

# CATALOGING PROFILE FOR LIBRARY CLIENTS USING DEWEY DECIMAL CLASSIFICATION

I have reviewed these specifications and authorize MARCIVE to start service. If no option is marked, MARCIVE should use its **\*standard option** (standard options are indicated in this profile through bolding and an asterisk).

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

Best time to call: \_\_\_\_\_ E-mail: \_\_\_\_\_

## 1. GENERAL

### SHIPPING ADDRESS FOR PRODUCTS

Customer Name (Library): \_\_\_\_\_

Attention: \_\_\_\_\_

Street Address: \_\_\_\_\_ NOTE: Must not be a P.O. Box for UPS shipping.

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

### METHOD OF SHIPMENT

NOTE: Shipping costs are prepaid and added to invoice.

#### **Type of Service**

- UPS Ground Service**
- UPS 2-day Service (Not available for Canadian addresses)
- UPS Overnight Service

#### **Type of Address**

- Commercial
- Residential

### BILLING ADDRESS

Attn.: \_\_\_\_\_

Library: \_\_\_\_\_

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

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

### BILLING

This library claims sales tax exemption. Reason: \_\_\_\_\_

This library requires purchase orders.

- No
- Yes. If "Yes", please supply one.

Type of Library

- Public
- School
- Special
- Academic
- Hospital
- Other: \_\_\_\_\_

You may be surprised to see how many cataloging options are available from MARCIVE. You may be even more surprised to learn that your cataloging can be tailored to your needs in more ways than are listed on this profile. Another important point to remember is this: there is rarely a fee to change your profile. If at any time you decide you want to make a change, just give us a call. We want you to be completely satisfied--so please keep in touch!

## 2. CATALOGING

**WHAT CATALOGING PRODUCTS DO YOU WISH TO OBTAIN FROM MARCIVE?**

Please fill out the appropriate section(s) in addition to all of page 1, all of section 2, and the call number appendix.

- MARC records → Fill out section 3.
- MARC Record Enrichment → Fill out section 4 and the [MARC Record Enrichment Service Profile for Cataloging Customers](#) in addition to this profile.
- Reading Notes → Fill out section 5.
- Authorities processing and/or records → Fill out section 6.
- Smart barcode labels → Fill out section 7.
- Spine label sets → Fill out section 8.
- Catalog card images → Fill out section 9.

**HOW DO YOU WANT TO SUBMIT ORDERS TO US?**

Please note: Orders may also be submitted by book jobbers for you. This section refers to orders direct from you.

**MarciveWeb SELECT.** Library will use browser to search MARCIVE's database over the Internet. This is the only ordering option in which the library can see the record before ordering. Please provide a login and a password (no more than 10 characters each)

Login: \_\_\_\_\_ Password: \_\_\_\_\_

Search numbers in an Excel spreadsheet.

**WHAT CATALOGING SOURCES DO YOU WANT US TO USE?**

What cataloging source do you want used as 1st choice, 2nd choice, etc., to produce cataloging products? A number indicating your order of preference must be supplied for each box representing a source you want used. If you are using **MarciveWeb SELECT**, only the sources you mark below will be visible to you.

- \_\_\_\_\_ LC Library of Congress cataloging
- \_\_\_\_\_ AVA AV Access database of audiovisual cataloging from Baker & Taylor (see "AVA Surcharge" on price list). Please supply appropriate call numbers.
- \_\_\_\_\_ NLM National Library of Medicine cataloging
- \_\_\_\_\_ NLC Library and Archives Canada cataloging
- \_\_\_\_\_ GPO Government Printing Office cataloging
- \_\_\_\_\_ SLC Special Libraries Cataloging, Inc. cataloging for books and videos. All customers have access to this database automatically. It can be turned off, if you prefer.

- \_\_\_\_\_ Core    MARCIVE Core records is a small database of good quality cataloging. If you choose LC cataloging, this database will be added automatically.
- \_\_\_\_\_ SUPN    Supplemental file of good quality cataloging from previous projects.
- \_\_\_\_\_ NONA    Non-authoritative cataloging. Records reflect contributing library's own cataloging practices (quality varies) and generally do not include a call number.

