

Contract Cataloguing Request for Cost Proposal

Please fill out the white areas as completely as possible. Use additional pages if necessary.
Having trouble? Feel free to call us (we'll even walk you through it!) Our contact information is at the end of the questionnaire.

Date:			
Name of Library or Institution:			
Your name and title:			
Telephone number:		Fax number:	
E-mail address:			
Mailing Address:			
Shipping Address for processed materials (if different from above):			
My library or institution is an OCLC member:	<input type="checkbox"/> Yes OCLC Symbol: _____ <input type="checkbox"/> No		

Type of Project			
<input type="checkbox"/> Ongoing cataloguing	<p>This project is for the processing of all or part of your library's current acquisitions</p> <table border="1" style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 70%; text-align: center;">Titles per Year:</td> <td style="width: 30%;"></td> </tr> </table>	Titles per Year:	
Titles per Year:			
<input type="checkbox"/> Backlog or finite collection	<p>This project is for the processing of a backlog of materials or an otherwise finite collection with a fixed size.</p> <table border="1" style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 70%; text-align: center;">Number of Titles:</td> <td style="width: 30%;"></td> </tr> </table>	Number of Titles:	
Number of Titles:			
<input type="checkbox"/> Both ongoing cataloguing and backlog	<p>This project includes both ongoing work and the processing of a backlog or finite collection.</p>		
Required Completion Date for Backlogs			
<p>If this is a backlog project (or if there is a backlog component to this project), when must the backlog be completed?</p>			

Volume		For ongoing cataloguing projects, fill out the “Ongoing” column. For backlog cataloguing projects, fill out the “Backlog” column. Use both columns if the project includes both ongoing cataloguing and a backlog.
Number of Titles		Type of Material
Ongoing (Per Year)	Backlog (Total)	
		Books
		Serials
		Videos or DVDs
		Notated music
		Musical sound recordings
		Non-musical sound recordings
		Electronic resources (computer files, Internet resources, etc.)
		Maps
		Manuscripts (specify printed manuscripts, music manuscripts, map manuscripts, etc.):
		Two-dimensional non-projected graphics (posters, drawings, etc.)
		Three-dimensional artifacts or naturally-occurring objects (games, toys, devices, relics, etc.)
		Kits
		Mixed material
		Total

Languages	What languages will be included in the project and what is the approximate percentage of titles in each language?
English	%
French	%
German	%
Spanish	%
Italian	%
Chinese	% <input type="checkbox"/> Add vernacular characters
Japanese	% <input type="checkbox"/> Add vernacular characters
Korean	% <input type="checkbox"/> Add vernacular characters
Arabic	% <input type="checkbox"/> Add vernacular characters
Others (please specify below):	
	%
	%
	%
	%
	%
	%
	%
Language of Cataloguing	What language(s) of cataloguing does your library use, and for what percentages of your materials?
English language of cataloguing	% of materials
French language of cataloguing	% of materials

Call Number	
1. What classification system do you use?	<input type="checkbox"/> LCC <input type="checkbox"/> Dewey (Edition _____) <input type="checkbox"/> For copy cataloguing, verify call numbers from other editions in the above schedule <input type="checkbox"/> Except call numbers from Edition _____ and later <input type="checkbox"/> NLM <input type="checkbox"/> Other (Specify: _____)
2. LC Classification	If you use LCC (Library of Congress Classification), please tell us where you want us to classify the following types of material:
a. Bibliographies	<input type="checkbox"/> In Z <input type="checkbox"/> With the subject
b. Biographies	<input type="checkbox"/> In CT <input type="checkbox"/> With the subject
c. Canadian history	<input type="checkbox"/> FC (per the National Library of Canada) <input type="checkbox"/> F1001-1145.2 (per the Library of Congress)
d. Canadian law	<input type="checkbox"/> KF Modified (per the National Library of Canada) <input type="checkbox"/> KE (per the Library of Congress)
e. Canadian literature	<input type="checkbox"/> PS8000+ (per the National Library of Canada) <input type="checkbox"/> PR9180-9199.4 (per the Library of Congress)

3. Dewey Classification	If you use Dewey Classification, please tell us how you want us to classify the following types of material. Please attach additional instructions for other categories of material if necessary.
a. Adult fiction	
b. Juvenile literature:	
i. Fiction	
ii. Non-fiction	
iii. Young adult	
iv. "Easy" books	
v. Picture books	
Cutter Type	
1. What type of cutter would you like?	<input type="checkbox"/> LC Cutter <input type="checkbox"/> Cutter/Sanborn <input type="checkbox"/> Other (Specify): <hr/> <hr/> <hr/> <hr/>

