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MARCIVE® INC.

Brief Record Profile
Part 2: Guide

This guide is intended to help you answer the questions in Part I of the Brief Record Upgrade Profile. The numbering corresponds to the numbers in the profile.

Please fill in the answers directly into the Part I form, print, sign, and return to your MARCIVE representative. You may mail, send a pdf, or fax the signed profile. Only Part I: Customer Specifications, pages 1-8 are needed.

Please contact your representative for more information.

Customer Authorization

This profile is used in place of a contract, so we need to have the signature of the person who is authorizing the work to be done. If you are not the person who is authorized to commit money for your institution, please have that person sign the first page of the profile.

You may have received an initial quote before we received your specifications and a later quote once we learned more about your project and the number of bibliographic records. This final quotation is the one that will be referenced in the profile.

We honor our prices up to 12 months from the date you sign this profile. If the project is expected to last longer than 12 months, we will supply a different number of months. It is a good idea to provide your data to us around the same time as the profile is completed, simply because profile options might change in the interim.

Once you have completed the profile, print Part I and have the appropriate person sign.

We also need the spelled out name, title, and institution of the person authorizing the work.

1.   Customer information

1.1 Customer address

We use this information to enter your institution into our database, so it is important for it to be complete and accurate. We ask that it not be a Post Office box because we ship products such as barcodes using UPS. If there is an address that you use for UPS shipments, please include it here.

1.2   Billing address. Leave blank if same as above.

If invoices are to go to a different address, please enter that address here, and give us the name of the person to whose attention the invoice should go**.**

1.3 Contact names

Typically, the name of the person who is managing the project would go in the contact area.

Is there a way to contact you when the library is closed? For example, if you are a school librarian who wants the project completed over the summer, we need a way to ask questions.

1.4 Who should be notified when files are ready?

If you would like us to ship the final MARC record file to your vendor for loading, we need all of the appropriate information.

1.5 Method of Shipment

Charges for shipping physical products (CD, barcode labels, etc.) will be added to your invoice. The default method is UPS Ground, as it is the least expensive but still provides tracking. Please let us know if you prefer to make other arrangements.

Use the free text area at "Other" if you wish to give us more detailed instructions about shipping.

Relationship between profile and price quotation

Every Brief Record Upgrade project MARCIVE performs is unique. Our marketing representative prepared a custom quotation for your library based on our understanding of:

- Volume of work

- Source data

- Specifications

- Sample you provided us

Before we start the project, the number of titles may increase or decrease and the profile may reveal options you had not previously considered.

As you go through the profile and notice the words See quote, the item may be an extra cost item that we can add in—or our marketing representative may already have included it. If you have any questions about your quote or would like to add or remove products, please contact your marketing representative. We are happy to oblige!

2. Customer Information

2.1 Type of library. This helps us understand your library better. Examples:

- College, university, or community college
- Armed forces library
- Law library
- Medical library
- School (K-12)
- Public library

- Special (corporate, historical)

2.2 Existing MARCIVE customer who has already received services from us

We are always delighted when a customer of one service chooses us for another—and it happens a lot.

Do you receive cataloging from us currently (MARC records or catalog card images)? Or did you receive cataloging from us in the past? We already have an ID set up for you. Smart and generic barcode, reclassification, spine label set, previous Brief Record Upgrade, authorities processing, and government documents customers all have ID codes. Any ID codes that your library has used for any project are of interest to us.

If you do not know the ID code but know that your library used our services, just put a checkmark by the appropriate service or services.

3.   Characteristics of library's data

3.1 Source of records to be upgraded.

If you are sending brief records from an automated system, check the first box and fill in the name (for example, CyberTools, SirsiDynix Horizon).

If the records are output from Microsoft Access, FileMaker Pro, or other office product, please specify.

3.2 Presence of audiovisual records.

We have a high quality database of AV material (CDs, music cassettes, audio cassettes, movies, audiobooks, interactive multimedia with user guide) available for your use. We need to know whether your file might be a candidate for searching our A/V Access database.

Do any of the records in the file you are sending us represent audiovisual materials?

If so, please let us know how we can locate them in your file. Some common examples:

AV or DVD precedes the call number

CD appears in the location field

$h appears in the 245 title.

You can give us a list of criteria to use.

3.3 Character coding scheme of MARC record output.

Exported records from an automated system are usually in MARC-8, standard MARC format. They could however be in UTF-8 (Unicode) and it makes a difference.

If you have output your records from MS Access or other office software, please disregard this question.

