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HILLSBOROUGH COUNTY PUBLIC SCHOOLS

Library Media Services

Library Materials Vendor Application

Hillsborough County Schools maintains one database to serve as the union catalog for its school media centers. To ensure the quality and consistency of the database, vendors must go through an approval process before they can be placed on the Library Materials Approved Vendors List. To apply to be on the approved vendors list, submit this form, along with sample MARC records and barcodes to:

John Milburn Supervisor Library Media Services 2920 N. 40TH Street Tampa, FL 33605

Vendor _____

Contact _____

Phone _____ Fax _____

Email Address Vendor Contact _____

Email Address Cataloging Contact _____

Address _____

Vendor Type (Check all that apply.)

- _____ Book
- _____ Audiovisual (Videos, sound recordings, DVD, etc.)
- _____ Computer Software (Floppy Disks, CD, etc.)
- _____ Other _____

I. MARC Record and Barcode Sample Requirements. VENDORS MUST SUBMIT A SAMPLE MARC RECORD FILE FOR APPROVAL.

The file must consist of at least 50 uniquely different MARC records, each including a correctly formatted local holdings field, be representative of the vendor's whole database, and include a corresponding sample of barcode labels to be tested using Symphony version 3.4, the district's library automation software.

Sample barcode number sequence should start with 20126000000 and end with 20126000050

Sample MARC Records Specifications

USMARC/949 local holdings also called MARC21) or 1991 Microlif Protocol

Sample MARC Records local holdings field 949 should be formatted as follows:

MARC records local holdings field specifications for all schools except Egypt Lake Elementary and Sulphur Springs Elementary Partnership Schools.

A. Local holdings should be entered into the 949 field using the following subfields:

- subfield a: Call Number and Cutter
- subfield v: Volume Number (If Appropriate)
- subfield w: DEWEY (Classification Scheme – MUST BE IN CAPS)
- subfield i: Barcode Number (Do not print check digit in MARC Record)
- subfield m: LIBRARY (School Library Code – MUST BE IN CAPS)
- subfield l: STACKS (Home Location – MUST BE IN CAPS)
- subfield p: Purchase Price
- subfield t: Item Type (See list below.)
- subfield z: JUVENILE (Limited to Elementary Collections Only –MUST BE IN CAPS)

Example of a properly formatted 949 field for Symphony

\$aR 031 Wor\$v23\$wDEWEY\$i20128765498\$mALAFIA\$ISTACKS\$p10.95\$IREFERENCE\$zJUVENILE

ADDITIONAL INFORMATION FOR SAMPLE MARC RECORDS

1. Use ALAFIA for the school code in 949 subfield m.
2. Sample barcode number sequence should start with 20126000000 and end with 20126000050.
3. MARC records must be accompanied by a printed report listing the purchase order number, school code, barcode number, brief title, call number, control number, and cost of each item.
4. All records must contain leaders coded according to USMARC rules.
5. All records must contain the 001 control number field, which represent unique keys. All control numbers must be prefixed by a 3 letter vendor code, which is not currently in use by LC. The only exception to this will be LC source records in which the vendor has duplicated the LC control number (010) in the 001 field.

- 6.. All LC source records must contain the LC 010 control number field.
7. All records must contain fully coded 008 (Fixed length data elements) fields and 007 (Physical description fixed field codes) where applicable. 008 fields for nonLC records should contain "d" in the source field.
8. No files that contain CIP or partial records will be accepted.
9. At least 90% of the records submitted should contain a 520 field.
10. Call numbers must be Dewey, with segmentation marks, and include three letter cutters.
11. Subject headings must be LCSH. Children's headings must be supplied, but not as a substitute for LCSH adult headings.
12. Records must include the price paid to the vendor for the item; this cost should be entered in the 949p.
13. Any field defined as National Level mandatory by LC should be included in the record if appropriate.
- 14 The 526 field should contain information for the Accelerated Reader and Reading Counts programs and be formatted as follows:
 - a- Reading Counts or Accelerated Reader
 - b- Reading Counts Lexile or AR interest level
 - c - Reading level
 - d- Points
 - z- Quiz number
15. If a book is both a reading counts book and an accelerated reader book then it will need two 526 fields.
16. All books assigned a Lexile rating should have the rating included in 521 subfields a and b. 521 a (Lexile Number) b (Lexile)

