MARCIVE® INC.

SLS RECORD PROCESSING PROFILE
SHIPPING LIST SERVICE

Postal Mail.................P.O. Box 47508   San Antonio TX 78265-7508   Toll-free Voice .. 1-800-531-7678
Shipments Only ....12100 Crownpoint, Suite 160   San Antonio TX 78233-5367   Voice.................. (210) 646-6161
E-mail ....info@marcive.com   FAX .... (210) 646-0167

Web Site ....http://www.marcive.com

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. Shipping is via UPS Ground service.

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 Marcive_GPO electronic discussion list.

Technical Contact:_____   Title: _____

Phone: _____   FAX: _____

E-mail: _____
☐ Check if you do NOT wish to be subscribed to Marcive_GPO electronic discussion list.

BILLING ADDRESS

Attn.: _____

Library: _____

Address: _____

City: _____   State/Province: _____   Zip/Postal Code: _____

2. SELECTION PROFILING

ITEM PROFILE

If you already have an item profile set up with MARCIVE, we can use that as the basis of your SLS service. We remove the item numbers which are "online-only" to reflect just those items for which you can expect to receive product. This keeps your costs down, since we base pricing on a count of item numbers selected.

If you do not have an item profile or wish to use a different profile for SLS records, please mark the appropriate line.

- ☐ *** Send records based on my current MARCIVE item profile.**
- ☐ Send all SLS records.
- ☐ Send records based on a *new* item profile. To start the process of establishing a new item profile, MARCIVE will send you a file of all of the item numbers GPO currently has on file for your library. This will be sent to you as an attachment to e-mail.

SELECTION OPTIONS

Exclusion of records by format (optional)
- ☐ *** Exclude records for serials.**
- ☐ Other exclusion criteria: _____

3. FORMAT OF ONGOING PRODUCTS

DESTINATION SYSTEM

For example, Ex Libris Voyager, III Sierra, Ex Libris Aleph: _____

CHARACTER CODING SCHEME

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

DELIVERY METHOD: FTP

Please indicate e-mail addresses of people who should be notified when files are ready:

_____

MARC FORMATTING OPTIONS

- ☐ *** Output records in MARC format.** Please complete this section. (If you would like your records in a non-MARC format, please discuss your requirements with a MARCIVE representative.)

Specified field tags
- ☐ MARCIVE control number should be placed in the
  - ☐ *** 001**
  - ☐ 035
  - ☐ Other: _____
- ☐ SuDoc Number. NOTE: The SuDoc Number appears in the 086 field. If you want it copied to an additional field, please indicate where you want it to appear.
  - ☐ 099
  - ☐ Other: _____

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: _____

If you wish to assign separate holding or location codes for records distributed on microfiche or electronic shipping lists, please indicate below.

☐ Apply the following code to records from *microfiche* shipping lists: _____
☐ Apply the following code to records from *electronic* shipping lists: _____

If you wish to assign separate location codes based on item number or SuDoc classification, contact your MARCIVE representative for instructions. Please indicate the holding or location code in the left column and the single-character symbol used on the item list in the right column.

Holding/Location Code	Item File		Holding/Location Code	Item File
_____	_____		_____	_____
_____	_____		_____	_____
_____	_____		_____	_____

If you wish to assign separate holding or location codes based on any other criteria, please describe below.

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.)

OTHER SPECIAL PROFILING REQUIREMENTS:

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

QUESTION FOR MARCIVE ENHANCED GPO DATABASE SUBSCRIBERS ONLY

If you are not already getting GPO cataloging records from MARCIVE or have no plans to do so, this section does not apply.

Current GPO cataloging customers need to specify which field in the GPO records will carry the MARCIVE control number for matching and overlay purposes. If other fields will be affected, please note below. This affects your GPO cataloging records, not SLS records. The usual arrangement puts the OCLC number in the 001 field and the MARCIVE control number in a 035 or other field, but your system requirements may be different.

- ☐ *** 001 of GPO cataloging record will carry the OCLC number**
- ☐ *** 035 of GPO cataloging record will carry the MARCIVE matching control number.**
- ☐ Other (please specify):

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4. SMART BARCODE LABELS

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

Smart barcode labels are barcode labels generated automatically directly from your records. Each record contains the barcode number in an appropriate field; a matching barcode label is produced showing library name, document title, location, SuDoc number, barcode, and eye-readable barcode number.

SYMBOLOGY

- ☐ *** Generate codabar labels.**
- ☐ Generate 3 of 9 labels.
- ☐ Generate Interleave 2 of 5 labels.

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.

LOCATION

If a location code has been entered, should it print before the SuDoc number on barcode label?
- ☐ *** No.**
- ☐ Yes.

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

- ☐ *** Print barcode labels in shipping list title order.**
- ☐ Print barcode labels in SuDoc Number order.