OCLC Canada

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 10th 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.

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<tr>
<th>Formats</th>
<th>Number of items to be catalogued annually</th>
<th>Language</th>
<th>Estimated percentage of original cataloguing</th>
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<td>Music Scores</td>
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<td>Visual Materials (DVDs, Blu-Rays)</td>
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<td>Computer Files</td>
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<td>Kits</td>
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<td>Other non-print (please specify)</td>
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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.

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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 cutting 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  
Or fax it to:  614-718-7381