



## CRDP PROFILE Guide

To obtain cataloging records from the U.S. Government Printing Office through the CRDP program, please complete the [online profile](#).

This guide is intended to help you answer the questions in Part 1 of the CRDP Profile. The numbering corresponds to the numbers in the profile.

Please fill in the answers directly into the form. You can leave the form at any time and settings will be saved.

### 1. Depository Library Identification.

**Enter your Depository Number. You will be asked to enter User Access Key to view or change this profile. Depository number is very important. Only one depository number may be entered into this profile. If multiple institutions wish to obtain records, multiple profiles must be completed. The records will not be de-duplicated**

#### 1.1 Customer Address

The information from GPO's DDIS directory will be automatically added here. You may edit the fields if desired.

#### 1.2 Contact Names

The information from GPO's DDIS directory will be automatically added here. You may edit the fields if desired. The library's Depository Coordinator is typically the primary contact, and should be the person who is **responsible for and is knowledgeable about the project**. In addition to the primary contact, provide a systems or cataloging contact.

### 2. Services

**All records are full MARC records, with OCLC control numbers (except for the Historic Shelflist records), output from the GPO cataloging database and distributed by MARCIVE, on GPO's behalf. The records will be made available monthly, via FTP. An email will be sent to the list of email addresses (See 4.3) so your institution can pick up the records within 14 days. You can choose to have new records only or both new records and changed records that match your Item Profile output.**

#### 2.1 Historic Shelflist Records

These records represent records created by the GPO as part of a project to create or obtain MARC records for older materials, mostly pre-1976. Some records are brief and many lack item numbers because item numbers were not in use at the time the materials were distributed. They do not have OCLC numbers.

**If you do not want historic records, unclick the box.**

<b>2. Services</b>	
<b>2.2</b>	<p><b>Services: Historic Shelflist Record Choices (if checked)</b></p> <p>If you want everything that GPO creates from the Historic Shelflist, click the box <i>Select All</i>. If you only want certain categories, click <i>Select By SuDoc Stem</i>, then enter the stems in the free text box.</p> <p><b>We will create a test.</b> We will use the specifications you provide in the online profile and create a test file for you to load. You should examine the records and how they index and display in your catalog before sending MARCIVE your approval. If the specifications need to be revised, this is the time!</p>
<b>2.3</b>	<p><b>Profiled Cataloging Records</b></p> <p>All records that match your Item Profile will be output. There are several possible criteria for limiting extraction to certain subsets. These are described in the following paragraphs 2.4, .25, and 2.10. There are also options for receiving records in separate files by type. See 2.12.</p> <p>If you want these records, leave the box clicked. If you are only getting Historic Shelflist records in 2.1, unclick the box.</p>
<b>2.4</b>	<p><b>Profiled Cataloging Records Options: New &amp; Changed Records</b></p> <p>The options are <i>New Only</i> or <i>New and Changed</i>.</p> <p><b>We will create a test.</b> We will use the specifications you provide in the online profile and create a test file for you to load. You should examine the records and how they index and display in your catalog before sending MARCIVE your approval. If the specifications need to be revised, this is the time!</p>
<b>2.5</b>	<p><b>Profiled Cataloging Records Options: Limit to Online Titles.</b></p> <p>If you wish to only receive records for online titles matching your item profile, click the box. Records output will have 856 fields and the value of “s” or “o” in 008 position 23, or for maps with these values in 008, position 29.</p>
<b>2.6</b>	<p><b>Profiled Cataloging Records Options: Holding Field Creation</b></p> <p>Records can be output with an item field, such as a 949 or 852, that can be used by the library’s local system to create item records automatically. Click the box only if you want format holding codes created. Describe the code parameters in detail in 2.7. Include required indicators and subfields</p>
<b>2.7</b>	<p><b>Profiled Cataloging Records Options: Holding Field Creation Detail (if checked)</b></p> <p>Enter the field used, such as a 949 or 852 field. Include all the appropriate indicators and subfields in the string and their values.</p> <p>Many libraries use the 049 field in addition to or in place of item record creation fields. If your library uses the 049 field, please describe here.</p>
<b>2.8</b>	<p><b>Profiled Cataloging Records Options: Holding Code Creation</b></p> <p>Codes can be used in a 049\$a or in an item creation field subfield, such as 949\$l. Enter the detail in 2.8. If holding codes are not desired, unclick the box.</p>

## 2. Services

### 2.9 Profiled Cataloging Records Option: Holding Code Creation Detail (if checked)

Different holding codes may be specified for different formats. A list of possible formats has been provided: Paper, Electronic, Microfiche, Map. These can be free text as well, but need to be recognized by your online system. Please provide complete information such as

Paper code 949 \$I GOVP

Electronic code 949 \$I GOVE

Microfiche code 949 \$I GOVF

Map code 949 \$ GOVM

Or

Paper code 049 \$a ABCD

Electronic code 049 \$a ABCE

Microfiche code 049 \$a ABCF

Serial code 049 \$a ABCS

However, if you have other format requirements, please so indicate in the other category (e.g., Electronic serials code).

Other code(s) Electronic serials 049 \$a ABCL; Maps 049 \$a ABCC

### 2.10 Profiled Cataloging Records Option : Exclusion of Records by Format

You can opt not to receive certain formats if desired. If you do not want this option, unclick the box. Detail the formats not desired in 2.11.

### 2.11 Profiled Cataloging Records Options: Exclusion of Records by Format Detail (if checked)

You can choose to exclude records for these formats here: Serials, Electronic, Maps, Microfiche by clicking the appropriate boxes.

### 2.12 Profiled Cataloging Records Options : Separate Output of Records

If you would like to separate your MARC output based on specific formats (electronic medium, serials, maps, etc.), choose this option. Detail the outputs desired in 2.13.

### 2.13 Profiled Cataloging Records Options: Separate Output of Records Detail (if checked)

You can choose to output records in separate files for these formats here: Changed, Serials, Electronic, Maps, Microfiche by clicking the appropriate boxes.

## 3. Control Number, Call Number, and Character Set

### 3.1 OCLC Number.

If your library uses the OCLC number as a matching point for overlay when loading records, please verify in what field your local system expects the OCLC number to appear. While the usual field is the 001 tag, some systems may require the number to be in another field, such as MARC tag 035

### 3.2 SuDoc Number.

The Superintendent of Documents Number will appear in the MARC 086 field. If multiple 086 fields are present in the record, the last occurrence will be considered the current SuDoc Number. Please review your loader programs to determine what effect this will have on indexing. We can also copy the SuDoc Number into another field, if desired.

**3.3 Character Coding Scheme.**

You have a choice of having the records output in either MARC-8, which is standard MARC format, or UTF-8, which is Unicode

**4. Output of Records to Library**

**4.1 Special Processing Instructions.**

List here special instructions, or anything you feel requires additional explanation.

**4.2 Destination System.**

The library system or other software into which these records are to be loaded. Examples are Innovative Interfaces Millennium, Koha LibLime, SirsiDynix Horizon, and Polaris.

**4.3 Notification Email.**

List all email addresses that should be notified when the files are ready for FTP pickup. You are not limited to three. **Files remain on our server for 14 days.** Replacement of missed files may incur a cost to the Library.

**5. Summary Page**

**5.1** Review the sections as entered and make any necessary changes. You may print the profile for your records. When finished, click on “Complete Profile.” You will get an e-mail confirmation of the profile’s receipt. GPO will later announce the libraries that will be included in this project.