

Request for Quotation (RFQ)
To Provide Automated Authorities Processing
for the current
Missouri Evergreen catalog
and to
contract for five years
for ongoing
Authority Control Services

March 2017

A. General Information

This RFQ comes from the ad hoc Committee on Authority Control whose members are responsible for developing, reviewing and recommending this RFQ:

Sue Crites Szostak, Chair, Director, Poplar Bluff Municipal Library, szostak@poplarbluff.org
Cathy Dame, Director, Lebanon-Laclede County Library, cdame@lebanon-laclede.lib.mo.us
Peggy Northcraft, Director, Marion County Library, pnorth@marioncounty1.lib.mo.us
Kate Coleman, Library Associate, Jefferson County Public Library, kcoleman@jeffcolib.org
Ruth Lord, Scenic Regional Library, Technical Services Manager, rlord@scenicregional.org
Shon Griffin, Cataloging, Poplar Bluff Municipal Library, shon@poplarbluff.org
Christopher Gould, MOBIUS, Systems Librarian, (christopher@mobiusconsortium.org)
Deborah Luchenbill, MOBIUS, Evergreen Coordinator, debbie@mobiusconsortium.org
Blake Graham-Henderson, MOBIUS, Evergreen Programmer, blake@mobiusconsortium.org

The Executive Committee members of the Missouri Evergreen Consortium are:

Steve Campbell, Scenic Regional Library, Chair, swcampbell@scenicregional.org
Cathy Dame, Lebanon-Laclede County Library, Vice-Chair, cdame@lebanon-laclede.lib.mo.us
Sue Crites Szostak, Poplar Bluff Municipal Library, Secretary, szostak@poplarbluff.org
Peggy Northcraft, Marion County Library, Representative at Large, pnorth@marioncounty1.lib.mo.us, and
Colleen Knight, Stone County Library, cknight@scl.lib.mo.us, Representative at Large

Any questions regarding this Request for Quotation may be addressed to Sue Crites Szostak, szostak@poplarbluff.org, 573-300-4590. She with the Ad Hoc Committee will respond.

The Missouri Evergreen Consortium is an independent association of 35 Missouri Public Libraries.

Missouri Evergreen, a resource-sharing consortium which uses the open source Evergreen ILS, began in early 2012, with a mission to provide a shared integrated library system and increase resource sharing among Missouri public libraries. From an initial twelve member-library systems, the consortium has continued to grow in number of libraries, size of collection, and patron base served. Missouri Evergreen has been a good fit for municipal, county, and regional library systems of all sizes. Administered by MOBIUS, Missouri Evergreen is supported by the Institute of Museum and Library Services under the provision of the Library Services and Technology Act as Administered by the Missouri State Library, a division of the Office of the Secretary of State. It incorporated and has the status of 501c(3).

Member libraries are:

Poplar Bluff Municipal Library
Grundy County Jewett Norris Library
Marshall Public Library
Carrollton Public Library
Douglas County Public Library
Lebanon-Laclede County Library
Livingston County Public Library
Stone County Library
Webster County Library
Doniphan-Ripley County Library
Albany Carnegie Public Library
Howard County Public Library
Little Dixie Regional Libraries
Carthage Public Library
Webb City Public Library
Bollinger County Public Library
Washington Public Library
Scenic Regional Library

Caruthersville Public Library
Sikeston Public Library
Ozark Regional Library
Marion County Library Subdistrict #1
Cameron Public Library
Willow Springs Public Library
Schuyler County Library District
Dulany Memorial Library
De Soto Public Library
Salem Public Library
Polk County Library
Ste. Genevieve County Library
Pulaski County Library
Festus Public Library
Texas County Public Library
Trails Regional Library
Jefferson County Public Library

Consortium Mission

Missouri Evergreen brings together Missouri Public Libraries to strengthen and promote excellent library services to our member libraries and Missouri citizens. The Consortium helps realize the potential of member libraries by resource sharing, cost savings, and member collaboration.

Since its inception in 2012, the consortium has added 5-6 libraries per year with the ultimate goal of serving citizens throughout most of the state of Missouri. Access and links across the State of Missouri with patron initiated holds for interlibrary borrowing and lending among the member libraries is the

purpose of the Consortium with savings in collection development, space, and staffing. Additional savings may be realized through shared purchases that enhance the usefulness by patrons of the Consortium's shared catalog.

Currently each member library pays annual membership fees, a reserve fund fee, and other fees for enhanced content for patrons. Support for this system is enhanced by the Missouri State Library through LSTA funds. Additionally, libraries use third party vendors for RFID, patron payments, such as Pay Pal, and print management.

Through contract with the Missouri State Library, Missouri Evergreen is hosted and maintained by dedicated staff from MOBIUS. This staff provides support services by way of migration and system setup, reports, training, database maintenance, programming, and upgrades bridging the needs of member libraries with the ILS.

Description:

The Consortium collection size is approximately 1.3 million bibliographic records representing 1.67 million items of books, audiobooks, ebooks, serials, comics, graphic materials, archives, video, music, streaming media, etc. These figures include six libraries to be added by October 2017. Materials are provided by 35 libraries representing the spectrum of municipal, county, and regional libraries across the State of Missouri. The population served is 814,082 with 363,562 registered borrowers. From 2012 to 2015, approximately 170,000 items and 348,000 bib records are added to the collection each year. (Item records are much fewer due to the number of eresource records in the catalog.)

Missouri Evergreen uses Evergreen, an open source fully integrated ILS system with cataloging, circulation, OPAC, and acquisitions modules employed by member libraries. Libraries use a combination of Z39.50 and OCLC Connexion for cataloging services. Deduplication of records is handled through the member libraries utilizing reports run by MOBIUS IT staff with member library catalogers reconciling record duplication.

B. Work To Be Performed

The Consortium seeks a vendor to provide backfile database cleanup, authority processing, and RDA conversion on the entire bibliographic database, and optionally, a mechanism to keep the file current once the backfile process is completed. This would include a subscription for ongoing authority control and RDA conversion. Each component must be priced separately.

C. Submission of Proposal

Proposals may be submitted in the following formats: hard copy print and/or email not later than 5:00 p.m. CDT, April 7, 2017. Any proposal not received by the listed bid opening date and time will be rejected.

1. Email address for submission of electronic bids: szostak@poplarbluff.org
2. Address for submission of printed bids: Sue Crites Szostak, Poplar Bluff Municipal Library, 318 North Main Street, Poplar Bluff, Missouri 63901

3. Any questions requiring clarification of bid submission should be directed to the purchaser, Missouri Evergreen, 573-300-4590, szostak@poplarbluff.org
4. Technical questions can be directed to Blake Graham-Henderson, Evergreen Programmer blake@mobiusconsortium.org, 573-234-4513 or Sue Crites Szostak, Director, szostak@poplarbluff.org, 573-300-4590.
5. All bidders will be copied via email on the questions and the responses.
6. The closing date for inquiries is five working days prior to bid opening.
7. Any conditions which the bidder wishes to stipulate other than those included in this RFQ must be specifically stated in writing in the bidder's cover letter. If the bidder cannot accept a provision of the RFQ, it must also state in the cover letter the RFQ number of the unacceptable provision. All requested forms must be completed and submitted with the RFQ response. Any supporting literature that the bidder wants to include should be placed in an appendix.
8. The response should include the numeration of all the specifications put forth in the RFQ and should include the original wording.

D. Company History and References

Bidders must supply a brief history of the company and detail their experience with authority control, including personnel responsible for this work. At least three references of comparable size consortia must be submitted. Include current contact names with email addresses and phone numbers. Names of libraries with the same automated system are preferred.

[Company History:](#)

MARCIVE offers libraries the benefit of its wide perspective on library automation through a number of bibliographic processing products and services. The company has earned a sterling reputation for the authority control and cleanup of a particular database, the US Government Printing Office (GPO) cataloging files. This special project in which MARCIVE worked with librarians from Rice University, Texas A & M University, and Louisiana State University resulted in the most authoritative and accurate database of GPO cataloging records with matching authority records. Much of the company's specialized authority and database processing software was called upon or developed to aid in the rigorous examination of those records.

