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ABSTRACT

The purpose of this Manual is to provide the detailed information needed by users of the Cataloging Data Search and Print Service for day-to-day operation. It contains: (1) introduction and background information, (2) availability and initiating procedures, (3) instructions for filling out the cataloging data request form, (4) keypunch instructions, (5) samples, (6) processing at SLICE/MARC-O, (7) cost and billing procedures, and (8) additional information. Illustrations of: a flowchart, completed cataloging data request form, sample keypunched cards, and printed cataloging data as requested are also included. (Author/NH)

ED 065149

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SLICE/MARC-O

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CATALOGING DATA SEARCH AND PRINT SERVICE

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USERS MANUAL

Prepared cooperatively by Oklahoma Department of Libraries

and SLICE Office Director. Address inquiries to:

SLICE OFFICE
2600 Stemmons, Suite 188
Dallas, Texas, 75207
(214) 631-1272

OR

MARC-O
Oklahoma Department of Libraries
109 State Capitol
Oklahoma City, Oklahoma 73105
(405) 521-3651

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CONTENTS

page

Introduction and Background Information 1

Availability and Initiating Procedures 2

Instructions for Filling Out the CATALOGING DATA REQUEST FORM 2

Keypunch Instructions for Those Libraries Desiring to Do Their Own Keypunching . 4

Samples 4

Processing at SLICE/MARC-O 5

Cost and Billing Procedures 5

Additional Information. 5

Illustration 1: Flowchart 6

Illustration 2: Completed CATALOGING DATA REQUEST FORM 7

Illustration 3: Sample Keypunched Cards 8

Illustration 4: Printed Cataloging Data as Requested 9

SLICE/MARC-O CATALOGING DATA SEARCH AND PRINT SERVICE

USERS MANUAL

INTRODUCTION

The purpose of this MANUAL is to provide the detailed information needed by users of the Cataloging Data Search and Print Service for day-to-day operation. This manual assumes an introductory understanding of the service which may be found in the publication SLICE/MARC-O DESCRIPTION OF SERVICES or in the following section.

BACKGROUND INFORMATION

This SLICE/MARC-O service is specifically designed for cataloging support when the Library of Congress cataloging copy cannot be manually located by the requesting library. In a sense, this particular service might be considered a cataloger's last resort before initiating original cataloging, and is intended as a supplement to the normal procedures the requesting library follows for obtaining LC cataloging data. Briefly stated, the service consists of searching requested LC card numbers against the entire MARC data base, printing the requested LC cataloging data found on MARC on computer paper and returning the printed data to the requesting library.

From the users point of view, the LC card number is the key to the service--the requesting library sends SLICE/MARC-O LC card numbers and SLICE/MARC-O returns the complete LC cataloging data which corresponds to those LC card numbers to the requesting library. Libraries get the LC card numbers from various places. Some wait until the book has been received. If at that point LC cataloging data cannot be found, they open the book to the verso side of the title page and simply copy the LC card number found there. Other libraries write the LC card number on the order slip; most reviews include the LC card number as part of the review and since many libraries order from reviews, it is easy to capture. Once obtained, the LC card number is the key to successful utilization of the SLICE/MARC-O Cataloging Data Search and Print Service.

One last comment about the MARC Data Base being used for this service. It is a complete data base of all MARC records distributed from the Library of Congress as part of the regular distribution service or the RECON (REtrospective CONversion) distribution service. Presently, there are almost 200,000 MARC records. About 90% of these MARC records have LC card numbers which are in the "7-series" (that is, the LC card number begins with a 7 which means that card number was assigned after December 1, 1968). Therefore, it is strongly recommended that user libraries send only LC card numbers which begin with a 7.

AVAILABILITY AND INITIATING PROCEDURES

The service is available to all types of not-for-profit libraries in the SWLA region (Arkansas, Louisiana, Texas, Oklahoma, New Mexico, Arizona). The SLICE office has available funds to provide trial experimental runs for a limited number of libraries. Information on this may be obtained by writing or calling Maryann Duggan, SLICE Office Director, 2600 Stemmons, Suite 188, Dallas, Texas, 75207, phone (214) 631-1272.

