

Getting Setup with MARCIVE: Video 2 Script

In today's video, we will discuss how to get setup and what to expect for backfile. Once MARCIVE is your chosen vendor, how do you become an official customer?

To get setup, it is usually best to fill in the profile first. Send your draft version to your sale rep for review, and to get the final quote. In this review of the paperwork, we will go over:

- 1) Common responses for your type of library and ILS
- 2) Any inconsistencies in responses
- 3) Any questions or clarifications regarding a question, and/or
- 4) Added costs for your options of custom programming

From this, we will make your final quote. We will go over some of the commonly asked questions in this presentation. From the final quote, your library can supply MARCIVE with the financial commitment.

We accept:

Prepayment

Copy of the purchase order or

Letter of intent

MARCIVE uses the signed profile form and financial commitment in lieu of a contract. Please let us know if your library has other requirements. Your sales representative transfers the paperwork to the business office and you receive a welcome letter confirming your account. The library will receive a four letter MARCIVE ID that is used for profiling, processing, and billing. It is helpful to always include this four letter ID in all future correspondence.

We accept check, electronic funds transfer or credit card. Foreign Libraries are required to prepay the full amount in advance.

The profile comes with a helpful guide to help the library answer questions. Today, we will go over some commonly asked questions.

Number one, who can sign?

Whoever is authorized to make purchases for your library can sign. This may or may not be the technical contact. There is a different area of the profile for people who will be contacted for FTP transfers, test approval, and receipt of the final output.

Question: What is the source of the bibliographic records?

This is your integrated library system. It is asked what system you are extracting the records from and what system you are loading in because many libraries have MARCIVE clean up their records at the point of migration to a new system. This answer may be the same for you.

Question 3.2: What is my Control Number?

This is a unique number assigned to each bibliographic record that is assigned upon generating the record in your ILS. This can be any field, but for example, a common control number field for Innovative Interfaces is the 907 subfield a. We get a lot of libraries that say their control number is the 001. You will need to make sure all of your records have an 001. This question is actually more for your benefit as it ensures our service will work for you. We do ask this question again in regards to how the library wants us to generate reports. Often this response is the same. Comprehensive Notification Service does not work if each record does not have a control number.

Question: In what format do I send my records? How are they returned?

We prefer records output in MARC, including MARC 21 & MARC XML. We will take them in other forms, but this may incur costs if we need to convert the file to make our programming work. Keep in mind we are not asking for text file where the records look like they are in MARC. It needs to be in MARC output (.mrc). There is a profile question regarding how you want the records received back to you as well.

Question: What do I do with the GMD?

OCLC no longer has records with the GMD and RDA standards have replaced the GMD with Content, Media, Carrier fields. However, we have options regarding the GMD including delete, move, nothing, or standardize. Our standardization of the GMD is very conservative. If your library has been putting in non-standard GMD terms, like DVD or Bluray, they will remain.

RDA Conversion:

You can pick and choose what aspects of RDA are right for your library throughout the profile. RDA conversion is at no added cost to authorities processing, but does not discount the unit cost if you decide to not get the RDA enhancements. A common RDA enhancement libraries omit is the edition statement. Ask your sales rep for a full list of RDA conversion enhancements if needed.

5.3 Restricted Name Matching: What does this mean?

MARCIVE is trying to validate as many name headings as possible. By checking these options, we are going to restrict our programming to only match, for example, if the date is correct in the incoming bibliographic record. It ultimately means more work for you as we get more “good” matches than potential “bad” matches with our standard processing (which is leaving 5.3 blank). Typically, we only recommend restricted name matching for special collections, Early English Literature, or rare book collections. If you do get an incorrect match, notify MARCIVE so we can create a fix record so other libraries will not get a bad match in the future. Please contact your sales representative or more examples of restricted name matching if you are concerned.

Example not in video: (from July 2019)

+700 1 \$aRuffalo, Mark,\$d1967-\$eactor.

-700 1 \$aRuffalo, Mark,\$eactor.

The library would not get this match with restricted \$d matching. An incoming \$d in the bib record has to match a \$d in the authority record.

IF you have any more questions or concerns regarding the profile, please reach out to your sales representative .

The sales representative gathers your signed profile and financial commitment and gives the paperwork to the business office. They set up your official MARCIVE account. That paperwork is transferred to our Production Staff. You will receive an email from the Director of Production telling you where to put your records.

You will be provided a Frequently Asked Questions document and FTP instructions.

We prefer batches of 50,000 bibliographic records. If you can't break up the bibliographic file, it's fine, just know MARCIVE will break up the file for you. If you want the batches broken up in different amounts, just let us know, we are flexible.

What should you expect for backfile?

