



The world's libraries.  
Connected.™

## OCLC Contract Cataloging Request for Cost Proposal for Non-Dewey Projects

### INSTITUTION INFORMATION

Institution name: \_\_\_\_\_

OCLC symbol: \_\_\_\_\_

Contact name: \_\_\_\_\_

Phone number: \_\_\_\_\_

Fax number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Mailing address:

### PROJECT INFORMATION

**OCLC Contract Cataloging requires a minimum of 200 unique titles annually and 25 or more unique titles per shipment (the 25 unique titles per shipment requirement will be waived if titles are shipped directly from a vendor).**

When would you like OCLC to begin work on this project?

If the project is for a backlog only, what is the completion date requirement, or the date by which the final invoice must be received?

**Please note:** OCLC bills monthly for work completed the previous month; invoices are mailed on or around the 10<sup>th</sup> of each month.

**Type of project:**

- Backlog
- Ongoing
- Backlog and Ongoing

**Original and Copy cataloging**

- Original cataloging only
- Copy cataloging only
- Original and Copy cataloging

**Level of Original cataloging**

View original cataloging definitions

at <http://www.oclc.org/us/en/contractcataloging/support/definitions/definitions.htm>.

- Abbreviated level
- Minimal level
- Full level

**Nature of collection and volume for materials for backlogs**

OCLC Contract Cataloging requires a minimum of 200 unique titles annually and 25 or more unique titles per shipment (the 25 unique titles per shipment requirement will be waived if titles are shipped directly from a vendor).

Please go to <http://www.oclc.org/us/en/contractcataloging/materials/default.htm> to see languages in which cataloging can be provided.

<b>Formats</b>	<b>Number of items to be cataloged annually</b>	<b>Language</b>	<b>Estimated percentage of original cataloging</b>
Books			
E-Books			
Serials			
E-Serials			
Scores			
Sound Recordings			
Visual Materials			
Computer Files			
Maps			
Manuscripts			

## Nature of collection and volume for materials for backlogs

OCLC Contract Cataloging requires a minimum of 200 unique titles annually and 25 or more unique titles per shipment (the 25 unique titles per shipment requirement will be waived if titles are shipped directly from a vendor).

Please go to <http://www.oclc.org/us/en/contractcataloging/materials/default.htm> to see languages in which cataloging can be provided.

Formats	Number of items to be cataloged annually	Language	Estimated percentage of original cataloging
Books			
E-Books			
Serials			
E-Serials			
Scores			
Sound Recordings			
Visual Materials			
Computer Files			
Maps			
Manuscripts			

## RECORD EDITING

### Non-Latin Characters

If your project includes materials in non-Latin languages, do you want OCLC to add non-Latin characters to original records and to matching records when lacking?

- Yes\*
- No

Do you want OCLC to verify non-Latin characters that are already present in matching records?

- Yes\*
- No

Should existing WorldCat records delivered for non-Latin languages include non-Latin characters if already present?

- Yes
- No\*

\*If you answered "Yes" to either of the first two questions or "No" to the last question, *all* records will incur additional per record charges.

### Authority Control

Do you want OCLC to verify the form of entry for name, uniform title, series, and subject headings in the LC Name and Subject authority files for copy cataloging?

- Yes\*
- No

\*Headings will be verified for original cataloging at no additional charge. Verification of headings for copy cataloging will incur an additional per record charge.

### CIP Records

Do you want CIP records upgraded?

- Yes
- No

### Adding or editing fields for local information

Please provide a description of fields to be added or edited for local information, and provide examples of local data, including MARC tags, indicators and subfields in the box below.

#### Examples:

Constant data, input stamps, item level local data, etc.

049 [REF] <symbol>

910 OCLC cataloging

949 1\_ <call number> ‡c <volume number> ‡g <copy number> ‡i <barcode number>

If item level local data fields are required (e.g., 852 or 949 fields), is a particular subfield order also required?

- Yes\*
- No

If yes, please provide the MARC tag and subfield order:

\*May result in a higher per record charge.

## Deleting fields

Do you want OCLC to delete any MARC fields that are present in matching records?

- Yes
- No

If yes, please list the fields to be deleted, including indicators when applicable:

## Call Numbers

What classification scheme do you use?

- Dewey
- Other\* \_\_\_\_\_ (Please provide examples in box below)

\*May result in a higher per record charge.

## Adult Non-Fiction

How do you classify adult non-fiction?

- Entire Dewey class
- First three numbers, up to the decimal
- Up to the first slash
- Truncate the class number at \_\_\_\_\_ number of digits past the decimal (up to 8)

What type of Cutter do you use?