Libraries desiring to make use of the service on a regular basis may write directly to SLICE/MARC-O, Oklahoma Department of Libraries, 109 State Capitol, Oklahoma City, Oklahoma, 73105, expressing their desire. SLICE/MARC-O will respond in writing by assigning the requesting library an Account Number (which must appear on all orders) and CATALOGING DATA REQUEST FORMS. When this is received by the library, it is ready to begin the service.

Libraries using the service have two options for submitting their LC card number requests: 1) hand-written or typed on standard Cataloging Data Request Forms or 2) keypunched in standardized format ready for computer processing. The following two sections give instructions for the two alternatives. For both speed and economy, it is to the library's advantage to do its own keypunching; however, many libraries do not have ready access to keypunch facilities or services. Illustration 1 is a schematic of the service.

INSTRUCTIONS FOR FILLING OUT THE CATALOGING DATA REQUEST FORM. (See Illustration 2)

1. Type or write the data and your address in the upper right corner. Whatever address is put there is the address to which the printout will be returned, so make sure it is complete and includes the name of the person or department where the printout is to go.

2. Put your account number (assigned by MARC-O) and the order number (assigned by the requesting library) in the indicated places. Both numbers must be exactly 2 digits in length. The Account Number is required on all orders; the Order Number is optional at the choice of the requesting library. The purpose of the Order Number is to provide a unique identification for each order submitted; thus, the first order would be Order Number 01, the second order would be Order Number 02, etc., up to 99.

3. List the LC card numbers desired using the following rules and examples:

   a. If the LC card number has an alphabetic prefix (very few of them do), place it in the column headed LC Prefix. Otherwise, leave the column blank.

   b. In the column headed LC number, write the 2-digit numeric prefix followed by the six-digit number. If the digits following the numeric prefix do not equal 6, place leading zeros after the 2-digit numeric prefix and before the remaining digits to make the total length of each LC card number requested 8 digits. The hyphen following the 2-digit numeric prefix may be written or not; it makes no difference.

EXAMPLES OF LC CARD NUMBERS AS THEY APPEAR
ON LC CARDS AND IN BOOKS. . . . . .AND. AS THEY ARE REQUESTED

	LC Prefix	LC Number
	cc6-8	cc9-16
72-111345		72111345 or 72-111345
72-11134		72011134 or 72-011134
72-1113		72001113 or 72-001113
72-111		72000111 or 72-000111
72-1		72000001 or 72-000001
A65-1	A	65000001
AC68-56734	AC	68056734
HEW67-567	HEW	67000567

4. If desired, place a 2-digit local identifier with each LC card number in the column headed LOCAL on the form. This is optional with the requesting library but most libraries have found this very useful for such things as catalogers initials, branch symbols, book truck numbers, shelf identifiers, etc. This identifier will be printed at the top of the printout for that request immediately following the LC card number.

5. Count the total number of requests and put that number in the space provided at the bottom of the form.

6. Check the completed form making sure there is a correct return address, the correct account number, correctly formatted LC card numbers, and the correct total at the bottom.

7. Mail the completed request form to SLICE/MARC-O, Oklahoma Department of Libraries, 109 State Capitol, Oklahoma City, Oklahoma, 73105.

KEYPUNCH INSTRUCTIONS FOR THOSE LIBRARIES DESIRING TO DO THEIR OWN KEYPUNCHING

(See Illustration 3)

If your library prefers to keypunch its own requests to speed up the service and reduce the total cost, the same requesting form used above is in a sense its own keypunch instructions. Each LC card number desired should be on a different keypunch card in the following card layout:

cc 1-4	B991
cc 5	blank
cc 6-8	alphabetic prefix of LC card number or blank
cc 9-16	LC card number without the hyphen (every LC card number will be exactly 8 digits after leading zeros are added after the 2-digit prefix; see point 3 under INSTRUCTIONS FOR FILLING OUT THE REQUEST FORM)
cc 17-20	blank
cc 21-22	local identifier or blank
cc 23	blank
cc 24-25	Account Number
cc 26	blank
cc 27-28	Order Number
cc 29-80	blank

Mail the deck of keypunch cards to: SLICE/MARC-O, Oklahoma Department of Libraries, 109 State Capitol, Oklahoma City, Oklahoma, 73105.