### ***Cataloging in Publication (CIP)***

Note: Applies to Excel spreadsheet and jobber orders. **MarciveWeb SELECT** customers will receive cataloging for anything they select, regardless of CIP status.

- Full cataloging, CIP only if full cataloging not available.**
- Full cataloging only. [Fill rate will be lower.]

### ***Fullness of Cataloging***

Note: Applies to Excel spreadsheet and jobber orders. **MarciveWeb SELECT** customers will receive cataloging for anything they select, regardless of fullness of cataloging.

- Supply all available cataloging.**
- Exclude minimal cataloging from my orders. [Fill rate will be lower.]

### **AUTOMATIC CHOICE OF SUBJECT HEADINGS**

- Library of Congress**
- Sears
- MeSH

### **AUTOMATIC CREATION OF LOCAL CALL NUMBERS**

- Do not build a local call number
- Library of Congress                    →        Fill out Call Number Appendix: **LC**
- National Library of Medicine        →        Fill out Call Number Appendix: **NLM**
- Dewey Decimal Classification        →        Fill out Call Number Appendix: **Dewey**

### **CUSTOMIZATION OF CATALOGING**

Note to **MarciveWeb SELECT** customers: You do **not** need to change the record on the screen before ordering. All of your profile customization will be applied to the record before you receive your cataloging product.

- Do not customize my records in any way.

### ***13-digit ISBN***

- \*  **Output records with the ISBN in the field originally supplied.**  
Perform special ISBN processing. Any existing 020 fields will not be changed. However if there is a valid 10-digit ISBN with no matching 13-digit ISBN, an 020 with the matching 13-digit ISBN will be added.

### ***Unwanted fields***

You can have us delete any of the following fields automatically. School libraries: If you are trying to simplify your catalog, we recommend you delete those indicated with a card catalog ☒ **Please mark any you want DELETED.**

- Delete GPO stock number ☒
- Delete GPO item number ☒
- Delete ISBN/ISSN (020 and 022 fields)
- Delete terms of availability or price (\$c of 020)
- Delete all birth & death dates ☒

- Delete birth & death dates from main entry
- Delete birth & death dates from name subject headings
- Delete birth & death dates from all added entries
- Delete uniform title (240 and 243 fields) <sup>Ⓜ</sup>
- Delete all notes, except bibliography, contents, annotation, study program, & target audience notes. <sup>Ⓜ</sup>
- Delete all notes (5xx fields)
  - Delete contents notes (505 field)
  - Delete summary notes (520 field)
- Delete general notes (500 field)
- Delete bibliographic notes (504 field)
- Delete all but first 2 subject headings. <sup>Ⓜ</sup>
- Delete all but first \_\_\_\_\_ subject heading(s). Fill in a number. (6xx field)
- Delete all juvenile subject headings (6xx field, second indicator 1)
- Delete NLM subject headings (MeSH) <sup>Ⓜ</sup>
- Delete all but first \_\_\_\_\_personal author added entries. Fill in a number. (700 field)
- Delete all but first personal author added entry. <sup>Ⓜ</sup>.

### **Subject subdivisions**

You can also have any of the following subject subdivisions deleted. If you are trying to simplify your catalog, we recommend you delete all of them. **Please mark any you want DELETED.**

- Delete all of these subject subdivisions. <sup>Ⓜ</sup>
- Delete --Amateurs manuals.
- Delete --Anecdotes.
- Delete --Biography.
- Delete --Case studies.
- Delete --Causes.
- Delete --Congresses.
- Delete --Criticism and interpretation.
- Delete --Doctrinal and controversial works.
- Delete --Guidebooks.
- Delete --Handbooks, manuals.
- Delete --Juvenile [literature, fiction, other genre]
- Delete --Pictorial works.
- Delete --Popular works.
- Delete --U.S.
- Delete --United States.

### **Other customization:**

Please list here any other deletions or changes you would like made automatically to your cataloging.