Resulting services include: retrospective extraction from the MARCIVE Enhanced GPO Database, Ongoing GPO Service, Documents Without Shelves, and Shipping List Service. The enhanced database is also the foundation of the invaluable reference product, MarciveWeb DOCS, which includes cross references generated through MARCIVE authorities processing.

Today, we are a sub-contractor for GPO, supplying depository libraries with quality cataloging records matching their receipts.

Authority control is an integral part of the array of bibliographic services the company offers. Retrospective Conversion from shelflist cards or other formats is complete only when every name and subject heading has been examined for conformity to current practice in the library's

choice of scheme (LC and LC Children's, MeSH, or Sears). Similarly, the MARCIVE Brief Record Upgrade service uses a wide range of tools to locate the best possible bibliographic record and then upgrade the headings with authority control. Our newest capabilities include our RDA Conversion Service (RDACS).

Libraries that use us solely for authority processing services are familiar with our backfile authorities processing, Authorities Notification Services, Overnight Authorities Service and NewMatch. Another option is MARC Record Enrichment Service, which provides enhancements such as Table of Contents data to a library's bibliographic records. Further enrichment is available with Reading Notes data such as Lexile, Accelerated Reader, and Reading Counts.

All of this work has insured MARCIVE's place in the library community as a solid, dependable producer of innovative bibliographic products and services. Just a few of the many prestigious public library institutions that have chosen our services include Evergreen Indiana, Buffalo and Erie County Public Library, Mid-Continent Public Library, SWAN (System Wide Automated Network) Services, and Kansas City Public Library. We work with libraries of all types, and some prestigious academic libraries include: University of California at Berkeley, Auburn University, University of Virginia, and Vanderbilt University. Existing and past customers are the best source of information about the company's business practices, personalized attention to their accounts, excellent customer service, and the benefits that their patrons received as a result of MARCIVE processing.

As part of its commitment to the library community, MARCIVE participates in many library conferences such as the American Library Association, Association of College and Research Libraries, Public Library Association, and automated library system user group meetings such as the SirsiDynix COSUGI Conference, Innovative Interface's IUG and Ex Libris' ELUNA. Representatives are available in the exhibit hall and at meetings to provide information about new capabilities and recent projects.

Personnel:

Denise Thompson, Director of Production, is responsible for database manipulation and customer support, and has provided the essential link between specifications and results for over 30 years. She came to MARCIVE from Trinity University Library. Ms. Thompson would be responsible for day-to-day management of the Network's project, and would be the designated Project Manager. None of the work is subcontracted to any other company.

Mary Mastraccio, Cataloging and Authorities Manager, received her MLS from Syracuse University in 1997. Her work experience in libraries began much earlier and has had a strong emphasis on effective management of technical services. During her nine years in theological libraries she held positions from copy cataloger to head of technical services. During her two years as head of technical services in a public library she was able to clear up a four-year backlog of cataloging through training staff and using resources such as MARCIVE.

Mary has been dedicated to MARCIVE's authorities and cataloging services since 2001. Transitions to RDA and a new Bibliographic Framework are a significant part of her work as Director of Cataloging & Authorities at MARCIVE. She is active in local and national library associations including currently serving on LC and ALA committees: the LC Genre/Form

Implementation Subcommittee, the LCGFT Literature Project Working Group, and the LCGFT General Terms Working Group. Mary is also a NACO contributor.

All of our staff are available via email and phone Mondays through Fridays, 8 am to 5 pm CST, with major holidays observed. Most inquiries are handled within 48 hours.

1. One from a similar type of library/consortium to Missouri Evergreen (e.g., public or academic, number of titles, automated system)

EVERGREEN INDIANA

140 N Senate Ave

Indianapolis IN 46204-2296

Contact: Jason Boyer, MIS Division Supervisor

Phone: 317-232-3290

E-mail: jboyer@library.in.gov

System: Evergreen

Description: Authorities Processing and RDA Conversion on 2,385,827 bibliographic records for an Evergreen ILS completed December 2016. Included Lexile enrichment. Records are distributed in MARCXML format. This library subscribes to Standard Notification and Overnight Authorities.

2. One from a longtime customer (six years or more)

COOPERATIVE COMPUTER SERVICES

Contact: Virginia Seward, Authorities Librarian

E-mail: vseward@ccslib.org

System: SD Symphony

Description: Backfile authorities processing of 885,476 records from a SD Unicorn system completed May 2006. Subscribes to Authorities Notification Service with NewMatch, and sends new bib records for processing through Overnight Authorities Processing.

3. One from a new customer (started within last six months)

Evergreen Indiana was also processed within the last 6 months.

NORTH CENTRAL REGIONAL LIBRARY

16 N Columbia Street

Wenatchee WA 98801

Contact: Barbara Walters, Director of Library Services

Phone: 509-663-1117 ext 129

E-mail: bwalters@ncrl.org

System: Koha

Description: Authorities processing on 191,039 bibliographic records for a Koha system completed November 2016. This library opted for MARC Record Enrichment added to the records as follows: 31,885 Fiction/Biography, 27,058 Summaries, 40,394 Accelerated Reader and 31,122 Lexile. They also subscribe to Standard Notification and Overnight Authorities.

E. Timeline

Bidders should detail the workflow and timeline involved in the completion of this project.

The following timeline shows how your MARCIVE representative will be available to you every step of the way. Notice that MARCIVE will process a random sample of records for library approval before the completion of the larger project. Typically, all possible problems are apparent at that stage and we work with the library to manipulate the processing if necessary to resolve the issue with your system.

*The following timeline is a **general** timeline for **standard** projects. Custom programming, multiple tests, or other unforeseen circumstances can change this timeframe considerably.*

| Timeframe | Action | Who | Description |
|------------------|--|---------|---|
| Prior to Project | Prepares Data and Staff | Library | Configures load tables and prepares for halt in changes to bib records that will be sent to MARCIVE. |
| | Profiling | Library | Completes Authority Control Profile. Ligia Groff will be available for consultation via phone or email. |
| | | MARCIVE | Reviews profiles and contacts Library with questions |
| | Finalizes contracts and purchase order | Library | Notifies MARCIVE of any contractual requirements by the University and issues a purchase order for the project |
| | | MARCIVE | Provides any information required by the library and accepts purchase order for authorities processing |
| Week 1 | Transfers Data | Library | Sends data via FTP to MARCIVE, Inc. Instructions will be provided. |
| | | MARCIVE | Confirms receipt of database and record count via email. |
| | Confirmation of Specifications | MARCIVE | MARCIVE Director of Production, Denise Thompson, reviews the profile and data, and consults with Library Staff if there are questions about the data or specifications. |
| | Creation of Sample | MARCIVE | Sample records and reports based on every 100 th record will be provided via FTP. Includes both bibliographic and authority records. |

| | | | |
|-----------------|--------------------|---------|---|
| Weeks 2-3 | Review of Sample | Library | Library staff loads the records and confirms that processing has been to their specifications. Library will also ensure that records are loading and displaying correctly in their system. All questions should be directed to Denise Thompson. |
| Week 3 | Approval of Sample | Library | Sample approval form will be returned to MARCIVE with authorized signatures. If changes need to be made, a new sample will be generated. This may delay the project. |
| Within 5-7 days | Output | MARCIVE | Data will be output via FTP. Reports will be provided electronically. |

F. Submission of Pricing

Bidders are requested to use the accompanying price form to list pricing. However, as an alternative, the pricing may be supplied as a separate page or pages, clearly labeled "Pricing: Backfile Processing" and "Pricing: Ongoing Authority Control", as part of the vendor's proposal. Line numbers and descriptions must correspond to the numbers and descriptions in the attached form.

All prices should be supplied including initial costs, ongoing costs, report costs, file transfer costs, testing, and shipping. List separately any additional charges to be considered besides the per bib record price.

If additional services, not requested by this proposal, are being recommended by the bidder, they must be listed separately and not be figured into the total.

Describe the options for payment of invoices, e.g., credit card, check, electronic transfer.