- OCLC Four-Figure Cutter Table
- Cutter-Sanborn Four-Figure Author Table
- Cutter-Sanborn Three-Figure Author Table\*
- Text Cutter
  - How many characters are to be used? (up to 15): \_\_\_\_\_
    - Is punctuation included? Yes or No
  - What case should be used
    - First letter uppercase, other letters lowercase
    - All uppercase

- All lowercase
- If the word used for the Cutter is numeral, which option should be used?
  - Use numeral(s)
  - Spell out
  - Other (please specify): \_\_\_\_\_
- Other\* (please specify): \_\_\_\_\_
- None

\*May result in a higher per-record charge

Should a workmark, based on the main entry, be included?

- Yes (please specify workmark to be used) \_\_\_\_\_
- No

If yes, what case should be used for the workmark?

- First letter uppercase, other letters lowercase
- All uppercase
- All lowercase

### **Juvenile Non-Fiction**

How do you classify adult non-fiction?

- Entire Dewey class
- First three numbers, up to the decimal
- Up to the first slash
- Truncate the class number at \_\_\_\_\_ number of digits past the decimal (up to 8)

What type of Cutter do you use?

- OCLC Four-Figure Cutter Table
- Cutter-Sanborn Four-Figure Author Table
- Cutter-Sanborn Three-Figure Author Table\*
- Text Cutter
  - How many characters are to be used? (up to 15): \_\_\_\_\_
    - Is punctuation included? Yes or No
  - What case should be used
    - First letter uppercase, other letters lowercase
    - All uppercase
    - All lowercase
  - If the word used for the Cutter is numeral, which option should be used?
    - Use numeral(s)
    - Spell out
    - Other (please specify): \_\_\_\_\_
- Other\* (please specify): \_\_\_\_\_
- None

\*May result in a higher per-record charge

Should a workmark, based on the main entry, be included?

- Yes (please specify workmark to be used) \_\_\_\_\_
- No

If yes, what case should be used for the workmark?

- First letter uppercase, other letters lowercase
- All uppercase
- All lowercase

Does your library use "E" in lieu of call number for Easy materials?

- Yes
- No

### **Adult Fiction**

How do you classify adult non-fiction?

- F
- FIC
- Fic
- Other constant data (up to 15 characters) : \_\_\_\_\_
- Other (please specify)\*: \_\_\_\_\_

\*May result in a higher per-record charge

What type of Cutter do you use?

- OCLC Four-Figure Cutter Table
- Cutter-Sanborn Four-Figure Author Table
- Cutter-Sanborn Three-Figure Author Table\*
- Text Cutter
  - How many characters are to be used? (up to 15): \_\_\_\_\_
    - Is punctuation included? Yes or No
  - What case should be used
    - First letter uppercase, other letters lowercase
    - All uppercase
    - All lowercase
  - If the word used for the Cutter is numeral, which option should be used?
    - Use numeral(s)
    - Spell out
    - Other (please specify): \_\_\_\_\_
- Other\* (please specify): \_\_\_\_\_
- None

\*May result in a higher per-record charge

Should a workmark, based on the main entry, be included?

- Yes (please specify workmark to be used) \_\_\_\_\_
- No

If yes, what case should be used for the workmark?

- First letter uppercase, other letters lowercase
- All uppercase
- All lowercase

### **Juvenile Fiction**

How do you classify juvenile fiction?

- juv
- JUV
- J
- JUV FIC
- YA
- Other constant data (up to 15 characters): \_\_\_\_\_
- Other (please specify)\*: \_\_\_\_\_

\*May result in a higher per-record charge.

What type of Cutter do you use?

- OCLC Four-Figure Cutter Table
- Cutter-Sanborn Four-Figure Author Table
- Cutter-Sanborn Three-Figure Author Table\*
- Text Cutter
  - How many characters are to be used? (up to 15): \_\_\_\_\_
    - Is punctuation included? Yes or No
  - What case should be used
    - First letter uppercase, other letters lowercase
    - All uppercase
    - All lowercase
  - If the word used for the Cutter is numeral, which option should be used?
    - Use numeral(s)
    - Spell out
    - Other (please specify): \_\_\_\_\_
- Other\* (please specify): \_\_\_\_\_
- None

\*May result in a higher per-record charge

Should a workmark, based on the main entry, be included?

- Yes (please specify workmark to be used) \_\_\_\_\_
- No

If yes, what case should be used for the workmark?

- First letter uppercase, other letters lowercase
- All uppercase
- All lowercase

### **Adult Biographies**

How do you classify individual adult biographies?

- B
- Bio
- BIO
- Biog
- BIOG
- 920
- Other constant data (up to 15 characters): \_\_\_\_\_
- Other (please specify)\*: \_\_\_\_\_

\*May result in higher per-record charge

How do you classify collective biographies?

- 920
- Other constant data (up to 15 characters): \_\_\_\_\_
- Other (please specify)\*: \_\_\_\_\_

\*May result in higher per-record charge

What type of Cutter do you use?