Subject Headings

1. What type(s) of subject headings do you use?

- LCSH
- CSH
- MeSH
- RVM
- Other (Specify: _____)

Authority File

1. Do you want headings verified in the online authority files for copy cataloguing? (Headings will be verified for all original cataloguing)

- Yes
- No
- Maybe (Provide separate pricing for this option)

<h2>Lookups</h2>	<p>Tell us when LTS needs to search your catalogue database, either in WorldCat (the OCLC Online Union Catalogue) or in your OPAC:</p>
<p>1. Duplicate detection (search each title first in your catalogue to find out if you already have a copy)</p>	<p><input type="checkbox"/> Search Library's file in WorldCat <input type="checkbox"/> Search Library's OPAC</p>
<p>2. Edition matching (search translations and items with edition statements to see if you have another translation or edition, and adjust the call number if it does so that they will sit together on the shelf)</p>	<p><input type="checkbox"/> Search Library's OPAC</p>
<p>3. Literature/Music call number matching (make sure items by or about the same literary author or musical composer sit next to each other on the shelf)</p>	<p><input type="checkbox"/> Search Library's OPAC</p>
<p>4. Conference call number matching (make sure publications from the same conference but held in different years sit together on the shelf)</p>	<p><input type="checkbox"/> Search Library's OPAC</p>
<p>5. Call number uniqueness (make sure call numbers do not duplicate other call numbers already in your OPAC)</p>	<p><input type="checkbox"/> Search Library's OPAC</p>
<p>6. Shelflisting (make sure all titles file correctly in your existing shelving arrangement)</p>	<p><input type="checkbox"/> Search Library's OPAC</p>
<p>7. Series (when an item has a series statement, look up the series in your catalogue and match any or all of the following elements to your existing practice for the same series: tracing practice, form of entry, numbering practice, classification practice)</p>	<p><input type="checkbox"/> Search Library's file in WorldCat <input type="checkbox"/> Search Library's OPAC</p>
<p>OPAC URL</p>	<p>The URL for the Library's OPAC is:</p> <p><u>http://</u>_____</p>

Form of Cataloguing Information

1. Please indicate how cataloguing information will be provided to LTS

- Items will be shipped from the Library's material supplier(s) to LTS
- Items will be shipped from the Library to LTS
- A combination of the above
- Photocopies will be shipped to LTS
- Other (Specify):

Other Cataloguing Options

Please tell us if there is anything else you would like us to do when editing your records. Please attach additional page(s) if necessary

<h2>Physical Processing</h2>	<p>Indicate the types of physical processing you will require. All materials are supplied by LTS unless otherwise indicated.</p>
<h3>Spine and Circulation Labels</h3>	
<p>Please select the type and number of label sets you want for each item</p>	<p> <input type="checkbox"/> LTS1 (1 spine label, 1 1/2"H x 7/8"W) <input type="checkbox"/> SP1 (1 spine label, 2"H x 7/8"W) <input type="checkbox"/> SLB (1 spine label, 1 5/8"H x 7/8"W + 1 circulation label (1 5/8"H x 2 7/8"W) <input type="checkbox"/> SL4 (1 spine label, 1 21/32"H x 13/16"W + 2 circulation labels (27/32"H x 2 13/16"W each) <input type="checkbox"/> SL6 (1 spine label, 1 21/32"H x 13/16"W + 2 circulation labels (1 11/32"H x 2 7/8"W) </p> <p>Print _____ label sets per item</p>
<p>Please select whether you want spine and circulation labels to be affixed to the item, and where</p>	<p> <input type="checkbox"/> Do not affix labels: <input type="checkbox"/> Send labels on sheets in the box with the materials <input type="checkbox"/> Paperclip the labels to each item <input type="checkbox"/> Affix the labels: <input type="checkbox"/> Affix spine label within 1 cm of the bottom of the spine <input type="checkbox"/> Other (Specify): _____ </p> <p>For narrow-spined books:</p> <p> <input type="checkbox"/> Affix spine label to the bottom left of the front cover <input type="checkbox"/> Affix spine label to the top left of the front cover <input type="checkbox"/> Other (Specify): _____ </p> <p> <input type="checkbox"/> Cover the spine label with a protector (clear Mylar film) <input type="checkbox"/> Affix circulation labels (specify where): _____ </p>

