



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

MARCIVE ID _____
ID CODE: _____

BRIEF RECORD UPGRADE PROFILE Part I: Customer Specifications

Thank you for choosing MARCIVE's Brief Record Upgrade Service. Our profile is divided into two parts. Part I is your opportunity to tell us what processing you want. Part II of this profile is a Guide that contains information about each option. Please contact your representative for more information.

1. Complete Part I: Customer Specifications, pages 1-9. Please check just one option for each, unless we have indicated that multiple answers are appropriate. You may either fill this out directly in the Word document or print out and complete it. Page numbers may differ between the online and the printed document.
2. Have the appropriate person sign the customer authorization on the printed copy.
3. Return to your MARCIVE representative: mail, send a pdf, or fax the signed profile.

Customer authorization

Date of last quote: _____ (Date supplied by MARCIVE representative)

Authorized signature: _____

Date of Authorization: _____ (Date I signed this profile) _____

Name: _____ Title: _____

Institution: _____

1. Customer addresses and means of shipment

1.1 Customer address

Institution name _____

Shipping address _____

Not a P.O. address _____

City _____

State/Province _____ Zip/Postal Code _____

1.2 Billing address

Attention _____

Institution name _____

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

1.3 Contact name

Contact _____
Title _____
E-mail _____
Phone _____ FAX _____
Other way to contact _____

1.4 Vendor address (if final products are going to a vendor, rather than to you)

Company _____
Attention _____
E-mail address _____
Shipping address _____
Not a P.O. address _____
City _____
State/Province _____ Zip/Postal Code _____

1.5 Method of shipment

Shipment of products **UPS Ground Service.**
 UPS 2-Day Service (Not available for Canadian addresses)
 UPS Overnight Service
 Other: _____

2. Customer information

2.1 Type of library _____

2. Customer information

2.2 Existing MARCIVE customer who has already received services from us. Please mark all that apply.

- MARC records or catalog card images. ID code _____
- Barcodes or spine labels. ID code _____
- Retrospective conversion. ID code _____
- Authorities processing project. ID code: _____
- GPO or Documents Without Shelves. ID code: _____
- Other. ID code: _____

3. Characteristics of library's data

3.1 Source of records to be upgraded

- Output from a local system
Local system: _____
- MS Access®
- MS Excel®
- FileMaker Pro
- Other (describe): _____

3.2 Presence of audiovisual records

- No. None of the cataloging represents AV.
- Yes. If so, how do we identify AV records in your file?

Also search A/V Access. High quality audiovisual cataloging database. See quote.

3.3 Character coding scheme of MARC record output

- MARC-8 (standard MARC) output from local system
- UTF-8 (Unicode MARC) output from local system

3.4 Library will send records via...

- Attachment to e-mail
- FTP
- CD-ROM

3. Characteristics of library's data

3.5 Files sent Number: _____ Is this
 the entire project, or
 just one batch

3.6 Records sent Number: _____

4. Conversion options

- 4.1 Upgrade all records **Yes.**
 No. Criteria for identifying subset: _____
- 4.2 Matching criteria **Standard rules.**
 Restrict matches to _____
years either way.
- 4.3 Subject headings **Library of Congress subject headings**
 Sears headings
 National Library of Medicine
 Genre headings
 Other: _____

5. Requirements of local system into which the records will be loaded

Local system

- 5.1 Name of company _____
- 5.2 System _____
- 5.2.1 Same system as data came from Yes.
 No.
- 5.3 Technical support person _____
- 5.4 E-mail address _____
- 5.5 Phone number _____
- 5.6 Will MARC records be going to library or vendor? **Library. Address at 1.1**
 Vendor. Address at 1.4
 Other: _____

Local data requirements

- 5.7 Record control number (MARC control field 001) **Standard practice.**
 Put 001 from old record into upgraded record.

5. Requirements of local system into which the records will be loaded

Other: _____

5.8 Holdings information (your call number, barcode number, etc.)

Same. Copy holdings information from the _____ field in the original record to the same field in the upgraded record. If you choose this option, skip to section 6.

Different. Copy holdings information from the original record to different places in the upgraded record. See quote. Complete section 5.9 below.

5.9 Different placement of holding information in upgraded record.

Skip to Section 6 if the data is to be moved to the same field in the upgraded record.

5.9 Holdings data	Field in original record	Field in upgraded record
1. Call number	_____	_____
2. Shelf location	_____	_____
3. Barcode number	_____	_____
4. Item type	_____	_____
5. Copy number	_____	_____
6. Volume number	_____	_____
7. Price	_____	_____
8. Other data _____	_____	_____
9. Other data _____	_____	_____
10. Other data _____	_____	_____

6. Value added services

Authorities processing. IF AUTHORITIES PROCESSING IS CHOSEN, please complete an [Authorities Processing Profile](#). See the [Authorities Processing GUIDE](#) for more information.

