OCLC Canada
LTS Library Technical Services

Profile Questionnaire

Please fill out the white areas as completely as possible. Use additional pages if necessary.

Date:				
Name of Library or Institution:				
My library or institution is an OCLC member:	☐ Yes	☐ No	OCLC symbol:	
Your name and title:				
Telephone number:				
E-mail address:				

A. Type of Project

☐ Ongoing cataloguing	This project is for the processing of all or part of your library's current acquisitions	
	Titles per Year:	
☐ Backlog or finite collection	This project is for the processing of a backlog of materials or an otherwise finite collection with a fixed size.	
	Number of Titles:	
☐ Both ongoing cataloguing and backlog	This project includes both ongoing work and the processing of a backlog or finite collection.	

B. 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

C. Duration of Project for Backlogs	
If this is a backlog project, when must it be completed?	

D. 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	%
Japanese	%
Korean	%
Others (please specify below):	
	%
	%
	%
	%
	%
	%
	%

E. 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

F. Call Number	
1. What classification system do you use?	☐ LCC ☐ Dewey Full (Edition _____) ☐ Dewey Abridged (Edition _____) ☐ NLM ☐ 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	☐ In Z ☐ With the subject
b. Biographies	☐ In CT ☐ With the subject
c. Canadian history	☐ FC (per the National Library of Canada) ☐ F1001-1145.2 (per the Library of Congress)
d. Canadian law	☐ KF Modified (per the National Library of Canada) ☐ KE (per the Library of Congress)
e. Canadian literature	☐ PS8000+ (per the National Library of Canada) ☐ PR9180-9199.3 (per the Library of Congress)

G. Subject Headings	
1. What type(s) of subject headings do you use?	☐ LCSH ☐ CSH ☐ MeSH ☐ RVM ☐ Other (Specify: _____)

H. Lookups	Tell us when OCLC needs to search your catalogue database, either in WorldCat (the OCLC Online Union Catalogue) or in your OPAC:
1. Add identification (search each title first in your catalogue to find out if you already have a copy)	☐ Search Library's file in WorldCat ☐ Search Library's OPAC
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)	☐ Search Library's OPAC
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)	☐ Search Library's OPAC
4. Conference call number matching (make sure publications from the same conference but held in different years sit together on the shelf)	☐ Search Library's OPAC
5. Call number uniqueness (make sure call numbers do not duplicate other call numbers already in your OPAC)	☐ Search Library's OPAC
6. Shelflisting (make sure all titles file correctly in your existing shelving arrangement)	☐ Search Library's OPAC
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)	☐ Search Library's file in WorldCat ☐ Search Library's OPAC

I. Physical Processing	Indicate the types of physical processing you will require. All materials are supplied by OCLC unless otherwise indicated.
☐ Spine label(s): ___ per item ☐ Affixed by OCLC ☐ Supplied in sheets for affixing at the Library	Laser-printed spine labels in the font of your choice
☐ Spine label protector	Clear Mylar, affixed by OCLC (this option is only available if OCLC is affixing the spine label)
☐ Bibliographic label ☐ Affixed by OCLC ☐ Supplied in sheets for affixing at the Library	A laser-printed label containing basic bibliographic information, typically affixed to a book pocket.
☐ Library-supplied label(s): ___ self-adhesive labels ___ glue-on labels	Indicate the total number of library-supplied labels that OCLC is to affix to each item. Library-supplied labels are customized labels used by the library, and include bookplates, "Reference" stickers, and any other labels not otherwise specified here.
☐ Date due slip	
☐ Book pocket	
☐ Property or ownership stamp(s): ___ on covers, title page, t.p. verso, first or last blank page ___ on edges or on any other page	Indicate the total number of property or ownership stamps you require OCLC to apply to each item, as well as their locations. For non-book materials requiring stamps, indicate only the total number of stamps required per item.
☐ Library-supplied barcode label	Note that OCLC normally does not charge to affix library-supplied barcode labels.
☐ Security target: ☐ 3M Tattletape (supplied by OCLC) ☐ Other (supplied by Library). Specify type: _____	