SAMPLES

Illustration 2 is a sample completed CATALOG COPY REQUEST FORM. Illustration 3 is some sample completed keypunch cards. Illustration 4 is an 8 1/2X11 reduction of the first page of the returned printout (the actual size of the page is 11X14). The cataloging copy is printed six to a page in the same order as requested in the following arrangement on each page:

1	2
3	4
5	6

At the top of each printed notice is the date of the computer run, the LC card number requested followed by the local identifier (if present) and the account and order number. Notice the use of the local identifier in the third through sixth request; this will tell the requesting library what this notice is for or to whom it is to be delivered.

PROCESSING AT SLICE/MARC-O

The MARC Data Base is searched twice a week presently; generally on Monday and Thursday. In the future, if demand warrants it, a schedule of three times a week will be initiated. Keypunched card requests are ready to go into the next computer run whenever that is. Thus, keypunched card requests received as late as 3:00 on Monday afternoon can still be processed in that day's run. However, printed request forms have to be keypunched first and therefore cannot be processed until the next computer run (presently, on Thursday if the requests are received Monday). In general, then, libraries which do their own keypunching will receive faster service than libraries which do not; but the libraries which do their own keypunching have already had a delay at their end getting their requests keypunched so the net difference in time is probably not great.

All the requests which have been keypunched are processed at the same time. Thus, in one computer run the MARC Data Base is searched and cataloging copy is printed out for a number of different libraries. Without the economy realized through combining orders for a number of libraries, the service could not be offered at its present low price. After the computer run, a xerox copy of the request form and the computer printed cataloging information is returned to the requesting library via first class postage.

COST AND BILLING PROCEDURES

The cost to libraries which submit their requests on the request form is 10¢ for each card number request to cover the cost of keypunching, plus an additional 10¢ for each printed cataloging copy returned. Libraries which do their own keypunching and submit requests on keypunched cards will pay only the 10¢ for each cataloging copy returned. There is a minimum charge of $10.00 per batch of LC card numbers submitted on request forms and a $5.00 minimum per batch for requests submitted on keypunched cards. Therefore, for maximum cost efficiency each order should contain at least 50 LC card number requests.

SLICE/MARC-O will bill each account either monthly or quarterly depending on its volume. Each returned order will show on the request sheet what the cost of that order was.

ADDITIONAL INFORMATION

The purpose of the manual is to provide users with all the information they need to utilize the service. Unfortunately, this purpose is probably not completely fulfilled. Therefore, the best way to get answers to specific questions is to call or write Kenneth J. Bierman, Oklahoma Department of Libraries, 109 State Capitol, Oklahoma City, Oklahoma, 73105, telephone (405) 521-3659.