- 6.1 Authorities processing **Apply automatic LC name and subject authority control.**
 If LC is chosen, apply Genre.
 Apply automatic MeSH authority control.
 Apply automatic Sears authority control.
 Do not apply any authority control.
- 6.2 Matching authorities records Do not supply authorities records.
 Supply all appropriate authorities records.
- 6.2.1 Distribution of matching authorities records If you choose to have us supply authorities records:
 One file. If you choose to have MeSH processing, the MeSH authority records will be in a separate file.
 Two files: Authors and Titles in one; Subjects and Genre in a second file, plus a file of MeSH.
 Three files: Authors in one; Titles in a second; Subjects and Genre in a third file, plus a file of MeSH.
 Genre separate from Subjects.
 Other: _____
- 6.3 Electronic authority reports (First two reports of any kind are free) **Do not supply any authority reports, other than the free statistical report. "Authority Control Statistical Report."**
 Unrecognized or Invalid Terms Report.
 Multiple Matches or High Probability Matches Report.
 Changed Authorized Terms Report.
 Preprocessing Changes Report.
 Unspecified CMC Fields Report.
 Partial Matches Report.
- 6.4 Authorities processing after the Brief Record Upgrade project Standard Notification Service. See quote.
 Comprehensive Notification Service. See quote.
 Overnight Authorities. See quote.

6. Value added services

MARC record enrichment

- 6.5 Add Syndetic Solutions data to record Table of Contents (TOC) See quote.
 Fiction/Biography. See quote.
 Summaries. See quote.
If any of these are checked, we request that you also complete a MARC Record Enrichment Profile.
- 6.6 Add reading notes See quote.
 Accelerated Reader
 Lexile
- 6.7 Add reading notes report If you selected Accelerated Reader and Lexile, add a report of records enriched. See quote.
 Reading notes report.
 No report.

Resource Description and Access Conversion Service (RDACS)

- 6.8 Modify records to conform to RDA No
 Yes.

7. Handling of records not found

- 7.1 Return of records not found Standard processing.
 Do not return no-hits.
- 7.2 Report of records not found Do not supply report of no-hits.
 Supply report. See quote.
- 7.3 Non-MARC input only: Mapping to MARC Do not map no-hits to MARC format.
 Map to MARC format. See quote.

Additional Reports: upgraded records

- 7.4 Report of upgraded records **Do not provide report of upgraded records.**
 Provide report of titles upgraded. See quote.

8. Brief Record Upgrade products

MARC bibliographic records

- 8.1 MARC bib records **MARC bib records**
- 8.2 Character coding scheme MARC-8 (standard MARC)
 UTF-8 (Unicode MARC)
- 8.3 Size of output files **Output records in files of maximum 50,000 records.**
 Output records in files of maximum _____ records.
- 8.4 Format **FTP.**

Please indicate e-mail address of person(s) who should be notified when files are ready:

CD-ROM Number of copies:

Backup CD-ROM. See quote. Number of copies:

Barcode labels

- 8.5 Smart barcode labels Smart barcode labels. See quote.
- 8.6 Barcode number Use barcode number in old record, located in MARC tag _____ subfield _____
 Create barcode number. Please answer 8.8.1.
- 8.6.1 Beginning barcode number _____
- 8.7 Symbology Codabar. If needed, library code: _____
 3 of 9
- 8.8 Check digit Yes
 No
- 8.9 Number of barcode labels One per copy
 Two per copy
- 8.10 Name to appear on label (max 40 characters) _____
- 8.11 Copy & volume information Print copy & volume information (except c.1) on barcode label following call number.
 Do not print copy & volume information on barcode.
- 8.12 Generic barcode labels Generic barcodes. See quote.
Beginning number: _____
Number of labels: _____

Barcode labels

8.13 Patron barcode labels Generate patron barcodes. See quote.

Beginning number:

Number of labels:

9. Timing options

9.1 Output at conclusion of project Yes. MARCIVE will output all records in a single batch at the conclusion of the project.
 No. MARCIVE is to hold the records for three or more months after the conclusion of the project. See quote for database output charges.

9.2 Output after each batch No. MARCIVE will output all records in a single batch at the conclusion of the project.
 Yes. MARCIVE is to output records after processing each batch. See quote for minimum charge.

10. Test approval

After MARCIVE receives your files to be converted and this profile, you will receive a test of the above specifications. Please load these records into your local system and check:

- Do all of the records load properly?
- How do the locations and call numbers appear in your local system?
- Are there any specifications which need to be changed before we output the entire database?

We can be quite flexible at this stage—so please ask!