



**MARCIVE® INC.**

**RETROSPECTIVE EXTRACTION PROFILE  
MARCIVE ENHANCED GPO DATABASE**

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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**

**DEPOSITORY LIBRARY #:** \_\_\_\_\_

**SHIPPING ADDRESS FOR PHYSICAL PRODUCTS**

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

Customer Name (Library): \_\_\_\_\_

Attention: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

**CONTACT NAMES**

Primary Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

E-mail: \_\_\_\_\_

Check if you do NOT wish to be subscribed to the Marcive\_GPO electronic discussion list.

Technical Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

E-mail: \_\_\_\_\_

Check if you do NOT wish to be subscribed to the Marcive\_GPO electronic discussion list.

**BILLING ADDRESS**

Attn.: \_\_\_\_\_

Library: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

**Profiling fee.** Any library, whether a selective depository or full depository, that wishes to extract records from the MARCIVE Enhanced GPO Database is assessed an initial profiling fee of \$80.

**Account establishment fee.** Any library obtaining a retrospective extraction is also assessed a non-refundable account establishment fee of \$2000 when work is initiated. This amount will be credited to the final cost of the project. The account will be considered closed if the library fails to provide item selection criteria, test approval, or other information needed by MARCIVE to complete the extraction with 12 months of our delivery of the profiling package.

**Selective depository.** Any library that uses any selection criteria (such as extraction by Item Number or SuDoc Number Stem; exclusion by SuDoc Number Stem) or additional holding codes will be treated as a selective depository.

**Full depository.** Any library that wishes to receive all of the GPO depository records, and will not use any of the above listed selection criteria, will be treated as a full depository. Restriction to a date range is acceptable. Also any library that wishes to receive the entire MARCIVE Enhanced GPO database, regardless of depository status, will be treated as a full depository.

**Testing.** We require written test approval before we extract records for the library. The test consists of sample records representing many formats and does **not** match the library's item selections. The purpose of the test is to verify the library's specifications as set out in this profile.

## 2. SELECTION PROFILING

### SCOPE OF EXTRACTION

- Full depository (regional). Cataloging for all depository items (records with item numbers) will be extracted.
  - All records from April 1976 to the present
  - Just records in the following time range:
    - Beginning date: \_\_\_\_\_
    - Ending date: \_\_\_\_\_
- All GPO records, regardless of depository status (records without item numbers as well as those with them).
- Selective depository.
  - All records for Item Numbers designated by library from April 1976 to present. May also indicate Item Number-specific dates. See "Instructions for Selective Item List Profiling".
  - Just records in the following time range:
    - Beginning date: \_\_\_\_\_
    - Ending date: \_\_\_\_\_

### FREE USE OF MARCIVWEB DOCS FOR PROFILING.

Any profiling library may use MarciveWeb DOCS (MARCIVE Enhanced GPO Database on the web) as a reference tool for 90 days free of charge. The MarciveWeb DOCS License and Subscription Agreement must be signed and returned. Do you wish to have the use of this tool?

- Yes.
- No.

### ***Exclusion of records by format (optional).***

- Exclude records for maps.
- Exclude records for serials.
- Other exclusion criteria: \_\_\_\_\_

### ***Separate output by format (optional). †***

- Create separate file for maps.
- Create separate file for serials.
- Other separation criteria: \_\_\_\_\_

† See Price Quotation for cost of this item.

‡ Extra cost option.

\* Default options are bolded and marked with asterisk.

### **Topographical maps (optional).**

Some libraries prefer to receive individual quadrangle records only for their own and neighboring states, with set records for the states they may select. You may inform us of your preference here. The item numbers for these maps must be included in the item profile to receive the records.

- Include topographical set records (single records for each state describing the maps series in general):
  - None
  - All
  - Just the following states. Designate 2-digit state postal codes.  
\_\_\_\_\_
  
- Include topographical quadrangle records (single records for each quadrangle):
  - None
  - All
  - Just the following states. Designate 2-digit state postal codes.  
\_\_\_\_\_

## **3. FORMAT OF RETROSPECTIVE EXTRACTION PRODUCTS**

### **DESTINATION SYSTEM**

For example, Ex Libris Voyager, III Sierra, etc: \_\_\_\_\_

### **CHARACTER CODING SCHEME**

- \* **MARC-8 (standard MARC)**
- Unicode MARC (UTF-8)

### **DELIVERY METHOD**

Please indicate the maximum number of records per file: \_\_\_\_\_ Default is 40,000 bibliographic records per file. Authorities records, if requested, are output in similarly manageable file sizes.

- \***FTP**. † Please indicate e-mail address of person who should be notified when files are ready:  
\_\_\_\_\_
  
- CD-ROM. †

### **FORMATTING OPTIONS**

#### **MARC tags.**

- OCLC Control Number should be placed in:
  - \* **001**
  - Other: \_\_\_\_\_
- SuDoc Number.  
NOTE: 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.
  - \* **Do not copy the current SuDoc number to another field.**
  - Copy into local call number field: \_\_\_\_\_

#### **Local holding or location codes**

Depending on your system requirements, you may have us assign holding or location codes to the records based on certain criteria. These are typically in a 049 field, 852 or 949 field, or some combination of these or other fields. You may have us assign the codes based on material format or other criteria such as item number or SuDoc classification. There is no charge for the default code. There is a one-time charge of \$250 for each additional code.

Please indicate your default holding or location code: \_\_\_\_\_

Place holding/location code in

- \* **MARC tag 049 \$a**
- Other: \_\_\_\_\_

† See Price Quotation for cost of this item.

‡ Extra cost option.

\* Default options are bolded and marked with asterisk.