FLOWCHART OF SLICE/MARC-O
CATALOGING DATA SEARCH AND PRINT SERVICE

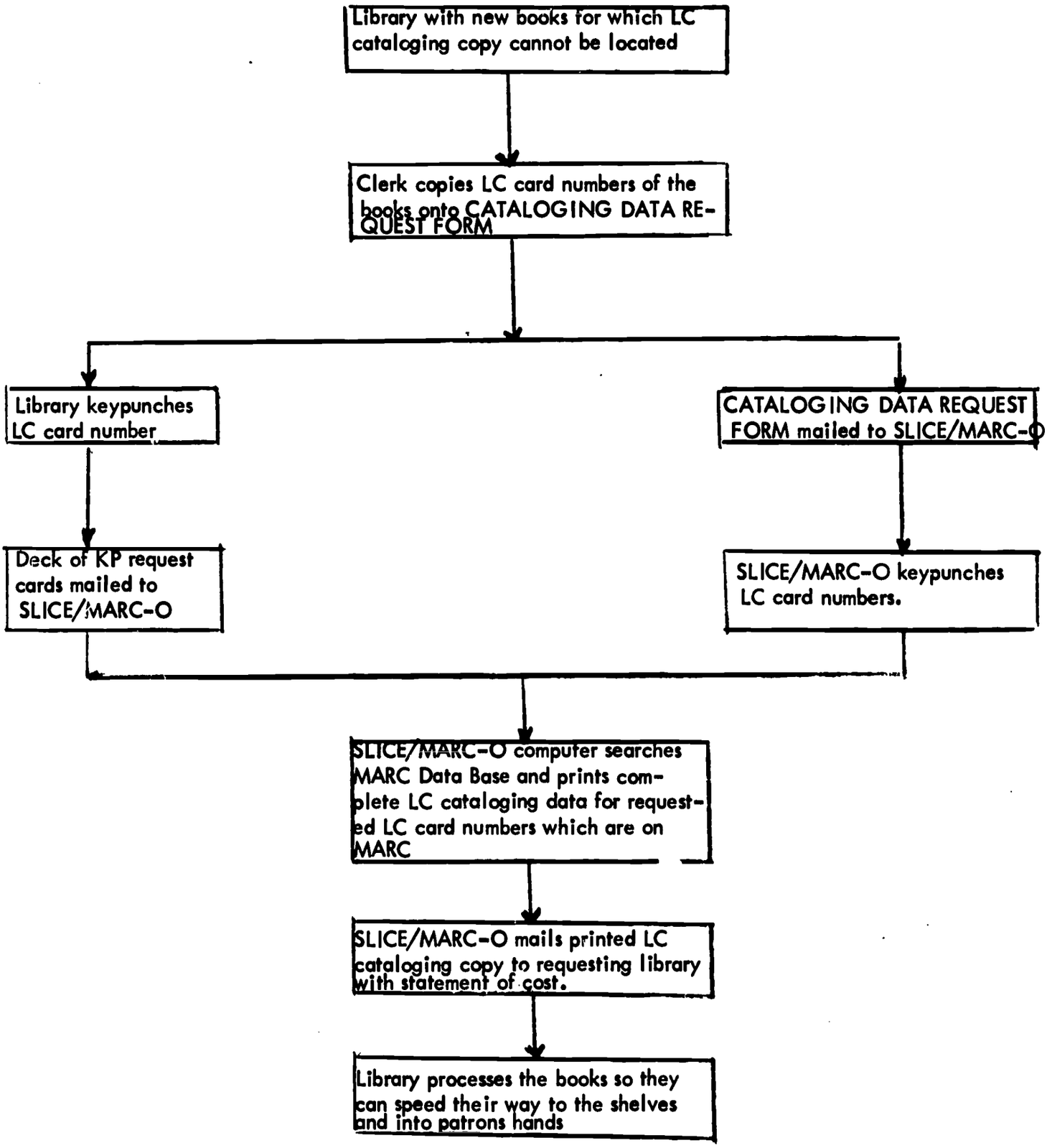

ILLUSTRATION 1 - FLOW CHART

CATALOGING DATA REQUEST FORM

DATE: [illegible]

FROM: E. Z. Catalger
Willy Wanka Library
100 Chocolate Factory Rd
Candyland, Oh. 73108
Zip

TO: SLICE/MARC-O
Oklahoma Department of Libraries
109 State Capitol
Oklahoma City, Oklahoma 73105

Account Number 02
cc24-25

Order Number 05
cc27-28

cc1-4 = 'B991'

LC Prefix cc6-8	LC Number cc9-16	Local 21-22	LC Prefix cc6-8	LC Number cc9-16	Local 21-22
	77119671		AC	68056734	
	75171214		A	65000001	
	78126492			77389902	
	77087096	T3			
	73149903	BB			
	76102334	JE			
	69382468				
	79003333				
	72111345				
	72011134				
	69000999				
	77394113				
	71890003				
	79368000				
HEW	67000567				
	69384900				

Do not go below this line - use second sheet if necessary.