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3.4 Library will send records via…

You can send the records in a file as attachment to e-mail if the file is fairly small. Otherwise, we accept records via Secure Website.

3.5 Files sent.

Please let us know the total number of files you are sending and whether this constitutes the whole project, or is just one batch.

3.6 Records sent.

We will compare the number of records you sent with the number we receive, and contact you if there is a discrepancy.

If your system does not tell you but you have an idea of the number of records, please let us know that you are providing approximate numbers.

4. Conversion Options

Bibliographic data pre-processing cleanup for backfile and ongoing authority control. These changes are done prior to the authority matching processing. No extra cost.

4.1 Upgrade all records. We will attempt to upgrade every record in the file you send us. If not all of the records require upgrading, we can extract records according to criteria you provide us. For example, records lacking 65X fields (subject headings).

If you have already discussed this with your marketing representative, the cost to have us extract the records may already be in the quotation we have provided you.

It is usually better for you to do the extraction of just the records to be upgraded, but we understand this is not always possible.

4.2 Matching criteria. We take the record you send us, create a key for LCCN, ISBN, ISSN, and Author/Title/Publisher/Date, and then search our database for the best possible match. If there are multiple matches, they are handled in accord with this profile.

Standard rules for matching:

LCCN + words from the title.

ISBN + words from the title

ISSN + words from the title

If more than one record matches, publisher is checked.

Title words + First word of the author's name + Publisher word(s) + Date of Publication (exact)

Title words + First word of the author's name + Publisher word(s) + Date of Publication (can vary by 5 years in either direction) If the system cannot find an exact match on date, it tries to find the closest year.

Tighter criteria. You can specify that the match is restricted to a certain number of years either way. The more restrictive your criteria, the fewer matches you will receive.

4.3 Subject Headings

This refers to which bibliographic databases you would like us to add subject headings. Headings can only be added if they are present in the matching record in the automated process. We have databases for the Library of Congress and the National Library of Medicine. Genre headings will be added if present in matching bib records. Sears subject headings can be added from Library of Congress subject headings in matching bib records. A representative will speak to you about other possible databases if desired.

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

Name of company. Sometimes it is difficult to distinguish the name of the company from the name of the product they sell or support. In 5.2, a few companies and their systems have been listed.

System. Please give the name of the specific system into which the records will be loaded. This can be very helpful by allowing your library to benefit from our experience in loading records into the same type of system in the past.

Many companies have developed or acquired more than one system.

Examples:

Company	System
Biblionix	Apollo
Book Systems	Atriuum, Concourse
ByWater Solutions	Koha, Evergreen
COMPanion	Alexandria
SirsiDynix	EOS.Web, Horizon, Symphony
Ex Libris	Voyager, Aleph, Alma
Follett	Destiny, Winnebago
Innovative Interfaces, Inc.	Millennium, Sierra, Polaris, Virtua
Liblime, division of PTFS	Koha

5.2.1 Same system. Are you loading the upgraded data back into the same system from which you exported it to MARCIVE? If the answer to 5.1 and 5.2 is the same as the answer to 3.1, answer yes.

5.3 Technical support person. We recommend that you consult with the vendor of your system when completing this profile. The name of the person with whom you are consulting is helpful.

5.4 E-mail address. The e-mail address of your vendor's technical support person.

5.5 Phone number. The phone number of your vendor's technical support person.

5.6 Record control number.

All records output will contain a control number. It is often used by your local system in loading records.

Standard practice. Our standard practice is to provide the library with completely new records for the hits, including the record control number that appears in the 001 of the upgraded record. Here is how those numbers will look**.**

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

How do you want us to handle the information that is specific to your library?

Same. We can copy the information as-is from the old record and put it in the new record exactly as it came to us. If that is what you want, check "Same" and let us know in what field we will find the holdings data. For example, it may be in the 852 field and you want us to copy all of it exactly to the new record. Then, do not fill out 5.9—it does not apply. Skip directly to Section 6.

5.8-5.9 Different placement of holding information in upgraded record.

The first example below is for a library in which the original records are in MARC format, albeit brief, and the library is moving to a different system with different requirements.

The second example is for a library in which the records are in Excel format and the library is loading the records into a MARC-based system.

*Table examples on next page.

MARC example: Library's original records were MARC.

Holdings data	Field in original record	Field in upgraded record
1. Call number	901 $c	949 $a
2. Shelf location	901 $c	949 $c
3. Barcode number	999 $a	949 $i
4. Item type	999 $t	949 $t
5. Copy number	999 $c	949 $x
6. Volume number	999 $v	949 $v
7. Price	N/A	N/A
8. Other data: Source	999 $s	949 $s

Excel or other non-MARC example: Library's original records were non-MARC data.

