

ACCESS PENNSYLVANIA LIBRARY PROFILE

Please complete the following profile to assist with mapping your collections to their locations in the Access Pennsylvania union database. If you have any questions about this profile please email support@hslc.org. **Thank you!**

Section 1 – Institutional Data

Your Institution Name:	
Your 5-character III-VDX Library Code: <i>For multiple 5-character codes in the same export please see Section 8</i> (Find your III-VDX Code here)	
Street Address:	
City, State ZIP:	
Telephone:	Ext:
Fax:	

Section 2 – Contact Information

Library Director Name:	
Telephone:	Ext:
Fax:	
Email Address:	
Technical Services Contact:	
Telephone:	Ext:
Fax:	
Email Address:	

Section 3 – Contact Hours

DAY OF WEEK	HOURS AVAILABLE <i>(For example, "10 AM to 5 PM")</i>
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

Section 4 – Local ILS from which records are exported (radio button list)

Innovative Millennium	TLC	Koha	SirsiDynix
Innovative Sierra	Follett	Alexandria	Evergreen
Innovative Polaris	Other (list) _____		

Section 5 – Record Count

Please estimate the total number of bibliographic records submitted:

Multiple files are sometimes needed to accommodate large numbers of records.

Please estimate the number of files containing bibliographic records:

Section 6 – Record Cataloging Type

USMARC	RDA	USMARC/RDA (Hybrid records)
--------	-----	-----------------------------

Section 7 – Call Number (radio button / multi-select list)

7.1 Which tag/subfield contains the call number? If more than one, please list in hierarchical preference, with the first in the list being the preferred location to retain.

- 099|f|b
- 099|b
- 092|a|b
- 092|f|a|b
- other (list) _____

7.2 Is there any special processing required to generate, expand or translate the call number?

Yes	No
-----	----

Section 8 – Local Library Location Detail (physical location, not shelving location) 8.1

For bibliographic records representing more than one institution, which tag/subfield identifies the owning libraries?

--

8.2 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.

Check here if all libraries listed below map to the same code as specified in Section 1.

Library Name	Code Identifier in Export	Access PA 5-character Code

Section 9 – Record Exclusion

Are there any records that should be excluded from the union catalog? These include audio-visual materials, brief records, such as on order records, etc. Please describe the criteria in determining such records.

Example: We do not lend e-books to other libraries. Please exclude all e-books, which are marked by the presence of the term “ebook” in the 245 h.

Please save your profile with a name that begins with the 5-character code found in Section 1, and email it to support@hslc.org with the subject line Access PA Profile or select the "Click Here To Submit" button to send your completed form to HSLC by e-mail.

Once your profile has been approved, HSLC will contact you with FTP information.

Thank you!