Total number of LC card numbers 19 x = $_____

Illustration 2: Completed CATALOGING DATA REQUEST FORM

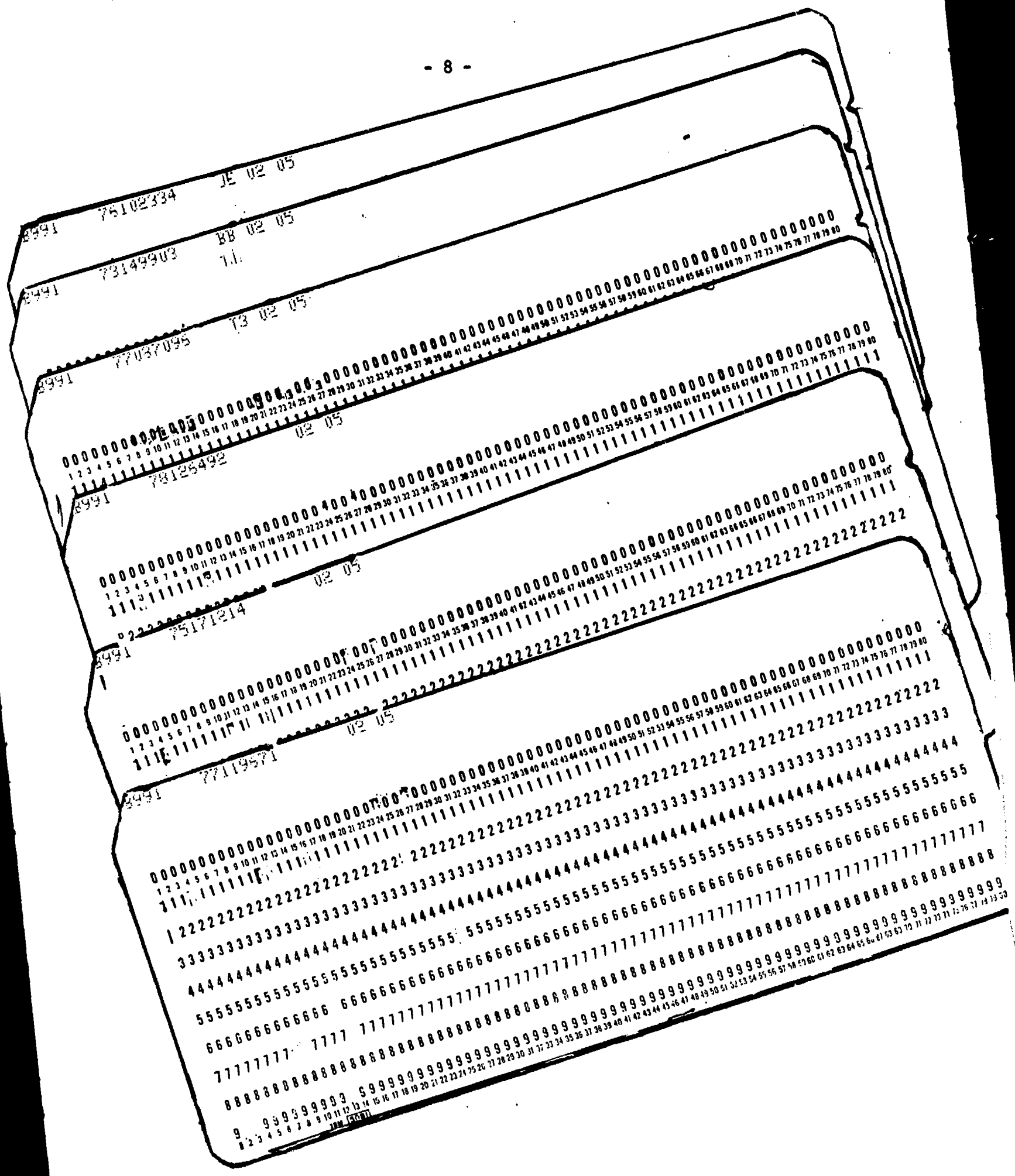

ILLUSTRATION 3: SAMPLE KEYPUNCHED CARDS

12/01/71 77119671 02 05

CATTON, BRUCE, 1899-
THE CIVIL WAR. NEW YORK, AMERICAN HERITAGE PRESS (1971)
341 P. ILLUS. 23 CM. 6.95

NARRATIVE PORTION OF THE WORK FIRST PUBLISHED IN 1960 UNDER TITLE, THE AMERICAN HERITAGE PICTURE HISTORY OF THE CIVIL WAR.