Holdings data	Field in original record	Field in upgraded record
1. Call number	CALL #	852 $h
2. Shelf location	N/A	N/A
3. Barcode number	ID #	852 $p
4. Item type	N/A	N/A
5. Copy number	N/A	N/A
6. Volume number	VOLUME	852 $9
7. Price	PRICE	852 $x
8. Other data: Gift source	GIFT	852 $6

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

Authorities processing. A huge bonus feature of MARCIVE Brief Record Upgrade is that we examine and upgrade where possible every obsolete name and subject heading. It would seem odd to upgrade your records—and still have obsolete access points.

We give Elie Wiesel a death date. We change Man to Human beings.

If you choose LC, we can check Genre headings at the same time using our standard processing.

For medical libraries, we change obsolete MeSH terms to the current terminology. For libraries that prefer Sears, we can do that too.

Indicate which subject classification you prefer, or ask that no authorities processing be performed. It does not change the cost.

NOTE: If you do choose to have us perform authorities processing (which includes free RDA Conversion), please complete our Authorities Processing Profile. See its Guide for more information.

6.2 If you choose to have us supply authority records:

Distribution of authority records. Distribution of authority records. If you have requested authority records, please specify how the records should be output.

The default is to have one file of authority records returned to you. Matching authority records may be supplied all together in a single file regardless of the bib headings matched, or they may be divided into multiple files corresponding to the configuration of bib heading indexes in your local library automation system. Please consult with your local system vendor to determine how matching authority records should be divided for most convenient loading into your local system. Note that NLM (MeSH) authority records are always supplied in a separate file. They consist of individual descriptor and qualifier records as well as "descriptor-qualifier" combination records.

All types: Subjects, genre, names, and titles together.
All: 100, 110, 111, 130, 240, 400, 410, 411, 440, 600, 610, 611, 630, 650, 651, 655, 700, 710, 711, 730, 800, 810, 811, 830, and 840.
MeSH: 6XX second indicator of 2.

Subjects and genre together; names and titles together:
Subjects and genre: 600, 610, 611, 630, 650, 651, and 655.
MeSH 6XX second indicator of 2.
Names and titles: 100, 110, 111, 130, 240, 400, 410, 411, 440, 700, 710, 711, 730, 800, 810, 811, 830, and 840.

Subjects, names, and titles together; genre separate:
Subjects, names, and titles:

     600, 610, 611, 630, 650, 651, 100, 110, 111, 700, 710, 711, 130, 240, 400,
     410, 411, 440, 730, 800, 810, 811, 830, and 840.
MeSH: 6XX second indicator of 2.
Genre: 655 (GSAFD or LCGFT). MeSH genre records are supplied with all other
     MeSH authority records.

Subjects, and genre together; names separate; titles separate:
Subjects, genre 600, 610, 611, 630, 650, 651, and 655.
MeSH: 6XX second indicator of 2.
Names: 100, 110, 111, 700, 710, and 711.
Titles: 130, 240, 400, 410, 411, 440, 730, 800, 810, 811, 830, and 840.

Subjects separate; genre separate; names and titles together:
Subjects: 600, 610, 611, 630, 650, and 651.
MeSH: 6XX second indicator of 2.
Genre: 655.
Names and titles: 100, 110, 111, 700, 710, 711, 130, 240, 400, 410, 411, 440, 730, 800, 810,
     811, 830, and 840

All types (subjects, genre, names, and titles) separate:
Subjects: 600, 610, 611, 630, 650, and 651.
Genre: 655
MeSH: 6XX second indicator of 2.
Names: 100, 110, 111, 700, 710, and 711.
Titles: 130, 240, 400, 410, 411, 440, 730, 800, 810, 811, 830, and 840

6.3 Electronic authority reports. The project comes with a suite of 5 reports, but we recommend only choosing reports if you will have the time to review them.

Authority Control Statistical Report. This is a free report that provides the statistics for the processing, broken down by MARC tag.

Unrecognized or Invalid Terms Report. Report showing 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.

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 are truncated. Sometimes referred to as the "Multiple Authorized Forms" report.

Changed Authorized Terms Report. Reports showing every field (before and after) that was changed by matching to an associated authority record. The report is further divided by types of

changes made. The access points that are changed will be separated by tag type [X00, X100, X100, 650, 651, and 655) to enable easier reviewing. Other sections within this report include:

--Changes to Tags/indicators/Subfield Codes
--Generated Genre (655s generated from 650 fields or 600 $v Biography)
--Split Subjects

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.

