

## LTS Library Technical Services

## Contract Cataloguing Request for Cost Proposal

## INSTITUTION INFORMATION

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

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

OCLC member:  Yes No

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

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

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

Email 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?

**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

### Backlog Collections - Nature of collection and volume for materials for backlogs

Please go to <https://www.oclc.org/en/contract-cataloging/features.html> to see languages for 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 (DVDs, Blu-Rays)			
Computer Files			
Kits			
Manuscripts/Theses			
Other non-print (please specify)			

## Ongoing Cataloguing - Nature of collection and volume for materials for ongoing cataloguing

Please go to <https://www.oclc.org/en/contract-cataloging/features.html> to see languages for 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 (DVDs, Blu-Rays)			
Computer Files			
Kits			
Manuscripts/Theses			
Other non-print (please specify)			

### 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

### Incoming Shipment Information

OCLC prefers to receive electronic files/metadata for the library's local information to be included in records delivered (e.g., shelving location, order numbers). This information can be provided in a variety of formats.

Will materials ship to OCLC directly from vendors\*?

Yes \*Note: Vendors should only send materials to OCLC that are to be catalogued by OCLC

No

If yes, will vendors supply metadata to OCLC?

Yes

No

Will materials ship to OCLC from the library?

Yes

No

If yes, will the library provide metadata to OCLC?

Yes

No

## RECORD EDITING

### 1. Duplicate Detection

Do you want OCLC to identify duplicates to your holdings?

Yes, WorldCat searching is required

Yes, searching library OPAC is required\*

No searching against library OPAC or WorldCat is required

\*An additional per-record charge will apply

If OCLC finds that you already hold an item, we can provide one of the following options:

Return item(s) uncatalogued and unprocessed

Provide stub record to update your holdings and provide processing\*

\*An additional per-record charge will apply

### 2. 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

### 3. Authority Control

For original cataloguing, OCLC will verify the form of entry for name, uniform title, series, and LC subject headings in the OCLC Online Authority files.

For copy cataloguing do you want OCLC to verify headings in the OCLC Online Authority Files?

Yes

No

In addition, do you want OCLC to verify name, uniform title, series and subject headings in:

Library and Archives Canada (LAC Voila)

Yes\*

No

RVM (for French language subject headings)

Yes\*

No

MeSH (for Medical cataloguing)

Yes\*

No

Canadian Subject Headings (CSH)

Yes\*

No

\*An additional per-record charge will apply.

#### 4. Local Holdings Information in Bibliographic Records

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

##### Examples:

Item Barcodes, Call numbers, Volume numbering, Copy numbering, Match point for local system overlay.

049 <OCLC Symbol>

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:

Do you require a 090 or other field for your local call number?

Yes

No

If yes, please specify the local field \_\_\_\_\_

Please provide an example of the correct formatting of your local call number field:

#### 5. Deleting MARC 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:

## 6. Call Numbers

What classification scheme do you use?

- Library of Congress
- Dewey
- NLM

What type of Cutter do you use?

- LC Cutter
- Cutter-Sanborn
- Other\* \_\_\_\_\_

\*An additional per-record charge may apply

(Please specify and provide examples in the box below)

## 7. Local Classification/Call Number Practices

Do you require OCLC to do any of the following (additional charges will apply):

- Match call number to previous editions in OPAC
- Shelf list call numbers against your OPAC
- Verify call number uniqueness in your OPAC
- Matching author numbers to your OPAC holdings
- Follow local practices for series classification (classed together vs classed separately)
- Add or remove workmarks from local call numbers
- Follow local practices for classification of fiction, juvenile non-fiction, or picture books.

Other:

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

## 8. 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 additional per-record charges.

Would you like us to add headings in any of the following schemes if they are not present in records found in WorldCat:

- CSH
- RVM
- MeSH

## PHYSICAL PROCESSING

- No physical processing
- Standard physical processing (details below)

Standard physical processing includes the following:

1. Spine labels and clear label covers – attached ¼” from the bottom of the spine; for items with narrow spines, spine labels and label covers will be attached the lower left corner of the front cover, ¼” from the bottom and ¼” from the edge of the spine.
2. Barcodes (supplied by library) – attached to the outside cover of items, as described in project specifications
3. (a) Security strips – inserted randomly between pages  
or,  
(b) RFID tags (supplied by library) – attached to inside back cover, centered at the bottom.
4. Property stamps (supplied by library) – placed at the top edge of items. For items that are too narrow to accommodate this placement, the property stamp will be placed at the bottom of the title page.

Additional charges will be incurred for non-standard physical processing requirements.

Please return this completed questionnaire to:

OCLC Canada LTS  
1465 St. James Street  
Winnipeg, MB R3H 0W9  
Attn: Lois DeGurse

Or e-mail it to: [degursel@oclc.org](mailto:degursel@oclc.org)

Or fax it to: 614-718-7381