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RETROSPECTIVE CONVERSION ESTIMATE QUESTIONNAIRE

TO RECEIVE AN ESTIMATE

1. Fill out and return this questionnaire.
2. Include photocopies of 50-100 representative shelflist cards. If we would be working from computer printouts or title/verso page photocopies, please send a representative sample of those.

1. Library information

Institution name _____
Address _____
City _____ St/Prov _____ Zip/Postal _____
Name _____
Title _____
E-mail _____
Phone _____ FAX _____
Type of library _____ Number of branches _____
Member of consortium, network, etc.? No Yes. Please describe: _____
Local automated system _____

2. Collection information

2.1 Where do you get your current cataloging? MARCIVE, Inc. OCLC Other: _____
2.2 Choose type of conversion. (Either MARCIVE or OCLC, not both) MARCIVE, Inc. OCLC. OCLC Code: _____
2.3 How many titles do you plan to convert? Number: _____

2. Collection information

- 2.4 What format will we RECEIVE from you? If more than one, indicate the number of titles in each format. If titles are already on a computer, please request our *Brief Record Upgrade Questionnaire* instead of this one.

Shelflist cards Number: _____
Photocopies of shelflist cards Number: _____
Computer printouts Number: _____
Title page/verso photocopies Number: _____

- 2.5 Tell us about the collection to be converted. Best estimate of characteristics:

Pre-1968 Percentage: _____
Audiovisual (CD, videos, etc.) Percentage: _____
Serial Percentage: _____
NOT in English Percentage: _____
Subject headings LC Sears MeSH
 Other. Please describe: _____

Other information that you feel will be helpful in determining cost and time frame for your project, as well as any questions you would like to have answered. _____

3. Conversion project Information

- 3.1 Project dates Date you will make the shelflist available to us: _____
Date you expect the project to be completed: _____
- 3.2 Method 100% Solution. Send shelflist to us. Hits are the best MARC-formatted record we can find. No-hits are keyed directly from your card.
 Title/Number searching. Send shelflist or t/v photocopies to us. You receive only hits. No-hits are pulled and returned to library for local input.
- 3.3 Matching rules **Exact match is not required.** Exact match is required.
- 3.4 A/V Access In a MARCIVE database conversion, use A/V Access for audiovisuals.
- 3.5 Matching from limited information **Standard rules.**
 Create an original record if a "limited information" card matches more than one database record. (Only available for MARCIVE database.)
- 3.6 Skipping cards **Convert all titles in shelflist.**
 Skip titles for which all copies are marked missing or discarded.
 Skip based on these criteria. _____
- 3.7 Keying local fields from cards Call number Location, one Copy/Volume
 Multiple location codes (Ref and Circ, or multiple branches, on *same* card)
 Barcode number already on card Price of book
 Source (gift, jobber) Other: _____

4. Desired products we are to provide to you

MARC bibliographic records

RDA processing (no extra charge)

MARC authority records

Smart barcode labels: MARCIVE creates barcode number Singles Doubles

Spine label sets. Are you reclassifying from Dewey to LC? No Yes

Record enrichment Table of Contents (TOC) Fiction/Biography Summaries
 Accelerated Reader Lexile

List of titles converted No Yes

Special processing. For example, do you have a separate file of MARC records that needs to be processed also? Please describe: _____