## **3. MARC RECORDS**

Please fill this section out if you want to receive MARC records with every order.

Please note: Since much of the information MARCIVE needs to properly produce your data depends on the particular local library automation system that the data will load into, **we recommend that the vendor of your system be consulted** when completing this section.

**LOCAL AUTOMATED SYSTEM INFORMATION**

- We have not installed a system yet.
- We have the following system installed:

Name of company: \_\_\_\_\_

Software product/Version: \_\_\_\_\_

**HOW DO YOU WANT ANY ELECTRONIC ORDERS TO COME BACK TO YOU?**

Costs per record, media charges, and handling fees (where applicable) are available on price list. Download MARC records from MARCIVE's computer to library computer via:

- Browser (requires login & password. If you did *not* already provide us with a login and password for **MarciveWeb SELECT**, please give them to us now.)

**Login:** \_\_\_\_\_

**Password:** \_\_\_\_\_

- We do not want our MARC records back yet. Choose this option if you have not installed a system yet. (See price list for archival database output costs.)

**LOCAL DATA REQUIREMENTS**

Creation of local holdings fields. Please consult with your system vendor or system documentation to verify what field your system uses for creation of local holdings.

- Create an 852 field in the following format:**

\$b Location

\$h Call number

\$p Barcode number

*Example: 852\$b Ref \$h 426.3 Reed \$p 1150000012*

- Create an \_\_\_\_\_ field in the following format (if your system does not use an 852 field as defined above for holdings)

\_\_\_\_\_ Location

\_\_\_\_\_ Call number

\_\_\_\_\_ Barcode number

Any other requirements of your local system not mentioned elsewhere can be entered here or attached on a separate sheet.

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**4. MARC RECORD ENRICHMENT**

We can add Table of Contents (TOC) data (+\$0.50/hit), Fiction/Biography additional access points (+\$0.50/hit), and Summaries (+\$0.30/hit) to your MARC records. In addition to this profile, we need you to complete the [MARC Record Enrichment Service \(MRES\) Profile for Cataloging Customers](#).

- Do not enrich my MARC Records.**
- Enrich my records. I have enclosed the completed [MRES Profile for Cataloging Customers](#) necessary to begin service.



## 6. AUTHORITIES PROCESSING/AUTHORITIES RECORDS/RDA CONVERSION

Please fill this section out if you want us to check the name and subject headings in every order and, optionally, provide authorities records which can be used for creating cross references automatically in your local system.

- Apply automatic LC Name and Subject Heading authority control to all records (see "Authority processing" on [Price List](#)). Appropriate for all MARC record customers.
- Apply automatic MeSH authority control to all records (see "Authority processing" on [Price List](#)). Appropriate for all MARC record customers using medical subject headings.
- Provide appropriate authorities records for loading into local system through MARCIVE's unique **Demand! Authorities** service (see "Demand! Authorities" on [Price List](#)). Appropriate for customers with automated systems capable of loading MARC Authorities Records.
- Perform conversion to update records to RDA compliance. RDA conversion is free with authorities processing. There is a nominal per record fee for RDA processing without authorities processing. Please discuss this with your MARCIVE representative.

## 7. SMART BARCODE LABELS

Please fill this section out if you want us to create smart barcode labels for every order. **MarciveWeb SELECT** customers can suppress barcode label production on a piece-by-piece basis on the **Local Data (Item level)** screen.

There is *no charge* to establish barcode service using our standard options. However, if the library needs something other than our standard options, please do not hesitate to ask. For cost per label, see "Smart barcode labels" on [Price List](#)

### SYMBOLLOGY

- Generate codabar labels. Library code or "school code": \_\_\_\_\_
- Generate 3 of 9 labels.

### CHECK DIGIT

- Generate a mod 10 check digit as the last digit of the barcode number.
- Do not generate a check digit.

### NUMBER

Number of labels to be printed automatically per barcode number:

- \*  **One per copy**
- Two per copy
- \_\_\_\_ per copy

### LOCATION

If a location code has been entered, should it print before the call number on barcode label?