<p>Formatting</p>	<p>Please format a spine label for volume 1, copy 2, in the empty spine label box below, in the way you want it to appear on your spine label. Please use a character such as b to indicate blank spaces, and [blank] to indicate a blank line. If you want a location to appear on the spine label, please enter that too. The spine label on the left is provided as an example.</p> <p>LC Classification</p> <p>Please format the call number DA556.9.A1G26 1971</p> <table border="1" data-bbox="659 659 1040 970"> <tr> <td data-bbox="659 659 826 970"> <p>DA 556.9 .A1 G26 1971 v.b1 c.b2 [blank] MAIN</p> </td> <td data-bbox="873 659 1040 970"></td> </tr> </table> <p>Dewey Classification</p> <p>Please format the call number 728.8209469 for a book whose main entry is Silva, James. If you would truncate this call number, please do so in your example.</p> <table border="1" data-bbox="659 1220 1040 1530"> <tr> <td data-bbox="659 1220 826 1530"> <p>728 .8209469 SIL v.b1 c.b2 [blank] MAIN</p> </td> <td data-bbox="873 1220 1040 1530"></td> </tr> </table>	<p>DA 556.9 .A1 G26 1971 v.b1 c.b2 [blank] MAIN</p>		<p>728 .8209469 SIL v.b1 c.b2 [blank] MAIN</p>	
<p>DA 556.9 .A1 G26 1971 v.b1 c.b2 [blank] MAIN</p>					
<p>728 .8209469 SIL v.b1 c.b2 [blank] MAIN</p>					
<p>Copy Designations</p>	<p><input type="checkbox"/> Always put a copy designation on the spine label, even if there is only one copy</p> <p><input type="checkbox"/> Only put a copy designation on the spine label when there are multiple copies</p> <p><input type="checkbox"/> Put a copy designation on all copies including the first</p> <p><input type="checkbox"/> Only put a copy designation on copies other than the first</p> <p><input type="checkbox"/> Never put copy designations on spine labels</p>				

Spine Label Font and Point Size

The samples below are shown actual size on LTS1 spine label stock. All LTS spine labels are printed in bold face type. Other TrueType fonts may be available on request.

Regardless of the point size you select, an OCLC cataloguer will reduce the point size in individual cases if necessary, in order to make a long call number fit on the label.

Please circle your font and point size preference.

Font	8 pt.	9 pt.	10 pt.	11 pt.	12 pt.
Arial	PN 1995.9 M46 L37 2002	PN 1995.9 M46 L37 2002	PN 1995.9 M46 L37 2002	PN 1995.9 M46 L37 2002	PN 1995.9 M46 L37 2002
Arial Unicode MS	PN 1995.9 M46 L37 2002	PN 1995.9 M46 L37 2002	PN 1995.9 M46 L37 2002	PN 1995.9 M46 L37 2002	PN 1995.9 M46 L37 2002
Book Antiqua	PN 1995.9 M46 L37 2002	PN 1995.9 M46 L37 2002	PN 1995.9 M46 L37 2002	PN 1995.9 M46 L37 2002	PN 1995.9 M46 L37 2002
Bookman Old Style	PN 1995.9 M46 L37 2002	PN 1995.9 M46 L37 2002	PN 1995.9 M46 L37 2002	PN 1995.9 M46 L37 2002	PN 1995.9 M46 L37 2002

Century Gothic	PN 1995.9 M46 L37 2002	PN 1995.9 M46 L37 2002	PN 1995.9 M46 L37 2002	PN 1995.9 M46 L37 2002	PN 1995.9 M46 L37 2002
Comic Sans MS	PN 1995.9 M46 L37 2002	PN 1995.9 M46 L37 2002	PN 1995.9 M46 L37 2002	PN 1995.9 M46 L37 2002	PN 1995.9 M46 L37 2002
Courier New	PN 1995.9 M46 L37 2002	PN 1995.9 M46 L37 2002	PN 1995.9 M46 L37 2002	PN 1995.9 M46 L37 2002	PN 1995.9 M46 L37 2002
Georgia	PN 1995.9 M46 L37 2002	PN 1995.9 M46 L37 2002	PN 1995.9 M46 L37 2002	PN 1995.9 M46 L37 2002	PN 1995.9 M46 L37 2002
Lucida Handwriting	PN 1995.9 M46 L37 2002	PN 1995.9 M46 L37 2002	PN 1995.9 M46 L37 2002	PN 1995.9 M46 L37 2002	PN 1995.9 M46 L37 2002

