

Amendment No. 2
to
Contract No. 5600 NS160000002
for
Automated Online Cataloging Database
between
Online Computer Library Center, Inc.
and the
City of Austin

- 1.0 The City hereby exercises this extension option for the subject contract. This extension option will be October 15, 2018, through October 14, 2019. Two (12 month) options will remain.
- 2.0 The total contract amount is increased by \$89,092.00 by this extension period. The total contract authorization is recapped below:

Action	Action Amount	Total Contract Amount
Initial Term: 10/15/2015 – 10/14/2018	\$267,276.00	\$267,276.00
Amendment No. 1: Invoice Address Change	\$0.00	\$267,276.00
Amendment No. 1: Option 1 – Extension 10/15/2018 – 10/14/2019	\$89,092.00	\$356,368.00

- 3.0 MBE/WBE goals do not apply to this contract.
- 4.0 By signing this Amendment the Contractor certifies that the vendor and its principals are not currently suspended or debarred from doing business with the Federal Government, as indicated by the GSA List of Parties Excluded from Federal Procurement and Non-Procurement Programs, the State of Texas, or the City of Austin.
- 5.0 All other terms and conditions remain the same.

BY THE SIGNATURES affixed below, this amendment is hereby incorporated into and made a part of the above-referenced contract.

Sign/Date: Bruce Crocco 2018 October 4

Printed Name: Bruce Crocco, Vice President
Authorized Representative

OCLC, Inc.
6565 Kilgour Place
Dublin, OH 43017-3395



Sign/Date: Bartley Tyler 10/4/18

Printed Name: Bartley Tyler
Authorized Representative

Sign/Date: Elisa Folco 10/4/18

Printed Name: Elisa Folco

City of Austin
Purchasing Office
124 W. 8th Street, Ste. 310
Austin, Texas 78701



Amendment No. 1
of
Contract No. NS160000002
for
Automated Online Cataloging Database
between
Online Computer Library Center, Inc.
and the
City of Austin

- 1.0 The above referenced contract is hereby amended, effective November 20, 2017, to modify the invoice address to the following:

	City of Austin
Department	Austin Public Library
Email	Library.ACCSAccountsPayable@austintexas.gov
Address	PO Box 2287
City, State, Zip Code	Austin, TX 78768

- 2.0 The total Contract authorization is recapped below:

Term	Action Amount	Total Contract Amount
Original Term: 10/15/2015 – 10/14/2018	\$267,276.00	\$267,276.00
Amendment No. 1: Invoice Address Change	\$0.00	\$267,276.00

- 3.0 MBE/WBE goals were not established for this contract.
- 4.0 By signing this Amendment the Contractor certifies that the Contractor and its principals are not currently suspended or debarred from doing business with the Federal Government, as indicated by the General Services Administration (GSA) List of Parties Excluded from Federal Procurement and Non-Procurement Programs, the State of Texas, or the City of Austin.
- 5.0 All other terms and conditions remain the same.

BY THE SIGNATURES affixed below, this Amendment is hereby incorporated into and made a part of the above-referenced contract.

Signature: 

Date: 2017 December 6

Printed Name: Bruce Crocco, Vice President
Authorized Representative

Online Computer Library Center, Inc.
6565 Kilgour Place
Dublin, OH 43017-3395



Signature: 

Date: 12/06/2017

Printed Name: Elisa Folco, Procurement Specialist IV
Authorized Representative

City of Austin
Purchasing Office
PO Box 1088
Austin, TX 78767

**CONTRACT BETWEEN THE CITY OF AUSTIN ("City")
AND
Online Computer Library Center, Inc. ("Contractor")
FOR**

Automated Online Cataloging Database

MA 5600-~~NA150000104~~ *NS160000002*

The City accepts the Contractor's Offer (as referenced in Section 1.1.3 below) for the above requirement and enters into the following Contract.

This Contract is between Online Computer Library Center, Inc. having offices at 6565 Kilgour Place Dublin, OH 43017-3395 and the City, a home-rule municipality incorporated by the State of Texas, and is effective as of the date executed by the City ("Effective Date").

Capitalized terms used but not defined herein have the meanings given them in Solicitation Number IFBBV JCN0002.

1.1 This Contract is composed of the following documents:

- 1.1.1 This Contract
- 1.1.2 The City's Solicitation, IFBBV, JCN0002 including all documents incorporated by reference
- 1.1.3 Online Computer Library Center, Inc. Offer, dated February 9, 2015, including subsequent clarifications

1.2 Order of Precedence. Any inconsistency or conflict in the Contract documents shall be resolved by giving precedence in the following order:

- 1.2.1 This Contract
- 1.2.2 The City's Solicitation as referenced in Section 1.1.2, including all documents incorporated by reference
- 1.2.3 The Contractor's Offer as referenced in Section 1.1.3, including subsequent clarifications.

1.3 Term of Contract. The Contract will be in effect for an initial term of 36 months and may be extended thereafter for up to three 12 month extension option(s), subject to the approval of the Contractor and the City Purchasing Officer or his designee. See the Term of Contract provision in Section 0400 for additional Contract requirements.

1.4 Compensation. The Contractor shall be paid a total Not-to-Exceed amount of \$267,276.00 for the initial 36 month term and \$89,092.00 for each extension option as indicated in the Bid Sheet, IFB Section 0600. Payment shall be made upon successful completion of services or delivery of goods as outlined in each individual Delivery Order.

1.5 Quantity of Work. There is no guaranteed quantity of work for the period of the Contract and there are no minimum order quantities. Work will be on an as needed basis as specified by the City for each Delivery Order.

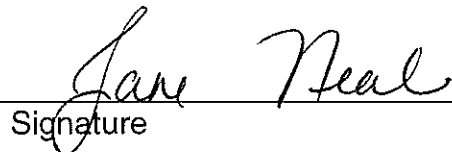
This Contract (including any Exhibits) constitutes the entire agreement of the parties regarding the subject matter of this Contract and supersedes all prior and contemporaneous agreements and understandings, whether written or oral, relating to such subject matter. This Contract may be altered, amended, or modified only by a written instrument signed by the duly authorized representatives of both parties.

In witness whereof, the parties have caused a duly authorized representative to execute this Contract on the date set forth below.

CITY OF AUSTIN

Jane Neal

Printed Name of Authorized Person



Signature

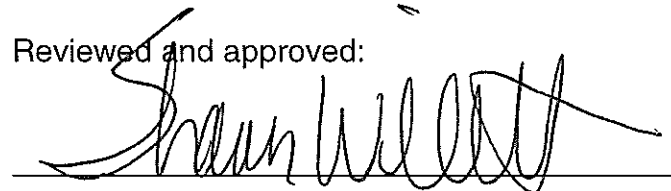
Buyer II

Title:

7/7/2015

Date:

Reviewed and approved:





CITY OF AUSTIN, TEXAS
Purchasing Office
INVITATION FOR BID BEST VALUE (IFB-BV)
OFFER SHEET

SOLICITATION NO: JCN00002

DATE ISSUED: 01/12/2015

REQUISITION NO.: RQM 5600 14122300103

COMMODITY CODE: 95610

**FOR CONTRACTUAL AND TECHNICAL
ISSUES CONTACT THE FOLLOWING
AUTHORIZED CONTACT PERSON:**

Jane Neal
Buyer I

Phone: (512) 974-3398

E-Mail: jane.neal@austintexas.gov

COMMODITY/SERVICE DESCRIPTION: Automated Online
Cataloging Database Service for Austin Public Library

PRE-BID CONFERENCE TIME AND DATE: N/A

LOCATION: N/A

BID DUE PRIOR TO: 3:00 PM on February 11, 2015

BID OPENING TIME AND DATE: 3:00 PM on February 11,
2015

LOCATION: MUNICIPAL BUILDING, 124 W 8th STREET
RM 308, AUSTIN, TEXAS 78701

**When submitting a sealed Offer and/or Compliance Plan, use the proper address for the type of service desired,
as shown below:**

P.O. Address for US Mail	Street Address for Hand Delivery or Courier Service
City of Austin	City of Austin, Municipal Building
Purchasing Office-Response Enclosed	Purchasing Office-Response Enclosed
P.O. Box 1088	124 W 8 th Street, Rm 310
Austin, Texas 78767-8845	Austin, Texas 78701
	Reception Phone: (512) 974-2500

To ensure prompt delivery, all packages SHALL BE CLEARLY MARKED ON THE OUTSIDE "Purchasing Office-Response Enclosed" along with the offeror's name & address, solicitation number and due date and time. See Section 0200 Solicitation Instructions for more details.

All Offers (including Compliance Plans) that are not submitted in a sealed envelope or container will not be considered.

The Vendor agrees, if this Offer is accepted within 120 calendar days after the Due Date, to fully comply in strict accordance with the Solicitation, specifications and provisions attached thereto for the amounts shown on the accompanying Offer.

**SUBMIT 1 ORIGINAL, _5_ COPIES, AND 1 ELECTRONIC COPY (CD or Flash/Thumb Drive)
OF YOUR RESPONSE**

*****SIGNATURE FOR SUBMITTAL REQUIRED ON PAGE 3 OF THIS DOCUMENT*****

This solicitation is comprised of the following required sections. Please ensure to carefully read each section including those incorporated by reference. By signing this document, you are agreeing to all the items contained herein and will be bound to all terms.

