

Add New MARC Record Vendor for E-Books or Print Books

Institution: _____ Date: _____

Campus: _____

Name of individual completing form: _____

Phone: _____ Email: _____

Instructions: Complete the following information to request that FLVC begin downloading MARC records from a vendor OR when you are ordering a new format type from a vendor (for example, the vendor that has been supplying records for your e-books will now supply records for e-videos). **Note:** To make resources available through e-resources as well, please complete and submit the form [Access to Local Electronic Resources](#) (Form 008).

Important: Vendors should send notification to loadfiles@flvc.org when MARC records are available to download. If the vendor will not notify FLVC, you will be responsible for forwarding notifications you receive from the vendor to loadfiles@flvc.org.

All Formats **** Complete all fields before submitting this form****

Vendor name: _____

FTP or URL to retrieve MARC records: _____

Login information (username/password) for vendor site: _____

Email address of the person to be notified when records have been loaded: _____

Format type (e.g., e-books, books, e-video, video): _____

Is this a subscription? No Yes If Yes, subscription runs from ___/___/___ to ___/___/___

Physical/Print Formats Item Processing Status (if desired): _____

Note: Please contact the vendor to make sure the 949 field is included in each record. **Each MARC record MUST contain a 949 field meeting the following specifications:** 949; ;\$p barcode \$b Sub-Library Code \$c Collection \$f Material Type \$h Call Number \$i Call Number \$x Item Status \$v Description (e.g., 949; ;\$p12345678901234;\$b BOCCE;\$cCIRC;\$fBOOK;\$hHA;\$i.SA 1987;\$x01;\$v.1 c.1)

FORM SUBMISSION INSTRUCTIONS

Step 1: Initial Requestor

Send the completed form to your Institution Contact for review and approval. The form will be delivered by email as a PDF attachment.

Institution Contact Email: _____

Step 2: Institution Contact

Enter your name below to indicate approval and submit the form to the Help Desk. Note: The form must be sent from the email address on file for the Institution Contact.

Institution Contact Name: _____