



Local System Data Profile for Contributing Records to reQuest

Library: _____ Date: _____
Address: _____
Contact Person: _____
Title: _____
Telephone: _____ FAX: _____
E-Mail: _____

Auto-Graphics has processed data from virtually all library automation utilities and vendors. Please complete this profile to ensure accurate processing. Auto-Graphics will use the information you provide to generate holdings displays in reQuest. Please verify all data for currency and accuracy, and request assistance from your Auto-Graphics Project Manager if you have questions. Auto-Graphics cannot be responsible for errors in reQuest resulting from incomplete or inaccurate profile data.

A. System and Media Type Specifications

- 1. What system was used to produce your media? _____
2. Indicate the type of media you are submitting:
a) Online File Transfer (FTP) (Note: this method is preferred) ____
b) Other (please specify): _____

B. Call Number Information

- 1. Which field contains the local call number? _____
2. Is this field repeatable? Yes ____ No ____

OR

- 3. If more than one call number field is identified, please indicate your desired hierarchy of call number selection from these fields (in order of preferred use).

LC default hierarchy 099, 090, 050 _____

Dewey default hierarchy 099, 092, 082 _____

Other _____

4. Please define the content and format of the call number field(s) listed in Items 1 and 3 above. Describe each valid subfield, the order in which subfields occur, which subfields are repeatable, which are required by the system, etc.

5. Is any special processing required to generate, expand, or translate call number data?
Yes _____ No _____

If yes, please describe:

C. Bibliographic Information

1. Please indicate below whether ALL records contain valid (not default) information for each of the following:

- a. MARC leader:

Type of Record (Position 6): Yes _____ No _____

Bibliographic Level (Position 7): Yes _____ No _____

- b. Fixed field (008) data:

Cataloging Source (Position 39): Yes _____ No _____

Language Code (Positions 35-37): Yes _____ No _____

2. Please list the source(s) of your bibliographic records and indicate the percentage that each source represents of the total number of records in your database:

Source	Percentage
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

D. For Local Systems Supplying Records Derived From OCLC

1. Which field contains the OCLC control number? _____
2. Does the OCLC control number have a prefix (e.g., “ocm”)? Yes _____ No _____
 - a) If Yes, what is the prefix? _____
3. Please indicate whether all (100%), or only a portion, of your records are derived from OCLC and have OCLC control numbers:
All (100%) _____ Only A Portion _____
4. If you checked “Only A Portion,” what criteria can be used to accurately identify all OCLC records (e.g., the OCLC control number always has an “ocm” prefix; the designation “OCoLC” is always present in Field 003; Field 049 is always present; Field 019 is always present)?

Note: Because Auto-Graphics’ processing programs use different methods to process OCLC and non-OCLC records, it is critical that Auto-Graphics be able to accurately distinguish between OCLC and non-OCLC records. In particular, processing non-OCLC records as OCLC records could result in existing records being replaced by the wrong records, and holdings being located on the wrong records. Note: It is our understanding that all Innovative Interfaces systems remove the “ocm” prefix from the OCLC control number.

5. Please indicate if any OCLC control numbers have been entered manually by your library during cataloging. Yes _____ No _____
6. Please indicate if any local control numbers have been entered manually by your library during cataloging. Yes _____ No _____

E. Ongoing Updates

1. You should submit updates on a *monthly* basis.
2. It is preferable to export your *entire* database each time you submit an update.
3. An alternative to submitting your entire database is to submit transactions (adds, changes and deletes since the previous contribution) from your local system. Delete transactions should be either (a) submitted separately, or (b) identified as delete transactions by placing a “d” in Leader Position 5.

F. Additional Information - Please see the document *Contributing Your Library’s Holdings to reQuest* located at: www.iconn.org/staff/documents/contribreq.pdf

October 7, 2004