- Yes.
- No.

### COPY AND VOLUME INFORMATION

If copy or volume information has been entered, should it print after the call number on barcode label?

- Yes.

Please note that we suppress "c. 1", however "c. 2" and all subsequent will print. Vol. 1 is not suppressed.

- No. Do not print copy/volume information on barcode label.

### **NAME TO APPEAR ON BARCODE LABEL**

Maximum 40 characters. *Example: Jefferson H. S. Library*

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### **BARCODE NUMBER RANGE**

- Start with number: \_\_\_\_\_
- Optional, Stop with number: \_\_\_\_\_
- If a stop number is specified, please provide a Restart Number: \_\_\_\_\_

## **8. SPINE LABEL SETS**

Please fill out this section if you wish to receive book label sets with your orders.

### **NUMBER**

You can order multiple label sets for each title, with copy, volume, and location information printed on each set. The profiled number of label sets can be overridden on a title-by-title basis on the Excel spreadsheet and in **MarciveWeb SELECT**.

**Provide one label set per title.** Each pressure-sensitive label set consists of one spine label and two pocket/book card labels. Spine label is vertical; pocket/book card labels are horizontal. Please see samples.

Provide \_\_\_\_\_ label sets per title. Fill in number.

Do not provide label sets.

### **SPINE LABEL FONT**

**Medium size font starting on left side of label.      12 pt.**

Small size font starting on left side of spine label      10 pt.

Small size font centered left to right on spine label.      10 pt.

Large font starting on left side of spine label.      16 pt.

### **INFORMATION ON LABEL**

**Print accession/barcode number on bottom of pocket/book label,** up to 14 characters when assigned or supplied.

Print accession/barcode number across bottom of spine label, up to 10 characters.

**Print location** (when in an order or a Excel spreadsheet, or when generated automatically due to the size of the book).

**Print copy/volume information below call number** (when supplied in an order).

**Print author above title on pocket/book label.**

Print title above author on pocket/book label.

## LOCATION OPTIONS

### **Placement**

If a location is supplied,

- Print above call number**
- Print below call number

### **Oversize**

If the book exceeds \_\_\_\_\_ (fill in number) centimeters, print location stamp \_\_\_\_\_ (supply an abbreviation or word such as Folio, OVSZ).

- Print this location stamp instead of location supplied by an order
- Print the location supplied by an order.
- Do not print any special location stamp.**

## 9. CATALOG CARD IMAGES

Please fill this section out if you need catalog cards for any order. We make available a file of **catalog card images** which you can print locally on most laser printers and some inkjet printers using 8½ by 11 catalog card stock which is available from several sources. Contact MARCIVE Customer Service ([custserv@marcive.com](mailto:custserv@marcive.com)) for step-by-step instructions.

The catalog card image file is generated based on the options selected below. The profiled number of card sets and extra main entry cards can be overridden on a title-by-title basis on the Excel spreadsheet and in **MarciveWeb SELECT**. In MarciveWeb SELECT they can also be overridden in Order Defaults.

For cost per record for creating catalog card images, see "Catalog card images" on [Price List](#).

### **SEND TO**

Email address to notify when catalog card image file is ready: \_\_\_\_\_

### **CARD SET OPTIONS**

- Provide standard complete card set.** Shelflist card, main entry card, and one headed card for each tracing (all the title added entries, author added entries, subject added entries, and series added entries.)
- Provide just a shelflist card with each order.
- Provide customized sets. Describe: \_\_\_\_\_
- Location options. Please fill out under Spine Label Sets (even if you do not wish to receive labels).

### **SORTING OF CARDS**

- Keep in set order. All cards for one work kept together.**
- Prefile for dictionary catalog. Author, title, and subject cards in sequence; shelflist cards in sequence.
- Prefile for divided catalog (3). Author and title cards in one sequence; subject cards in sequence; shelflist cards in sequence.
- Prefile for divided catalog (4). Author cards in sequence; title cards in sequence; subject cards in sequence; shelflist cards in sequence.