SECTION NO.	TITLE	PAGES
0100	STANDARD PURCHASE DEFINITIONS	*
0200	STANDARD SOLICITATION INSTRUCTIONS	*
0300	STANDARD PURCHASE TERMS AND CONDITIONS	*
0400	SUPPLEMENTAL PURCHASE PROVISIONS	7
0500	SPECIFICATION	3
0600	BID SHEET – Must be completed and returned with Offer	1
0605	LOCAL BUSINESS PRESENCE IDENTIFICATION FORM – Complete and return	1
0700	REFERENCE SHEET – Complete and return if required	2
0800	NON-DISCRIMINATION CERTIFICATION	*
0805	NON-SUSPENSION OR DEBARMENT CERTIFICATION	*
0810	NON-COLLUSION, NON-CONFLICT OF INTEREST, AND ANTI-LOBBYING CERTIFICATION	*
0835	NONRESIDENT BIDDER PROVISIONS – Complete and return	1

*** Documents are hereby incorporated into this Solicitation by reference, with the same force and effect as if they were incorporated in full text. The full text versions of these Sections are available on the Internet at the following online address:**

http://www.austintexas.gov/financeonline/vendor_connection/index.cfm#STANDARDBIDDOCUMENTS

If you do not have access to the Internet, you may obtain a copy of these Sections from the City of Austin Purchasing Office located in the Municipal Building, 124 West 8th Street, Room #308 Austin, Texas 78701; phone (512) 974-2500. Please have the Solicitation number available so that the staff can select the proper documents. These documents can be mailed, expressed mailed, or faxed to you.

I agree to abide by the City's MBE/WBE Procurement Program Ordinance and Rules. In cases where the City has established that there are no M/WBE subcontracting goals for a solicitation, I agree that by submitting this offer my firm is completing all the work for the project and not subcontracting any portion. If any service is needed to perform the contract that my firm does not perform with its own workforce or supplies, I agree to contact the Small and Minority Business Resources Department (SMBR) at (512) 974-7600 to obtain a list of MBE and WBE firms available to perform the service and am including the completed No Goals Utilization Plan with my submittal. This form can be found Under the Standard Bid Document Tab on the Vendor Connection Website;

http://www.austintexas.gov/financeonline/vendor_connection/index.cfm#STANDARDBIDDOCUMENTS

If I am awarded the contract I agree to continue complying with the City's MBE/WBE Procurement Program Ordinance and Rules including contacting SMBR if any subcontracting is later identified.

The undersigned, by his/her signature, represents that he/she is submitting a binding offer and is authorized to bind the respondent to fully comply with the solicitation document contained herein. The Respondent, by submitting and signing below, acknowledges that he/she has received and read the entire document packet sections defined above including all documents incorporated by reference, and agrees to be bound by the terms therein.

Company Name: OCLC Online Computer Library Center, Inc.

Company Address: 6565 Kilgour Place

City, State, Zip: Dublin, OH 43017

Federal Tax ID No. [REDACTED]

Printed Name of Officer or Authorized Representative: Bruce A. Crocco *Bruce A. Crocco*

Title: Vice President, Library Services for the Americas

Signature of Officer or Authorized Representative: _____

Date: 2/9/15

Email Address: Sales contact, Rosanna O'Neil: oneilr@oclc.org

Phone Number: Sales contact, Rosanna O'Neil: 800-848-5878, x4067

*** Completed Bid Sheet, section 0600 must be submitted with this Offer sheet to be considered for award**

**CITY OF AUSTIN
PURCHASING OFFICE
SUPPLEMENTAL PURCHASE PROVISIONS**

The following Supplemental Purchasing Provisions apply to this solicitation:

1. EXPLANATIONS OR CLARIFICATIONS: (reference paragraph 5 in Section 0200)

All requests for explanations or clarifications must be submitted in writing to the Purchasing Office by 3:00 p.m. on January 12th, 2015. Inquiries may be emailed to jane.neal@austintexas.gov or faxed to the attention of Jane Neal at (512) 974-1788.

2. INSURANCE: Insurance may be required for this solicitation.

A. **General Requirements:** See Section 0300, Standard Purchase Terms and Conditions, paragraph 32, entitled Insurance, for general insurance requirements.

- i. The Contractor shall provide a Certificate of Insurance as verification of coverages required below to the City at the below address prior to contract execution and within 14 calendar days after written request from the City. Failure to provide the required Certificate of Insurance may subject the Offer to disqualification from consideration for award
- ii. The Contractor shall not commence work until the required insurance is obtained and until such insurance has been reviewed by the City. Approval of insurance by the City shall not relieve or decrease the liability of the Contractor hereunder and shall not be construed to be a limitation of liability on the part of the Contractor.
- iii. The Contractor must also forward a Certificate of Insurance to the City whenever a previously identified policy period has expired, or an extension option or holdover period is exercised, as verification of continuing coverage.
- iv. The Certificate of Insurance, and updates, shall be mailed to the following address:

City of Austin Purchasing Office
P. O. Box 1088
Austin, Texas 78767

B. **Specific Coverage Requirements:** The Contractor shall at a minimum carry insurance in the types and amounts indicated below for the duration of the Contract, including extension options and hold over periods, and during any warranty period. These insurance coverages are required minimums and are not intended to limit the responsibility or liability of the Contractor.

- i. **Worker's Compensation and Employers' Liability Insurance:** Coverage shall be consistent with statutory benefits outlined in the Texas Worker's Compensation Act (Section 401). The minimum policy limits for Employer's Liability are \$100,000 bodily injury each accident, \$500,000 bodily injury by disease policy limit and \$100,000 bodily injury by disease each employee.
 - (1) The Contractor's policy shall apply to the State of Texas and include these endorsements in favor of the City of Austin:
 - (a) Waiver of Subrogation, Form WC420304, or equivalent coverage
 - (b) Thirty (30) days Notice of Cancellation, Form WC420601, or equivalent coverage
- ii. **Commercial General Liability Insurance:** The minimum bodily injury and property damage per occurrence are \$500,000 for coverages A (Bodily Injury and Property Damage) and B (Personal and Advertising Injury).
 - (1) The policy shall contain the following provisions:
 - (a) Contractual liability coverage for liability assumed under the Contract and all other Contracts related to the project.
 - (b) Contractor/Subcontracted Work.

**CITY OF AUSTIN
PURCHASING OFFICE
SUPPLEMENTAL PURCHASE PROVISIONS**

- (c) Products/Completed Operations Liability for the duration of the warranty period.
 - (d) If the project involves digging or drilling provisions must be included that provide Explosion, Collapse, and/or Underground Coverage.
 - (2) The policy shall also include these endorsements in favor of the City of Austin:
 - (a) Waiver of Subrogation, Endorsement CG 2404, or equivalent coverage
 - (b) Thirty (30) days Notice of Cancellation, Endorsement CG 0205, or equivalent coverage
 - (c) The City of Austin listed as an additional insured, Endorsement CG 2010, or equivalent coverage
- iii. **Business Automobile Liability Insurance:** The Contractor shall provide coverage for all owned, non-owned and hired vehicles with a minimum combined single limit of \$500,000 per occurrence for bodily injury and property damage. Alternate acceptable limits are \$250,000 bodily injury per person, \$500,000 bodily injury per occurrence and at least \$100,000 property damage liability per accident.
 - (1) The policy shall include these endorsements in favor of the City of Austin:
 - (a) Waiver of Subrogation, Endorsement CA0444, or equivalent coverage
 - (b) Thirty (30) days Notice of Cancellation, Endorsement CA0244, or equivalent coverage
 - (c) The City of Austin listed as an additional insured, Endorsement CA2048, or equivalent coverage.
- iv. **Professional Liability Insurance.** The Contractor shall provide coverage, at a minimum limit of \$1,000,000 per claim, to pay on behalf of the assured all sums which the assured shall become legally obligated to pay as damages by reason of any negligent act, error, or omission, or breach of security (including but not limited to any confidential or private information) arising out of the performance of professional services under this Agreement. The required coverage shall extend to technology licensed and/or purchased, including any Software licensed or Hardware purchased under this Contract.

If coverage is written on a claims-made basis, the retroactive date shall be prior to or coincident with the date of the Contract and the certificate of insurance shall state that the coverage is claims-made and indicate the retroactive date. This coverage shall be continuous and will be provided for 24 months following the completion of the contract.

- C. **Endorsements:** The specific insurance coverage endorsements specified above, or their equivalents must be provided. In the event that endorsements, which are the equivalent of the required coverage, are proposed to be substituted for the required coverage, copies of the equivalent endorsements must be provided for the City's review and approval.

3. TERM OF CONTRACT:

- A. The Contract shall be in effect for an initial term of thirty six months (36) and may be extended thereafter for up to three (3) additional twelve (12) month periods, subject to the approval of the Contractor and the City Purchasing Officer or his designee.
- B. Upon expiration of the initial term or period of extension, the Contractor agrees to hold over under the terms and conditions of this agreement for such a period of time as is reasonably necessary to re-solicit and/or complete the project (not to exceed 120 days unless mutually agreed on in writing).
- C. Upon written notice to the Contractor from the City's Purchasing Officer or his designee and acceptance of the Contractor, the term of this contract shall be extended on the same terms and conditions for an additional period as indicated in paragraph A above.

**CITY OF AUSTIN
PURCHASING OFFICE
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- D. Prices are firm and fixed for the first 36 months. Thereafter, price changes are subject to the Economic Price Adjustment provisions of this Contract.

4. **QUANTITIES:** The quantities listed herein are estimates for the period of the Contract. The City reserves the right to purchase more or less of these quantities as may be required during the Contract term. Quantities will be as needed and specified by the City for each order. Unless specified in the solicitation, there are no minimum order quantities.

5. **INVOICES and PAYMENT:** (reference paragraphs 12 and 13 in Section 0300)

- A. Invoices shall contain a unique invoice number and the information required in Section 0300, paragraph 12, entitled "Invoices." Invoices received without all required information cannot be processed and will be returned to the vendor.

Invoices shall be mailed to the below address:

	City of Austin
Department	Austin Public Library
Attn:	Technical Services
Address	PO BOX 2287
City, State Zip Code	Austin, TX 78768

- B. The Contractor agrees to accept payment by either credit card, check or Electronic Funds Transfer (EFT) for all goods and/or services provided under the Contract. The Contractor shall factor the cost of processing credit card payments into the Offer. There shall be no additional charges, surcharges, or penalties to the City for payments made by credit card.