I I. Barcode specifications:

Barcodes must have the following information: school name, book title, and barcode number

SAMPLE BARCODE (Top)



20140065502

Eye Readable Barcode (Bottom)

- A. Barcode symbology is interleaved 2 of 5 with check digit. (12th digit is a check digit).
- B. 12th digit is a check digit that should not display on the screen.
- C. 12th digit should not be printed on the barcode (EXAMPLE - 20126000007)
- D. 12TH digit should not be printed in the MARC record. (Example - 20126000007).
- E. Barcodes should display the following information: school name (30 digits maximum), book title, barcode number, and call number. (See attached School Library List)

Can the vendor provide barcodes that meet the specifications listed in section II A-E ? Yes_____

No_____

III. MARC Records Requirements

A. MARC Record format is USMARC/949 local holdings also called MARC21) or 1991 Microlif Protocol

Can the vendor provide MARC records that meet the requirements listed in III A? Yes_____ No_____

B. Can the vendor provide MARC records for each order electronically through an FTP site or email?
Yes_____ No_____

C. MARC records should NOT be provided for canceled, out of print, back ordered, or otherwise not supplied items. Will the vendor provide a separate disk for such items at the time the items are shipped? Yes_____ No_____

D. Does the vendor agree that if an order contains abbreviated or incomplete MARC records, the total order will be rejected by the district and returned to the vendor at no cost to the district? Yes_____ No_____

E. Can the vendor furnish MARC records accompanied by a printed report that lists the vendor's order number, school code, barcode number, brief title, call number, control number, and cost of each item. Yes_____ No_____

F. Does the vendor agree that to remain on the approved vendor list, it will continue to meet all MARC records requirements listed in items III (A-E1)? Yes_____ No_____

IV. Cataloging Requirements

Vendors should not provide LC MARC records that have data deleted from the LC source file or have incorrectly modified LC source file records. These records will be rejected. The vendor should provide LC MARC records that include the following additional information: source of review (510), enhanced annotations 520, intellectual level (521), Accelerated Read and Reading Counts (526), notes of book awards (586), and other information appropriate for K through 12 schools.

Can the vendor provide LC MARC records that meet the requirements listed in section IV A? Yes_____ No_____ If the answer to question 4A is no, please read the criteria for providing nonLC MARC records and respond to the question at the end of question 4B.

- B. If LC records are not available, the following guidelines must apply:
1. All records must contain leaders coded according to USMARC rules.
 2. Records that delete data from LC source file records will be rejected.
 3. The additions to LC MARC records that include: source of review (510), enhanced annotations (520), intellectual level (521), notes of book awards (586), Accelerated Reader and Reading Counts (526), and other appropriate information for K12 schools is encouraged.
 4. All records must contain the control number (001), which represent unique keys. All 001s must be prefixed by a 3letter vendor code, which is not currently in use by LC. The only exception to this will be LC source records where the control number (001) is duplicated in the 010, LC control number.
 5. All LC source records must contain the LC 010 field.
 6. All records must contain fully coded 008 fields, and 007 fields where applicable. 008 fields for nonLC records

should contain "d" in the source field.

7. No files that contain CIP or partial records will be accepted.

8. All records should contain a 520 field; 85% of records submitted must contain a 520.

9. Call numbers must be Dewey, with segmentation marks, and include three letter cutters.

10. LCSH subject headings must be used. Children's headings must be supplied, but not as a substitute for LCSH adult headings.

Can the vendor provide non LC MARC records that meet each of the criteria listed in section IV B (1-10)?