- OCLC Four-Figure Cutter Table
- Cutter-Sanborn Four-Figure Author Table
- Cutter-Sanborn Three-Figure Author Table\*
- Text Cutter
  - How many characters are to be used? (up to 15): \_\_\_\_\_
    - Is punctuation included? Yes or No
  - What case should be used
    - First letter uppercase, other letters lowercase
    - All uppercase
    - All lowercase
  - If the word used for the Cutter is numeral, which option should be used?
    - Use numeral(s)
    - Spell out

- Other (please specify): \_\_\_\_\_
- Other\* (please specify): \_\_\_\_\_
- None

\*May result in a higher per-record charge

Should a workmark, based on the main entry, be included?

- Yes (please specify workmark to be used) \_\_\_\_\_
- No

If yes, what case should be used for the workmark?

- First letter uppercase, other letters lowercase
- All uppercase
- All lowercase

### **JUVENILE BIOGRAPHIES**

How do you classify individual juvenile biographies?

- B
- Bio
- BIO
- Biog
- BIOG
- 920
- Other constant data (up to 15 characters): \_\_\_\_\_
- Other (please specify)\*: \_\_\_\_\_

\*May result in higher per-record charge

How do you classify collective biographies?

- 920
- Other constant data (up to 15 characters): \_\_\_\_\_
- Other (please specify)\*: \_\_\_\_\_

\*May result in higher per-record charge

What type of Cutter do you use?

- OCLC Four-Figure Cutter Table
- Cutter-Sanborn Four-Figure Author Table
- Cutter-Sanborn Three-Figure Author Table\*
- Text Cutter
  - How many characters are to be used? (up to 15): \_\_\_\_\_
  - Is punctuation included? Yes or No
  - What case should be used
    - First letter uppercase, other letters lowercase

- All uppercase
- All lowercase
- If the word used for the Cutter is numeral, which option should be used?
  - Use numeral(s)
  - Spell out
  - Other (please specify): \_\_\_\_\_
- Other\* (please specify): \_\_\_\_\_
- None

\*May result in a higher per-record charge

Should a workmark, based on the main entry, be included?

- Yes (please specify workmark to be used) \_\_\_\_\_
- No

If yes, what case should be used for the workmark?

- First letter uppercase, other letters lowercase
- All uppercase
- All lowercase

Please select the prefix to be used for juvenile biographies:

- j
- J
- Juv
- JUV
- YA
- Other (up to 5 characters): \_\_\_\_\_
- None

**Non-Standard Classification and Other Classification/Call Number Practices**

Please describe any call number requirements that do not conform to standard practices for original cataloging, or that will require manual review of matching records to change/verify existing classification numbers and/or cutters. Examples may include the use of different classification schemes (i.e., other than Dewey) and/or local call number practices. Detailed examples, including MARC tag, indicators and subfield, should be provided.

**Please note:** Application of non-standard classification and/or cuttering requirements will results in a higher per-record charge.

### Subject Headings

OCLC original cataloging records will contain up to three subject LC headings for non-fiction titles. Do you require the addition of any other types of subject headings to the original records?

**Please note:** Addition of subject heading(s) except as described above will result in higher per-record charges.

- Bilindex
- MeSH
- LC Children's
- LC Genre
- GSAFD
- Sears
- Other (Please provide examples in the box below)

### Copy Cataloging Record Enhancement

If matching records lacks your preferred classification and/or subject headings, do you want OCLC to assign them for an additional charges?

- Yes, both classification and subject headings
- Yes, classification only
- Yes, subject headings only
- No

## PHYSICAL PROCESSING

Please note: Each item is a separate charge

- No physical processing
- Provide label file (select preference below)
  - SP1
  - SP2
  - SPB
  - SL4
  - SL6

- Provide printed labels (select preference below)
  - SP1
  - SP2
  - SPB
  - SL4
  - SL6
  
- Attach labels and clear label covers
  - Spine labels and covers will be attached  $\frac{1}{4}$ " from the bottom of the spine; for items with narrow spines, spine labels and covers will be attached to the lower left corner of the front cover,  $\frac{1}{4}$ " from the bottom and  $\frac{1}{4}$ " from the gutter.
  
- Attach library-supplied barcodes
  - Barcodes will be attached to the outside back cover, centered at the top.
  
- Attach library-supplied security strips
  - Security strips will be attached randomly between pages.
  
- Property stamp each item in one place
  - Property stamps will be on the top edge of the item; for items that are too narrow to accommodate this placement, the property stamp will be on the title page, centered near the bottom without covering or obscuring important information.
  
- Provide printouts of each record

Please fax or mail completed form to Rosanna O'Neil, Contact Cataloging Consultant  
Fax: 1-614-718-7153  
6565 Kilgour Place  
Dublin, OH 43017-3395