6. **NON-COLLUSION, NON-CONFLICT OF INTEREST, AND ANTI-LOBBYING:**

- A. On November 10, 2011, the Austin City Council adopted Ordinance No. 20111110-052 amending Chapter 2.7, Article 6 of the City Code relating to Anti-Lobbying and Procurement. The policy defined in this Code applies to Solicitations for goods and/or services requiring City Council approval under City Charter Article VII, Section 15 (Purchase Procedures). During the No-Contact Period, Offerors or potential Offerors are prohibited from making a representation to anyone other than the Authorized Contact Person in the Solicitation as the contact for questions and comments regarding the Solicitation.
- B. If during the No-Contact Period an Offeror makes a representation to anyone other than the Authorized Contact Person for the Solicitation, the Offeror's Offer is disqualified from further consideration except as permitted in the Ordinance.
- C. If an Offeror has been disqualified under this article more than two times in a sixty (60) month period, the Purchasing Officer shall debar the Offeror from doing business with the City for a period not to exceed three (3) years, provided the Offeror is given written notice and a hearing in advance of the debarment.
- D. The City requires Offerors submitting Offers on this Solicitation to certify that the Offeror has not in any way directly or indirectly made representations to anyone other than the Authorized Contact Person during the No-Contact Period as defined in the Ordinance. The text of the City Ordinance is posted on the Internet at: <http://www.ci.austin.tx.us/edims/document.cfm?id=161145>

CITY OF AUSTIN
PURCHASING OFFICE
SUPPLEMENTAL PURCHASE PROVISIONS

7. ECONOMIC PRICE ADJUSTMENT:

- A. **Price Adjustments:** Prices shown in this Contract shall remain firm for the first 36 months of the Contract. After that, in recognition of the potential for fluctuation of the Contractor's cost, a price adjustment (increase or decrease) may be requested by either the City or the Contractor on the anniversary date of the Contract or as may otherwise be specified herein. The percentage change between the contract price and the requested price shall not exceed the percentage change between the specified index in effect on the date the solicitation closed and the most recent, non-preliminary data at the time the price adjustment is requested. The requested price adjustment shall not exceed twenty five percent (25%) for any single line item and in no event shall the total amount of the contract be automatically adjusted as a result of the change in one or more line items made pursuant to this provision. Prices for products or services unaffected by verifiable cost trends shall not be subject to adjustment.
- B. **Effective Date:** Approved price adjustments will go into effect on the first day of the upcoming renewal period or anniversary date of contract award and remain in effect until contract expiration unless changed by subsequent amendment.
- C. **Adjustments:** A request for price adjustment must be made in writing and submitted to the other Party prior to the yearly anniversary date of the Contract; adjustments may only be considered at that time unless otherwise specified herein. Requested adjustments must be solely for the purpose of accommodating changes in the Contractor's direct costs. Contractor shall provide an updated price listing once agreed to adjustment(s) have been approved by the parties.
- D. **Indexes:** In most cases an index from the Bureau of Labor Standards (BLS) will be utilized; however, if there is more appropriate, industry recognized standard then that index may be selected.
- i. The following definitions apply:
- (1) **Base Period:** Month and year of the original contracted price (the solicitation close date).
 - (2) **Base Price:** Initial price quoted, proposed and/or contracted per unit of measure.
 - (3) **Adjusted Price:** Base Price after it has been adjusted in accordance with the applicable index change and instructions provided.
 - (4) **Change Factor:** The multiplier utilized to adjust the Base Price to the Adjusted Price.
 - (5) **Weight %:** The percent of the Base Price subject to adjustment based on an index change.
- ii. **Adjustment-Request Review:** Each adjustment-request received will be reviewed and compared to changes in the index(es) identified below. Where applicable:
- (1) Utilize final Compilation data instead of Preliminary data
 - (2) If the referenced index is no longer available shift up to the next higher category index.
- iii. **Index Identification:** Complete table as they may apply.

Weight % or \$ of Base Price: 100	
Database Name: Producer Price Index	
Series ID: WPU34	
X Not Seasonally Adjusted	<input type="checkbox"/> Seasonally Adjusted
Group:: Software Publishing	
Item: Software Publishing Base date: 200906	

CITY OF AUSTIN
PURCHASING OFFICE
SUPPLEMENTAL PURCHASE PROVISIONS

This Index shall apply to the following items of the Bid Sheet: All

- E. **Calculation:** Price adjustment will be calculated as follows:

Single Index: Adjust the Base Price by the same factor calculated for the index change.

Index at time of calculation
Divided by index on solicitation close date
Equals Change Factor
Multiplied by the Base Rate
Equals the Adjusted Price

- F. If the requested adjustment is not supported by the referenced index, the City, at its sole discretion, may consider approving an adjustment on fully documented market increases.

8. **INTERLOCAL PURCHASING AGREEMENTS:** (applicable to competitively procured goods/services contracts).

- A. The City has entered into Interlocal Purchasing Agreements with other governmental entities, pursuant to the Interlocal Cooperation Act, Chapter 791 of the Texas Government Code. The Contractor agrees to offer the same prices and terms and conditions to other eligible governmental agencies that have an interlocal agreement with the City.
- B. The City does not accept any responsibility or liability for the purchases by other governmental agencies through an interlocal cooperative agreement.

38. **CONTRACT MANAGER:** The following person is designated as Contract Manager, and will act as the contact point between the City and the Contractor during the term of the Contract:

Xavier Ramirez

Purchasing Supervisor

512-974-7477

*Note: The above listed Contract Manager is not the authorized Contact Person for purposes of the **NON-COLLUSION, NON-CONFLICT OF INTEREST, AND ANTI-LOBBYING Provision** of this Section; and therefore, contact with the Contract Manager is prohibited during the no contact period.

Scope of Work

SOLICITATION NO. JCN0002

Description: *Automated Online Cataloging Database Service*

1.0 Purpose

This Invitation for Bid-Best Value (IFB-BV) is for a service agreement to supply the Austin Public Library (APL) with an automated online cataloging database.

2.0 Background

- 2.1 APL consists of the John Henry Faulk Central Library, twenty Branch Libraries, and the Austin History Center. APL's service population is approximately 1 million with close to 500,000 registered borrowers.

APL provides approximately 1,100 original bibliographic records to the cataloging database and catalog each year. APL uses the SirsiDynix Symphony, Integrated Library System (ILS) for acquisitions, cataloging, circulation, and online public access catalog.

Librarians worldwide use a cataloging database to share cataloging via the Dewey Decimal System rather than deciding on the classification for each title individually. Shared cataloging saves Library staff from individually classifying thousands of titles purchased and received annually. APL has been utilizing the Online Computer Library Center (OCLC) cataloging system to obtain data for bibliographic records as well as share Library holdings data to customers.

The acquisition of a variety of resources in various media formats for the APL include in-house cataloging and processing as well as cataloging and processing for shelf-ready/drop ship delivery by vendors.

3.0 Definitions

- 3.1 Software - the programs and other operating information used by a computer.
- 3.2 MARC record- Machine-Readable Cataloging record
- 3.3 Resource Description and Access (RDA) – the new cataloging standard. <http://www.rda-jsc.org/rda.html>
- 3.4 Z39.50 - a client/server based protocol for searching and retrieving information from remote databases.
- 3.5 Understanding Marc Authority Records - <http://www.loc.gov/marc/uma/>
- 3.6 Understanding Marc Holdings Records - <http://www.loc.gov/marc/umh/index.html>
- 3.7 RDA Basics 1.1, 1.2, 1.3 - <http://www.rda-jsc.org/rdafaq.html#1>
- 3.8 Anglo-American Cataloguing Rules (AACR2) – Cataloging standards prior or RDA - <http://www.aacr2.org/>
- 3.9 Dewey Decimal Classification (DDC) – a system of classifying books and other works into ten main classes of knowledge.

- 3.10 Library of Congress – The official depository of the United States publications and is a primary source of cataloging records for United States and international publications. The MARC 21 bibliographic format, as well as all official MARC 21 documentation, is maintained by the Library of Congress.
- 3.11 Library of Congress Cataloging in Publication (CIP) – a bibliographic record prepared by the Library of Congress for a book that has not yet been published. - <http://www.loc.gov/publish/cip/>
- 3.12 Library of Congress Subject Headings – Approved list of the most widely adopted subject indexing language in the world. - <http://www.loc.gov/aba/cataloging/subject/>

The definitions below are in reference to the 0600, Bid Sheet:

- 3.13 Credit- an amount applied to an invoice as a reduction to the total amount due.
- 3.14 Credit for Cataloging Original Input- a credit for bibliographic record created by the cataloging staff.
- 3.15 Credit for Cataloging Database Enrichment- a credit for upgrading bibliographic brief record to a bibliographic full level record by the cataloging staff.
- 3.16 Credit for Cataloging Online Holding Deletion- a credit for removing any indications from a bibliographic record that the library owns the item.
- 3.17 Credit for Cataloging Minimal Record Upgrade- a credit for upgrading a bibliographic record to a full level or minimal record.

4.0 **Tasks/Requirements**

4.1 ***Contractor's Minimum Qualifications & Experience***

- 4.1.1 The Contractor shall have a minimum of three years of experience in providing bibliographic database services with bibliographic MARC formats/records/standards.
OCLC has over 43 years of experience providing MARC bibliographic database services.
- 4.1.2 The Contractor shall currently service at least three libraries of a comparable size to APL.
Over 9,000 libraries use OCLC Cataloging services around the world.
- 4.1.3 The Contractor shall be flexible and willing to meet any special circumstances or changing needs that may occur during the term of the contract.
OCLC will do everything possible to accommodate APL's needs during this contract.
- 4.1.4 Please include references in section 0700 to document that you meet these minimum requirements.
We have provided references in section 0700.

4.2 Contractor's Responsibilities

- 4.2.1 The Contractor shall provide and maintain a database of bibliographic records in Machine Readable Cataloging format (MARC) that are up to full cataloging standards.

<http://www.loc.gov/marc/umb/>

<http://www.loc.gov/marc/bibliographic/ecbdhome.html>

MARC records in WorldCat are maintained cooperatively by catalogers and other information professionals, adhere to international standards, and are vetted by several OCLC and industry quality control programs. Libraries that contribute information to WorldCat are bound by the WorldCat Principles of Cooperation and follow particular guidelines regarding content.