Payment options:

1. By check drawn from a US bank account
Mail to:
MARCIVE, Inc.
P. O. Box 47508
San Antonio, TX 78265-7508
2. Credit Card (We accept Visa, MasterCard, Discover and American Express)
You can call our office at (800) 531-7678 Monday through Friday, 8am-5pm CST
3. Electronic Funds Transfer
Bank SNB (Still Water National Bank)

Routing Number: 103101437

Checking Acct # 0023663

Contact: Michael Carson

Phone Number: 210-442-6144

4. If you prefer to do a wire transfer there is a \$40 USD charge.

Wire Transfer info:

Bank SNB (Still Water National Bank)

9324 Huebner Road

San Antonio, Tx 78240

Routing Number: 103101437

Checking Acct # 0023663

Contact: Michael Carson

Email: MichaelCarson@banksnb.com

Phone Number: 210-442-6144

Swift Code: STNTUS41

G. Evaluation and Selection Criteria

The RFQ will be evaluated and weighted according to the following criteria:

- Understanding of mandatory project requirements and ability to meet them; feasibility of proposed schedule; proposed project approach and methodology: 40 maximum points.
- Ability to comply with highly desirable project requirements: 10 maximum points.
- References; staff qualifications and experience: 15 maximum points.
- Price of product: 35 maximum points

H. Mandatory Specifications: Database Cleanup

Many of the mandatory specifications are part of MARCIVE's standard processing, or are standard profile options. If any specification needed further clarification, it is noted in blue ink.

1. Clean up MARC bibliographic records by updating obsolete MARC content designation to current standards, including correction of incorrect or obsolete MARC tags and subfield codes.
2. Process filing indicator in all standard title fields.
3. Update obsolete MARC content designation to current standards, including conversion of 440 to appropriate 490/830 fields.
4. Correct errors in spelling, capitalization, punctuation, diacritics, and spacing in access points, wherever such change is indisputable.

5. Correct punctuation, subfielding and sequencing of elements in pre-AACR2 conference names to conform to current practice.
6. Describe how relator subfields are handled.

Two kinds of change are involved in this option. The first processing involves standardizing content found in subfields \$e and \$j. You can limit the standardization to just common terms. For example; “illus.” to “illustrator” and “edt.” to “editor”.

If you want relator term processing, choose to force a recognized term to a standard term. Then there is a sub-option to request that we use the MARC Code List for Relators, OR the RDA Relationship Designators where there is a conflict. Example: “arranger” (MARC List) or “arranger of music” (RDA List). If you request that we standardize common terms and not select one of the options for conflicting terms, relator terms may contain conflicting data.

Example:

Incoming data:

100 \$a Navarro, Guillermo \$e cinematographer. (This term is on the MARC Code List for Relators)

700 \$a Fenton, George \$e arranger of music. (This term is on the RDA Relationship Designators list)

700 \$a Akers, George \$e edt.

Result if only “Standardize common terms” option is chosen

100 \$a Navarro, Guillermo \$e cinematographer. (MARC term retained)

700 \$a Fenton, George \$e arranger of music. (RDA term retained)

700 \$a Akers, George \$e editor. (Common term expanded to standard form)

Result if both “Standardize common terms” AND “Use MARC Code...” options are chosen:

100 \$a Navarro, Guillermo \$e cinematographer. (MARC term retained)

700 \$a Fenton, George \$e arranger. (Changed to MARC term)

700 \$a Akers, George \$e editor. (Common term expanded to standard form)

Result if both “Standardize common terms” AND “Use RDA Relationship...” options are chosen:

100 \$a Navarro, Guillermo \$e director of photography. (Changed to RDA term)

700 \$a Fenton, George \$e arranger of music. (RDA term retained)

700 \$a Akers, George \$e editor. (Common term expanded to standard form)

The second type of processing involves changing **coding** (MARC subfields \$4, \$e, and \$j). You may choose to have us flip relator codes in subfield \$4 to terms (\$e and \$j) or terms in subfields \$e and \$j to codes (\$4). Library of Congress bibliographic records most

recently use the \$e and \$j, rather than \$4. If your library follows this practice, you would select the option to change \$4 to \$e or \$j. Because relator codes only exist in the MARC Code List for Relators, all codes on the MARC list will be flipped to the MARC term.

Example:

Incoming data:

100 \$a Navarro, Guillermo \$4 cng

Result – code to term

100 \$a Navarro, Guillermo \$e cinematographer.

Incoming data:

100 \$a Navarro, Guillermo \$e cinematographer.

Result – term to code

100 \$a Navarro, Guillermo \$4 cng

Regardless of your selection in this section (codes to terms or terms to codes), please let us know if we should delete the term or code if it is not converted. The relator data will remain unchanged if this option is not selected.

MARC fields examined for \$e and \$4: 100, 110, 600, 610, 630, 650, 651, 654, 662, 700, 710, 720.

MARC fields examined for \$j and \$4: 111, 611, 711.

How do you make the decision? It will be easier for you and your patrons to have one scheme for coding this information. Our **recommendation** is to make \$e and \$j your standard because of the movement away from codes and abbreviations in RDA. Look at how your local system indexes the relator subfield.

This is a profile option, question 4.5 “Relator terms processing” in the [Authority Control Profile](#) and corresponding [Authority Control Profile Guide](#).

7. Delete the following MARC tags: 05*, 06* (**Keep** 066), 070* (**Keep** 079), 084-088, 090, 096, 098, 099, All 900 **except** 901, 902, 905, 994.

This can be performed at no additional cost. Please note the fields to be deleted in 4.8 “Global deletes” in the [Authority Control Profile](#) and corresponding [Authority Control Profile Guide](#) if MARCIVE is the chosen vendor.

8. Include the following custom processing. All 856 fields are to remain intact as provided in files. Indicate any additional cost.

All 856 fields will remain intact at no additional cost.

9. Retag uncontrolled fields (e.g., 690) as defined by the Consortium so that they may participate in authorities processing.

This will be provided at no additional cost.

10. Provide normalization of Author, Title, and Subject headings. Define normalization rules for our review.

The matching process for all access points begins by attempting to find the full bibliographic heading, including all subdivisions, in the auxiliary authority file of local exceptions (if one has been defined) and then the authority files.

All capitalization, punctuation, diacritical marks and special characters are normalized for complete and accurate results. A match exists when the normalized form of a subject access point in your bibliographic record is equivalent to the normalized form of that heading in the authority file. The match results in upgrading the access point to the authorized form:

| | | | |
|------------------------|-----|----|---|
| Incoming bib record: | 600 | 00 | \$a Juana Inez de la Cruz, \$c Sister, \$d 1651-1695. |
| Normalized to: | | | JUANA INEZ DE LA CRUZ SISTER 1651 1695 |
| Matched to authority: | 100 | 0_ | \$a Juana Inés de la Cruz, \$c Sister, \$d 1651-1695. |
| Changed by MARCIVE to: | 600 | 00 | \$a Juana Inés de la Cruz, \$c Sister, \$d 1651-1695. |

If the bib access point is matched to an authorized heading in the authority file, then it is further examined so that variations in MARC tagging, indicators, subfielding, punctuation, spacing, or capitalization are corrected.

| | | | |
|------------------------|-----|----|--|
| Incoming bib record: | 651 | _0 | \$a EUROPEAN WAR 1914-1918 \$x Secret service. |
| Changed by MARCIVE to: | 650 | _0 | \$a World War, 1914-1918 \$x Secret service. |

If the bib access point is matched to an unauthorized heading in the authority database, then the access point is completely replaced by its authorized form.

11. Delete "The" from the beginning of subfield \$t in the following fields: 600, 610, 611, 630, 700, 710, 711, 730, 800, 810, 811, and 830 and capitalize the first letter of the next word.

Example: 700 1_ \$a Thurber, James, \$d 1894-1961. \$t The catbird seat

Should be corrected to:

700 \$a Thurber, James, \$d 1894-1961. \$t Catbird seat.

This is a profile option, question 4.3 "Initial articles and filing indicators" in the [Authority Control Profile](#) and corresponding [Authority Control Profile Guide](#).