U.S.--HISTORY--CIVIL WAR.

E468.C2842 973.7
77-119671 007010266X

12/01/71 75171214 02 05

HICKEL, WALTER J., 1919-
WHO OWNS AMERICA. BY WALTER J. HICKEL. ENGLEWOOD CLIFFS, N.J., PRENTICE-HALL (1971)
XII, 328 P. 22 CM. 5.95

U.S.--POLITICS AND GOVERNMENT--1969-
U.S.--CIVILIZATION--1970-

E855.H5 1971 973.924/0924AB
75-171214 013958322X

12/01/71 78126492 02 05

WALLENFELS, HERMAN G.
HEARING AIDS FOR NERVE DEAFNESS. BY HERMAN G. WALLENFELS.
SPRINGFIELD, ILL., THOMAS (1971)
XIII, 116 P. ILLUS. 24 CM.

BIBLIOGRAPHY, P. 112.

HEARING AIDS, MECHANICAL.
DEAFNESS.

RF300.W28 617/.89
78-126492

12/01/71 77087396 T3 02 05

HOLLANDER, M. CORNELIA.
CREATIVE OPPORTUNITIES FOR THE RETARDED CHILD AT HOME AND IN SCHOOL. BY M. CORNELIA HOLLANDER. (GARDEN CITY, N.Y., DOUBLEDAY, 1971)
6 V. ILLUS. (PART COL.), PORTS. 26 CM. 19.95
(CREATIVE OPPORTUNITIES FOR THE RETARDED CHILD)

INCLUDES BIBLIOGRAPHIES.
BOOKLET 1. GETTING STARTED.--BOOKLET 2. FINGER PAINTING AND SIMPLE PRINT MAKING.--BOOKLET 3. DRAWING AND PAINTING.--BOOKLET 4. CLAY AND OTHER DIMENSIONAL MEDIA.--BOOKLET 5. STITCHERY.--BOOKLET 6. WOODWORKING AND ODDS AND ENDS.

HANDICAPPED CHILDREN--EDUCATION--ART.

LC4025.H64 371.928
77-087396

12/01/71 73149903 BB 02 05

SHADE, PHILIP A.
COMMON STOCKS, A PLAN FOR INTELLIGENT INVESTING (BY) PHILIP A. SHADE. HOMEWOOD, ILL., R. D. IRWIN, 1971.
IX, 326 P. 24 CM. 8.95
(THE IRWIN SERIES IN FINANCE)

BIBLIOGRAPHY, P. 317-321.

CORPORATIONS--VALUATION.

HG4028.V3S47 332.63/223
73-149903

12/01/71 76102334 JE 02 05

MINTON, ROBERT J., COMP.
INSIDE, PRISON AMERICAN STYLE. EDITED BY ROBERT J. MINTON, JR. (1ST ED.) NEW YORK, RANDOM HOUSE (1971)
XVII, 325 P. 22 CM. 7.95

INCLUDES BIBLIOGRAPHICAL REFERENCES.

PRISONS--U.S.--ADDRESSES, ESSAYS, LECTURES.

HV9471.M55 365/.9/794
76-102334 0394467582

Illustration 4: Printed cataloging data as requested.

CATALOGING DATA REQUEST FORM

DATE: _____

FROM: _____

TO: SLICE/MARC-O
Oklahoma Department of Libraries
109 State Capitol
Oklahoma City, Oklahoma 73105

_____

_____

_____
Zip

Account Number _____ (cc24-25)

Order Number _____ (cc27-28)

cc1-4 = 'B991'

LC Prefix	LC Number	Local	LC Prefix	LC Number	Local
cc6-8	cc9-16	21-22	cc6-8	cc9-16	21-22

Do not go below this line - use second sheet if necessary.

Total number of LC card number requests ☐ X = $_____

Total number of matches printed out ☐ X .10 = $_____