- 4.2.1.1 The Contractor's database shall be in accordance with all national cataloging standards with the latest revisions and editions of these MARC acceptable formats:

- 4.2.1.1.1 Anglo-American Cataloging Rules 2nd edition (AACR2)
- 4.2.1.1.2 Resource Description and Access (RDA)
- 4.2.1.1.3 Unabridged Dewey Decimal Classification
- 4.2.1.1.4 Library of Congress Subject Headings
- 4.2.1.1.5 Library of Congress CIP

OCLC supports all of the standards listed in 4.2.1.1 – 4.2.1.1.5.

- 4.2.2 The bibliographic database shall contain MARC records for multiple material types that include, but are not limited to, books, continuing resources, sound recordings, visual materials, maps, music scores, computer files, and mixed materials, including physical, electronic, digital items, and multiple languages.

WorldCat contains metadata for any material type with over 485 languages and dialects represented.

- 4.2.3 The Contractor shall provide access to authority records, which contain standardized forms for names, titles, and subject headings that are used on bibliographic records and provide cross reference in catalogs, in MARC format.

Authority control work is reduced for all libraries since OCLC is a NACO node (central depository) and syncs with the other NACO nodes daily for maintaining accurate name headings in WorldCat records. The Library of Congress Subject Heading authority file is updated weekly. As name and subject authority records change, the bibliographic records directly linked to those authorities are automatically updated. OCLC also performs other critical tasks for libraries such as manually addressing name and subject heading quality in WorldCat records, and we recently updated subject name authorities to bring them into compliance with RDA decisions for names as subject headings, one of the first major projects we will be undertaking for ongoing support of RDA in WorldCat.

Also included in OCLC's Cataloging service is unlimited use of our name and subject authority files. Libraries have unlimited searching and downloading capabilities through three of our four interfaces, and through both of our Connexion interfaces they can automatically export all of the matching authority records linked to the cataloging records they export from WorldCat, enriching their public library catalog with cross referencing data and thus increasing patron discovery of their collections.

- 4.2.4 The Contractor shall provide online access to its bibliographic database and authority records via Web browser and/or Windows-based client software.

WorldCat for cataloging has four well-developed interfaces, all four providing direct, online access to WorldCat for exporting, updating, and adding unique records. These include Connexion Client, and expert, state-of-the-art cataloging software, Connexion Browser, considered a lighter yet powerful version of the Client, CatExpress, a simpler interface for special projects and less-trained staff, and Z39.50, which connects directly to APL's automation system for easy search, find, and download capabilities.

For APL's vendors we offer WorldCat Cataloging Partners, a program of more than 40 participating vendors. Included in APL's cataloging subscription (the vendor may charge a small per record fee), through this service APL's vendors can send OCLC electronic manifests indicating items they are shipping to APL, and our automated software will find records in WorldCat for those items, tailor the records based upon data from the vendor and APL's profile, and send the records directly to APL for processing with that shipment. For shelf ready purposes, we can also send data and a label file to the vendor.

In addition, with APL's permission, a vendor can use their OCLC Cataloging subscription to access WorldCat for cataloging on their behalf.

In addition, with APL's permission, a vendor can use their OCLC Cataloging subscription to access WorldCat for cataloging on their behalf.

- 4.2.5 The Contractor's software shall allow APL to search for, create, edit, and upgrade bibliographic records in MARC format.

Described below are the many tools and services that come with your OCLC Cataloging subscription to WorldCat to help you search for, edit, upgrade, create, and manage cataloging metadata.

Connexion - Connexion lets you create and edit high-quality bibliographic records, either one by one or in batch, through its robust set of tools and services developed over the last twenty years with the input of its cataloging users. Its advanced features provide unparalleled flexibility for your library to create optimal workflows and minimize box to shelf processing time.

There are two ways to access the features of Connexion cataloging: a browser-based Web interface called, "Connexion Browser," and a Windows®-based client application called "Connexion Client." Both interfaces offer sophisticated searching, editing, and upgrading of existing records, exceptional tools for creating original records with workforms and constant data templates, and extensive help features. Which interface you use (and many libraries use both for some of the distinctive features they offer) depends upon the unique needs of your library and cataloging staff and how to arrive at the best workflows.

Connexion Client – Included with our response as Attachment 1 is the OCLC Connexion Client Cataloging Quick Reference, which provides a description of how to search, edit/copy catalog, upgrade, export, save, validate the MARC codes before export, control headings in the records, as well as create and add new records to WorldCat, print labels, perform Client batch processing, use macros, constant data, and text strings, as well as catalog with non-Latin characters. The Guide also assists you in customizing Client to your needs as a cataloger by tailoring toolbars, function keys, default indexes, displays, result sets, and much more.

Via our documentation resources, we also provide you with access to keyboard templates that include both pre-defined function keys as well as those you can assign yourself.

In addition, Client supports cataloging in these non-Latin scripts: Arabic, Armenian, Bengali, Chinese, Cyrillic, Devanagari, Ethiopic, Greek, Hebrew, Japanese, Korean, Syriac, Tamil, and Thai.

Connexion Browser - Connexion Browser is considered a “lighter” version of Client. It is heavily used by our libraries as it is also more portable than the Client software. It features an easy-to-navigate menu-based interface and includes all of the record editing and creation features of Client except macro-based editing, text strings, spell check, and non-Latin characters.

- 4.2.6 The Contractor's software shall provide both content and context-sensitive help.
Searchable online help is integrated into the cataloging interfaces, providing assistance for typical and expert cataloging tasks. There is also context sensitive help for MARC field data (in Client) with a simple one or two clicks.
- 4.2.7 The Contractor's software shall allow APL to export and save MARC bibliographic and authority records from Contractor's database both interactively record-by-record and by batch.
You have several options for saving and exporting records. These include an online save file, allowing your staff to share records no matter where they are accessing Connexion, and a local save file that saves records to your hard drive or server. If saving online, upon command our software adds the records to a file on our Connexion server, which, when you're ready, you can download and import into your catalog either one record at a time or all at once. With built-in TCP/IP export capabilities (direct to your local system), our system can export a record immediately with just one keystroke.
- 4.2.8 The Contractor's software shall provide a variety of search methods including, but not limited to, International Standard Book Number (ISBN) and other standard numbers, author, title, series, and keyword.
OCLC has optimized the value of WorldCat for cataloging by providing extensive indexing of nearly all MARC fields in the record to make the records you need easily findable and retrievable. Here is a link to the area on our website that provides all of the fields we've indexed in all of our records, how to search them both with description and examples, and assists you overall in the effective searching of WorldCat.
<http://www.oclc.org/support/help/searchingworldcatindexes/Default.htm>
Dropdown menus list available indexes, eliminating the need to memorize index labels. Experts can search via a command line using index labels and search strings.
Also note that with our new WorldShare Collection Manager, also part of the OCLC cataloging subscription, libraries can now “data mine” WorldCat through our “custom query” feature. It is an exceptional collection development tool for searching the WorldCat database, using detailed, expert searches, and provides of all of records that match that criteria! For example, we can send you the records of all of the vampire DVDs added in the last ten years to WorldCat so you can develop that area of your collection. And, it can be set up as an ongoing “alerts” service. A powerful new tool available only to OCLC cataloging members!
In particular, the Connexion interfaces offer flexible searching using derived, numeric, keyword, and phrase options in over 90 indexes of Arabic, Armenian, Bengali, Chinese, Cyrillic, Devanagari, Ethiopic, Greek, Hebrew, Japanese, Korean, Latin, Syriac, Tamil, and Thai script data.

- 4.2.9 The Contractor's software shall provide the capability to validate MARC coding and flag errors.

Both Connexion Client and Connexion Browser support validation of the fields in the full MARC record before export to your catalog. With the "validate" command, the system validates the complete MARC field and highlights all errors noted for easy correction. Through this process, APL can feel confident that the record they export for loading into their system will meet the requirements for loading into their system and not be rejected.

Both Connexion Client and Connexion Browser also support authentication of the name and subject headings in the field, matching them against the Library of Congress Name Authority File which OCLC makes available as part of the cataloging subscription. Some fields will have already been authenticated by either OCLC or its member libraries and therefore already linked to the authority file. With the "Control headings" command, all of the fields that match are linked to the authority file, and those that are not, you are provided a workspace to create a proper heading. And because the fields are linked to the LC Authority file records, you can also export the Authority records along with the cataloging record to add to your catalog.

- 4.2.10 The Contractor shall allow APL to add and delete its holdings in the Contractor's bibliographic database on an interactive, record-by-record basis or in batch.

With Connexion, you can check WorldCat to see if a record or title exists, create a new record, validate the record and export it individually or with other records you've created.

WorldShare Collection Manager paired with the WorldCat knowledge base, automates WorldCat holdings maintenance and provides MARC records with ongoing updates, including URL changes. This ensures your e-collections are accurate and always up to date, enabling users to successfully find and access your materials.

OCLC's Batchload service allows staff to quickly load your records into WorldCat as well as update or delete WorldCat holdings and receive upgraded MARC records to improve your collection's discoverability and access.

- 4.2.11 The Contractor shall provide a notification service by which the Contractor shall provide APL with upgraded bibliographic records on which APL has set holdings.

Included in the cataloging subscription, OCLC offers a sophisticated record updating service called "MARC Record Delivery." Based on nearly every element of the MARC record, APL can pick certain data fields from the record that are important to them for maintaining a quality catalog and a robust discovery experience for their patrons (contents notes, summary notes, subject headings, etc.), profile their library for the updating service, and as records are updated by the more than 10,000 community of catalogers, they will receive replacement records to enrich their catalog.

- 4.2.11.1 The notification service shall include, but not be limited to, Cataloging-in-Publication (CIP) records that have been upgraded to full status.

OCLC's updating service includes CIP records that have been upgraded to full status.

- 4.2.12 The Contractor shall provide Z39.50 access to data and records.