12. Reorder indirect geographic subdivisions to the city level.

Example: 651 _0 \$a San Antonio (Tex.) \$x Fountains.

Should be corrected to:

650 \$a Fountains \$z Texas \$z San Antonio.

[This is a profile option, question 4.1 “Update obsolete MARC content designation” in the Authority Control Profile and corresponding Authority Control Profile Guide.](#)

13. Correct improperly formed direct geographic subdivisions to the correct indirect form.

Example 650 _0 \$a Painting \$z Venice

Should be corrected to:

650 _0 \$a Painting \$z Italy \$z Venice.

[Recognized Geographic subdivisions will be corrected.](#)

14. Describe character coding schemes you can process (MARC-8, UTF-8).

[We can process MARC-8, UTF-8 or MARCXML.](#)

15. The successful vendor must process a test file including all our specifications, completed to the Consortium’s satisfaction before commencing the full project.

I. Mandatory Requirements: Authorities Processing

[Many of the mandatory specifications are part of MARCIVE’s standard processing, or are standard profile options. If any specification needed further clarification, it is noted in blue ink.](#)

1. Match personal, corporate, conference, uniform title, and series name access points (MARC tags 100, 110, 111, 130, 240, 700, 710, 711, 730, 800, 810, 811, 830) against the most current Library of Congress Name Authority File and flip the access points to the established form.
2. Match Library of Congress subject access points (MARC tag 650, second indicator 0) against the most current LC Subject Authority file and flip the access points to the established form.
3. Match subject access points for personal names, corporate names, meeting names, uniform titles, and geographic names (600, 610, 611, 630, and 651, second indicator 0) against the appropriate LC file and flip the access points to the established form.
4. Discuss the processing of birth and death dates in name access points.

[There are options to require both bibliographic and authority records to have the data, or to allow matches only if the authority record are unique but either the bib or authority record must contain the \\$d.](#)

- 1) [The processing performed for personal names insures that all matched names are corrected, including the addition or completion of birth and death dates, regardless of how much \(if any\) birth/death date information was present in the original bib access point.](#)

Incoming bib record: 100 1_ \$a Bellah, Robert Neelly, \$d 1927-

Changed by MARCIVE to: 100 1_ \$a Bellah, Robert N. \$q (Robert Neelly), \$d 1927-2013.

Name access points must be carefully analyzed to find the appropriate form regardless of the combination of subdivisions, while series and uniform title access points also receive special treatment to insure that all such access points are properly verified. This is a complex operation and great care is taken to insure that every possible access point is corrected and that the results are exhaustively complete and accurate according to the authorities file.

| | | | |
|------------------------|-----|----|---|
| Incoming bib record: | 600 | 10 | \$a Harvey, Jonathan, \$d 1939- \$v Manuscripts |
| Changed by MARCIVE to: | 600 | 10 | \$a Harvey, Jonathan, \$d 1939-2012 \$v Manuscripts |

When there are multiple personal name matches and no clearly correct choice, MARCIVE processing examines the Source Data Note field (MARC 670) of the authority record for a match with the 245 field of the bibliographic record.

| | | | |
|----------------------|-----|----|---|
| Incoming bib record: | 100 | 1_ | \$a Hart, Roger. |
| | 245 | 10 | \$a English life in the eighteenth century. |

In this case, the LC Names authorities file contains several potential matches for "Hart, Roger." In examining the Source Data Found Note (MARC 670) fields of the authority records, MARCIVE processing identifies as the correct match, the heading "Hart, Roger, 1941-."

LC Name authority file entries for Hart, Roger:

| | | |
|-------------------------------|--------------|--|
| \$a Hart, Roger | Source Note: | Reed, A. W. Myths and legends of Fiji..., 1967 |
| \$a Hart, Roger, 1937- | Source Note: | His Inside the Apple LaserWriter, 1988: |
| * \$a Hart, Roger, 1941- | Source Note: | His English Life in the Eighteenth century, 1970 |
| \$a Hart, Roger, 1948 May 30- | Source Note: | Hart, Roger. Erratics, 2001 |
| \$a Hart, Roger, 1958- | Source Note: | Hart, Roger. Postcards from Detroit, 2006 |

2) Alternatively, the library can opt for a tighter match by requiring that the \$d in the bibliographic access point match the \$d in the authority record.

| | | | |
|-------------------------|-----|----|----------------------------------|
| Incoming bib record: | 100 | 1_ | \$a DePaola, Tomie |
| Tighter matching, \$d | | | No match to an authority record. |
| Retained by MARCIVE as: | 100 | 1_ | \$a DePaola, Tomie |

The access point will appear unmatched (thus lowering the hit rate) and the authority record will not be supplied.

Tighter matching on subfield \$d does not prevent matching on a birth date and subsequently upgrading the record to the current form.

| | | | |
|--|-----|----|---|
| Incoming bib record: | 700 | 1_ | \$a Thomas, W. H. Griffith \$q (William Henry Griffith),\$d 1861- |
| Tighter matching, \$d, still allows this match | 100 | 1_ | \$a Thomas, W. H. Griffith \$q (William Henry Griffith), \$d 1861-1924. |
| Changed by MARCIVE as | 700 | 1_ | \$a Thomas, W. H. Griffith \$q (William Henry Griffith), \$d 1861-1924. |

5. Delete or correct obsolete subdivisions.

Example: \$x Addresses, essays, lectures
Should be deleted.

6. Expand commonly used abbreviations in name and subject access points, except when used as qualifiers, or when the abbreviation is in the authorized form of the heading.

As the records are loaded onto our programs in preparation for further processing, some errors and obsolete forms in your bibliographic records are corrected automatically. Here are some examples:

- Commonly used abbreviations in LC subject subdivisions are expanded to full wording.
- Correct abbreviations are retained.
- Common variations and usage of ampersands are taken into account.

This aids in keyword searching.

| Old forms |
|--|
| Argentina—Descr. & trav. |
| Building—Estimates and costs—United States. |
| Diarists—Gr. Brit.—Correspondence. |
| Gt. Brit.—Hist.—Charles II, 1660-1685—Sources. |
| Grt. Brit.—Social life and customs—17 th century—Sources. |
| Population Conference, 4th, Paris, France, 1971. |
| Teaching teams—Addresses, essays, lectures. |

| Current forms |
|---|
| Argentina—Description & travel. |
| Building—Estimates—United States. |
| Diarists—Great Britain—Correspondence. |
| Great Britain—History—Charles II, 1660-1685—Sources. |
| Great Britain—Social life and customs—17 th century—Sources. |
| Population Conference (4 th : 1971 : Paris, France) |
| Teaching teams. |

- Supply authority records for all matched access points from the LC and NLM authority files. Supply only authority records from the LCSH, LCNA and MeSH authority files. "Provisional" records are not acceptable. If vendor cannot limit output of authority records to authoritative sources, it must be so stated.

Yes, only fully established LCSH, LCNA and MeSH records will be supplied.

- Matching LC authority records should be separated by name and subjects. Indicate if there are additional costs to separate the records.

MARCIVE can separate name and subject authority records at no additional fee.

- Describe how non-Latin character sets in authority records are handled.

The text of non-Roman access points receive limited processing in our authorities work. Links between the non-Roman access points, which appear in 880 fields, and the romanized access points are preserved.

Non-Latin characters used in variants (4xx fields) are recognized and handled just like Latin characters in the process of matching bib headings. If a match is made using a 4xx with non-Latin characters then the bib heading will be flipped to the authorized form. If a library has a system that is not able to handle non-Latin characters in the authority record they may request to have fields containing non-Latin characters removed from their authority records.

| | | | |
|--------------------------------|-----|----|---------------------------------|
| Incoming bib record: | 100 | 1_ | \$a 毛澤東, \$d 1893-1976 |
| Matched to authority see-from: | 400 | 1_ | \$a 毛澤東, \$d 1893-1976 |
| Changed by MARCIVE to: | 100 | 1_ | \$a Mao, Zedong, \$d 1893-1976. |

However, the much more common situation is that the data are in 880 fields and no change is made.

| | | | |
|----------------------|-----|----|---------------------------------------|
| Incoming bib record: | 880 | 1_ | \$6 100-01/\$1 \$a 毛澤東, \$d 1893-1976 |
| Remains unchanged: | 880 | 1_ | \$6 100-01/\$1 \$a 毛澤東, \$d 1893-1976 |

- Process 490 field (series not traced) against LC series authority records.