Yes_____ No_____

C. Local Holdings (949 tag) MARC records should contain the following information in the 949 tag:

The tag must be formatted exactly as outlined below:

- 1 There must be one separate 949 field for each item purchased.
- 2 Vendors must not include duplicate MARC records on the same file.
- 3 Vendors must provide one MARC record file per order.

MARC records local holdings field specifications for all schools except Egypt Lake Elementary and Sulphur Springs Elementary Partnership Schools.

Local holdings should be entered into the 949 field using the following subfields:

- | | |
|-------------|--|
| subfield a: | Call Number and Cutter |
| subfield v: | Volume Number (If Appropriate) |
| subfield w: | DEWEY (Classification Scheme – MUST BE IN CAPS) |
| subfield i: | Barcode Number (Do not print check digit in MARC Record) |
| subfield m: | LIBRARY (School Library Code – MUST BE IN CAPS) |
| subfield l: | STACKS (Home Location – MUST BE IN CAPS) |
| subfield p: | Purchase Price |
| subfield t: | Item Type (See list below.) |
| subfield z: | JUVENILE (Limited to Elementary Collections Only –MUST BE IN CAPS) |

Example of a properly formatted 949 field for Symphony

\$aR 031 Wor\$v23\$wDEWEY\$i20128765498\$mALAFIA\$ISTACKS\$p10.95\$IREFERENCE\$Zjuvenile

Can the vendor provide MARC records that meet the requirements listed in section IV C (1-3)?

Yes_____ No_____

D. Can the vendor provide MARC records that contain the correctly formatted required tags for machine loading and matching on the Symphony program? Yes_____ No_____

E. Does the vendor agree that to remain on the approved vendor list, it will continue to meet all cataloging requirement list in section IV (A-D)?

Yes_____ No_____

V. Cataloging Profile

A. Dewey Call Number and Cutter Number

Description	Call Number and Cutter
Biography (Individual)	B + Surname of Biographee
Easy Fiction	E + first 3 letters of author's last name or title
Fiction	F + first 3 letters of author's last name or title
Non-Fiction	Dewey Number + first 3 letters of author's last name or title
Story Collection	SC + first 3 letters of author's last name or title
Professional	PROF + Dewey Number + First 3 letters of author's last name or title
Reference	R + Dewey Number + First 3 letters of author's last name or title
Video Recording	Video Recording + Dewey Number + First 3 letters of author's last name or title
Sound Recording	Sound Recording + Dewey Number + First 3 letters of author's last name or title
Kit	Kit + Dewey Number + First 3 letters of author's last name or title
Graphic Novel	GN + Dewey Number + First 3 letters of author's last name or title
EBook	EBook + Dewey Number + First 3 letters of author's last name or title
Computer File	Computer File + Dewey Number + First 3 letters of the title

B. ITEM TYPE – must be placed in (949 subfield t) of the MARC record.

Description	Enter Item Type	Use for the following
Biography (Individual)	B	Prints & Non-print individual biographies
Easy Fiction	E	Print & Non-print picture/easy fiction books
Fiction	F	Print & Non-print fiction
Non-Fiction	NF	Print & Non-print non-fiction
Story Collection	SC	Print & Non-print story collection
Professional	PROF	Print & Non-print Professional
Reference	REFERENCE	Print & Non-print
Video Recording	VIDEORE	(DVD, VHS, Blue Ray)
Sound Recording	SOUND	(CD, Cassette tape, Playaways)
Kit	KIT	(More than 3 types of interactive media)
EBook	EBOOK	(Ebooks)
Computer File	COMPUTE	(Software)

C. SUBJECT HEADINGS

Library of Congress Subject Headings (LCSH) Library of Congress Children's Subject Headings

Can the vendor meet each of the requirements listed in sections V (A – C) of the Cataloging Profile?

Yes_____ No_____

If no, which requirement(s) of the cataloging profile can not be met by the vendor?

VI. Processing Requirements

Schools will purchase shelf ready books and audiovisual materials.

