

## Set Up Vendor Record Load with P-File-90

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

Name of individual completing form: \_\_\_\_\_

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

**INSTRUCTIONS:** Complete the following information and return this form to the Help Desk. Please check with vendor on availability of sample records and if available please download and attach file along with this form.

Vendor name: \_\_\_\_\_ Vendor code: \_\_\_\_\_

Create Order and Encumbrance:  Yes  No Create Item:  Yes  No

Create Holding:  Yes  No

Type of Records:  Vendor EOCR  Vendor Full  OCLC WorldCat Partners (WCP)

Are sample records available from vendor?  Yes  No *If yes, please include a sample file when submitting this form.*

In order to map Sublibrary and Collection codes to created Items and Holdings, a list of 049 codes must be agreed upon between the vendor and the local library that correspond to specific shelf locations. Complete as many 049 codes and their corresponding Sublibrary and Collection codes as will appear on loaded records. The codes must be unique per vendor and per type of order (e.g., Firm and Approval.)

Code 1 \_\_\_\_\_ Sublibrary and Collection \_\_\_\_\_

Code 2 \_\_\_\_\_ Sublibrary and Collection \_\_\_\_\_

Code 3 \_\_\_\_\_ Sublibrary and Collection \_\_\_\_\_

Code 4 \_\_\_\_\_ Sublibrary and Collection \_\_\_\_\_

Code 5 \_\_\_\_\_ Sublibrary and Collection \_\_\_\_\_

Code 6 \_\_\_\_\_ Sublibrary and Collection \_\_\_\_\_

Code 7 \_\_\_\_\_ Sublibrary and Collection \_\_\_\_\_

Code 8 \_\_\_\_\_ Sublibrary and Collection \_\_\_\_\_

Code 10 \_\_\_\_\_ Sublibrary and Collection \_\_\_\_\_

### FORM SUBMISSION INSTRUCTIONS

Enter your name below to approve the changes. The form will be delivered to the Help Desk by email as PDF attachment. Send the completed form to the Help Desk as a PDF attachment along with any sample records.

Submitter's Name: \_\_\_\_\_