With the OCLC Z39.50 Cataloging service, your library can access WorldCat to search and retrieve MARC records for cataloging (or to use as pre-cataloging Order records as well) directly from within your local system and if wanted, later set holdings information in WorldCat through the Z39.50 portal once the item is received and processed.

- 4.2.13 The Contractor shall provide open guided entry windows to editor or insert fields 006, 007.

OCLC's cataloging software offers a guided entry window for editing and inserting the 006 field and subfield specific guidance for completing each element. Given the complexity of the 007, OCLC provides examples of each type of material in its MARC guide so that libraries can create their own constant data and/or text strings (the latter in Client only). Then, our documentation provides a detailed table so that each element can be tailored in the 007 can be tailored to the item a library is cataloging.

- 4.2.14 The Contractor shall provide notification services when the bibliographic database will be unavailable due to maintenance, upgrades or other service updates.

Pre-release notes are distributed at our password-access online User Support Center and RSS feeds (<http://www.oclc.org/rss/>). In addition, critical issues are broadcast to libraries via listserv and email. System alerts also are posted on OCLC external Web page at: <http://www.oclc.org/support/systemalerts.en.html>.

- 4.2.15 The Contractor shall submit, with bid, a maintenance schedule for the MARC database. Any interruption of service shall not exceed a period of twenty-four hours without the prior written notification to and approval from a designated APL contact.

OCLC maintenance of its MARC database consists of daily quality work by its staff and members, nightly duplicate detection software processing, and FULL nightly back up of its entire database in several locations around the world. Members are notified via email and Twitter alerts of any current issues with the database. Occasionally, OCLC performs upgrades/updates as needed but not on a regularly scheduled basis and for those, beyond what has already been noted above, notice is sent out via a number of emails, list services, etc., at least 24-48 hours prior to the newly scheduled work. This exceptional work tends to occur on Sunday mornings beginning at 2:00amET and ending between 6:00amET and 8:00ET depending on the work being done.

- 4.2.16 The Contractor shall allow access to APL, including third party access to APL's vendors for other materials, for the purpose of cataloging and extraction of bibliographic records.

WorldCat for cataloging has four well-developed interfaces, all four providing direct, online access to WorldCat for exporting, updating, and adding unique records. These include Connexion Client, and expert, state-of-the-art cataloging software, Connexion Browser, considered a lighter yet powerful version of the Client, CatExpress, a simpler interface for special projects and less-trained staff, and Z39.50, which connects directly to APL's automation system for easy search, find, and download capabilities.

For APL's vendors we offer WorldCat Cataloging Partners, a program of more than 40 participating vendors. Included in APL's cataloging subscription (the vendor may charge a small per record fee), through this service APL's vendors can send OCLC electronic manifests indicating items they are shipping to APL, and our automated software will find records in

WorldCat for those items, tailor the records based upon data from the vendor and APL's profile, and send the records directly to APL for processing with that shipment. For shelf ready purposes, we can also send data and a label file to the vendor.

In addition, with APL's permission, a vendor can use their OCLC Cataloging subscription to access WorldCat for cataloging on their behalf.

- 4.2.17 The Contractor's database shall have the capability to provide statistical reports to APL.

Included in the cataloging subscription, OCLC offers a sophisticated record updating service called "MARC Record Delivery." Based on nearly every element of the MARC record, APL can pick certain data fields from the record that are important to them for maintaining a quality catalog and a robust discovery experience for their patrons (contents notes, summary notes, subject headings, etc.), profile their library for the updating service, and as records are updated by the more than 10,000 community of catalogers, they will receive replacement records to enrich their catalog.

Attachment 2 includes a sample report showing APL's cataloging statistics for the last year.

We also have provided a sample MARC Record Delivery report that is included with each file of records we provide through this service so APL can easily see why they were sent a replacement record and process it accordingly. The program is run nightly to catch all updates they need, however, these can be delivered daily, weekly, or monthly as desired.

Note: Due to its length, this sample is provided on the CD version of our response only.

- 4.2.18 The Contractor shall provide technical support 24 hours per day, 7 days per week, 365 days per year via phone or email. Questions that cannot be immediately answered shall be provided within 24 hours.

Emergency downtime support is provided via OCLC Operations, available 24x7x365 by calling at 614-764-6420.

Library staff can contact OCLC Customer Support personnel in our Dublin, Ohio headquarters for assistance with the software and bibliographic questions via the following means:

Phone: 614-764-6000, ext.3510; 1-800-848-5800

Fax: 614-764-2694

E-mail: support@oclc.org

Web form: <https://www3.oclc.org/app/contact/>

- 4.2.19 The Contractor shall provide an online user guide including a frequently asked questions section.

Self-help product support resources include a variety of documentation available at no cost, downloadable at:

<http://www.oclc.org/support/documentation/cataloging.en.html>.

- 4.2.20 The Contractor shall provide onsite and or web based training, as needed to APL staff on how to access, maneuver, create shortcuts and use the Contractor's database including the client software and or web browser.

Self-help can be found at no charge on our training portal at <http://www.oclc.org/support/training.en.html>, which includes extensive, best practice live and recorded webinars with handouts, streaming tutorials, and brief or comprehensive guides.

For effective searching of WorldCat we have recently restructured our Indexes guide which can be found here:

<http://www.oclc.org/support/help/searchingworldcatindexes/Default.htm>.

For streamlined cataloging, OCLC provides a comprehensive, easy to use guide to the MARC Bibliographic Formats and Standards available online as a resource as well as just a few clicks away via our Connexion cataloging interfaces. <http://www.oclc.org/bibformats/en.html>.

In addition, support resources include a variety of documentation available at no charge and downloadable at:

<http://www.oclc.org/support/documentation/cataloging.en.html>.

- 4.2.21 The Contractor shall provide, with bid, a list of all services available and included as part of the bibliographic database.

An OCLC Cataloging Subscription includes:

- Unlimited access to collections
 - [WorldCat](#) – the world's largest online bibliographic database
 - [WorldCat knowledge base](#) - combines data about your library's electronic resources with linking features to make your collections easier to find, share, manage and use
 - [WorldCat Registry](#) – a free Web tool that provides a single location from which any library can view data that describes its institutional identity and services, and update it in OCLC Service Configuration

Tools and services to help create and manage metadata

- [WorldShare Metadata](#) - WorldShare Collection Manager, paired with the WorldCat knowledge base, automates WorldCat holdings maintenance and provides MARC records with ongoing updates, including URL changes. This ensures your e-collections are accurate and always up to date, which allows patrons to find and access your library resources through your discovery interface.
- [Connexion](#) - Connexion lets you create and edit high-quality bibliographic and authority records and then share them with the entire OCLC cooperative, which benefits libraries around the world. Connexion is a robust set of tools and services backed by OCLC's 40+ years of cataloging experience. Its advanced features provide unparalleled flexibility for libraries and other allied institutions.
- [Z39.50 Cataloging](#) - With the OCLC Z39.50 Cataloging service, libraries access WorldCat to search and retrieve MARC records for cataloging, edit records in their local systems, set holding information on WorldCat, and order cataloging card sets for their local libraries.
- [Batchload](#) – bulk processing that allows you to synchronize and delete holdings and update local bibliographic data.
- [WorldCat Cataloging Partners](#) – This service automatically delivers records that already exist in WorldCat based on titles you've purchased from your materials vendors.

Access to development and reference resources

- **WorldCat Metadata API** - This service allows libraries to write MARCXML bibliographic records to WorldCat, either as new records or updated records that are replacing existing records.
- **WorldCat knowledge base API** – This read-only service for e-resource discovery and linking provides developer-level access to a library's information in the WorldCat knowledge base. It combines data about your library's econtent with access to it through linking features.
- **WorldCat Registry API** – This provides developer-level access to information in the Worldcat Registry: a free global directory for libraries, consortia, archives and museums.
- **Terminologies Service** - This provides access to multiple controlled vocabularies to help you create consistent metadata for your collections.

4.2.22 The Contractor shall provide, with bid, all applicable credit and percentage discounts offered for creating, contributing, and updating bibliographic records.

Our pricing includes all applicable discounts.

4.2.23 The Contractor shall accommodate any process changes due to SirsiDynix upgrades or APL requirements.

OCLC will accommodate any necessary changes as possible.

4.2.24 The vendor shall provide an original invoice and one duplicate by mail at the time of invoicing. Electronic invoices may be substituted for mailed invoices if arrangements have been made with APL to send them electronically. The vendor shall supply invoices and credit memos by mail to the following address: Austin Public Library, Technical Services, P.O. Box 2287, Austin, Texas 78768.

OCLC understands and will comply.

4.2.25 The vendor shall provide online access to APL to view invoices, credits, and payments records.

OCLC understands and will comply.

4.3 City's Responsibilities

4.3.1 APL will create, contribute and update bibliographic records to the cataloging database and catalog.

OCLC understands.

4.3.2 Prior to Contract award APL reserves the right to request a demonstration of the vendor's cataloging system as well as access to an online testing account for multiple users. The purpose of the demonstration and/or online testing account will be for APL to determine that the Contractor's system meets the functionality requirements of quality, performance, and characteristics as described herein, and desired by APL, and is not to limit or restrict competition. Any system not meeting the functionality requirements will be deemed by the City as non-responsive and non-responsible and may therefore result in the disqualification of the Contractor's bid. Decisions of functionality will be at the sole interpretation and discretion of the Library. A blanket statement by the bidder that its system will meet all requirements will not be sufficient.

OCLC will accommodate such requests as necessary.

5.0 **Evaluation Factors**

Total: 100 points

- a. Cost – 51 points
- b. Bibliographic Records Database & Software – 30 points
- c. Services Provided – 9 points
- d. Local Business Presence – 10 points

Section 0605: Local Business Presence Identification

A firm (Offeror or Subcontractor) is considered to have a Local Business Presence if the firm is headquartered in the Austin Corporate City Limits, or has a branch office located in the Austin Corporate City Limits in operation for the last five (5) years. The City defines headquarters as the administrative center where most of the important functions and full responsibility for managing and coordinating the business activities of the firm are located. The City defines branch office as a smaller, remotely located office that is separate from a firm's headquarters that offers the services requested and required under this solicitation.

