OCLC CONTRACT CATALOGING REQUEST FOR COST PROPOSAL

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 items 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? _____

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 and record upgrading

___ Abbreviated level ___ Full level

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 cataloging can be provided.

Formats	Number of items to be cataloged annually	Percentage of materials in each language	Estimated percentage of original or upgraded cataloging
Books			
E-books			
Serials			
E-serials			
Scores			
Sound Recordings			
Visual Materials			
Computer Files			
Maps			
Manuscripts			

Nature of collection and volume for materials for _ongoing cataloging_
Please go to http://www.oclc.org/en/contract-cataloging/features.html to see languages in which cataloging can be provided.

Formats	Number of items to be cataloged annually	Percentage of materials in each language	Estimated percentage of original or upgraded 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?

___ 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 retain the non-Latin characters if already present?

___ Yes   ___ No

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

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>

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

___ Yes   ___ No

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

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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:

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Call Numbers
What classification scheme do you use?

___ Library of Congress
___ Dewey
___ NLM
___ Other _____ (Please provide examples in the box below)

___ LC Cutter
___ Other _____ (Please provide examples in the box below)
___ None (OCLC will retain the Cutter information in subfield b (‡b) in matching records)

Dewey Classification
Using the box below, please describe how adult and juvenile fiction, adult and juvenile non-fiction, and biographies should be classified and cuttered. Detailed examples, including MARC tag, indicators, and subfields, should be provided.

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)

Call Number Requirements for Specific Material Types, if applicable (e.g., bibliography, fiction, series, etc.)
Please describe your requirements for specific material types. For example, should bibliographies be classed by subject area?

Non-Standard Classification and Other Classification/Call Number Practices
Please describe any call number requirements that do not conform to standard practices. 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.

Subject Headings
OCLC original and upgraded records will contain up to three LC subject headings for non-fiction titles. Do you require the addition of any other type of subject headings to original records?

___ 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?

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

PHYSICAL PROCESSING

___ No physical processing

___ Provide label file (select preference below)
___ SP1
___ SP2
___ SLB
___ 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 ¼" 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, 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 or RFID tags.
Security strips will be attached randomly between pages. RFID tags will be attached to the inside back cover, centered at the bottom.

___ 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 return the completed form to:
OCLC
Rosanna O'Neil, Contract Cataloging Consultant
6565 Kilgour Place
Dublin, OH 43017-3395

Email: oneilr@oclc.org

Fax: 1-614-718-7153