Processing includes:

MARC Record diskette or electronic file per order

Barcode label affixed with label protector per item

Spine label affixed with label protector per item

Mylar covers on all jacketed books

Accelerated Reader or Scholastic Reading Counts label affixed to books as requested

If possible, school name stamped on title page. If possible, barcode number label affixed to inside front flyleaf of book. 3M Theft Detection Strips or Checkpoint Theft Detection applied to books ordered for Middle or High Schools.. Each media specialist will order according to the type of book detection

system installed at the school. If possible, process all videos in plastic storage cases

Pricing Information – provide pricing for the following.

- A. Attached spine label and protector _____ per book/item
- B. Attached barcode label and protector _____ per book/item
- C. Mylar dust jackets taped to book _____ per book
- D. 3M Tattletape or CheckPoint Tag inserted in book _____ per book
- E. Shipping and Handling % _____ per order
- F. Book discounts applied by vendor _____ per order
- G. Audiovisual discounts applied by the vendor _____ per order
- H. MARC record disk/electronic file _____ per order or _____ per title
- I. Plastic video storage cases _____ per video
- J. Accelerated Reader or Reading Counts labels _____ per book
- K. Stamp school name on title page _____ per book

Will the vendor use a cataloging service to provide processing and MARC records?

Yes_____ No_____

If yes, please place an "X" by the name of the cataloging service or write the name of the vendor.

_____ Medialog _____ EFLibraryservices _____ Marc4Media _____ Other
_____ UPLS (United Publishers) _____ Library Conversions

VII. Ordering Information & Fill Rates

- A. All items should be shipped to the school. The following set of instructions is printed in the special instructions section of the purchase order.

VENDOR: ONE SHIPMENT ONLY – NO BACK ORDERS DO NOT EXCEED PURCHASE ORDER AMOUNT Purchase order amount includes the costs for all materials, processing, and shipping.

Can the vendor ship materials in one shipment? Yes_____ No_____

Will the vendor call Library Technical Services for approval to send a back order? Yes_____ No_____

Will the vendor pay the cost of shipping to return any back orders sent without approval to Library Technical Services? Yes_____ No_____

Will the vendor ship only orders that do not exceed the purchase order amount? Yes_____ No_____

Will the vendor pay the cost of shipping to return materials for purchase orders that exceed the purchase order amount? Yes_____ No_____

Will the vendor be able to fill orders with an 80% or better fill rate? Yes_____ No_____

Will the vendor ship cataloged and processed orders within 60 days of receiving the orders? Yes_____ No_____

- B. All Hillsborough County schools have the same processing and MARC record specifications. The following statement is printed on all purchase orders for processed library materials.

Process as per Hillsborough County Specifications

Processing includes a MARC records disk for each order, shelf ready processing for books or audiovisual materials (attached spine label and barcode covered with a label protector). Unattached spine labels and barcodes will only be accepted if the vendor does not provide shelf ready processing.

Will the vendor agree to use the specifications statement for all orders for Hillsborough County Schools?

Yes_____ No_____

Will the vendor agree to keep one set of processing and MARC records specifications on file for all Hillsborough County Schools? Yes_____ No_____

- C. Vendors must email Library Technical Services to request a barcode number range for each order.

Will the vendor email Library Technical Services to request a barcode number range for each order?

Yes_____ No_____

Does the vendor agree that to remain on the approved vendor list, it will meet all requirements for purchase orders listed in section VII (A – C)? Yes_____ No_____

Hillsborough County Schools maintains one database to serve as the union catalog for its school media centers. To ensure the quality and consistency of the database, vendors must go through an approval process before they can be placed on the Library Material Approved Vendors List. To apply to be on the approved vendors list, submit this form, along with sample MARC records and barcodes to:

John Milburn Library Media Services 2920 N. 40th Street Tampa, FL 33605
Phone– 813-840-7050 Fax – 813-840-7045 john.milburn@sdhc.k12.fl.us

If your company is approved, you will be sent a notification, along with the Hillsborough County Library Materials specifications and school codes list.