Completing the CRDP Profile

GPO/MARCIVE Cataloging Record Distribution Program

Section 1: Depository Identification

- Depository Number

- User Access Key: the password you will create on your first visit to the profile form.

- 1.1   Address: Your physical address.

- 1.2   Contact names:

  Primary Contact: This should be the Depository Coordinator or someone responsible for and knowledgeable about the program.

  Other Contact: This should be a person who will actually retrieve and load the files. <u>This may be the same as the contact name</u>. We will ask you for email addresses of other staff to be notified when files are ready in Section 4.4.

Section 2: Services

Section 2 is about record selection and handling options. For the most part records are chosen from each monthly batch based on each library's item number profile, but you have additional options. We'll start with one of those.

Section 2.1: FDLP Basic Collection records

- 2.1   You can elect to get a small separate file of cataloging records representing the FDLP Basic Collection. These records are provided in addition to the titles the library currently selects and would be of particular interest to libraries just getting started. Some representative titles include

  - *Congressional Record*
  - *Federal Register*
  - *Economic Indicators*
  - *United States Code*

- For more details, see FDLP Basic Collection: https://www.fdlp.gov/requirements-guidance-2/collections-and-databases/1442-basic-collection

Sections 2.2, 2.3, and 2.4

- 2.2   Selection of records by item number: Leave this box checked to confirm that you want records that match your item number selections.

- 2.3   Selection of records by SuDoc Stem: If want to select records that don't match your item selections for one reason or another, you may do so by SuDoc stem. This is helpful for getting records for older titles that may not have item numbers or may have inactive numbers.

- 2.4   You can elect to get just new records not previously distributed, or records that were previously distributed but are being redistributed and reflect changes. The changes can affect any field in the record.

Section 2.5: Limit to Online Titles

- If you say "True" here, you will receive only those records that have a PURL and that match your GPO item selection profile. You won't get cataloging for anything received in a box!

- If "True" is elected, do not provide code information for tangible formats in Section 2.9. Also do not ask us to exclude formats (except perhaps serials) in Sections 2.10 and 2.11. We won't need to output electronic, maps, or microfiche separately in Section 2.13 since you won't be getting any.

Section 2.6: Limit to Current Titles

- If you say "True" here, we will exclude records for older physical titles that might otherwise show up unexpectedly.

- We will exclude records for physical titles more than five years old unless you would prefer a different age limit. Just let us know here.

Sections 2.7-2.8: Holding fields

- We can <u>optionally</u> create 949, 852 or other local holding fields based on the needs of your system. If you want this option, elect "True."

- Section 2.8. Here the tag and subfields need to be defined.

    Example: 949 $a SuDoc number $l holding code

Sections 2.9-2.10 Holding codes

- Section 2.9 –here you can request that we create holdings codes based on format. You'll need to define the codes in Section 2.10.

- These should be codes that your local system recognizes.

- If you do not want these codes created, choose "False" in 2.9 and do not enter anything in 2.10.

Sections 2.11-2.12: Exclusion of records by format

- In Section 2.11 you can request to have certain records <u>excluded,</u> then in Section 2.12, you give us the criteria.

- For example, if you don't want any records for serials, elect "True" in the appropriate line in Section 2.12.

- Keep in mind that if you requested that we limit the output to online-only titles in Section 2.5, you likely won't need to check anything in Section 2.12.

Sections 2.13-2.14: Separate outputs

- In Section 2.13, you can request that we put records for different formats in separate files. In Section 2.14, you give us the criteria for the separate files.

- Files are separated by format, with the exception of changed records. Some libraries want changed records in a separate file because they want to use a special loader to overlay existing records. Or they want to review them first.

- Take note that if you request changed records AND you ask for separate outputs, you will get multiple files!

- You can request that we later change the outputs as a profile change. The library is limited to two profile changes per fiscal year.

Section 3: Technical stuff

- 3.1   Most libraries want the OCLC number to be placed somewhere in the MARC record, as this number is typically used for an overlay point. The 001 is a common choice, but we can place it almost anywhere you like.

- 3.2   The SuDoc Number will be included in the 086 field (which is repeatable), but you may <u>optionally</u> ask for the last occurrence to be repeated elsewhere.

- 3.3   The output options are UTF-8 (Unicode) or MARC-8 (legacy MARC). Your systems folks can help you on this choice.

Section 4: Output of records to Library

- 4.1   Include here any special processing instructions not covered by other sections. For example, you might want a standard phrase in 856$z to control how clickable links appear in your catalog.

- 4.2   List the name of your system; e.g. Alma, III Sierra, Koha, etc.

- 4.3   You can ask us to create a file to send to OCLC to set holdings each month. Completion of an OCLC initiation form is required. OCLC may incur costs to the Library to set holdings.

- 4.4   Title lists for your records are available as csv files each month. Check here if you would like to receive them.

- 4.5   List e-mail addresses of staff who will be able to retrieve your files each month. Retention of files on our server is normally 14 days.

Section 5: Review!

Here's your chance to review a summary of the choices you've made and print a copy for your records. When finished, click on "Complete Profile" to finish the form and send it on its way.

A word to current and former MARCIVE customers

- We can mirror the specifications you had for *Ongoing GPO Database Service* as closely as possible for this new service, including providing matching authority records folded into an existing *Notification* subscription. Please let us know if this is your intention.

- If you subscribed to our *Documents Without Shelves* service, the closest option with CRDP is to limit the output to records with PURLs that match your item number profile (Section 2.5). Just be sure to add all EL item numbers you are interested in to Item Lister. GPO can offer assistance in this area.

- Creation of barcode numbers and labels are not included with CRDP.

Questions?

- Remember, we will first create a test for your approval, so we can make modifications to specifications if needed.

- Help is just a phone call or email away! And we can also put you in contact with other CRDP libraries with the same system.

- Lastly, this great service is FREE! Thanks, GPO!!!

Contact us!

- Jim Noël, Manager of GPO Services
  800-531-7678 or jnoel@marcive.com

- Wanda Leasman, GPO Processing Technician
  800-531-7678 or wleasman@marcive.com

- Joan Chapa, Director of Marketing
  800-531-7678 or jchapa@marcive.com