If you wish to assign separate holding or location codes for records distributed in different formats, please indicate below:

- Apply the following code to records for *microfiche* titles: \_\_\_\_\_
- Apply the following code to records for *electronic* titles (CD-ROMs, DVDs): \_\_\_\_\_
- Apply the following code to records for *Internet resources*: \_\_\_\_\_

If you wish to assign separate location codes based on item number or SuDoc classification, please discuss with your representative.

**Item record creation fields:**

If you wish to have us create fields such as 852, 945, 949, etc., that create item records in your system, please describe the field parameters below or on a separate sheet. Include required indicators and subfields.

**Series call numbers (optional) ‡**

Libraries sometimes ask us if we can provide GPO records with LC classification numbers. While some of the GPO records contain LC numbers, the number is small, so we cannot provide LC classification in most cases. However, if your library puts entire series under a particular classification, you can provide us with a list of SuDoc stems to be replaced with corresponding LC class numbers. For numbered series like the USGS Professional Papers, replacing the "I 19.16:" portion of the class number with something like "QE75 .P9" will yield sequential filing with that class.

- We would like to provide LC class numbers for some series. (A representative will contact you with details of how this can be accomplished.)

**Sort bibliographic records by SuDoc Number**

- \*Standard output order.** This is essentially in chronological order, oldest to newest.
- Sort bibliographic records by SuDoc Number before outputting. ‡

**Other special profiling requirements:**

Please list here or on a separate sheet any other special modifications to fields or special profiling requirements:

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**4. SMART BARCODE LABELS**

Please fill this section out if you want us to create smart barcode labels with your cataloging records.

**SYMBOLLOGY**

- Generate labels with Codabar symbology.
- Generate labels with 3 of 9 symbology.
- Generate labels with Interleave 2 of 5 symbology.

**CHECK-DIGIT ALGORITHM**

If your barcode numbers include a check-digit, please provide the algorithm for calculating the check-digit. This is usually available in your system documentation. You may attach a photocopy if available.

† See Price Quotation for cost of this item.

‡ Extra cost option.

\* Default options are bolded and marked with asterisk.

## **MARC FIELD AND SUBFIELD FOR BARCODE NUMBER**

In what MARC field and subfield should the barcode number appear in the bibliographic record? (e.g., field 949, subfield \$i)

Field \_\_\_\_\_ Subfield \_\_\_\_\_

## **NAME TO APPEAR ON BARCODE LABEL**

Maximum 40 characters. Example: Lambert Univ. Library

\_\_\_\_\_

## **BARCODE NUMBER RANGE**

Start with number: \_\_\_\_\_ End with number: \_\_\_\_\_

## **SORT**

Barcode labels will normally be produced in the order of the records output (OCLC Number order by default). You may:

- Print barcode labels in SuDoc Number order. This is the most popular option. ‡
- Additionally sort records by holding code, then by SuDoc Number within that code. ‡

## **5. AUTHORITIES PROCESSING / AUTHORITIES RECORDS**

Name, subject, title, and series headings of all records in the MARCIVE Enhanced GPO Database are automatically upgraded to current Library of Congress practice.

### **MATCHING AUTHORITY RECORDS**

- Do not supply any matching MARC authority records.
- Supply all appropriate matching MARC authority records. †
- Supply just matching MARC authority records which contain "see froms" and "see also froms". †

### **DISTRIBUTION OF AUTHORITY RECORDS**

- \* **Single file of all matching authority records.**
- Two files of matching authority records. † One matches names; the other matches subjects.  
Names: 100, 110, 111, 130, 240, 400, 411, 440, 700, 710, 711, 730, 800, 810, 811, 830, 840  
Subjects: 600, 610, 611, 630, 650, 651
- Three files of matching authority records. † One matches names; the second matches uniform titles and series; and the last matches subjects.  
Authors: 100, 110, 111, 700, 710, 711  
Titles: 130, 240, 400, 411, 440, 730, 800, 810, 811, 830, 840  
Subjects: 600, 610, 611, 630, 650, 651
- Other distribution. † Specify: \_\_\_\_\_

### **AUTHORITY REPORTS (OPTIONAL)**

- \* **Do not produce any of the optional reports.**
- Unrecognized main headings, alphabetized. †
- Multiple matches. †
- Conditionally authorized and undifferentiated personal names. †

### **NOTIFICATION SERVICE (OPTIONAL)** †

You can receive notification of changes to the authorities records you received through this retrospective extraction, even if you decide not to use MARCIVE for ongoing GPO cataloging. Please contact a MARCIVE representative for details and costs.

If you do use MARCIVE for ongoing GPO cataloging, you will be given an opportunity to profile for Authorities Notification Service on the Ongoing Subscription profile.

† See Price Quotation for cost of this item.

‡ Extra cost option.

\* Default options are bolded and marked with asterisk.

## 6. HOLDINGS FILES FOR UTILITY

Loading MARCIVE Enhanced GPO Database records into a shared database is prohibited by our license agreement. However, the Library may obtain holdings files suitable for loading into OCLC. Note that OCLC does not require you to load your holdings of GPO records. Also note that OCLC may assess its own additional charges to load your holdings into its database.

- \* **Do not create a holdings records for our utility.**
- Supply holdings records for OCLC. † (Records will be sent directly to OCLC via FTP unless other arrangements are made.)

## 7. ONGOING SUBSCRIPTION

- We wish to begin an ongoing subscription to MARCIVE Enhanced GPO Cataloging Service. (MARCIVE requires a signed ongoing license agreement, purchase order, and completed ongoing profile to begin service.) †
- We do not plan to subscribe to ongoing service.

† See Price Quotation for cost of this item.

‡ Extra cost option.

\* Default options are bolded and marked with asterisk.