Lucida Sans Unicode	PN 1995.9 M46 L37 2002	PN 1995.9 M46 L37 2002	PN 1995.9 M46 L37 2002	PN 1995.9 M46 L37 2002	PN 1995.9 M46 L37 2002
Perpetua	PN 1995.9 M46 L37 2002	PN 1995.9 M46 L37 2002	PN 1995.9 M46 L37 2002	PN 1995.9 M46 L37 2002	PN 1995.9 M46 L37 2002
Tahoma	PN 1995.9 M46 L37 2002	PN 1995.9 M46 L37 2002	PN 1995.9 M46 L37 2002	PN 1995.9 M46 L37 2002	PN 1995.9 M46 L37 2002
Times New Roman	PN 1995.9 M46 L37 2002	PN 1995.9 M46 L37 2002	PN 1995.9 M46 L37 2002	PN 1995.9 M46 L37 2002	PN 1995.9 M46 L37 2002
Trebuchet MS	PN 1995.9 M46 L37 2002	PN 1995.9 M46 L37 2002	PN 1995.9 M46 L37 2002	PN 1995.9 M46 L37 2002	PN 1995.9 M46 L37 2002

<p>Verdana</p> <p><i>Verdana 10-pt. is the most popular spine label font.</i></p>	<p>PN 1995.9 M46 L37 2002</p>	<p>PN 1995.9 M46 L37 2002</p>	<p>PN 1995.9 M46 L37 2002</p>	<p>PN 1995.9 M46 L37 2002</p>	<p>PN 1995.9 M46 L37 2002</p>	
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Other Processing Options

<p>Library-supplied Labels</p> <p>Library-supplied labels are customized labels used by the library and that you want LTS to affix to each item. Includes bookplates, "Reference" stickers, and any other labels not specified elsewhere in this questionnaire.</p>	<p>Affix _____ library-supplied labels to each item.</p> <p>Details:</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>Date Due Slip</p> <p>LTS uses a standardized Date Due Slip that is affixed to the item along the top of the strip and can be lifted to see text underneath.</p>	<p><input type="checkbox"/> Affix a Date Due Slip. Where:</p> <p>_____</p> <p>_____</p>
<p>Book Pocket/Card</p>	<p><input type="checkbox"/> Affix a Book Pocket with a blank card inserted. Where:</p> <p>_____</p> <p>_____</p>
<p>Property/Ownership Stamps</p>	<p>Please indicate the total number of property or ownership stamps you require LTS to apply to each item, as well as their locations.</p> <p>_____</p> <p>_____</p>

Library-supplied barcode label	<input type="checkbox"/> Affix a Library-supplied barcode label. Where: _____ _____
Security Target	<input type="checkbox"/> Insert a 3M Tattletape (supplied by LTS) <input type="checkbox"/> Insert another security target (Specify): _____ _____
Other Processing Requirements	Please indicate any additional processing requirements you have. Attach additional pages if necessary: _____ _____ _____ _____ _____ _____ _____ _____

Shipping

One Way/Round Trip Shipping

LTS always covers the cost of shipping completed work back to the Library.

Because we ship in such large volume, we have secured very favourable shipping rates with Purolator Courier. Optionally, we will also cover your costs of shipping to us by providing you with our Purolator account code when you ship materials to LTS.

Please select a shipping option:

- Round-trip (recommended). LTS covers all shipping costs, from and to the Library.
- One-way. Library covers cost of shipping materials to LTS. LTS covers cost of shipping materials back to the Library.

Shipping Frequency

We typically return completed materials to the Library as they are finished, up to one shipment per day. If you wish, we will batch our shipments so that you only receive them up to once a week.

- Ship daily
- Ship weekly

Record Delivery

Method	<p>Please select whether you want to receive MARC record files via e-mail or FTP:</p> <p><input type="checkbox"/> As e-mail attachments</p> <p>Deliver to the following e-mail addresses:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>OR</p> <p><input type="checkbox"/> We will pick up the files from OCLC's FTP server (LTS will provide you with login information when the project starts)</p>						
Frequency	<p>Please select when you want MARC record files to be made available:</p> <p><input type="checkbox"/> Up to once a day</p> <p>OR</p> <p><input type="checkbox"/> Weekly, on:</p> <table data-bbox="711 1444 1198 1591"><tr><td><input type="checkbox"/> Monday</td><td><input type="checkbox"/> Tuesday</td></tr><tr><td><input type="checkbox"/> Wednesday</td><td><input type="checkbox"/> Thursday</td></tr><tr><td><input type="checkbox"/> Friday</td><td></td></tr></table>	<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday	
<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday						
<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday						
<input type="checkbox"/> Friday							

Please return this questionnaire to:

OCLC Canada LTS
1465 St. James Street
Winnipeg, MB R3H 0W9
Attn: Les Moor

Or e-mail it to: moorl@oclc.org

Or fax it to: 614-718-7390

Or phone Les for help: 1-866-321-6762, extension 2