This profile is intended to initiate service for customers of

**Backfile ERIC MARC Records Service**

**Ongoing ERIC MARC Records Service**

### INSTITUTION INFORMATION

<table>
<thead>
<tr>
<th>INSTITUTION NAME</th>
<th>EXISTING MARCIVE CUSTOMER?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>IF YES, MARCIVE ID CODE(S)</td>
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<table>
<thead>
<tr>
<th>CITY</th>
<th>STATE OR PROVINCE</th>
<th>ZIP OR POSTAL CODE</th>
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<table>
<thead>
<tr>
<th>CONTACT PERSON</th>
<th>TITLE</th>
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<thead>
<tr>
<th>TELEPHONE NUMBER</th>
<th>FAX NUMBER</th>
<th>E-MAIL ADDRESS</th>
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**WHAT E-MAIL ADDRESS SHOULD BE NOTIFIED WHEN RECORDS ARE READY?**

### BILLING ADDRESS

if different from above:

### BACKFILE SERVICE

**Extent of service**

- [ ] * SEND ALL RECORDS IN ERIC BACKFILE (MICROFICHE AND ELECTRONIC)*
- [ ] SEND JUST RECORDS FOR ERIC MICROFICHE TITLES
- [ ] SEND JUST RECORDS FOR ERIC ELECTRONIC TITLES
- [ ] SEND RECORDS FROM ERIC BACKFILE BASED ON THE FOLLOWING CRITERIA:

**Call number**

- [ ] * DO NOT CREATE A CALL NUMBER FIELD.*
- [ ] CREATE AN 099 CONSISTING OF THE ERIC NUMBER, E.G., 099 $A ED476468
- [ ] CREATE A CALL NUMBER USING THESE CRITERIA:
BACKFILE SERVICE (cont.)

Other special processing
☑ * NO OTHER SPECIAL PROCESSING.
☑ PERFORM THE FOLLOWING PROCESSING ON THESE RECORDS:

ONGOING SERVICE
☑ EVERY MONTH SEND ALL NEW AND CHANGED RECORDS
☑ EVERY MONTH SEND ONLY NEW RECORDS

Call number
☑ * DO NOT CREATE A CALL NUMBER FIELD.
☑ CREATE AN 099 CONSISTING OF THE ERIC NUMBER, E.G., 099 $A ED476468
☑ CREATE A CALL NUMBER USING THESE CRITERIA:

Other special processing
☑ * NO OTHER SPECIAL PROCESSING.
☑ PERFORM THE FOLLOWING PROCESSING ON THESE RECORDS: