

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. Self-explanatory!
- 1.2 Primary Contact. This should be the person who is responsible for and knowledgeable about this project.

Other name: This should be the person who will actually retrieve and load the files. This may be the same as the Primary Contact. We will ask you for names of backup staff in Section 4.4, as this person may be unavailable to retrieve the monthly file. Please keep this info current!



Sections 2.1-2.2: Historic Shelflist Records

- **2.1** You can elect to get a separate file of brief, pre-1976 Historic Shelflist (HSL) cataloging records. These records are provided in addition to the titles the library currently selects. We typically see about 3100 HSL records each month as of September 2016.
- **2.2** Since most HSL records lack item numbers, we can only select records by agency and/or SuDoc stems.



Sections 2.3 and 2.4

- **2.3** Here you are agreeing to get current cataloging records by selecting “True”.
- **2.4** You can elect to get just new records not previously distributed, or ones that were distributed but reflect changes. What is meant by a “changed record” is one that has the same OCLC number as one in our database, but has been re-distributed by GPO because some edit has been made. 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.



Sections 2.6-2.7: Holding fields

- We can optionally create 949, 852 or other local holding fields based on the needs of your system. If you want this option, elect “True.”
- Section 2.7. Here the tag and subfields need to be defined.

Example: 949 \$a SuDoc number \$l holding code



Sections 2.8-2.9 Holding codes

- Section 2.8 –here you can request that we create holdings codes based on format. You’ll need to define the codes in Section 2.9.
- These should be codes that your local system recognizes.
- If you do not want these codes created, choose “False” in 2.8 and do not enter anything in 2.9.



Sections 2.10-2.11: Exclusion of records by format

- In Section 2.10 you can request to have certain records excluded, then in Section 2.11, you give us the criteria.
- For example, if you don't want any records for serials, elect "True" in the appropriate line in Section 2.11.
- 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 2.11.



Sections 2.12-2.13: Separate outputs

- In Section 2.12, you can request that we put records for different formats in separate files. In Section 2.13, 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, which runs October 1-September 30.



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 optionally ask for the last occurrence to be repeated elsewhere.
- 3.3 The output options are MARC-8 (standard MARC) or UTF-8 (Unicode). 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. An example is to limit the records by publication dates, as we often get new cataloging records from GPO for older materials.
- 4.2 List the name of your system; e.g. III Sierra, Koha, etc.
- 4.3 You can ask us to optionally create a file to send to OCLC to set holdings. Completion of an OCLC initiation form is required. OCLC may incur costs to the Library to set holdings.
- 4.4 List more than one e-mail address of staff that will retrieve files via FTP. Retrieval via HTTP is also an option.
- Retention of files on our server is 14 days.



A word to former MARCIVE customers

- We can mirror the specs you had for *Ongoing GPO Database Service* as closely as possible for this new service, including matching authority records folded into an existing *Notification* subscription.
- If you subscribed to our *Documents Without Shelves*, 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 into Item Lister.
- Creation of barcode numbers and labels, and brief SLS records is 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.
- GPO also has a list of libraries which have volunteered as a [CRDP Buddy](#).
- Lastly, this great service is FREE! Thanks, GPO!!!



Contact us!

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