OFFEROR MUST SUBMIT THE FOLLOWING INFORMATION FOR EACH LOCAL BUSINESS (INCLUDING THE OFFEROR, IF APPLICABLE) TO BE CONSIDERED FOR LOCAL PRESENCE.

NOTE: ALL FIRMS MUST BE IDENTIFIED ON THE MBE/WBE COMPLIANCE PLAN OR NO GOALS UTILIZATION PLAN, SECTION 0900 OF THE SOLICITATION.

USE ADDITIONAL PAGES AS NECESSARY

OFFEROR: OCLC Online Computer Library Center, Inc.

Name of Local Firm	OCLC has no local business presence as defined above.					
Physical Address						
Is Firm located in the Corporate City Limits? (circle one)	Yes			No		
In business at this location for past 5 yrs?	Yes			No		
Location Type:	Headquarters	Yes	No	Branch	Yes	No

SUBCONTRACTOR(S):

Name of Local Firm						
Physical Address						
Is Firm located in the Corporate City Limits? (circle one)	Yes			No		
In business at this location for past 5 yrs?	Yes			No		
Location Type:	Headquarters	Yes	No	Branch	Yes	No

SUBCONTRACTOR(S):

Name of Local Firm						
Physical Address						
Is Firm located in the Corporate City Limits? (circle one)	Yes			No		
In business at this location for past 5 yrs?	Yes			No		
Location Type:	Headquarters	Yes	No	Branch	Yes	No

Section 0700: Reference Sheet

Please include the following information if required in the solicitation:

Responding Company Name OCLC Online Computer Library Center, Inc.

1. Company's Name Houston Public Library
Name and Title of Contact Fred Schumacher, Acting Division Manager, Library Materials Services
Present Address 500 McKinney Street
City, State, Zip Code Houston, TX 77002
Telephone Number (832) 393-1567 Fax Number (832) 393-1324
Email Address Fred.Schumacher@houstontx.gov

2. Company's Name Scottsdale Public Library
Name and Title of Contact Beckie Gallivan, Collection Management & Metadata Services Manager
Present Address 3839 N. Drinkwater Blvd.
City, State, Zip Code Scottsdale, AZ 85251
Telephone Number (480) 312-7978 Fax Number (480) 312-7993
Email Address RGallivan@Scottsdaleaz.gov

3. Company's Name Portland Public Library
Name and Title of Contact Sarah Campbell, Associate Library Director
Present Address 5 Monument Square
City, State, Zip Code Portland, ME 04101
Telephone Number (207) 871-1700 x736 Fax Number (207) 772-4675
Email Address campbell@portland.lib.me.us

4. Company's Name King County Library System
- Name and Title of Contact Sally G. Smith, Manager, Cataloging and Processing Services
- Present Address 960 Newport Way NW
- City, State, Zip Code Issaquah, WA 98027
- Telephone Number (425) -369-3340 Fax Number (425) 369-3331
- Email Address ssmith@kcls.org
-
5. Company's Name Onanadaga County Public Library, Robert P. Kinchen Central Library,
The Galleries of Syracuse
- Name and Title of Contact Deborah J. Lewis
- Present Address 447 South Salina Street
- City, State, Zip Code Syracuse, NY 13202-2494
- Telephone Number (315) 435-1843 Fax Number (315) 435-8533
- Email Address dlewis@onlib.org
-
6. Company's Name Salt Lake County Library Services
- Name and Title of Contact Kathy Crouse, Assistant Manager of Technical Services
- Present Address 8030 South 1828 West
- City, State, Zip Code West Jordan, UT 84088
- Telephone Number (801) 944-7559 Fax Number (801) 942-6203
- Email Address kcrouse@slcolibrary.org

**City of Austin, Texas
Section 0800
EQUAL EMPLOYMENT/FAIR HOUSING OFFICE
NON-DISCRIMINATION CERTIFICATION**

**City of Austin, Texas
Human Rights Commission**

To: City of Austin, Texas, ("OWNER")

I hereby certify that our firm conforms to the Code of the City of Austin, Section 5-4-2 as reiterated below:
OCLC so certifies.

Chapter 5-4. Discrimination in Employment by City Contractors.

Sec. 4-2 Discriminatory Employment Practices Prohibited. As an Equal Employment Opportunity (EEO) employer, the Contractor will conduct its personnel activities in accordance with established federal, state and local EEO laws and regulations and agrees:

- (B)
- (1) Not to engage in any discriminatory employment practice defined in this chapter.
 - (2) To take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without discrimination being practiced against them as defined in this chapter. Such affirmative action shall include, but not be limited to: all aspects of employment, including hiring, placement, upgrading, transfer, demotion, recruitment, recruitment advertising; selection for training and apprenticeship, rates of pay or other form of compensation, and layoff or termination.
 - (3) To post in conspicuous places, available to employees and applicants for employment, notices to be provided by OWNER setting forth the provisions of this chapter.
 - (4) To state in all solicitations or advertisements for employees placed by or on behalf of the Contractor, that all qualified applicants will receive consideration for employment without regard to race, creed, color, religion, national origin, sexual orientation, gender identity, disability, veteran status, sex or age.
 - (5) To obtain a written statement from any labor union or labor organization furnishing labor or service to Contractors in which said union or organization has agreed not to engage in any discriminatory employment practices as defined in this chapter and to take affirmative action to implement policies and provisions of this chapter.
 - (6) To cooperate fully with OWNER's Human Rights Commission in connection with any investigation or conciliation effort of said Human Rights Commission to ensure that the purpose of the provisions against discriminatory employment practices are being carried out.
 - (7) To require compliance with provisions of this chapter by all subcontractors having fifteen or more employees who hold any subcontract providing for the expenditure of \$2,000 or more in connection with any contract with OWNER subject to the terms of this chapter.

For the purposes of this Offer and any resulting Contract, Contractor adopts the provisions of the City's Minimum Standard Nondiscrimination Policy set forth below.

**City of Austin
Minimum Standard Non-Discrimination in Employment Policy:**

As an Equal Employment Opportunity (EEO) employer, the Contractor will conduct its personnel activities in accordance with established federal, state and local EEO laws and regulations.

The Contractor will not discriminate against any applicant or employee based on race, creed, color, national origin, sex, age, religion, veteran status, gender identity, disability, or sexual orientation. This policy covers all aspects of employment, including hiring, placement, upgrading, transfer, demotion,

recruitment, recruitment advertising, selection for training and apprenticeship, rates of pay or other forms of compensation, and layoff or termination.

Further, employees who experience discrimination, sexual harassment, or another form of harassment should immediately report it to their supervisor. If this is not a suitable avenue for addressing their complaint, employees are advised to contact another member of management or their human resources representative. No employee shall be discriminated against, harassed, intimidated, nor suffer any reprisal as a result of reporting a violation of this policy. Furthermore, any employee, supervisor, or manager who becomes aware of any such discrimination or harassment should immediately report it to executive management or the human resources office to ensure that such conduct does not continue.

Contractor agrees that to the extent of any inconsistency, omission, or conflict with its current non-discrimination employment policy, the Contractor has expressly adopted the provisions of the City's Minimum Non-Discrimination Policy contained in Section 5-4-2 of the City Code and set forth above, as the Contractor's Non-Discrimination Policy or as an amendment to such Policy and such provisions are intended to not only supplement the Contractor's policy, but will also supersede the Contractor's policy to the extent of any conflict.

UPON CONTRACT AWARD, THE CONTRACTOR SHALL PROVIDE A COPY TO THE CITY OF THE CONTRACTOR'S NON-DISCRIMINATION POLICY ON COMPANY LETTERHEAD, WHICH CONFORMS IN FORM, SCOPE, AND CONTENT TO THE CITY'S MINIMUM NON-DISCRIMINATION POLICY, AS SET FORTH HEREIN, OR THIS NON-DISCRIMINATION POLICY, WHICH HAS BEEN ADOPTED BY THE CONTRACTOR FOR ALL PURPOSES (THE FORM OF WHICH HAS BEEN APPROVED BY THE CITY'S EQUAL EMPLOYMENT/FAIR HOUSING OFFICE), WILL BE CONSIDERED THE CONTRACTOR'S NON-DISCRIMINATION POLICY WITHOUT THE REQUIREMENT OF A SEPARATE SUBMITTAL.

Sanctions:

Our firm understands that non-compliance with Chapter 5-4 may result in sanctions, including termination of the contract and suspension or debarment from participation in future City contracts until deemed compliant with the requirements of Chapter 5-4.

Term:

The Contractor agrees that this Section 0800 Non-Discrimination Certificate or the Contractor's separate conforming policy, which the Contractor has executed and filed with the Owner, will remain in force and effect for one year from the date of filing. The Contractor further agrees that, in consideration of the receipt of continued Contract payments, the Contractor's Non-Discrimination Policy will automatically renew from year-to-year for the term of the underlying Contract.

Applies To: All employees in the U.S.

Policy Statement

OCLC is committed to offering equal employment opportunity to all applicants and to all employees without regard to race, color, religion, sex, age, national origin, non-disqualifying physical or mental disability, veteran status, sexual orientation, marital status, political affiliation, genetic predisposition and/or any other lawfully protected classification. This policy extends to all personnel actions such as compensation, benefits, transfers, promotions, and company-sponsored training, education/tuition assistance, and social and recreational programs.

OCLC will not discriminate against any qualified individual because of a disability or because of disabled veteran status. Reasonable accommodation will be provided in accordance with the law to advance employment opportunities for qualified individuals with physical or mental disabilities and disabled veterans.

OCLC has a firm commitment to providing a work environment free from all forms of unlawful harassment, including sexual harassment. OCLC will not tolerate violations of OCLC's policy against harassment based on sex, race, color, religion, national origin, age, non-disqualifying physical or mental disability, veteran status, marital status, sexual orientation, political affiliation, genetic predisposition or any other lawfully protected classification. Any such violations of harassment policies by any employee will result in immediate disciplinary action up to and including termination. It is the responsibility of every employee to bring to the company's attention any suspicion of violation of our anti-harassment policy so the matter can be promptly investigated and appropriate action taken. All employees must participate in training on a regular basis on the subject of anti-harassment, including sexual harassment.