This is a profile option, question 5.1 "Fields to be examined and upgraded" in the [Authority Control Profile](#) and corresponding [Authority Control Profile Guide](#).

- Describe how genre added entries are handled. Provide options for using multiple genre lists (lcgft, gsafd, etc.).

Genre is processed as coded or as specified. Libraries regularly have some genre access points coded LCSH and some coded LCGFT, and others coded GSAFD. The standard processing to match genre terms as coded means that for all 655_0 and 655_7 \$2lcsh and 655_7 \$2lcgft to be matched against the current file of Library of Congress Genre/Form Terms for Library and

Archival Materials (LCGFT); the 655_7 \$2 gsaFD terms are matched against the Guidelines on Subject Access to Individual Works of Fiction, Drama, Etc. You may request a hierarchy for matching, such as; match specified fields first against LCGFT and if not found, then match against GSAFD. For example: have all GSAFD and LC 655 terms (655_0, 655_7\$2lcsh, 655_7 \$2lcf) matched first against LCGFT, and converted if recognized. When the 655 is recognized as LCGFT, it will be forced to LCGFT content designation; then all the remaining GSAFD and LC 655 access points will be matched against GSAFD and if recognized, will have the content designation and terms forced to GSAFD.

However, MARCIVE has recently developed new programming to parse out topical terms that we feel makes us unique from other vendors. When examining 655 fields we will check the 655\$a term, and if it matches the specified source we will make any necessary changes. If there are additional subfields, we will seek to map these to other MARC fields. The geographic subfield (\$z) will be mapped to 370 (Associated Place); unfortunately there is no way in an automated process to identify which geographic terms should be mapped to "651_0\$a ___\$e setting," so we will have to use 370 for all 655\$z terms.

Any recognized [known pattern] chronological term in \$y will be mapped to 045\$b. The form subdivisions (\$v) will be moved to a new 655\$a. A 385 (Audience) field will be supplied based on the 655\$v and the 008/22 (target audience).

All topical subfields (\$x) will be retained because there is no place to map these. This new mapping of 655 subdivisions will only affect 655 fields identified for processing and will happen for all customers getting 655 processing. For customers which have requested that we remove all 655 subdivisions, they will still have any remaining unmapped subdivisions removed.

Examples of Genre/Form:

| | | | |
|---------------------------|-----|----|---|
| Incoming bib record: | 650 | _0 | \$a Science fiction. |
| Is changed by MARCIVE to: | 655 | _7 | \$a Science Fiction \$2 lcf \$0 gf2014026529 |
| Incoming bib record: | 650 | _0 | \$a Science fiction, Canadian. |
| Is changed by MARCIVE to: | 386 | __ | \$n nat \$Canadians \$0 dg2015060002 |
| | 655 | _7 | \$a Science fiction. \$2 lcf \$0 gf2014026529 |
| Incoming bib record: | 655 | _0 | \$aHistorical fiction \$vJuvenile fiction. |
| Is changed by MARCIVE to: | 385 | __ | \$nage \$aChildren \$2lcdgt |
| | 655 | _7 | \$aHistorical fiction. \$2lcf |
| | 655 | _7 | \$aFiction. \$2lcf |
| Incoming bib record: | 655 | _0 | \$aRock music\$y2011-2020 \$vJuvenile sound recordings. |
| Is changed by MARCIVE to: | 045 | _2 | \$bd2011\$bd2020 |
| | 385 | __ | \$nage \$aPreteens \$2lcdgt |
| | 655 | _7 | \$aRock music. \$2lcf |
| | 655 | _7 | \$aSound recordings. \$2lcf |

12. For hierarchical access points, provide authority records for all parts of the access point available.

Example:

600 10 \$a Shakespeare, William, \$d 1564-1616. \$t Hamlet \$v Bibliography.

Two authority records would be output:

100 1_ \$a Shakespeare, William, \$d 1564-1616. \$t Hamlet

100 1_ \$a Shakespeare, William, \$d 1564-1616.

This is a profile option, question 6.4 “Hierarchical authority records” in the [Authority Control Profile](#) and corresponding [Authority Control Profile Guide](#).

13. Provide a statistical report of the work performed.

The Statistical Report. This report contains statistics of our programming for the library to use in their analysis of our work or for their reporting purposes after the project. It contains information such as how many access points are validated, and how many access points were changed. It comes free of charge with every authority control project.

14. Provide a report listing unmatched access points after authorities processing. Indicate any cost, and format of the report.

MARCIVE offers two reports at no additional charge in addition to the Statistical Report. Any added authority control reports are an additional \$350 each. Reports are electronic in text format with the exception of the Unspecified CMC Report which comes in Excel format. More detail on reports appear in question 16.

15. Provide a report listing access points that match two or more authorized access points. Indicate any cost, and format of the report.

Same response as question 14.

16. Describe any additional available reports, including format and cost.

17. MARCIVE offers two reports at no additional charge in addition to the Statistical Report. Any added authority control reports are an additional \$350 each. Reports are electronic in text format with the exception of the Unspecified CMC Report which comes in Excel format.

Unrecognized or Invalid Terms Report. Report showing all main access points, which did not appear in any form on the supplementary or master LC authority control files.

Sometimes referred to as a “No-Match”, “Not Found” or “Terms Left Unchanged” report. Arranged first by MARC field, then alphabetically by access point within that field. The MeSH report is created separately.

Multiple Matches or High Probability Matches Report. Report showing the main terms, which matched multiple authorized terms forms in the supplementary or the master authority files,

along with all possible choices for the authorized form. Space on this report is limited and some terms are truncated. Sometimes referred to as the "Multiple Authorized Forms" report.

Changed Authorized Terms Report. Reports showing every field (before and after) that was changed by matching to an associated authority record. The report is further divided by types of changes made. The access points that are changed will be separated by tag type [X00, X100, X100, 650, 651, 655) to enable easier reviewing. Other sections within this report include:

- Changes to Tags/indicators/Subfield Codes
- Generated Genre (655s generated from 650 fields or 600 \$v Biography)
- Split Subjects (generated when the "Divided terms replace" option is elected).

Preprocessing Changes Report. Report of database cleanup type changes including changes made through RDA Conversion. Changes made are not the result of matching to an associated authority record.

RDACS change examples:

- Expansion of abbreviations: e.g.: p. to pages
- Creation of content, media, and carrier (CMC) fields

Non-RDACS change examples:

- If multiple 1XX fields exist, force all but the first one to corresponding 7XX fields.
- Remove all variations of phrase "Contributions in..." found in a 600 field, subfield \$x, and v move the remaining data to a 650 tag, subfield \$a.
- Change all 6XX \$ \$y European War, 1914-1918 and 6XX \$y European War, 1939-1945 into World War, 1914-1918 and World War, 1939-1945.

Unspecified CMC Fields Report. This report records the records for which the 336, 337, and 338 fields are undefined due to the lack of data in the record to properly create them. You may have other criteria for creating custom CMC fields which we can incur an additional cost. Please discuss this with your Marketing Representative.

Authority Control Partial Match. Electronic report showing terms, which were matched to an authority record but had additional subfield(s), which did not match. Depending on your data, this may be an extensive report, so you should discuss this with your Marketing Representative before requesting this option.

18. All records are to be sent and delivered via FTP.
19. The successful vendor must process a test file including all our specifications, completed to the Consortium's satisfaction before commencing the full project.

J. Mandatory Requirements: RDA Conversion

Many of the mandatory specifications are part of MARCIVE's standard processing, or is a standard profile option. If any specification needed further qualification, it is noted in blue ink. Specific detail regarding MARCIVE's RDA Conversion service can be found in the document "[Authorities and](#)

[Bibliographic Database Processing: A Detailed Description](http://home.marcive.com/wp-content/uploads/abib.pdf)” at <http://home.marcive.com/wp-content/uploads/abib.pdf>, beginning on page 26.

