



Postal Mail: P.O. Box 47508, San Antonio, TX 78265-7508
Shipments Only: 3660 Thousand Oaks, Suite 126, San Antonio, TX 78247
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

ID CODE: _____

ONGOING SUBSCRIPTION PROFILE

MARCIVE ENHANCED GPO DATABASE

If no option is marked, MARCIVE should use its ***standard option** (standard options are indicated in this profile through bolding and an asterisk).

1. GENERAL

DEPOSITORY LIBRARY #: _____

SHIPPING ADDRESS FOR PHYSICAL PRODUCTS

NOTE: Must not be a P.O. Box for UPS shipping.

Customer Name (Library): _____

Attention: _____

Street Address: _____

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

CONTACT NAMES

Primary Contact: _____ Title: _____

Phone: _____ FAX: _____

E-mail: _____

Check if you do NOT wish to be subscribed to Marcive GPO electronic discussion list.

Technical Contact: _____ Title: _____

Phone: _____ FAX: _____

E-mail: _____

Check if you do NOT wish to be subscribed to Marcive GPO electronic discussion list.

BILLING ADDRESS

Our invoices are electronic. Tell us where to email them.: _____

Library: _____

Address: _____

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

PRIOR SERVICE

Has your library already performed (or is in the process of obtaining) a retrospective extraction of MARCIVE-Enhanced GPO Database records?

- No
- Yes

Profiling fee. Any library, whether a selective depository or full depository, that wishes to extract records from the MARCIVE Enhanced GPO Database is assessed an initial profiling fee of **\$84**. (Waived for libraries that have already performed a retrospective extraction of MARCIVE Enhanced GPO Database records.)

Selective depository. Any library that uses any selection criteria (such as extraction by Item Number or SuDoc Number Stem; exclusion by SuDoc Number Stem) or additional holding codes will be treated as a selective depository.

Full depository. Any library that wishes to receive all of the GPO depository records, and will not use any of the above listed selection criteria, will be treated as a full depository. Any library that wishes to receive the entire MARCIVE Enhanced GPO database, regardless of depository status, will also be treated as a full depository.

☞ **Testing.** We require written test approval before we extract records for the library. The test consists of sample records representing many formats and does **not** match the library's item selections. The purpose of the test is to verify the library's specifications as set out in this profile.

2. SELECTION PROFILING

SCOPE OF EXTRACTION

- Full depository (regional). Cataloging for all depository items (records with item numbers) will be extracted.
- All GPO records, regardless of depository status (records without item numbers as well as those with them).
- Selective depository. Cataloging based on item numbers and/or SuDoc number stems.

SERIAL SUPPLEMENT †

This **one-time-only** option includes all records in GPO's most recent Serial Supplement to the Monthly Catalog which match the library's selection profile. Choosing this option is advantageous only if you have not done a retrospective extraction. Customers who have done a retrospective extraction and desire ongoing records will automatically receive new serial records as part of their ongoing subscription. Customers who receive ongoing records (no retrospective extraction) will also receive new serial records in the subsequent years as a part of their ongoing subscription.

- * No**
- Yes

CHANGED RECORDS

We do not normally distribute records from GPO that have been re-distributed because of changes made. GPO makes a variety of corrections to the records: SuDoc number/item number revisions, added entries, addition of 856 fields with URLs, etc.

- *Do not send changed records.**
- Changed records integrated with new records.
- Changed records output to a separate file. †
- Changed records output to a separate file by specific criteria. †
 - Serials only.
 - Records with 856 fields only.

† See Price Quotation for cost of this item.

* Default options are bolded and marked with asterisk.

‡ Extra cost option.

- Other criteria: _____

RECORDS FOR URLS

If you wish to receive all records containing a URL, regardless of the item number, you may receive those as a separate subscription for an additional charge. These records will be excluded from your regular GPO record file(s) to avoid duplication.

The URLs GPO places in the 856 fields are also called PURLs (Persistent URLs) because they point to a server at GPO which translates them into the desired URL. By using this approach GPO is able to update changes to the URLs centrally without requiring updates to the actual MARC records.

- *Do not set up a separate subscription of all URL records.**
- Send all records with an 856 field regardless of item number. ‡
- Send all records with an 856 field that are not also distributed in another format. (For libraries obtaining a subscription to URL records, this option has been the most common choice.) ‡
- selection options _____

Exclusion of records by format (optional)

- Exclude records for maps.
- Exclude records for serials.
- Other exclusion criteria: _____

Separate output by format (optional) ‡

- Create separate file for maps.
- Create separate file for serials.
- Other separation criteria: _____

Topographical maps (optional)

Some libraries prefer to receive cataloging for only some of the states they receive topographic maps for. The item numbers for these maps must be included in the item profile to receive the records:

- Include topographical quadrangle records (single records for each quadrangle, 7.5' series only):
 - None
 - All that match my item profile.
 - Just the following states. Designate 2-digit state postal codes.