Policy Specifications

OCLC intends that principles of this policy are fully implemented at all operating levels. Individuals who oppose unlawful employment discrimination of any kind, participate in employment discrimination proceedings, or otherwise assert their rights under applicable nondiscrimination law are protected against retaliation.

The Diversity Officer/Corporate Inclusion Manager and/or Human Resources Manager will oversee all efforts and ensure this policy is consistently implemented and enforced. Any employee with questions or who wishes to discuss any perceived discrimination or harassment should contact his/her Corporate Human Resources Manager. An Affirmative Action Plan has been developed to assure the effective application of this policy; the full affirmative action plan is available for review in Corporate Human Resources.

Resources

If you need...	Then try...
Answers to questions	Human Resources Manager or the Diversity Officer/Corporate Inclusion Manager
More information	HR Policy 1.18. Anti-Harassment

City of Austin, Texas
Section 0805
NON-SUSPENSION OR DEBARMENT CERTIFICATION

The City of Austin is prohibited from contracting with or making prime or sub-awards to parties that are suspended or debarred or whose principals are suspended or debarred from Federal, State, or City of Austin Contracts. Covered transactions include procurement contracts for goods or services equal to or in excess of \$25,000.00 and all non-procurement transactions. This certification is required for all Vendors on all City of Austin Contracts to be awarded and all contract extensions with values equal to or in excess of \$25,000.00 or more and all non-procurement transactions.

The Offeror hereby certifies that its firm and its principals are not currently suspended or debarred from bidding on any Federal, State, or City of Austin Contracts.

OCLC so certifies.

SIGNATURE OF AUTHORIZED REPRESENTATIVE: Bruce A. Crocco

DATE: February 9, 2015

PRINTED NAME: Bruce A. Crocco

EMAIL ADDRESS: Sales contact, Rosanna O'Neil: oneilr@oclc.org PHONE: 800-848-5878, x4067

Section 0835: Non-Resident Bidder Provisions

Company Name OCLC Online Computer Library Center, Inc.

- A. Bidder must answer the following questions in accordance with Vernon's Texas Statutes and Codes Annotated Government Code 2252.002, as amended:

Is the Bidder that is making and submitting this Bid a "Resident Bidder" or a "non-resident Bidder"?

Answer: Non-resident Bidder

- (1) Texas Resident Bidder- A Bidder whose principle place of business is in Texas and includes a Contractor whose ultimate parent company or majority owner has its principal place of business in Texas.
(2) Nonresident Bidder- A Bidder who is not a Texas Resident Bidder.

- B. If the Bidder id a "Nonresident Bidder" does the state, in which the Nonresident Bidder's principal place of business is located, have a law requiring a Nonresident Bidder of that state to bid a certain amount or percentage under the Bid of a Resident Bidder of that state in order for the nonresident Bidder of that state to be awarded a Contract on such bid in said state?

Answer: No Which State: _____

- C. If the answer to Question B is "yes", then what amount or percentage must a Texas Resident Bidder bid under the bid price of a Resident Bidder of that state in order to be awarded a Contract on such bid in said state?

Answer: N/A

Attachments

Below are attachments to our RFP response:

Attachment 1 - Connexion Client Quick Reference Guide

Attachment 2 - APL Report Sample

Note that another lengthy report sample is provided on the CD version only.

Attachment 3 - Insurance Certificate

Attachment 4 - Non-Discrimination Certification

Attachment 5 - Non-Collusion Non-Conflict of Interest and Anti-Lobbying Affidavit

Attachment 6 - Non-Suspension or Debarment Certification

Attachment 7 - Addenda

Attachment 8 - Scope of Offer

Attachment 9 - Comments and Exceptions

OCLC Connexion Client Cataloging Quick Reference

Introduction

The Connexion client is a Windows-based interface to OCLC Connexion® used to access WorldCat for cataloging.

This quick reference provides brief instructions for editing, saving, exporting, and printing labels for bibliographic records; using local files; creating and adding records to WorldCat; replacing master records; batch processing; and cataloging with non-Latin scripts.

Multiscript support: The client supports the following non-Latin scripts: Arabic, Armenian, Bengali, Chinese, Cyrillic, Devanagari, Ethiopic, Greek, Hebrew, Japanese, Korean, Syriac, Tamil, and Thai.

This quick reference **does not cover** instructions for authorities work or instructions already available in:



- [Getting Started with Connexion Client](#)
- [Connexion Client Setup Worksheet](#)
- [Connexion: Searching WorldCat Quick Reference](#)

Connexion client documentation assumes knowledge of MARC cataloging.

See the client online Help (**Help > Client Help** or <F1>) or [client system guides on the Web](#). Both Help and the system guides include complete client documentation.

Open the Connexion client and log on

Open the Search WorldCat client window or browser screen:

Action	
1	Click Windows Start > Programs > OCLC Connexion , or click the client icon on the desktop: 
2	Click File > Logon , or click  , or press <Ctrl><F1>.
3	Enter your OCLC authorization and password, and click OK or press <Enter>.

Connexion client commands and statuses

Menus/commands


- To use client functions, click a menu name at the top of the client window, and then click a command.
Or
Use equivalent keystroke shortcuts or toolbar buttons (displayed with the command names).
- The client installs with pre-set ("default") keystrokes and a default set of toolbar buttons on the main client toolbar

Keystroke shortcuts

- Use default keystroke shortcuts or assign your own to activate commands, insert characters, run macros, and insert text strings.
- View key assignments in **View > Assigned Keys**. To print or copy the list, click **Print** or **Copy to Clipboard**.
Tip: Before printing, click a column heading to sort the list by data in the column.
- Assign your own keystrokes in **Tools > Keymaps**.
- Print a function key template to put at the top of your keyboard: www.oclc.org/support/documentation/connexion/client/gettingstarted/keyboardtemplate.pdf.

Toolbar

- The client installs with three toolbars displayed by default:
 - Main client toolbar (with command-equivalent buttons)
 - WorldCat quick search tool
 - Quick tools for text strings and user tools
- Customize the main client toolbar: In **Tools > Toolbar Editor**, drag and drop buttons to add or remove, or reset to the default.
- Reposition toolbar buttons in the toolbar: Hold down <Alt> and drag and drop a button to a new position.
- Re-position toolbars: Move a toolbar to the right, left, top, or bottom of the client window by dragging and dropping it by its

dotted "handle" ().

- Show or hide toolbars: Click **View > Toolbars**.
- Show toolbar on one line or two: Click the arrow at the right end of the toolbar, and then click **Show buttons on one row** (default) or **Show buttons on two rows**:



Status bar

- Located at the bottom of the client window, the status bar shows, depending on whether a record or a list is displayed:
 - For a displayed record: Actions and outcomes; source of record; workflow status; My Status; record number of the total in a list; edit mode; session timing if logged on.
 - For a displayed list: Record number of the total in the list for a selected entry.
- Statuses are retained only for online or local save file records.
- To show or hide the status bar, click **View > Status Bar**.

Selected default function key shortcuts and default toolbar buttons

Client menu > command	Keystroke	Toolbar button***
File > Logon	<Ctrl><F1>	
File > Logoff	<Alt><F1>	
File > Print	<Ctrl><P>	
File > Print List	<Shift><F12>	***
File > Print Label(s)	<Shift><F10>	***
File > Exit	<Alt><F4>	***
Cataloging > Search > WorldCat	<F2>	
Cataloging > Search > Online Save File	<Ctrl><F3>	
Cataloging > Search > Local Save File	<F3>	
Cataloging > Browse > WorldCat	<Ctrl><F2>	
Authorities > Search > LC Names and Subjects	<Shift><F2>	
Authorities > Search > Online Save File	<Alt><F3>	
Authorities > Search > Local Save File	<Shift><F3>	***
Authorities > Browse > LC Names and Subjects	<Alt><F2>	
Edit > Validate	<Shift><F5>	
Edit > Control Headings > All	<Shift><F11>	***
Edit > Control Headings > Single	<F11>	
Edit > Control Headings > Uncontrol Single	<Ctrl><F11>	***
Edit > Cut Copy Paste > Cut	<Ctrl><X>	
Edit > Cut Copy Paste > Copy	<Ctrl><C>	
Edit > Cut Copy Paste > Paste	<Ctrl><V>	
Edit > Find/Replace	<Ctrl><F>	
Edit > Enter Diacritics	<Ctrl><E>	
Edit > Reformat	<Ctrl><R>	
Action > Holdings > Update Holdings	<F8>	
Action > Holdings > Produce & Update Holdings	<Shift><F7>	
Action > Holdings > Delete Holdings	<Shift><F8>	
Action > Lock Master Record	<Alt><F8>	***
Action > Release Record Lock	<Alt><F9>	***
Action > Replace Record	<Alt><F10>	***
Action > Replace & Update Holdings	<Alt><F11>	***
Action > Save to Local File	<F4>	***
Action > Delete Record	<Ctrl><Alt><D>	
Action > Export	<F5>	

Client menu > command	Keystroke	Toolbar button***
View > Navigate Records and Lists > Back	<Shift><F9>	
View > Navigate Records and Lists > Forward	<F9>	
View > Label	<F10>	
View > News	<Ctrl><F5>	
View > Pinned	<Shift><F4>	***
Tools > Check Spelling	<F7>	***
Help > Client Help	<F1>	
Help > MARC Field Help	<Ctrl><F1>	

Search for WorldCat records

Search WorldCat to find records to use for cataloging.

Use WorldCat search and browse windows

Click **Cataloging > Search > WorldCat** (or <F2>). Then:

- In the **Command Line** area: Type a complete **keyword**, **numeric**, or **derived search** or **browse** (index scan). Use full search syntax; that is, a single string with index labels, punctuation, search terms, Boolean operators, and qualifiers, as needed, in correct order.
- Or
- In the **Keyword/Numeric** area: Type or select the parts of a **keyword**, **numeric**, or **derived search** using text boxes and lists.