1. Convert abbreviations to spelled-out form where appropriate.

RDA Conversion also provides expansion of abbreviations:

Global changes to abbreviations are very dependent on the context. Any bib access point that matches an authority record will be changed to match the authorized form—with or without an abbreviation.

Dates—The abbreviations “b.” and “d.” will be replaced by hyphens before or after the date as appropriate, per the Library of Congress practice. “Centuries” in dates will be changed to “century”, for each century, before and after the hyphen.

| ORIGINAL | RDA UPDATE |
|---|---|
| b. 1895 | 1895- |
| d. 1966 | -1966 |
| fl. | active |
| ca. | approximately |
| cen. | century |
| cent. | century |
| 4 th -3 rd centuries B.C. | 4 th century B.C.-3 rd century B.C. |

Relator terms—abbreviated terms will now be spelled out.

| ORIGINAL | RDA UPDATE |
|----------------|-------------|
| arr. | arranger |
| auth. | author |
| comp. | compiler |
| ed. | editor |
| ill. or illus. | illustrator |
| jt. | joint |
| tr. | translator |

Music terms—abbreviated terms will now be spelled out.

| ORIGINAL | RDA UPDATE |
|-------------|---------------|
| arr. | arranged |
| acc. | accompaniment |
| unacc. | unaccompanied |
| violoncello | cello |

2. Convert Latin abbreviations to English equivalents in descriptive fields as appropriate.

Latin abbreviations will be converted to English. Examples:

260 \$a S.I. will be converted to [Place of publication not identified]

260 \$e S.I. will be converted to [Place of manufacture not identified]

260 \$b s.n. will be converted to [publisher not identified]
260 \$f s.n. will be converted to [manufacturer not identified]
260 \$c n.d. will be converted to [date of publication not identified]
260 \$g n.d. will be converted to [date of manufacture not identified]

3. Remove GMD in 245 \$h and convert to 336-338 (Content-Media-Carrier) field equivalents.

This request requires response to two standard profile options. For the removal of the GMD, question 4.4 “GMD cleanup, creation, standardization and removal” in the [Authority Control Profile](#) and corresponding [Authority Control Profile Guide](#) provides options for the GMD.

Question 4.6 “RDA conversion service options” in the [Authority Control Profile](#) and corresponding [Authority Control Profile Guide](#) asks if the library would like standard CMC fields created. MARCIVE can also generate custom CMC fields, if the library supplies a table with parameters. More detail on standard and custom CMC fields can be found starting on page 36 of the “[Authorities and Bibliographic Database Processing: A Detailed Description](#)” document.

4. Supply parallel title in 246 fields if none exists.

Recognized parallel titles in the 245 are copied to new 246 if none exist.

5. Move specified terms from end of subfield \$a or \$b to subfield \$c when \$c has “by”.

Yes, as part of RDA processing, select terms are moved from the end of subfield \$a or \$b to subfield \$c. If the library requests their own terms be used there may be an additional charge for custom programming.

6. Convert publication and/or distribution 260 field to 264 field(s).

LC’s Program for Cooperative Cataloging (PCC) has recommended against an automated conversion of the 260 fields to 264 if the record is a serial or integrating resource. It is difficult or impossible to program this reliably. Since MARCIVE follows PCC recommendations, records coded as serials or integrating resources will not have the 260 changed to 264. It IS acceptable to manually change these locally.

PCC additionally recommends not changing the 260 for multi-volumes items. After reviewing records and doing extensive testing, MARCIVE is excluding records with date type [008/06] m, c, d, e, k, i, q, or u in the programming used to convert 260 fields to 264 fields. This is being done to avoid the risk of creating incorrect 264 second indicator values.

However, we are sensitive to our customers’ individual needs and can force all 260 fields to 264 fields upon request.

7. Spell out abbreviations for physical description and correct spacing issues.

MARCIVE will spell out in MARC 300 field any recognized AACR2 and some other common abbreviations not defined in RDA.

| | | | |
|----------------------|-----|---|--|
| Incoming bib record: | 300 | — | \$a v. : \$b ill., diag., facsim., maps, ports. ; \$c 25 cm. |
| Changed by RDACS to: | 300 | — | \$a volume : \$b illustrations, diagrams, facsimiles, maps, portraits ; \$c 25 cm. |
| Incoming bib record: | 300 | — | \$a 3 v. ; \$c 18 cm. (8vo) |
| Changed by RDACS to: | 300 | — | \$a 3 volumes ; \$c 18 cm. (octavo) |
| Incoming bib record: | 300 | — | \$a 1 videocassette of 1 (VHS) (ca. 85 min.) : \$b sd., b&w ; \$c ½ in. |
| Changed by RDACS to: | 300 | — | \$a 1 videocassette of 1 (VHS) approximately 85 min.) : \$b sound, black and white ; \$c ½ in. |

Change <#> [i.e., <##>] pp. to <#>, [that is <##>] pages.

| | | | |
|----------------------|-----|---|---|
| Incoming bib record: | 300 | — | \$a viii, 496 [i.e., 512] p. ; \$c 23 cm. |
| Changed by RDACS to: | 300 | — | \$a viii, 496 [that is, 512] pages ; \$c 23 cm. |

Change [<#>] p. to <#> unnumbered pages.

| | | | |
|----------------------|-----|---|---|
| Incoming bib record: | 300 | — | \$a xxii, 255 p., [9] p. of plates : \$b ill., map, ports. ; \$c 22 cm |
| Changed by RDACS to: | 300 | — | \$a xxii, 255 pages, 9 unnumbered pages of plates : \$b illustrations, map, portraits ; \$c 22 cm |

RDA removes the AACR2 distinction between *p. of music* and *score*. Notated music will be described as *scores* in RDA records. Terms will be updated to RDA usage: use *study score* instead of *miniature score*; use *audio disc* instead of *sound disc*; and use *condensed score* instead of *close score* for physical description terms.

Change p. of music, v. of music, and leaves of music to *score*.

| | | | |
|----------------------|-----|---|--|
| Incoming bib record: | 300 | — | \$a 33 p. of music ; \$c 31 cm. |
| Changed by RDACS to: | 300 | — | \$a 1 score (33 pages) ; \$c 31 cm. |

Change close score to condensed score.

| | | | |
|----------------------|-----|---|---|
| Incoming bib record: | 300 | — | \$a 1 close score (256 p.) ; \$c 28 cm. |
| Changed by RDACS to: | 300 | — | \$a 1 condensed score (256 pages) ; \$c 28 cm. |

Change miniature score to study score.

| | | | |
|----------------------|-----|---|---|
| Incoming bib record: | 300 | — | \$a 2 sound discs : \$b digital, stereo. ; \$c 4 ¾ in. + \$e miniature score (56 p. ; 12 cm x 12 cm.) |
|----------------------|-----|---|---|

Changed by RDACS to: 300 — \$a 2 **audio** discs : \$b digital, **stereophonic** ; \$c 4 ¾ in. + \$e **study score** (56 **pages** ; 12 cm x 12 cm.)

Change sound disc to audio disc.

Incoming bib record: 300 — \$a 1 sound disc : \$b digital, stereo. ; \$c 4 ¾ in.
 Changed by RDACS to: 300 — \$a 1 **audio** disc : \$b digital, **stereophonic** ; \$c 4 ¾ in.

NOTE: RDA does not expand *in., ft., mm, cm, rpm, VHS, or min.* Period at end of 300 is retained if followed by 490.