3. FORMAT OF ONGOING PRODUCTS

DESTINATION SYSTEM

For example, ExLibris Alma, III Sierra, FOLIO: _____

CHARACTER CODING SCHEME

- * Unicode MARC (UTF-8)**
- MARC-8 (Legacy MARC)

DELIVERY METHOD: SECURE WEBSITE

Please indicate e-mail addresses of people who should be notified when files are ready:

† See Price Quotation for cost of this item.

* Default options are bolded and marked with asterisk.

‡ Extra cost option.

FORMATTING OPTIONS

MARC tags

- OCLC Control Number should be placed in:
 - *001**
 - Other: _____
- SuDoc Number.
NOTE: If multiple 086 fields are present in the record, the last occurrence will be considered the current SuDoc Number. Please review your loader programs to determine what effect this will have on indexing.
- *Do not copy the current SuDoc number to another field.**
- Copy into local call number field: _____

Local holding or location codes

Depending on your system requirements, you may have us assign holding or location codes to the records based on certain criteria. These are typically in a 049 field, 852 or 949 field, or some combination of these or other fields. You may have us assign the codes based on material format or other criteria such as item number or SuDoc classification. There is no charge for the default code. There is a one-time charge of \$250 for each additional code.

Please indicate your default holding or location code: _____

Place holding/location code in

- * MARC tag 049 \$a**
- Other: _____

If you wish to assign separate holding or location codes for records distributed in different formats, please indicate below:

- Apply the following code to records for *microfiche* titles: _____
- Apply the following code to records for *electronic* titles (CD-ROMs, DVDs): _____
- Apply the following code to records for *Internet resources*: _____

If you wish to assign separate location codes based on item number or SuDoc classification, please discuss with your representative.

Item record creation fields:

If you wish to have us create fields such as 852, 945, 949, etc., that create item records in your system, please describe the field parameters below or on a separate sheet. Include required indicators and subfields.

Series call numbers (optional) ‡

Libraries sometimes ask us if we can provide GPO records with LC classification numbers. While some of the GPO records contain LC numbers, the number is small, so we cannot provide LC classification in most cases. However, if your library puts entire series under a particular classification, you can provide us with a list of SuDoc stems to be replaced with corresponding LC class numbers. For numbered series like the USGS Professional Papers, replacing the "I 19.16:" portion of the class number with something like "QE75 .P9" will yield sequential filing with that class.

- We would like to provide LC class numbers for some series. (A representative will contact you with details of how this can be accomplished.)

† See Price Quotation for cost of this item.

* Default options are bolded and marked with asterisk.

‡ Extra cost option.

Other special profiling requirements:

Please list here or on a separate sheet any other special modifications to fields or special profiling requirements:

QUESTION FOR MARCIVE SHIPPING LIST RECORD SUBSCRIBERS ONLY

If you are not already getting Shipping List records from MARCIVE or have no plans to do so, this section does not apply.

Current GPO cataloging customers need to specify which field in the GPO records will carry the MARCIVE control number for matching and overlay purposes. If other fields will be affected, please note below. The usual arrangement puts the OCLC number in the 001 field and the MARCIVE control number in a 035 or other field, but your system requirements may be different.

- *035 of GPO cataloging record will carry the MARCIVE matching control number.**
- Other (please specify):

4. SMART BARCODE LABELS

Please fill out this section out if you want us to create smart barcode labels with your cataloging records.

NOTE: If you are subscribing to Shipping List Service (SLS) Electronic records, do *not* complete this section. Refer to the "[GPO Shipping List Service Record Processing Profile](#)."

SYMBOLOLOGY

- Generate labels with Codabar symbology.
- Generate labels with 3 of 9 symbology.
- Generate labels with Interleave 2 of 5 symbology.

CHECK-DIGIT ALGORITHM

If your barcode numbers include a check-digit, please provide the algorithm for calculating the check-digit. This is usually available in your system documentation. You may attach a photocopy if available.

MARC FIELD AND SUBFIELD FOR BARCODE NUMBER

In what MARC field and subfield should the barcode number appear in the bibliographic record? (e.g., field 949, subfield \$i)

Field _____ Subfield _____

NAME TO APPEAR ON BARCODE LABEL

Maximum 40 characters. Example: Lambert Univ. Library _____

BARCODE NUMBER RANGE

Start with number: _____ End with number: _____

† See Price Quotation for cost of this item.

* Default options are bolded and marked with asterisk.

‡ Extra cost option.

5. AUTHORITIES PROCESSING / AUTHORITIES RECORDS

Name, subject, title, and series headings of all records in the MARCIVE Enhanced GPO Database are automatically upgraded to current Library of Congress practice. Additionally, you may choose to receive matching authority records.

AUTHORITIES RECORDS

- *Do not send matching authorities records.**
- Send matching authorities records. † (Please complete remainder of this section. For more options, please consult with your MARCIVE representative.)

