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 MARCIVE ID:

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### **Brief Record Upgrade Questionnaire**

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For an estimate of what costs will be involved if you do a Brief Record Upgrade with MARCIVE, please:

- Complete this questionnaire.
- Output at least 50 brief records from your system, preferably in MARC format with holdings. Send the records as an e-mail attachment.
- Send an e-mail to a Marketing Representative at MARCIVE with the record sample and questionnaire.

**Name of institution:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State/Province:** \_\_\_\_\_ **Zip/Postal Code:** \_\_\_\_\_

**Contact:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

#### **FILES OF BRIEF RECORDS**

1. What system produced the brief records you want us to upgrade? \_\_\_\_\_
  2. The upgraded records will be loaded/reloaded into: \_\_\_\_\_ (system)
  3. Do you have a date by which the work needs to be done? \_\_\_\_\_
  4. Do you want us to upgrade all of the records you send us?
    - Yes.
    - No, some of the records have already been upgraded. Criteria for determining which are to be upgraded: \_\_\_\_\_
  5. Brief records are coming to MARCIVE via:
    - Secure Website
    - Sent as e-mail attachment
    - CD
    - Other: \_\_\_\_\_
  6. Total number of records in the project? \_\_\_\_\_
    - b. Of that number how many are audiovisual (videos, cassettes, books on tape, CD's)? \_\_\_\_\_
  7. Will there be more than one library upgrading? If so, how many? \_\_\_\_\_
 

If more than one library is upgrading, will all of the data be from the same system and in the same format?

    - Yes.
    - No. Please send a file from each library. Be sure each is identified with the library name, overall project name, and system name as indicated above.
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8. What is the format of the records sent? MARC-formatted records are the easiest for us to read; reading non-MARC records may entail additional cost.

- MARC
- Excel
- Other: \_\_\_\_\_

Please list the files you have sent and the number of records in each. If your system does not tell you but you have an idea of the number of records, please give approximate numbers.

FILE NUMBER OF RECORDS

- #1 \_\_\_\_\_
- #2 \_\_\_\_\_
- #3 \_\_\_\_\_

If you have more than three files, please list on a separate page. Thanks!

9. If you are sending non-MARC records, not all of them will be "hits" in our database. Do you want us to map the "no-hits" to MARC format?

- Yes. Please let me know the additional cost.
- No.

**MATCHING CRITERIA**

The MARCIVE computer program searches for a match using the following elements. As soon as it finds a match, it goes on to the next record and does not look for any more matching points.

Sequence of searching:

1. LCCN + words from the title
2. ISBN+ words from the title
3. ISSN+ words from the title (If more than one record matches, publisher is checked.)
4. Title words + First word of the author's name + Publisher word(s) + Date of Publication (exact)
5. Title words + First word of the author's name + Publisher word(s) + Date of Publication (can vary by 5 years either direction) If the system cannot find an exact match on date, it tries to find the closest year.

**PLEASE PROVIDE PRICES FOR THE FOLLOWING:**

- |   |   |
|---|---|
| <input type="checkbox"/> Database of upgraded records.                | <input type="checkbox"/> Spine labels                       |
| <input type="checkbox"/> Report of records not found                  | <input type="checkbox"/> Reclassification                   |
| <input type="checkbox"/> Add Accelerated Reader to the final database | <input type="checkbox"/> Tables of contents data enrichment |
| <input type="checkbox"/> Add Lexile data to the final database        | <input type="checkbox"/> Fiction/biography enrichment       |
| <input type="checkbox"/> Barcode labels                               | <input type="checkbox"/> Summaries enrichment               |
| <input type="checkbox"/> RDA Conversion                               | <input type="checkbox"/> Backup CD of new database          |
| <input type="checkbox"/> Authority records                            | <input type="checkbox"/> Other _____                        |