8. Conform authorized access points to RDA compliance.

RDA Conversion (RDACS) includes:

| RDACS | MARC | Description |
|--------------|---|---|
| Basic | 040 | Cataloging Source |
| Basic | 440 | Series Statement/Added Entry-Title |
| Basic | 040 \$a and \$c | Library organizational code |
| Optional | 245 | Title Statement |
| Optional | 250 | Edition Statement |
| Optional | 260 | Publication Distribution, etc. (Imprint) |
| Optional | 300 | Physical Description |
| Optional | 100, 400, 600, 700, 800, 110, 410, 610, 710, 810, 111, 411, 611, 711, 811, 130, 630, 730, 830 \$d, \$f; 650 \$a, \$y; 651 \$y | Personal names Corporate names Conference names Uniform titles Subject access points coded LCSH or LC Children's |
| Optional | 245 \$h | General Material Designation (GMD) |
| Optional | 336, 337, 338 | Content Types, Media Types, and Carrier Types (CMC) |
| Available | Special RDACS requests | RDACS requests that are not part of our standard options |

9. List any optional reports and pricing.

Please refer to Section I. Mandatory Requirements: Authorities Processing, question 17 for reports on RDA. RDA changes are reported in the Preprocessing Changes Report and Unidentified CMC Fields Reports.

K. Highly Desirable Requirements

1. Enrichment.

- a. Add Table of Contents data to bibliographic records. Indicate any additional costs, whether one-time or ongoing. Describe any additional enrichment services available.

Table of Contents Enrichment

Adding Tables of Contents to your catalog records will add a great deal of information that will help patrons locate materials and evaluate their suitability before heading to the stacks.

If this content is added to your records by MARCIVE, it is yours permanently. For accurate pricing, we recommend that once the data is sent to MARCIVE, we can conduct a count of matches, and then provide you an accurate cost. Based on our experience with other public libraries, match rates are at about 5%. The cost for this enrichment is \$.50 per enhanced record. TOC can be provided one-time or on an ongoing basis as the library sends records for Overnight Authorities. Pricing is detailed in the attached Summary of Costs or in Section J; Pricing of this RFQ.

Summaries and Annotations Enrichment

Summaries of books help patrons determine if they've found the right resources without having to go back and forth in the stacks. With our MARC Record Enrichment for Book Summaries and Annotations, your catalogers will be saved the time consuming task of summarizing each work in your collection. Patrons will love browsing the catalog to find the perfect book rather than having to locate and skim dozens.

Summaries and Annotations are provided in logical paragraphs with multiple 520 fields that include setting the first indicator to value 8 on second and subsequent 520 fields in accordance with MARC21 standards.

If this content is added to your records by MARCIVE, it is yours permanently. For accurate pricing, we recommend that once the data is sent to MARCIVE, we can conduct a count of matches, and then provide you an accurate cost. Based on our experience with other public libraries, match rates are at about 15%. The cost for this enrichment is \$.30 per enhanced record. This can be added one-time at the initial authority control project, or on an ongoing basis as the library sends records for Overnight Authorities.

Fiction/Biography Enrichment

Fiction and biographies can be difficult to locate because of limited access points. When you utilize our MARC Record Enrichment Services for fiction and biographies, you'll open up your collection for greater circulation and help patrons locate materials of interest. **Fiction Enhancements:**

- Genre
- Sub-genre (e.g., culinary mystery)
- Geographic setting (e.g., Great Britain)
- Non-geographic setting (e.g., coastal resort)
- Topics/Subjects
- Time period
- Characters & their attributes (includes names, profession, and personal characteristics)

- Awards (both nominees and winners)
- Sequel and series information
- Annotations
- Notes (e.g., Oprah Book Club Selection)

Biography Enhancements:

- Significant personal information such as,
- Awards and honors
- Ethnic background
- Birthplace
- Current residence
- Profession

If this content is added to your records by MARCIVE, it is yours permanently. For accurate pricing, we recommend that once the data is sent to MARCIVE, we can conduct a count of matches, and then provide you an accurate cost. Based on our experience with other public libraries, match rates are at about 8%. The cost for this enrichment is \$.50 per enhanced record. This can be added one-time at the initial authority control project, or on an ongoing basis as the library sends records for Overnight Authorities.

- b. Add Reading Notes (Lexile, Accelerated Reader, Reading Counts!) to bibliographic records. Indicate any additional costs.

Pre-K to 12th grade students participate in Reader programs in their schools. With Accelerated Reader and Lexile MARC Record Enrichment parents and students can search your online catalog for books that are part of the programs. The level is added in the 526 field for Accelerated Reader and in the 521 field for Lexile so readers know if a selected text matches their reading level.

If Reading Notes content is added to your records by MARCIVE, it is yours permanently. When performed in conjunction with authorities processing, both kinds of Reading Notes Enrichment can be added for only the one-time profile fee of only \$26. Pricing is detailed in the attached Summary of Costs or in Section J; Pricing of this RFQ.

MARCIVE can also add Reading Counts! to the records, but the Reading Counts! program stopped providing updated data to MARCIVE in 2015.

2. Ongoing Authorities Maintenance.

- a. Describe how the Consortium can notify the vendor of authority records deleted from the Library's database so updates do not continue for that heading.

The Consortium will notify MARCIVE of any deleted authority records by sending us a list of control numbers. The cost is \$.05 per record with a minimum charge of \$10 per file.

- b. Provide the option to receive deleted authority records in a separate file through authority notification service. Indicate cost.

MARCIVE can supply deleted authority records in a separate file when receiving Authority Notification updates. There is no additional fee.

This is a profile option, question 8.4 “Deleted authorities” in the [Authority Control Profile](#) and corresponding [Authority Control Profile Guide](#).

- c. Provide a mechanism for ongoing update of newly created bibliographic records. Explain how this service relates to the ongoing update of authority records. Indicate costs and any other options.

MARCIVE’s Overnight Authorities Service provides the mechanism for all newly created bib records after the initial legacy data is processed. You send MARC bibliographic records to MARCIVE via FTP whenever you want and in whatever quantity you want. There is no minimum number of records that must be sent. We examine the records, just as we did for the backfile, and provide the results via FTP the next business day.

Our Overnight Authorities service:

- checks the name and access points in every batch
- updates the bibliographic file, if necessary
- finds a MARC authority record, if one exists
- returns a file of MARC authority records for this batch via FTP
- suppresses duplicates
- suppresses authorities previously sent, unless they have changed
- returns the updated bibliographic file via FTP

You load the updated bib file and the new file of authority records into your local system. Within minutes of receipt, your catalog is current.

Overnight Authorities maintains current authority control with a minimum of staff involvement. This frees staff for more productive work and reduces the cost of catalog maintenance.

This service works in conjunction with our Authority Notification Services: Standard Authority Notification and Comprehensive Authority Notification. More detail on these services is in section E below of this RFQ, but the most notable difference between the two services is that Standard Authority Notification Service maintains only the authority records on an ongoing basis and Comprehensive Notification Service maintains both the bib and authority records on an ongoing basis. Overnight Authorities is beneficial for the Notification Service(s) for MARCIVE to have the library’s database mirrored as closely as possible to provide the most complete and current update possible.

- d. Indicate any minimum order requirements or pre-determined frequency and schedule for sending newly created bibliographic records for processing.

MARCIVE does not have minimum orders. We also do not put libraries on a set schedule for sending newly cataloged bib records. Likewise, we do not have to schedule the library for the backfile processing. We can handle multiple projects at a time. If the

library chooses Comprehensive Notification, it is recommended the library sends new bib records and deleted bib records before the update, but it is not mandatory.

- e. Provide a mechanism for providing new authority records available since backfile processing was completed. Indicate cost.

MARCIVE offers essentially two types of ongoing services to maintain your records: Standard Notification and Comprehensive Notification. Standard Notification (Priced out at \$1,485 per year) maintains your authority file only. We keep a history file of your authority records and send you monthly batches of changed records for you to overlay in your system. This service works in conjunction with your ILS and updates the corresponding bibs in the overnight process.

The newer service is Comprehensive Notification which maintains both the bibliographic and authority records. We provide updates to those bibs and authority records at a rate of your choosing: quarterly, annually or semi-annually. This is desirable if your system does not have the function, or does not properly have the capability to update the corresponding bib record in an ongoing basis when an updated authority record is loaded.

Here are some examples of the types of changes to bibs you would see on an ongoing basis with the newer service. Keep in mind some are in development, but if you subscribe, over time you would get these desirable updates.

