



SRCS Union Database Profile

Use this form if your library system does not have access to a Z39.50 connection, or if you prefer to regularly upload your eligible list of materials into SRCS.

1. Institutional Data

Institution Name: _____
SRCS Library Code (Provided by ISL): _____
Address (City, St, Zipcode+4): _____
Mailing Address (City, St, Zipcode+4): _____
Library Telephone: _____
Library Fax: _____

2. Contact Information

2.1 Library Director: _____
Phone: _____
Fax: _____
Email: _____

2.2 Library Systems Contact Person _____
Library Systems Contact's Title: _____
Phone: _____
Fax: _____
Email: _____

3. Contact Notes:

(e.g., Library is closed on Monday. Best day to reach technical services is Wednesday.)

4. Library Software records will be exported from:

(e.g., AGent VERSO; Follett Destiny; etc.)

5. Number of Records submitted to SRCS Union Catalog:



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(e.g., approx. 10K; 12,465; etc.)

6. Record type - MARC Records or other? Please describe:

(e.g., USMARC-21)

7. Call Number

7.1 Which tag/subfield contains the Call Number? If more than one, please list in hierarchical preference:

E.g., _____

852 |k|h|i _____

999 |a|v|c|h|i _____

090 |a _____

7.2 Is any special processing required to generate, expand or translate call number?

8. Location Detail

8.1 For records representing more than one institution, which tag/subfield identifies owning libraries?

(e.g., 999a) _____

8.2 List library location abbreviations found in above tag/subfield and their translations for use by Auto-Graphics in determining which library is represented by each abbreviation. Attach a spreadsheet containing the locations, if needed.

E.g.,
 BRNF = Brownfield Public
 FTSTJAMES = Fort St. James Special Collection
 WHTRCKHS = White Rock High School



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**9. Record Exclusion. Are there any records that should be excluded from the union catalog?
Please describe the criteria in determining such records.**

E.g., We do not lend our e-books as they are available for our patrons only. Please exclude all e-books. Our e-books are marked by the presence of the term "e-book" in tag 245 subfield "h".

E.g., From time to time we have special displays with items from a neighboring historical society. We catalog the items while they are in our possession, and the call number will begin with "HISTSOC". Please exclude those items.

E.g., Please exclude our brief records. Those records are minimally cataloged placeholders for titles awaiting receipt and full cataloging. These records may be identified by the phrase "BRIEF BIB" in tag 505 subfield "a".