Note: Prefiling of cards is not recommended if omission of any subject headings or call numbers has been requested.

## CALL NUMBER APPENDIX: DEWEY DECIMAL CLASSIFICATION

Please fill out this section if you wish to have Dewey call numbers in your records.

Automatic call number selection can always be overridden when ordering. Simply supply the complete call number you prefer.

Please note that call numbers can be generated automatically from Library of Congress records and some other records which contain DDC numbers in the 082 field. It is a good idea to supply the call number you want when the cataloging comes from the A/V Access®, NLM, NLC, GPO, or non-authoritative cataloging databases.

### Standard Call Numbers

#### Classification

- |  |   |
|--|---|
| <input type="checkbox"/> Dewey: unabridged                 | <input type="checkbox"/> Dewey: stop at ____ digits after the decimal (8 maximum) |
| <input type="checkbox"/> <b>Dewey: stop at first prime</b> | <input type="checkbox"/> No class number  |
| <input type="checkbox"/> Dewey: stop at second prime       |   |

#### Juvenile Prefixes

- |  |                              |
|--|------------------------------|
| <input type="checkbox"/> <b>No special designation</b> | <input type="checkbox"/> j   |
| <input type="checkbox"/> j                             | <input type="checkbox"/> JUV |

#### Position of Prefixes (for spine label customers only)

- Above the call number**
- In front of the call number

#### Author Letters/Cuttering

*Note: Main entry is usually author's last name*

- |  |   |
|--|---|
| <input type="checkbox"/> <b>First 3 letters of main entry</b>                        | <input type="checkbox"/> First 2 letters of main entry    |
| <input type="checkbox"/> Cutter number (letter plus numbers based on Cutter-Sanborn) | <input type="checkbox"/> First ____ letters of main entry |
| <input type="checkbox"/> First letter of main entry                                  | <input type="checkbox"/> First full word of main entry    |

#### Capitalization of Cuttering

- Capitalize all letters**
- Capitalize first letter only

Additional customization options for Dewey Decimal customers only.

### Call Numbers for Fiction Books

- |                                  |   |
|----------------------------------|---|
| <input type="checkbox"/> F       | <input type="checkbox"/> Dewey number, as profiled in "Standard call numbers section" |
| <input type="checkbox"/> FIC     | <input type="checkbox"/> No class number  |
| <input type="checkbox"/> FICTION |   |

### Juvenile Prefixes for Fiction books

- No special designation
- J

- j
- JUV

### Author Letters/Cuttering for Fiction Books

- Author letters or Cutter, as profiled in "Standard call numbers section"
- First \_\_\_\_ letters of main entry

- First full word of main entry

### Call Numbers for Easy Books

- E
- EASY

- Fiction call number, as profiled in "Call Numbers for Fiction Books" section, above.
- No class number

### Author Letters/Cuttering for Easy Books

- Author letters or Cutter, as profiled in "Standard call numbers section"
- First \_\_\_\_ letters of main entry

### Call Numbers for Individual Biography

- B
- BIO
- 92
- 921

- Dewey number, as profiled in "Standard call numbers section"
- No class number

### Juvenile Prefixes for Individual Biography

- No special designation
- J

- j
- JUV

### Author or Biographee Letters/Cuttering for Individual Biography

- Letters or Cutter, as profiled in "Standard call numbers section". If this option selected, please indicate:
  - Based on biographee's last name
  - Based on main entry (usually author's last name)

- First \_\_\_\_ letters of biographee's last name
- Full last name of biographee
- First \_\_\_\_ letters of main entry
- First full word of main entry

### Call Numbers for Collective Biography

- B
- BIO
- 92
- 920

- Dewey numbers, as profiled in "Standard call numbers section"
- No class number

*Juvenile Prefixes for Collective Biography*

No special designation

J

j

JUV

*Author Letters/Cuttering for Collective Biography*

Author letters or Cutter, as profiled in  
"Standard call numbers section"

First \_\_\_\_\_ letters of main entry

First full word of main entry