmark them on a resource page. Integrating them into the catalog however means “one-stop shopping” for your patrons.

### US GOVERNMENT PRINTING OFFICE (GPO) DOCUMENTS ON THE WEB

- For \$1764 you will receive hundreds of new records, every month for a year.
- Requires no shelf space.
- Library does not have to be a GPO depository.
- Full text of most documents available without additional charge.
- Complete MARC records, customized for loading into your online catalog.
- Provide extensive access to government resources not physically owned by the library.

This service is especially useful if your library is not a depository. For all the documents in this subscription, you will not have to send your patrons to other libraries or request interlibrary loan. They will have full text access immediately, wherever they have access to your catalog.

### What do you receive?

As soon as you begin service, you will receive a file of all MARC records for government documents containing URLs or PURLs issued that month. We then update that file with new records monthly for one year. If you elected to receive the backfile, you will receive it as a separate file.

With the backfile, there are some records with URLs/PURLs that were also distributed in a tangible format. You can choose to receive these, or ask us to remove them.

When loaded into a system that permits hyperlinks, the records provide patrons with a way to see the web version of the government document.

### Are matching authority records available?

Yes. For ongoing customers, matching authority records are available as an add-on subscription, Notification Service. A file of new and revised authority records is distributed monthly; billing is annual, on the same schedule as Documents Without Shelves.

If you elected to receive the backfile, you can purchase the appropriate authority records to accompany that file. Pricing is listed on the Profile and Order Form.

### Do you decide what website cataloging you receive, or does MARCIVE?

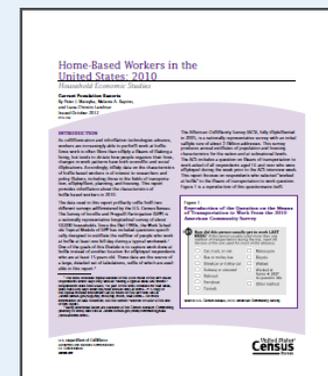
We offer two profiles, the standard profile appropriate for most public and academic libraries, and the law profile tailored to the needs of law libraries. An item number profile is not used.

If you do not wish to receive records from certain agencies, please discuss your options with your MARCIVE representative

Ongoing service	Standard Service: Average # of records per month	Law Subject: Average # of records per month
<b>New only (Recommended)</b>	<b>664</b>	<b>344</b>
New & changed	1,165	680

## TYPICAL DOCUMENTS ON THE WEB

The documents agencies have chosen to put on the web tend to be the more substantial documents, including Congressional hearings, Census reports, and more. Right-click on the documents below to open.



### How do you know what records you receive each month?

Some local systems can provide a list of records added with each batch. If you would like us to provide you with an electronic list of new titles each month, there is an annual fee of \$50.

### If you stop subscribing to the service, do you lose the links to the documents?

No. You own the records, so any records that you have loaded into your catalog will remain as active links.

### What is the actual value-added of this product to you—the MARC record, the link to a permanent URL, or the fact that you are getting plugged into documents and websites that might otherwise be “hidden”?

All of the above. There are a number of ways of finding these links that are free, including GPO Access. Having the MARC record in your catalog, integrated with records for other resources, means more success for your patrons who do not know if a government document is what they need. They hit on these documents through subject and keyword searching in your online catalog.

You could download the MARC records one by one from various databases. But with our service, you avoid having to search for the records and having to manipulate them to display properly in your online catalog.

Current records with links are provided automatically every month, saving you time and money, while increasing your patron’s likelihood of success.

### Our online catalog is small. We are afraid that the number of records we’d get would quickly overwhelm it.

Do you have a discovery layer? You may be able to apply a facet for government documents. That way your patrons can limit a search to just this resource, or search all resources except government documents.

### Can I get some sample records to load into our system?

Yes! Just call and ask. The file provided will be a generic set of records.

## HOW TO SIGN UP

We need you to send to us via email:

- Completed *Documents Without Shelves Profile & Order Form* [\[DWSP\]](#) for standard service. Alternatively, law libraries need to send completed Law Libraries Documents Without Shelves Profile & Order Form [\[DWPL\]](#)
- Signed Documents Without Shelves Subscription Ongoing Service Agreement. Ask your Marketing Representative.

## QUESTIONS

Please contact  
**Ligia Gomez**  
**lgomez@marcive.com or**  
**1-800-531-7678.**