



## Local System Data Profile for Union Database Participants

Date: \_\_\_\_\_

Library: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Voice Phone: \_\_\_\_\_ FAX Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Region \_\_\_\_\_

Union Database: JERSEYCAT

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 your catalog. 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 your catalog or project resulting from incomplete or inaccurate profile data.

### A. Media Type Specifications

1. What system was used to produce your media? \_\_\_\_\_

2. Indicate the type of media you are submitting. If you are submitting data on floppy diskettes, please be sure to format the diskettes according to their proper density (e.g., a 360K diskette must be formatted as a 360K diskette, even though it could be formatted in a 1.2MB drive).

1. 8mm cassette \_\_\_\_\_  
(Exabyte EXB-8200 compatible)

2. 3 1/2" diskettes \_\_\_\_\_ High density \_\_\_\_\_ Low density  
\_\_\_\_\_ MS-DOS \_\_\_\_\_ Apple/Macintosh

3. 4mm DAT tapes: \_\_\_\_\_ Compressed (4 gigs) \_\_\_\_\_ Uncompressed (2 gigs)  
\_\_\_\_\_ 120 Meter (Cannot exceed 2 gigs of input data)

4. File sent via FTP \_\_\_\_\_

### B. MARC/MicroLIF Format

1. Is your data in MARC format? Yes \_\_\_\_\_ No \_\_\_\_\_

2. Is your data in MicroLIF format? Yes \_\_\_\_\_ No \_\_\_\_\_

If non-MARC data is submitted, a copy of your record structure must be attached to this profile. (Processing non-MARC data incurs additional cost.)

### C. Local Data Specifications

#### 1. Holdings Information

a. Which field and subfield contain the local holdings information (library code)?

\_\_\_\_\_

b. Please list all holding codes used by your institution. Note any obsolete codes and indicate their current valid equivalents, whether they should be excluded from processing, and also, what the output text should be if this is different from the holding code.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### 2. Call Number Information

a. Which field and subfields contain the local call number? \_\_\_\_\_

b. Is this field repeatable? Yes \_\_\_\_\_ No \_\_\_\_\_

c. 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 \_\_\_\_\_

d. What should we do with multiple occurrences of these tags? \_\_\_\_\_

\_\_\_\_\_

e. Is any special processing required to generate, expand, or translate call number data?  
Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please describe:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. 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
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

4. MESH Headings (Medical Subject Headings)

Do you wish to retain MESH Subject headings? Yes \_\_\_\_\_ No \_\_\_\_\_

D. For Local Systems Supplying OCLC/RLIN Derived Records

1. Please indicate whether all, or only a portion, of your records contain OCLC/RLIN control numbers. Yes (all) \_\_\_\_\_ No \_\_\_\_\_
2. Which field contains the OCLC/RLIN control number? \_\_\_\_\_
3. Do all OCLC/RLIN records include an 005 (date/time) field? Yes \_\_\_\_\_ No \_\_\_\_\_
- If so, is the date/time in this field provided by: \_\_\_\_\_ OCLC/RLIN \_\_\_\_ Local System

E. Future Updates

1. Please describe how you will be submitting updates (e.g., adds, changes, deletes) for future catalogs.

Complete Records \_\_\_\_\_

Transaction Records \_\_\_\_\_

Other \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Rev 4/2002

sls/njsl