CATALOGING RECORD
DISTRIBUTION PROGRAM

MARCIVE® INC.

Now that you've heard from GPO about being a participant in the Cataloging Record Distribution Program, what's next? Here are the steps, below:

1. Complete the required CRDP Profile Form to join the CRDP.
   - Follow the instructions for this form.
   - GPO strongly recommends that at least two people receive monthly email notification about the availability of records so that a backup is available to pick up the records.
2. Have questions about the profile or need help submitting it? Contact Jim Noël at 800-531-7678 or at jnoel@marcive.com.
3. MARCIVE will contact you soon after the profile has been received, and will let you know if there are any questions.
4. A test file or set of files will be output using the most current data in-house. They will be prepared according to the specifications detailed in your library's profile form. You'll receive directions where to retrieve the file(s) via FTP or HTTP on MARCIVE's server.
5. Download the file(s) and load the records either into a test region of your system, or directly into the system.
6. Review how any holding field/code information appears and indexes. Did we follow any special instructions? If requested, were files output by format the way you expected?
7. Now is the time to ask questions! We can edit the specifications if needed. If several modifications are made, a second test may be needed.
8. Let us know via email that the test records are acceptable, or if there is any reason you cannot access the records. If they are fine, this will be your library's first production batch of records.
   - **Note:** If we do not hear from you within five working days, we will assume that the records are acceptable to you.

   ## Here's what you can expect each month:

9. The people that you provided email addresses for will get monthly alerts stating that the files are ready for retrieval, the location and file sizes, file pickup instructions, and the expiration date.
   - These monthly email are typically sent on the second Thursday or Friday of every month.

10. Please retrieve your files promptly, even if you don't plan to process them right away. Files reside on our server for only 14 days. Create a plan for consistent retrieval of files, and who will retrieve them should the main point of contact not be available.
11. You don't need to tell us or GPO when you make changes to your FDLP item number selections since we update this information each month from GPO's Item Lister. You DO need to have enough items selected in order to yield the monthly minimum number of cataloging records.
12. For more information about GPO's rules for participating in CRDP, go to https://www.fdlp.gov/project-list/cataloging-record-distribution-program#part_req
13. Please contact us at MARCIVE with questions such as:
    - Why didn't I receive this record?
    - I missed picking up my file.
    - I need to add a holding code.
    - Please add another person for the email alerts.
    - We are changing systems and need to give you different specifications.

Note that you contact MARCIVE directly to make specification changes or changes in point of contact. You do not need to resubmit any information through the form you used when joining the CRDP (described in step #1)

More CRDP Information:

From MARCIVE: http://home.marcive.com/cataloging-record-distribution-project

From GPO: https://www.fdlp.gov/project-list/cataloging-record-distribution-program