6.4 Authorities processing after the Brief Record Upgrade project

Standard Notification Service with NewMatch. The best way to keep your authority file up to date is with MARCIVE's Standard Notification Service. You will receive notification of pertinent revisions and deletions to your authority file. You can also elect to have MARCIVE continue to look for any headings which were not matched during the Brief Record Upgrade project, using our NewMatch Service. If we receive an authority record from Library of Congress that matches your previously unmatched heading, we provide it to you. Standard Notification Service customers can receive NewMatch automatically and at no additional charge. If you wish to have this service but do not sign up for Notification Service the cost is $347 per year. In either case, you must notify us before we process your backfile that you wish to have us turn the NewMatch feature on so that we save your unmatched headings.

Comprehensive Notification Service (CNS) is a way to maintain the initial bibliographic records and authority records that MARCIVE has processed. As the library sends new cataloging to us for processing through Overnight Authorities Service, those records will also be retained for future update. CNS is a desirable method of maintaining records if your library's ILS or library service platform does not have the function to update the corresponding bibliographic record with the corrected access point. Sometimes the system has the capability, but has difficulty converting the entire string in an access point. CNS keeps a copy of your bibliographic records and the authority record files provide by MARCIVE. The library chooses how often to update: Quarterly, Semi-annual or Annual. Pricing varies depending on the size of the bibliographic file, and how often you request the update.   We ask you to list preferred dates for the bib updates. See the Authorities Processing Guide for an explanation for the difference between these services.

New bibliographic records: Overnight Authorities. The best way to keep your bibliographic file consistent and up-to-date is to send your new cataloging, as well as cataloging for large sets, for Overnight Authorities.

Please submit an [Authorities Processing Profile](#) if you would like either or both of these services.

6.5 Add Syndetic Solutions data to record. During your Brief Record Upgrade project, we can upgrade your database with information from our database of Table of Contents (TOC), Fiction and Biography, and Summary data.

> **Table of Contents** (MARC 505 or 970)

Fiction/Biography (you choose the MARC tag that will be indexed)

Summaries (MARC 520)

Author notes (you choose the MARC tag)

If you are interested in this option, your representative can run the completed database and give you a quotation for your decision.

We need a completed MARC Record Enrichment Profile, because some of the MRES profile decisions affect the cost. See its Guide for more information.

This is not a subscription. The data are actually inserted into your MARC record to help with retrieval, as well as relevance determination. You own the data.

6.6 Add reading notes. This enrichment is most useful for schools, public libraries, and consortia that include either.

During your Brief Record Upgrade project, we can upgrade your database further with Accelerated Reader, Lexile, and Reading Counts! Information. If you were not already provided with a quotation, please ask your marketing representative to provide an updated quote. The cost to add the data during a BRU project is a Reading Notes Profile Fee of $26 but no per-record charge.

Accelerated Reader®. Reading Level, Interest Level, Point Value, and Quiz Number in MARC 526.

526 0_ $a Accelerated Reader AR $b UG $c 5.3 $d 22.0 $z 82055.

Lexile. Lexile® Measure in MARC 521.

521 _8 $a 880 $b Lexile

6.7 Add reading notes report. You can choose to have a report in one of the following sort orders:

- Call number order. Please indicate the MARC tag in which we will find your call number. For example 092/082 for Dewey or 090/050 for LC.
- Title order.
- Input order.

You will receive an email with the file name the location of the report. It is in a .txt format. The report is only available for backfile enrichment, and only in one sort order.

6.8 Modify records to conform to RDA

There is no additional charge for RDACS if performed during your Brief Record Upgrade (BRU). However, it is strongly recommended that you obtain Overnight Authorities and either Standard or Comprehensive Notification Service to obtain the latest authority records.

7.   Handling of records not found

7.1   Return of records not found

Some records will not find a match in our database and will therefore not be replaced by a new record; these records are considered "no-hits." For these no-hits, MARCIVE will return to the library the original brief record sent to us for processing. It will include the following changes. Local data moved to conform to specifications for the hits.

Authorities processing and other improvements. MARC tag 001 (control number) will be a sequential number starting with "MRC," unless you have indicated something else in answer to 5.7. However, if incoming records have a MARC tag 001, it will be retained.

Alternatively, you can request that MARCIVE not return the no-hits.

7.2   Report of records not found

MARCIVE will not create a no-hits list, unless requested.

The list of no-hits is in call number order and contains the call number, first barcode, author, title, publisher, date, and LCCN when these elements are present.

