

**LTS Library Technical Services
Contract Cataloguing Project Planning Guide**

INSTITUTION INFORMATION

Institution name: _____

OCLC symbol: _____

OCLC member: Yes
 No

Contact name: _____

Phone number: _____

Fax number: _____

E-mail address: _____

Mailing address:

Billing partner _____

PROJECT INFORMATION

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?

Type of project:

- Backlog
- Ongoing
- Backlog and Ongoing

Original and Copy cataloguing

- Original cataloguing only
- Copy cataloguing only
- Original and Copy cataloguing

Nature of collection and volume for materials for backlogs

Please go to <http://www.oclc.org/en/contract-cataloging/features.html> to see languages in which cataloguing can be provided.

Formats	Number of items to be catalogued annually	Language	Estimated percentage of original cataloguing
Books			
E-Books			
Serials			
E-Serials			
Music Scores			
Musical Sound Recordings			
Non-Musical Sound Recordings			
Visual Materials (videos or DVDs)			
Computer Files			
Maps			
Manuscripts			

Nature of collection and volume for materials for ongoing cataloguing

Please go to <http://www.oclc.org/en/contract-cataloging/features.html> to see languages in which cataloguing can be provided.

Formats	Number of items to be catalogued annually	Language	Estimated percentage of original cataloguing
Books			
E-Books			
Serials			
E-Serials			
Music Scores			
Musical Sound Recordings			
Non-Musical Sound Recordings			
Visual Materials (videos or DVDs)			
Computer Files			
Maps			
Manuscripts			

Language of Cataloguing

What language(s) of cataloguing does your library use, and for what percentage of your materials?

English language of cataloguing: _____ % of materials

French language of cataloguing: _____ % of materials

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 OCLC Online Authority files for copy cataloguing?

- Yes*
 No

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

Do you want OCLC to verify name, uniform title, series, and subject headings in:

Library and Archives Canada (LAC Amicus)

- Yes *
 No

RVM (for French language of cataloguing)

- Yes *
 No

*If you would like OCLC to verify headings in LAC Amicus and/or RVM, an additional per-record charge will be incurred.

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 cataloguing

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

Dewey

NLM

LC Classification

Please tell us where you want us to classify the following types of materials:

Bibliographies:

In Z

With the subject

Biographies:

In CT

With the subject

Canadian history:

___ FC (per Library and Archives Canada (LAC) (formerly National Library of Canada))

___ F1001-F1145.2 (per Library of Congress)

Canadian law:

___ KF Modified (per LAC)

___ KE (per Library of Congress)

Canadian literature:

___ PS8000+ (per LAC)

___ PR9180-9199.4 (per Library of Congress)

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 (\ddagger b) in matching records)

*Will result in a higher per-record charge.

Dewey Classification

Please tell us how you want us to classify the following types of materials:

Adult fiction _____

Juvenile literature:

Fiction _____

Non-fiction _____

Young adult _____

"Easy" books _____

Picture books _____

What type of Cutter do you use for Dewey classification?

___ LC Cutter

___ Cutter/Sanborn

___ Other* _____ (Please provide examples in the box below)

___ None (OCLC will retain the Cutter information in subfield b (\ddagger 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., fiction, series, etc.) Please describe your requirements for specific material types. For example, 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 cataloguing, 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, Dewey 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 cataloguing records will contain up to three subject headings for non-fiction titles. For LC, Dewey and local classification schemes, original records will include LC subject headings; for NLM classification, original records will include MeSH.

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

- CSH
- RVM
- Other (Please provide examples in the box below)

Copy Cataloguing 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)
 - LTS1
 - SP1
 - SPB
 - SL4
 - SL6

- Provide printed labels (select preference below)
 - LTS1
 - SP1
 - SPB
 - SL4
 - SL6

- Do not attach labels

___ Attach labels and clear label covers*

- Spine labels and clear label covers will be attached ¼" from the bottom of the spine; for items with narrow spines, spine labels and clear label covers will be attached to the lower left corner of the front cover, ¼" from the bottom and ¼" 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.

*If non-standard placement is required, a 15% surcharge will be incurred.

Please e-mail this form to OCLC Canada canada@oclc.org
Or contact OCLC Canada at 1-866-321-6762.