

Consortium of European Research Libraries
CERL File Procedures

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File submitting, vetting, conversion etc.

Summary of revisions: This document was revised to reflect file loading procedures at OCLC. There was no corresponding document in the former UNAD series.

1 Supply format

The Consortium's supply format is UNIMARC, but files can be accepted in MARC21 and UKMARC. The level cataloguing can vary, the highest level being full implementation of ISBD(A).

2 Delivery of file

We prefer it if the file is delivered to CERL by FTP. Full details will be provided by the Executive Manager upon request (contact the [CERL Secretariat](#)).

3 Documentation

3.1 Letter of Agreement with CERL

CERL sends all file providers a Memorandum of Agreement to be signed and returned. The text of the Memorandum of Agreement is attached in the Appendix below).

3.2 File description

The file provider is also required to write a short description of the file it contributed to the HPB, which will be added to the CERL website. For examples, visit the CERL website. Links in HPB Content will take you to their file description, which may serve as an example. Images are welcome!

The description of the file is included on the CERL website to assist users of the HPB database to determine the contents of the database.

4 Vetting process

The process described here is to ensure that the file sent to CERL's database host is in the best possible condition. This will prevent the actual file loading process from being a long drawn out and cumbersome procedure.

Once the file provider has submitted a file it is passed on to the CERL consultants (Data Conversion Group in Göttingen (DCG)), who will analyse both the contents and the format of your records.

5 Correction procedures

The results of the analysis will be sent to the file provider in the form of an Analysis Report. Together, CERL, the consultants and the file provider will then agree on a course of action. Should any corrections and/or emendations be required, CERL normally expects the file provider to implement these changes. In certain cases when alterations can be made algorithmically DCG may be requested to implement the changes.

6 Second analysis

Once corrections by the file provider have been implemented, the file is normally analysed again by DCG to ensure that no new issues have arisen from the alterations made.

Once the file provider, the consultants and CERL are agreed that no matters are outstanding with regard to the file vettings, the complete file will be sent to CERL's database host (by FTP).

7 OCLC's file loading procedures

CERL's database host is OCLC. If the file is in UNIMARC, an OCLC analyst will write a conversion specification to convert the file to MARC21.

Typically, the OCLC analyst will ask for a copy of the title page of the cataloguing manual used, if this is not a standard publication. He will also need a full explanation of all abbreviations referring to holding institutions or cataloguing agencies, if any are present in the file. There will, of course, be other questions requiring an answer from the file provider. The CERL consultant and CERL's Executive Manager are copied in on all e-mail correspondence and are always glad to be of assistance to the file provider when necessary.

8 Test file

Once the file conversion is completed, a test file showing the converted records in the HPB Database environment will be made available to the file provider, CERL and its consultants. The file provider is required to check the records thoroughly to ensure that the file conversion is satisfactory. The file provider has thirty days to do so. All correspondence between the file provider and OCLC must be copied to the Executive Manager.

9 Sign off

Once CERL, the file provider and OCLC have agreed that the file conversion is satisfactory, the file provider needs to officially sign off the file conversion by sending a message to the CERL Executive Manager indicating that the records may now be added to the HPB Database.

10 Loading

After official sign off the complete file will be loaded by OCLC on the HPB Database which will take around two working weeks.

APPENDIX

MEMORANDUM OF AGREEMENT

Memorandum of Agreement between **[Name of Institution]** ('the Institution') and the Consortium of European Research Libraries ('the Consortium') for Contribution of Cataloguing Records for **[details to be inserted]** ('the Data') to the Hand Press Book Database ('HPB Database').

1. Preamble

This Memorandum of Agreement sets out and governs the Institution's contribution of a file/s consisting of cataloguing records for **[details to be inserted]** to the Hand Press Book Database, and the conditions of use of the Institution's cataloguing records by the Consortium of European Research Libraries.

2. Terms

Under the terms of the Memorandum of Agreement, the Institution agrees the following:

- The Consortium is permitted to mount the Data on the HPB Database, and to amalgamate these records with cataloguing files and records from other Institutions also held in the HPB Database. Where necessary, the Consortium may arrange for the Data to be converted to the file format used in the HPB Database.

- The HPB Database is made available to the scholarly community and libraries throughout the world via telecommunications, on terms agreed by the Consortium's membership.
- The Institution will provide the Data to the Consortium for the duration of the lifetime of the HPB Database, and will not to withdraw the Data from the HPB Database without the written agreement of the Consortium.

Under the terms of the Memorandum of Agreement, the Consortium agrees the following:

- The Consortium will not sell, or otherwise make available, records from the HPB Database to third parties without prior approval by the Consortium's membership.
- Contribution of the Institution's Data to the HPB Database shall not prevent the Institution in any way from using the same Data, or any part of the same Data, for any other purpose, including its own internal research or any commercial applications in any media.
- The Institution has the right to and is encouraged to update the Data held on the HPB Database. This includes removing records from the HPB Database that have also been deleted from the Institution's own catalogue.
- In view of its contribution of Data to the HPB Database, and as long as the Data is still recorded in the HPB Database, the Institution is entitled to obtain at cost from the Consortium a copy of its own Data in the form in which the Consortium holds it on the HPB Database, extracted from the amalgamated cataloguing records of the HPB Database. The Institution may request the Consortium to generate such copies no more frequently than once every five years.

3. Duration

The Memorandum of Agreement is valid as long as the Data is still recorded in the HPB Database.

The Memorandum of Agreement can be changed or amended only by supplements in writing signed by the authorized representatives of both parties.

The Memorandum of Agreement shall come into effect on the day when the last of the two signatures was added to the Memorandum.

The Memorandum of Agreement is drawn up in two copies, and each party will receive one copy.

Signed on behalf of the Consortium of European Research Libraries:

Name: Prof Dr Elmar Mittler

Title: Chairman, Consortium of European Research Libraries

Date: _____

Signed on behalf of **[Name of Institution]**:

Name: _____

Title: _____

Date: _____