



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

# RECLASSIFICATION QUESTIONNAIRE

For an estimate of what costs will be involved if you have MARCIVE reclassify your collection, please:

- Complete this questionnaire and send to MARCIVE representative.
- Accompany the questionnaire with a sample of the MARC records from which we would be doing the reclass. Send the records as an e-mail attachment or via FTP to ftp.marcive.com. Log in as anonymous, use your e-mail address as the password, and put the file in the input directory. Please call or send us an e-mail to let us know you've sent the file.

**Name of institution:** \_\_\_\_\_

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

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

**Contact:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

1. What classification scheme are you moving from and going to?

- From Dewey Decimal Classification to Library of Congress.  
 Other: \_\_\_\_\_

2. What is the source of the MARC records which will be used for the reclass? If more than one source, please indicate all that apply:

- Output from local system (specify): \_\_\_\_\_ Number of titles: \_\_\_\_\_  
 Other: \_\_\_\_\_ Number of titles: \_\_\_\_\_

3. Character code scheme of input files:

- MARC-8 (Standard MARC)  UTF-8 (Unicode-MARC)

4. Has any portion of your database been reclassified already?

- No.  Yes. If yes, do you want label set generated for those items already reclassified?  
 Yes.  No.

5. Do you want to reclassify everything possible or only a subset of your collection?
- I want MARCIVE to reclass everything possible. All records which contain the new call number.
- I only want a subset reclassified. What are the criteria for selecting the subset?
- 
6. Do you want us to upgrade the name and subject headings through Authorities Processing at the same time as we perform the reclassification? Minimizes costs to have all potential processing determined up front.
- Yes.       No.
7. What MARC tag contains the old call number information? \_\_\_\_\_
8. What MARC tag(s) contain the new call number information?
- 050       Other (please provide the MARC tag or tags): \_\_\_\_\_
9. If your records do not contain an LC call number we can use (for example, records lack an 050 field), should we match your database against the LC database to try to find an LC call number?
- Yes.       No.
10. Which MARC tag contains your local holdings information? \_\_\_\_\_
11. Do you need item holdings created for your local system?
- Yes.       No.
12. Online system: Into what system will you be loading your records? \_\_\_\_\_
13. What products do you want us to provide for you:
- Spine label sets. The spine label will have the new call number. The interior labels will have both the old call number and the new. Spine labels will be sorted in *old* call number order to save your staff time in applying the new labels.
- Print spine labels only for those titles which were reclassified. This is the default.
- Print spine labels for everything.
- Smart barcode labels: MARCIVE creates barcode number  Singles or  Doubles
- Print smart barcode labels for only those titles which were reclassified. This is the default.
- Print smart barcode labels for everything.
- Spine label protectors.
- Smart barcode label protectors.
- MARC Bibliographic Records via  FTP  CD
- Output all MARC records. This is the default.
- Output just those records which were reclassified.

Report of titles not reclassified.

Special processing. Please describe: \_\_\_\_\_  
\_\_\_\_\_

14. Estimated number of labels to be produced? \_\_\_\_\_

15. Do you want sample records/labels created? If so, please complete the information below.

Current local information	Please provide MARC field and subfields Current (old) call number: _____ Location: _____ Copy: _____ Volume: _____
New call number information	New call number found in MARC tag(s) _____ Subfield _____
Old call number after reclassification	<input type="checkbox"/> Move old call number to MARC tag      Subfield <input type="checkbox"/> Remove old call number from record
Place new call number after reclassification	MARC tag      Subfield
Any other requirements not mentioned above	

16. Other information that you feel will be helpful in our determining the cost and time frame for getting your reclassification project done: \_\_\_\_\_  
\_\_\_\_\_

17. Questions you would like to have answered (or list on separate paper):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_