**ACCESS PENNSYLVANIA LIBRARY PROFILE**

Please complete the following profile describing your bibliographic data so that we can correctly display your holdings in the Access Pennsylvania union database. This information will be used to create a script to process your records. Be as precise as possible. If you have any questions, please email support@hslc.org or call 215-222-1532.

Please give this *profile* AND *your export file(s)* a filename beginning with your 5-character Access PA code found in Section 1. This information is necessary in order to identify your file on the server. **Thank you!**

# Section 1 – Institutional Data

|  |  |
| --- | --- |
| Your Institution Name: | Click here to enter text. |
| *Your 5-character Access PA Library Code* [*(Find it here) If*](http://www.powerlibrary.org/librarians/statewide-catalog/participant-directory/) *submitting for multiple libraries in one export, put the submitting library’s code here and then complete Section 8.* | Click here to enter text. |
| Street Address: | Click here to enter text. |
| City, State ZIP: | Click here to enter text. |
| Telephone: | Click here to enter text. Ext:Click here to enter text. |
| Fax: | Click here to enter text. |

**Section 2 – Contact Information**

|  |  |
| --- | --- |
| Library Director Name: | Click here to enter text. |
| Telephone: | Click here to enter text. Ext. Click here to enter text. Ext: |
| Email Address: | Click here to enter text. |
| Technical Services Contact: | Click here to enter text. |
| Telephone: | Click here to enter text. Ext: Click here to enter text. |
| Email Address: | Click here to enter text. |

**Section 3 – Contact Hours for the Technical Services Contact**

|  |  |
| --- | --- |
| **DAY OF WEEK** | **HOURS AVAILABLE** *(For example, "10 AM to 5 PM")* |
| Monday | Click here to enter text. |
| Tuesday | Click here to enter text. |
| Wednesday | Click here to enter text. |
| Thursday | Click here to enter text. |
| Friday | Click here to enter text. |

**Section 4 – Local ILS from which records are exported (select the box for your ILS)**

|  |  |  |  |
| --- | --- | --- | --- |
| [ ] Innovative Millennium | [ ]  TLC | [ ]  Koha | [ ]  SirsiDynix |
| [ ]  Innovative Sierra | [ ]  Follett Circulation+| Catalog+ | [ ]  Alexandria | [ ]  Evergreen |
| [ ]  Innovative Polaris | [ ]  Follett Destiny | [ ]  Biblionix Apollo | [ ]  Other (list)Click here to enter text. |

# Section 5 – Record Cataloging Type (check all that apply)

|  |  |  |
| --- | --- | --- |
| [ ] USMARC | [ ] RDA | [ ] USMARC/RDA (Hybrid records) |

**Section 6 – Call Number**

6.1 Which MARC field and subfield contains your ***local call number***? Access PA displays your local call number, i.e., the one the item is shelved by in your library. Commonly used fields are 099|f|b, 099|b, 092|a|b, 092|f|a|b, 852|h or a 9xx field. If it is in the item record, the ILS will include it in the export - usually as an 852|h added at the time of export. ***You should always choose to include current item information when configuring the export.*** If you cannot figure out the call number, leave it blank and we will do so based on the export.

If the call number is pulled from more than one field, please list in hierarchical preference, with the first being the preferred location to retain. Be sure to include the subfield(s).

 \_Click here to enter text.\_

* 1. Please explain if there is any special processing required to generate, expand or translate the call number. (Attach a separate sheet if necessary.)

 \_Click here to enter text.\_

# Section 7 – Location Code for Multi-Library Systems

(complete only if submitting holdings for multiple libraries each of which has its own 5 character Access PA code)

7.1 For bibliographic records representing more than one institution, which MARC field| subfield contains the location code identifying the owning library? Commonly used fields and subfields are 852|a or a 9xx local field. \_Click here to enter text.\_

7.2 Please map the local code for each library within your export with its associated Access PA 5- character code. **Attach a separate sheet if necessary**.

|  |  |  |
| --- | --- | --- |
| **Library Name** | **Location Code in Export** | **Access PA 5-character Code** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |

# Section 8 – Record Exclusion

You may not want certain records to appear in the catalog. There are two ways to do this: 1) exclude them from the export itself from within your ILS or 2) have us remove them from the export file before it is imported into the Access PA catalog.

Please describe the identifying criteria for any records which you would like excluded before your file is uploaded. We need a ***precise*** and ***unique identifier*** to use as a flag for removal. Include the MARC tag and subfield(s) if at all possible.

Example: Please exclude all items with "electronic resource" in the 245|h OR with "Electronic books" in the 650|a or 655|a.

If not, just describe the items you wish to exclude, and we will attempt to draft an exclusion statement.

 **Please list your exclusions below:**

**Exclude all items with "electronic resource" in the 245|h OR with "Electronic books" in the 650|a or 655|a OR “online resource” in the 338|a. Exclude items with “realia” in the 245|h OR “object” in the 338|a. [THIS IS OUR STANDARD EXCLUSION WHICH IS APPLIED TO ALL LIBRARIES. ADD ADDITIONAL EXCLUSIONS AS NEEDED.]**

# To submit your profile:

Email this completed profile to support@hslc.org or submit it via our [Support Form](https://powerlibrary.org/librarians/librarian-support/). If you have the information for our server, you may upload your records. If not, we will send you instructions upon receipt of your profile.

# REMEMBER: Please give this *profile* AND your *export file(s)* a filename beginning with your 5-character Access PA code. This information is necessary to identify your file on the server.

***Thank you!***