- a. Undifferentiated-Differentiated:

Incoming bib record: 100_1 \$a Smith, John

Changed by MARCIVE to: 100_1 \$a Smith, John Henry, \$d 1928-

In identified bib records, the access point will now match to a new authority record and the bib record will be changed. Note: several sources are used (e.g. 670 field, VIAF record, etc.) to verify a proper match.

- b. Partial matches that become full-string matches:

Incoming bib record: 100_10 \$a Colorado. \$b Division of Water
Resources. \$b Dam Safety Branch.

Previously only matched to: 100_10 \$a Colorado. \$b Division of Water
Resources.

Now changed to: 100_10 \$a Colorado. \$b Division of Water
Resources. \$b Dam Safety Branch.

- c. Medium of performance

IN DEVELOPMENT and projected completion in 2017

Incoming bib record: 650_0 \$a Concertos (harpsichord) \$0 sh85020015

Is changed by MARCIVE to: 382 \$a harpsichord \$n 1 \$s1 \$0 mp2013015333

655_7 \$a Concertos. \$2 lcgft \$0 gf2014026725

d. Terms that change tagging

Incoming bib record: 650_0 \$a Stilton, Geronimo (Fictitious character).

Is changed by MARCIVE to: 600_10 \$a Stilton, Geronimo.

e. Fields that reflect changes in RDA

Incoming bib record: 600_10 \$a Mozart, Johann Chrysostom Wolfgang Amadeus, \$d 1756-1791. \$t Works, \$m chorus. \$k Selections.

Becomes: 600_1 \$a Mozart, Wolfgang Amadeus, \$d 1756-1791. \$t Choral music. \$k Selections.

Incoming bib record: 600_1 \$a aCendrars, Blaise, \$d1887-1961. \$t Prose works. \$l English. \$k Selections

Becomes: 600_1 \$a aCendrars, Blaise, \$d1887-1961. \$t Prose works. \$k Selections \$l English.

f. Describe any cost saving incentives associated with ongoing work.

MARCIVE offers bulk discounts if the library sends files of over 50,000 bibliographic records through Overnight Authorities. These records can be a combination of newly cataloged, new records as the consortium merges with libraries, or records purchased from vendors—electronic and/or print.

g. Provide an extra 4XX with the previously authorized heading if lacking in the LC records, as part of the replacement authority records notification, to facilitate automatic updating.

This option is available and recommended if you are considering Standard Authority Notification. It will not be necessary if the library opts for Comprehensive Authority Notification, as MARCIVE will be updating the bibliographic records for the library. This is a profile option, question 8.2 “Missing Link” in the [Authority Control Profile](#) and corresponding [Authority Control Profile Guide](#).

Example:

New LC authority record: 100 0 \$a Johnson, Lady Bird, \$d 1912-2007

In this example, the new LC authority record contains the corrected entry for Lady Bird Johnson, but does not include a 400 that would link it to the library's old authority record.

Auth. record in your database: 100 0 \$a Johnson, Lady Bird, \$d 1912-
As part of ongoing maintenance, the authority record should contain an extra 4XX.

New LC authority record: 100 0 \$a Johnson, Lady Bird, \$d 1912-2007
With added 4XX 400 10 \$a Johnson, Lady Bird, \$d 1912-

- h. Describe how Sears subject access points are handled and indicate any available options. Indicate if there is additional cost to process these access points.

Sears Subject Headings can be matched to just 1) Sears or 2) LC Childrens (CYACP), then Sears if it was not found in CYACP. Matching to Sears is a profile option, question 5.5 "Subject terms to examine" in the [Authority Control Profile](#) and corresponding [Authority Control Profile Guide](#).

MARCIVE will validate Sears access points and provide the associated authority record:

| | | | |
|----------------------------|-----|----|-------------------------------------|
| Incoming bib record: | 650 | _7 | \$a Friendship \$v Fiction. \$sears |
| Is verified by MARCIVE to: | 650 | _7 | \$a Friendship \$v Fiction. \$sears |

MARCIVE can also force all Sears to LCSH. This is a profile option, question 4.7 "Global changes" in the [Authority Control Profile](#) and corresponding [Authority Control Profile Guide](#). Other options are available upon special request, such as forcing all LCSH to Sears.

- i. Describe how LC Children's access points (MARC tag 650, second indicator 1) are handled. Indicate if there is additional cost to process these name access points.

The Library of Congress develops subject access points appropriate for young people through the Children's and Young Adults' Cataloging Program (CYACP). This program was formerly known as the Annotated Card Program (ACP). Here the access points will be referred to as Children's Headings.

If your library has elected to have Children's Headings examined, MARCIVE will correct subject access points containing a second indicator of 1.

| | | | |
|------------------------|-----|----|--|
| Incoming bib record: | 600 | 11 | \$a Antony, Mark, \$d 83?-30 B.C. |
| Changed by MARCIVE to: | 600 | 11 | \$a Antony, Mark, \$d 83? B.C.-30 B.C. |

| | | | |
|------------------------|-----|----|-------------------|
| Incoming bib record: | 650 | _1 | \$a Navel. |
| Changed by MARCIVE to: | 650 | _1 | \$a Belly button. |

Many Children's terms are identical to LCSH, although without a "Juvenile" subdivision. The access point will be validated against LCSHAC/LCSH, updated if necessary, and a matching authority record provided. Differences between obsolete and current access points become particularly noticeable as RDA changes become more widespread.

| | | | |
|------------------------|-----|----|--|
| Incoming bib record: | 630 | 01 | \$a Bible. \$p O.T. \$x Antiquities. |
| Changed by MARCIVE to: | 630 | 01 | \$a Bible. \$p Old Testament. \$x Antiquities. |

Access points which have already been entered correctly will be verified as is.

| | | | |
|----------------------|-----|----|---|
| Incoming bib record: | 651 | _1 | \$a United States \$x History \$y 19 th century. |
| Retained as is: | 651 | _1 | \$a United States \$x History \$y 19 th century. |

Typically, the LCSH term and Children's term would not be exact duplicates because the LCSH will have a subdivision of "Juvenile literature." and the Children's term does not. If they are exact duplicates except for the second indicator, both terms will be retained because the second indicators are different, and the terms can be indexed separately in the library's database by the second indicator. However, if the library does not maintain a separate Children's subject index, you can request that we deduplicate the LCSH and Children's terms that are exactly the same except for the second indicators zero (0) and one (1). The LCSH term will be retained in this case.

| | | | |
|----------------------|-----|----|------------------------------------|
| Incoming bib record: | 651 | _0 | \$a Mississippi River \$v Fiction. |
| | 651 | _1 | \$a Mississippi River \$v Fiction. |

Standard processing will retain these terms as is:

If deduplication of LCSH and Children's terms are requested:

| | | | |
|-----------------------|-----|----|------------------------------------|
| Incoming bib record: | 651 | _0 | \$a Mississippi River \$v Fiction. |
| | 651 | _1 | \$a Mississippi River \$v Fiction. |
| Changed by MARCIVE to | 651 | _0 | \$a Mississippi River \$v Fiction. |

J. Pricing: A formal quote has been provided as an attachment.

Backfile Processing

Vendor Name: MARCIVE, Inc.

Base:

\$23,400.00 for **Backfile Authority Processing** (1.3 million bib records x \$.018)

Enhancements:

\$26.00 for **Reading Notes Profile Fee** (One-time)

\$32,500.00 for **Table of Contents Enrichment** (65,000 bib records (5% of bibs) x \$.50)

Annual Processing:

\$20,880.00 for **Overnight Authorities** (348,000 bib records annually x \$.06 per record price)

\$8,700.00 for **Ongoing Table of Contents Enrichment** (17,400 bib records (5% of bibs) x \$.50)

Standard Notification Service (NS): \$1,485.00 annual fee

OR

Comprehensive Notification Service (CNS):

| | Once a year update | Twice a year update | Quarterly updates |
|-------------|--------------------|---------------------|-------------------|
| Annual Fee: | \$2,450.00 | \$3,900.00 | \$5,850.00 |