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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 10th 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.

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			

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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?

- Library of Congress
- NLM
- Other* _____ (Please provide examples in the box below)

*May result in a higher per record charge.

LC Classification

What type of Cutter do you use for LC classification?

- LC Cutter
- Other* _____ (Please provide examples in the box below)

- None (OCLC will retain the Cutter information in subfield b (#b) in matching records)

*Will result in a higher per record charge.

NLM Classification

What type of Cutter do you use for NLM classification?

- OCLC Four-Figure Cutter Table
- Cutter-Sanborn Four-Figure Author Table
- Cutter-Sanborn Three-Figure Author Table*
- LC Cutter*
- Other* _____ (Please provide examples in the box below)

- None (OCLC will retain the Cutter information in subfield b (‡b) in matching records)

*Will result in a higher per record charge.

Call Number Requirements for Specific Material Types (e.g., bibliography, fiction, series, etc.)

Please describe your requirements for specific material types. For example, should bibliographies be classed by subject area, should series be classed together, etc.?

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 LC or NLM) and/or local call number practices. Detailed examples, including MARC tag, indicators, and subfields, should be provided.

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

Subject Headings

OCLC original cataloging records will contain up to three subject headings for non-fiction titles. For LC and local classification schemes, original records will include LC subject headings; for NLM classification, original records will include MeSH. Do you require the addition of any other type of subject headings to 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 lack your preferred classification and/or subject headings, do you want OCLC to assign them for an additional charge?

- 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
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Dublin, OH 43017-3395