Keep in mind we keep providing documentation & responding to emails to help you through the process. Our typical turnaround for emails is one business day.

Timelines

The average timeline is as follows. 2-3 business days to generate a sample. The sample is generated by MARCIVE and is a mandatory part of every authorities processing project. We take every 100th records to try and generate the most random of sample as possible. 1-2 weeks for the library to review and approve the sample. 2-3 business days to finish out the work. You notice a lot of time is dependent on the libraries involvement during the test phase and how long your system takes to batch load records. Timeframe varies from library to library depending on the file size and when the records are sent. Keep in mind MARCIVE is in the office Monday through Friday 8am to 5 pm Central Standard Time. Your library should not plan to send the records Friday afternoon as MARCIVE will not look at the records until Monday morning causing a delay in the average timeframe.

What records should you send?

Send only records that will benefit from authorities processing. We do not add subject headings or missing names. We just verify against authority records and correct obsolete cataloging through computer programming from other fields within the bibliographic record. Acquisitions records, eBook records that are not permanently yours and other brief records are not recommended. However, we do have libraries that send us their eBook records that are not permanently owned because it is a double edged sword. The records have a tendency to drop because of poor usage which may be because no one can find the book. We do have programming in place to clean up eResources from vendors like

Overdrive, Hoopla, Kanopy, Naxos, etc. There are limitations to what we can do to improve these records but we do improve them. The cost/benefit ratio is different for every library.

Is there a cataloging freeze while MARCIVE has your backfile?

You can always add new cataloging and the holdings records are not affected. There may be a hold in changing existing bibliographic records sent to MARCIVE if your overlay program replaces the record in its entirety. For some libraries, they only plan on overlaying some of the fields, and fields like the 500 note are unaffected. This is a question for your Systems Librarian.

Reporting. There are two categories of reports. One for changes to the bibliographic records that you receive during backfile and for Overnight Authorities. The other reporting option is regarding changes in the authority records that you receive only with ongoing Notification services. We will only touch on the reports received with backfile and Overnight Authorities in this video. There are 5 free reports:

1. Statistical Summary Report. Provides the statistics for the processing, broken down by MARC tag.
2. Unrecognized or Invalid Terms Report. This report shows all main access points, which did not appear in any form on the supplementary or master LC authority control files. Sometimes referred to as a “No-Match”, “Not Found” or “terms Left Unchanged” report. Arranged first by MARC field, then alphabetically by access point within that field. The MeSH report is created separately.
3. Multiple Matches or High Probability Matches Report. Report showing the main terms, which matched multiple authorized terms forms in the supplementary or the master authority files, along with all possible choices for the authorized form. Space on this report is limited and some terms may be truncated.
4. Changed Authorized Terms Report. Reports showing every field (before and after) that was changed by matching to an associated authority record.
5. Preprocessing Changes Report. Report of database cleanup type changes including changes made through RDA Conversion. Changes made are not the result of matching to an associated authority record.

There are two additional reports at added costs:

1. Unspecified CMC Fields Report. This report records the records for which the 336, 337, and 338 fields are undefined due to the lack of data in the record to properly create them.
2. Authority Control Partial Match Report. Electronic report showing terms which were matched to an authority record but had additional subfield(s), which did not match. This is an extensive report so you should discuss this with your Sales Representative before requesting this option.

So, what should a library do with these reports?

You will receive a FAQ page that has more detail on the reports. You also will receive these reports as part of your test packet or sample packet. We do recommend using these reports during the test phase

of the backfile to validate our work, but they may or may not be helpful to you after the project. We work with all kinds of libraries. Some where the librarian plays many roles and authority control plays a small part of their year. Or other libraries with entire departments committed to cataloging and authority control. So we have libraries that do nothing with these reports and others that review them with a fine tooth comb.

We recommend, if possible, at least reviewing the reports that require a human action. The Unrecognized or Invalid Terms Report are terms left unchanged, meaning we could not find a match. Usually this means there is not an authority record, but sometimes it could just be poor spelling or could be a catalyst for your library (if you are a SACO or NACO library) to create an authority record. The Multiple Matches or High Probability Matches Report means there was not enough information in the record to determine a good match. You can use this report with the item in hand to make the correct determination that a computer cannot. If you made a change to the record for a better match, please resend the record to MARCIVE if you are signing up for ongoing services.

The Unspecified CMC report can also require human action as it lists all the records where MARCIVE could not generate the fields. However, I do not recommend purchasing the report as you can likely generate this report yourself within your system. The other reports simply tell you what MARCIVE did. If your library has the time and staff to review these, that is great. If you notice an incorrect match, please let us know so we can create a fix record for other libraries.

Would you like to see more videos?

The next video will explain ongoing work. Please send any questions or concerns to info@marcive.com