

## Requesting new bibliographic loaders

### Salisbury University – Slavery Source Materials microfiche Rev. 110708

1. Are you purchasing a complete package, or a subset from a package? How many records will be included in the load? **Complete package. Contains 438 records.**
2. Is this one time or ongoing loader? If ongoing, what is the frequency of loads? **One time load.**
3. Is the package content to remain stable or do you expect it to change over time? If the content will change, what is the frequency of changes/updates? How will you be informed of added/dropped titles? Is your institution planning to keep your records/holdings up to date, or do you expect ITD to do that? **Package should remain stable. No updates should be made. We will keep our records/holdings up to date**
4. Can you provide ITD with a list of ISBNs for your title set? (Determining the access and providing as much information as possible early on in the process will help with a timely access upon the load.)
5. Is there a corresponding SFX target for this set? For clarification contact ITD at [aleph@itd.umd.edu](mailto:aleph@itd.umd.edu) **Not applicable – since this is microfiche**
6. Are records on OCLC? If not, what is the source of cataloging? **Records are on OCLC**
7. For non OCLC-sourced records, has the vendor imposed any restrictions for sharing these records among USMAI institutions? Note that CPC and USMAI consortium will not support loading a record set that cannot be shared in our single-record shared catalog. Also, are there any restrictions to uploading these purchased records to WorldCat? **No restrictions on sharing.**
8. Is any preprocessing of bibs required, such as addition of stock call numbers, series, or notes? (Bear in mind that another institution may join in on the purchase, so keep preprocessing at a minimum.) **No**
9. Is there any other information you can provide about the record set? **We are purchasing the records from Palinet. They should see to it that our holdings are posted on OCLC**

## II. Bibliographic Record Processing

A. Record matching Rules **To avoid duplicate records, indicate the match point(s) to be used for this load. If match will be on field(s) other than 035, detailed specifications of special processing will be needed.**

**Match on 035**

B. Overlay Rules

Use default (LDR/17 & 18)? Always overlay existing bib? Load only new bibs? **Load only new bibs.**

C. Tag Protection Other than default, rarely to be considered. (XPT,035 9 (former system number), 950 (repeatable with timestamps), MeSH Headings (only tags 650, 651 with 2 in 2nd indicator or 655 with \$2 mesh), 956)

D. Local Data Tags (Super Holdings)

Any preprocessing of bib file to add local data tags required? **No**  
If so, what data with what tagging?

E. MeSH Subject Headings Handling

Other than default, rarely to be considered.

F. Reordering of Tags

Use default? **Yes**

III. Indexing

Use defaults? Any preprocessing of bib file required to add indexable data? **Use defaults. No preprocessing should be necessary**

1. General Indexes
2. Format Terms
3. Language Terms
4. Normalization

IV. HOLDings, Summary holdings, and Item and Order/Invoice Record Creation

What records should the loader generate and link to incoming bib?

For items, specify the following, at minimum:

- Sublibrary code, **SU-SU**
- Collection code, **MFCHE**
- Material type, **MFICH**
- Item status, **03**
- Item processing status, **blank**
- Call number precedence. **No call number – should be blank**

Indicate whether any new item related codes must be established. **No**  
For holdings, indicate whether particular notes should be generated. **No**  
For Order/Invoice record creation, provide indication of where required data is mapped from/to. **None**

V. Reports : For currently available reports see [USMAI Reports](#)

Use defaults? Are any default reports unnecessary? Are different reports required?

**Defaults**