



# OCLC Language Sets—Custom Collection Cost Proposal

TO: OCLC Online Computer Library Center, MC133, 6565 Frantz Road, Dublin, OH 43017-3395  
PHONE: 800-848-5878, ext. 6251 FAX: 614-764-0155 E-MAIL: langsets@oclc.org

DATE

**NOTE: There is a \$3000 minimum for Custom Collections.**

### COLLECTION DEVELOPMENT CONTACT INFORMATION (please type or print)

*INSTITUTION		*OCLC SYMBOL	*OCLC REGIONAL SERVICE PROVIDER	
*STREET ADDRESS		P.O. BOX OR SUITE	BUILDING OR DEPARTMENT (WHEN APPLICABLE)	
*CITY	*STATE OR PROVINCE	*ZIP OR POSTAL CODE	*COUNTRY OR REGION	
*CONTACT NAME			TITLE	
*TELEPHONE NUMBER	FAX NUMBER	*E-MAIL ADDRESS		

### CATALOGING CONTACT INFORMATION (if different from above)

INSTITUTION		OCLC SYMBOL	OCLC REGIONAL SERVICE PROVIDER	
STREET ADDRESS		P.O. BOX OR SUITE	BUILDING OR DEPARTMENT (WHEN APPLICABLE)	
CITY	STATE OR PROVINCE	ZIP OR POSTAL CODE	COUNTRY OR REGION	
CONTACT NAME			TITLE	
TELEPHONE NUMBER	FAX NUMBER	E-MAIL ADDRESS		

### GENERAL DESCRIPTION OF PROPOSED COLLECTION

PLEASE INDICATE THE GENERAL PURPOSE OF THIS COLLECTION	BUDGET FOR PROPOSED COLLECTION	APPROXIMATELY HOW MANY TITLES DO YOU PLAN TO ADD WITH THESE FUNDS?
<input type="checkbox"/> Entertainment	Chinese \$ _____	Chinese _____
<input type="checkbox"/> Education	Japanese \$ _____	Japanese _____
<input type="checkbox"/> Reference	Korean \$ _____	Korean _____
<input type="checkbox"/> Curriculum Support	Vietnamese \$ _____	Vietnamese _____
<input type="checkbox"/> Other _____	Russian \$ _____	Russian _____
	Spanish \$ _____	Spanish _____
	<b>Other languages:</b>	<b>Other languages:</b>
	_____ \$ _____	_____ _____
	_____ \$ _____	_____ _____
	_____ \$ _____	_____ _____
	_____ \$ _____	_____ _____
	<b>TOTAL \$ _____</b>	<b>TOTAL _____</b>

### PLEASE INDICATE THE BEGINNING AND END MONTHS OF YOUR BUDGET YEAR.

Begins \_\_\_\_\_

Ends \_\_\_\_\_

Do you plan to use funds that expire on a specified date?  Yes  No

Please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### SERVICES NEEDED (CHECK ALL THAT APPLY)

- Acquisition only (Library will supply a list of desired titles.)
- Selection and Acquisition
- Cataloging and Physical Processing
- Cataloging only (no physical processing)

### WILL YOU PROVIDE A LIST OF DESIRED TITLES? YES NO

### WILL YOU PROVIDE A LIST OF DESIRED AUTHORS? YES NO



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## LANGUAGES AND PERCENTAGE OF MATERIALS IN PROPOSED COLLECTION (BOOKS)

	Fiction for Adults	Non-fiction for Adults	Fiction for Children	Non-fiction for Children	General Reference	Curriculum Support
Chinese						
Japanese						
Korean						
Vietnamese						
Russian						
Spanish						
Other						

PLEASE BE AWARE THAT OCLC MAY NOT BE ABLE TO ACCEPT PROJECTS IN SOME LANGUAGES.

### AUDIENCE LEVEL FOR CHILDREN'S MATERIALS

- Picture books
- Grades K-3
- Grades 4-5
- Grades 6-8
- Young Adult

### BILINGUAL BOOKS—WHAT IS YOUR COLLECTION POLICY?

- Do not include bilingual books
  - Include bilingual titles
- \_\_\_\_\_ max. percent

### Typically, collections include the following types of materials:

**Fiction for Adults:** romances, bestsellers, historical fiction, short stories, mysteries, classics, humor, etc.  
**Non-fiction for Adults:** ESL, health, immigration, biography, hobbies, current events, money, etc.  
**General Reference:** dictionaries, subject dictionaries or handbooks, encyclopedias, etc.  
**Fiction for Children:** popular titles, folklore, classics, fairy tales, etc.  
**Non-Fiction for Children:** biography, history, sports, general sciences, etc.  
**Curriculum support:** textbooks or scholarly titles as specified by library's selection profile

## AUDIOVISUAL MATERIALS IN PROPOSED COLLECTION (PERCENTAGE)

	AUDIO MATERIALS		VIDEO CASSETTES		DVD/VCD		CD-ROM (Computer Software)	
	Adult	Child	Adult	Child	Adult	Child	Adult	Child
Chinese								
Japanese								
Korean								
Vietnamese								
Russian								
Spanish								
Other:								

### PREFERRED FORMAT FOR AUDIO MATERIALS

- CDs
- Tape Cassettes
- Best available

### CD-ROM VERSION

- PC
- MAC

### Typically, collections include the following types of materials:

**Audio Materials:** classical (traditional) music, popular songs, ESL, languages/dialects, recorded books  
**Video/DVD/VCD:** feature films, mini-series, TV variety shows, documentaries, how-to, ESL, travel  
**CD-ROM (Computer Software):** translation dictionaries, ESL, encyclopedias, kids titles, serials

## ADDITIONAL INFORMATION ABOUT THE PROPOSED COLLECTION

Please provide additional details that might help us provide a more accurate Cost Proposal.



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## CATALOGING INFORMATION

### WHAT TYPE OF CLASSIFICATION DO YOU USE?

- Library of Congress
- Dewey
- NLM
- Other \_\_\_\_\_

### WHAT TYPE OF SUBJECT HEADINGS DO YOU NEED?

- Library of Congress
- MeSH
- Other \_\_\_\_\_

PLEASE INDICATE THE EDITING/LOCAL INFORMATION TO BE ADDED TO THE MARC RECORD. (e.g., adding a 9xx field, changing the 049 code, etc.)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

## PHYSICAL PROCESSING OPTIONS

- Print OCLC standard label sets (Circle **one**: SP1, SP2, SLB, SL4, SL6)
- Attach labels
- Supply and attach label covers
- Write the OCLC control number of the record on the item
- Supply and attach book pockets
- Attach library-supplied barcodes
- Insert library-supplied security strips
- Write the call number on the item
- Supply and attach date due slips
- Property stamp the item in one place
- Write romanized title/author on the item (Does not apply to Spanish or Vietnamese)

## ADDITIONAL COMMENTS OR QUESTIONS