NOTIFICATION SERVICE

<p>ANNUAL SUBSCRIPTION (RESULTS DELIVERED MONTHLY)</p> <ul style="list-style-type: none"> <input type="checkbox"/> MARC AUTHORITY RECORDS (\$1560) <input type="checkbox"/> MARC AUTHORITY RECORDS + ELECTRONIC REPORT (\$1733) 	<p>SIGNIFICANT CHANGES</p> <ul style="list-style-type: none"> <input type="checkbox"/> *SEND ALL CHANGED AUTHORITIES RECORDS. <input type="checkbox"/> SEND SIGNIFICANT CHANGES ONLY. CHANGE TO THE 1XX (AUTHORIZED HEADING), 4XX (SEE FROM), OR 5XX (SEE ALSO FROM) OTHER THAN ENDING PUNCTUATION. ALSO AUTHORITIES RECORDS WHICH HAD A CHANGE TO ANY OF THE 640-646 SERIES TREATMENT TAGS.
<p>AUTHORITY NEWMATCH (OPTIONAL, NO ADDITIONAL CHARGE FOR NOTIFICATION SERVICE CUSTOMERS)</p> <ul style="list-style-type: none"> <input type="checkbox"/> * SEARCH UNMATCHED HEADINGS AND DELIVER NEWLY RELEASED AUTHORITY RECORDS AS THEY BECOME AVAILABLE FROM LIBRARY OF CONGRESS. DELIVERED MONTHLY WITH NOTIFICATION FILE(S). <input type="checkbox"/> DO NOT CONTINUE SEARCHING FOR UNMATCHED HEADINGS. 	<p>DELIVERY OF MARC AUTHORITIES RECORDS TO LIBRARY</p> <ul style="list-style-type: none"> <input type="checkbox"/> FTP <input type="checkbox"/> BROWSER DOWNLOAD

<p>NOTIFICATION REPORT (IF YOU HAVE ELECTED TO RECEIVE EITHER THE ELECTRONIC REPORT OF NEW AND CHANGED AUTHORITY RECORDS). ALL REPORTS ARE IN AUTHORITY RECORD CONTROL NUMBER ORDER.</p> <p><u>REPORT TO INCLUDE NEW AND/OR CHANGED</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> *SEND REPORT OF ONLY CHANGED AUTHORITY RECORDS. (SUPPRESS NEW AUTHORITY RECORDS) <input type="checkbox"/> SEND REPORT OF ALL NEW AND CHANGED AUTHORITY RECORDS. <input type="checkbox"/> SEND REPORT OF ONLY NEW AUTHORITY RECORDS. (SUPPRESS CHANGED AUTHORITY RECORDS)
--

Distribution of authority records

- * Single file of all matching authority records.**
- Split the files as you did for the retrospective extraction.
- Two files of matching authority records. One matches names; the other matches subjects.
 - Names: 100, 110, 111, 130, 240, 400, 411, 440, 700, 710, 711, 730, 800, 810, 811, 830, 840
 - Subjects: 600, 610, 611, 630, 650, 651
- Three files of matching authority records. One matches authors; the second matches uniform titles and series; and the last matches subjects.
 - Authors: 100, 110, 111, 700, 710, 711
 - Titles: 130, 240, 400, 411, 440, 730, 800, 810, 811, 830, 840
 - Subjects: 600, 610, 611, 630, 650, 651
- Other distribution. Specify: _____

† See Price Quotation for cost of this item.

* Default options are bolded and marked with asterisk.

‡ Extra cost option.

6. HOLDINGS FILES FOR UTILITY

Loading MARCIVE Enhanced GPO Database records into a utility is prohibited by our license agreement. However, the Library may obtain holdings files suitable for loading into OCLC. Note that OCLC does not require you to load your holdings of GPO records.

If you need holdings records output to OCLC, this is an extra cost option. In order for us to provide records to OCLC to set holdings for you, please access [Worldshare Collection Manager](#) at and create a data sync collection. This will let OCLC know that we will be providing monthly sets of records on your behalf. Once the collection information is processed, OCLC will provide you with a 7-digit data sync collection ID. We will need to provide this ID number and your OCLC institution symbol to OCLC with the records we send each month, so we cannot proceed with this option without this information. If you need assistance in completing the data sync collection, please contact OCLC Support at OCLCcustomerSupport@oclc.org.

- *Do not create holdings records for our utility.**
- Please provide holdings records to OCLC. Delivery will be directly to OCLC via FTP unless other arrangements are made.†

7. GPO ELECTRONIC CATALOG

This optional electronic title list is created from the monthly file of records. May contain these elements: SuDoc Number, Item Number, brief title, format, library holding code, OCLC number. Other fields may be specified but there is a character limit.

- *Do not create GPO Electronic Catalog.**
- Create GPO Electronic Catalog monthly. † You will be billed monthly for this service.
 - Output list in shelflist (SuDoc Number) order.
 - Output list in title order.

† See Price Quotation for cost of this item.

* Default options are bolded and marked with asterisk.

‡ Extra cost option.