7.3   Non-MARC input only: Mapping to MARC

If the library sent its records to MARCIVE in Access®, Excel®, or output from a non-MARC system, a good option is to receive back a MARC-formatted version of the no-hit data.

Fields included in the mapping are title, edition, imprint, collation, notes, subject headings, and added entries, where identifiable. Fixed fields will contain default values. Local data will be formatted as for the hits. Authorities processing is included.

7.4   Report of upgraded records

You may optionally request a list of all of the titles converted. Most libraries choose to only have the list of titles *not* found. It is in the MARCIVE one-line index format. The list will be sorted by call number. Due to the length of this report, it is more costly than the Not Found Report.

8.   Brief Record Upgrade products

8.1   MARC bib records. Full MARC bibliographic records are the primary reason to perform a BRU.

8.2   Character coding scheme. The usual choice is MARC-8, standard MARC format; however, some systems prefer UTF-8 (Unicode). Your system vendor can help you with this decision. Whatever you select for your bib records will need to be selected for authority records, if you elect to receive them.

8.3   Size of output files. Your records will be output in batches of up to 50,000 records. If your system has different requirements, please indicate the maximum file size so that we can discuss this with you.

8.4 Format. When your database is ready, we will send e-mails to the addresses listed in this section. The e-mail informs you that you have 14 days to pick up the files unless you let us know that you need a little longer. We will provide your records on our secure website for your library to pick up.

If you elect to receive a backup CD-ROM, let us know how many you need and we will provide a quote**.**

8.5 Smart Barcode Labels

If you are reloading the upgraded records into the library's existing circulation systems, you probably already have barcode labels on the books and do not need smart barcode labels. However, it may be that the library had barcode numbers in the old record but had not used physical barcode labels. MARCIVE can create barcode labels from those numbers.

Smart barcode labels are used by some circulation systems to save time in implementation. We assign a barcode number to the title, copy, and other holdings information as part of the conversion process. We create barcode labels with enough information for you to identify the book and attach the label. When you load the MARC records into your local system, item records are built automatically, saving your staff the work of converting items one-by-one.

8.6 Barcode Number

If the old record already has a barcode number and you wish to have physical labels created, let us know where to find the existing barcode number. Ignore 8.8.1.

If you do not have barcode numbers, and would like MARCIVE to create them, choose the second option, "Create barcode number." If so, please answer 8.8.1, 8.9, and 8.10.

Beginning barcode number. Indicate the first number we should use for your barcode labels. We will increment the numbers from there.

8.7 Symbology

Barcode symbology defines how the bars and spaces are arranged to represent barcode numbers. MARCIVE supports both 3 of 9 (Code 39) and Codabar (mod 10).

If you use Codabar, please let us know the library code. MARCIVE does not assign library codes, but school districts often use them for identification, and we incorporate it into the barcode labels we create for you.

8.8 Check digit

Let us know if you want a check digit.

8.9 Number of barcode labels

Indicate whether you want one label per copy, or two.

8.10 Name to appear on label

There is a maximum of 40 characters, including spaces. However, choosing a shorter name makes the label look less crowded.

Maximum: SAISD THOS JEFFERSON HIGH SCHOOL LIBRARY

Shorter: JEFFERSON HS

8.11 Copy & volume information

The default is for us to print volume and copy information on the barcode label. For the first copy, we do not print c. 1.

8.12 Generic barcode labels

Generic or "dumb" barcode labels have a number that is not associated with anything until it is manually linked to an item record in your system. It is handy to have some for pieces that did not go through the conversion process or are newly added to your collection.

Choose a beginning number that does not conflict with labels you already have used or have on order. Indicate the number of labels desired. See quote.

8.13 Patron barcode labels

Patron labels have a number that is not associated with a patron until it is manually linked to a patron record in your system.

Choose a beginning number that does not conflict with labels you already have used or have on order. Indicate the number of labels desired. See quote.

9. Timing options

9.1 Output at conclusion of project

Most libraries want the records as soon as MARCIVE completes the project. If your library is not ready to load the records immediately, MARCIVE will hold the records for up to three months at no additional charge. After that time, there is a charge for retrieving and outputting the records.

9.2 Output after each batch

The assumption is that records will be output at the conclusion of the project. There may be multiple files but it is all at the same time. Some libraries need to send the files in batches, rather than all at once. If your library needs to have the resulting records output after each batch is completed, there is a minimum charge. Please see the quote for the minimum charge.

10. Test Approval

Please give serious attention to the test sample we provide. It is your opportunity to make changes and verify your requests are what you expected them to be.