Or

Click **Cataloging > Browse > WorldCat** (or <Ctrl><F2>) to enter a guided browse (index scan) using text boxes and lists.

For details on searching and browsing techniques, strategies, syntax, and indexes, see:

- [Connexion: Searching WorldCat Quick Reference](#)
- [Search WorldCat](#) (Connexion client system guide)
- [Searching WorldCat Indexes](#)

Alternative: Use WorldCat quick search shortcut

If you use the command line to search or browse, enter in the quick search box on the toolbar instead. Click the icon to send the search.

Example:

Click the arrow next to the search box to select from 10 previous searches.




Or

Click the arrow next to the icon to clear previous searches or to change the GLIMIR search results option.



Example:

Use features of the Search WorldCat window

Feature	How to use
Retain Search	Select the check box to keep the last search term(s).
Search for	Enter a search in the text box or click the down arrow to select from up to 10 previous searches.
 and 	Click to toggle between displaying short or full index, language, or material type lists.
	Click to customize the short index or material type list.
Apply Language of Cataloging	Select check box and then select a language from the list. Applies to searches in command line, keyword/numeric boxes, and quick search box.
Delimiter	Select the check box to show search results in clusters of records for the same item that have different languages of cataloging.
Display using GLIMIR clustering	Select the check box to show search results in clusters of records for the same item that have different languages of cataloging.
Enter Diacritics	Click to open a window to insert valid diacritics and special characters by selecting an image or a name.
Expand/Collapse	Click to collapse the Search window to show only the command line or to return to the full window.
Clear Search	Click to clear searches (index selections remain).
Settings	Click to open the Search WorldCat Settings window and select options for displaying search results.

WorldCat search and browse results

Search: The way search results display is based on the number of records retrieved (or you can change how the results display):

Number of records	Client displays
1	Full record.
2 to 5	Brief list: Two-line description of each record.
6 to 100	Truncated list: One-line description, sorted by data in the index you searched.
101 to 1,500	Group list: Entries represent groups of records sorted by MARC format and year of publication.
Over 1,500	Error message: <i>Too many records retrieved. Edit or limit search and try again.</i>

Browse: Browsing results in a list of terms that match or closely match your browse term. The match or closest match is highlighted.

To open a record or another list from a results list, double-click an entry, or highlight an entry and press <Enter>.

Right-click shortcut menu for lists

Right-click in a list. On the popup menu, use the following commands:

Command	Use to ...
Copy	Copy selected entries in the current list.
Select All	Select all list entries
List Settings	Open a window to customize the way the list displays: <ul style="list-style-type: none"> Select or eliminate columns from displaying Move columns to re-order the list Reset the list display to the original
Reset List Size	Reset column sizes to original (see tip on customizing)

Tips for customizing a list display

To resize columns: Click, hold, and drag the vertical corner of a column.



To re-sort a list by a column: Click the heading of the column. The client re-sorts the list immediately by the data in the column.

Edit records


About record limits:

- There are no limits on the number of variable fields or total record length.
- The theoretical limit on the number of characters: Up to 99,999.

View and navigate records

To do this ...	Use these commands or steps ...
Move through three record areas: record information area, fixed field area, and variable field area.	Edit > Next Record Area (or <F6>). Or Edit > Previous Record Area (or <Shift><F6>).
Show or hide drop-down lists of selectable valid values for fixed field elements.	Default: Drop-down lists of values are available for each element. To hide the lists, click Tools > Options > Record Display and click to clear the Use dropdowns... check box.
When you open a record from a list, open the next or previous record without returning to the list.	View > Navigate Records and Lists > Forward (or use  or <F9>). Or View > Navigate Records and Lists > Back (or use  or <Shift><F9>)
"Pin" records of the same type to keep them open. Records of different types, such as WorldCat vs. save file records, stay open simultaneously by default.	View > Pinned (<Shift><F4>) Pin a displayed record before opening another of the same type.

Open MARC field descriptions

Action
Place the cursor in a variable field or a fixed field element, and click Help > MARC Field Help (or use  or <Ctrl><F1>). The description of the field opens in OCLC Bibliographic Formats and Standards .
Note: This command is also on the right-click menu.


Open RDA Toolkit field descriptions

You must be a subscriber to RDA Toolkit and specify your subscriber logon information in **Tools > Options > RDA**. See the [RDA Toolkit Web site](#) for more information.

Action
Place the cursor in a variable field and click Tools > RDA Toolkit .
Note: This command is also on the right-click menu.

Insert diacritics and special characters

Enter Latin script diacritics and special characters included in a standard set of valid characters adopted by the American Library Association (ALA).

Action
1 In a record: Place the cursor where you want to insert, and click Edit > Enter Diacritics (or use  or <Ctrl><E>). Or In a search term or a "find" or "replace" term: Click Enter Diacritics in the Search, Browse, or Find/Replace window. Or In a label: View a label for the displayed record (View > Label), and click ALA Entry .
2 In the Enter Diacritics and Special Characters window, select a character from the chart of images or from the list of names, and then click Insert or Insert and Close .

Notes:

- Insert a diacritic after the letter it modifies.
- Optionally, use default assigned keystrokes to insert characters. Click **View > Assigned Keys** for a complete list.

Create and use constant data

Create and apply MARC-formatted constant data records to add standard content to bibliographic records without having to re-key.

Action
1 Create a constant data record: Click Cataloging > Create > Constant Data (<Ctrl><Shift><N>) and select a MARC format. Note: If you set the option to use RDA-based workforms to create bibliographic records (Tools > Options > RDA), the option also applies to creating constant data. Default: AACR2-based workforms.
2 Add or edit data and save the new constant data record: Click Action > Save Record to Online File (<Ctrl><Alt><V>) (must be logged on) or Save Record to Local File (<F4>), and then: <ul style="list-style-type: none"> Required. Assign a name to the constant data record. Optional. Click the check box to set the new constant data record as the default, if you use it often. Optional. Add a free-text My Status to help retrieve the record (for instructions, see the "Tip" below for adding My Status to save file records).
3 In the Fields to Apply window, click a button to determine which fields in the constant data record to apply: Fixed , Variable , or Both .



To apply default constant data:

Action
With an authority record open, click Edit > Constant Data > Online > Apply Default (or press <Ctrl><A>) (must be logged on), or click Edit > Constant Data > Local > Apply Default (or press <Ctrl><Y>).

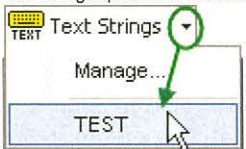
Create and use text strings

Text strings supplement constant data for entering frequently used, brief data anywhere in a record.

To create a text string:

Action
1 Click Tools > Text Strings . Or click the text strings quick tool on the toolbar:  Text Strings Or click the arrow in the quick tool and then click Manage . 
2 In the Text Strings window that opens, click Add .
3 Enter a unique name in the Description box.
4 Enter the text string you want to use in the Text box. Text can be: <ul style="list-style-type: none"> A data cell in a field A field (omit spaces between tag, indicators, and field data) Multiple fields (enter each field on a separate line)
5 Click OK to save the text string.

To insert a text string:


Action
Place the cursor where you want to insert text, and then: Click Tools > Text Strings . Select a text string and click Apply . Or Click the arrow in the Text Strings quick tool. Click a text string name. 

Validate records

Automatic validation. Taking a final action on a record interactively or via batch processing automatically validates the record, **except**, by default, when you export or set holdings on existing records. To change validation for these two actions:


Action
1 Click Tools > Options > General . Then click Validation Level Options .
2 Under Bibliographic Master Records , select one of the following for Set Holdings : <ul style="list-style-type: none"> Full (basic validation and verifies relationships among elements) Basic (verifies MARC record structure, including elements, length, repeatability, type of data and codes) Structure (default) (minimal validation for set holdings actions) Select one of the following for Export : <ul style="list-style-type: none"> Full (same as above) Basic (same as above) None (default) (no validation for export)

Separate validation. To validate records before taking actions:

Action
With a WorldCat record or local or online save file record open, or with records selected in a list, while logged on or offline: Click Edit > Validate (or use  or <Shift><F5>).

Control headings in bibliographic records

When you control a heading, the system finds a matching authority record and inserts the heading in the bibliographic record as a link. The system automatically maintains future changes to the heading.

Action
Display a record and click Edit > Control Headings . Then click to select:
<ul style="list-style-type: none"> *Single (or use  or <F11>) (controls heading of field where cursor is located if exact match is found) All (Shift><F11>) (controls all headings if matches are found) *Uncontrol Single (<Ctrl><F11>) (uncontrols heading in field where cursor is located; you must uncontrol a heading to edit the text) Uncontrol All (uncontrols all headings)
*Note: These two commands are also on the right-click menu.

Controllable fields

- 100, 110, 111, 130
- 600, 610, 611, 630, 650, 651, with second indicator 0
- 655, with second indicator 7 and #2 *lcgft*
- 700, 710, 711, 730
- 800, 810, 811, 830

Notes on results
Control Single: If the system does not automatically control a heading, the Control Headings window opens. Use it to select or build and insert a controlled heading manually. The window opens when the system finds: <ul style="list-style-type: none"> An unqualified personal name match (contains #a only) No exact matches Multiple records that partially match
Control All: If some headings are not controlled, try controlling each singly.
Hyperlink: Controlled headings are hyperlinked to the controlling authority record(s). Click a link to open authority record.
Add or Replace record: You must add a new record or replace an existing master record to retain newly controlled heading(s). <ul style="list-style-type: none"> To add records, use Action > Holdings > Update Holdings [or Produce and Update Holdings or Alternate Produce and Update]. To replace records, use Action > Replace Record [or Replace and Update Holdings]. The system locks the record automatically before replacing it. <p>You must have a Full or higher logon authorization to add or replace records.</p>
If the heading changes in the system later: <i>OCLCA</i> is automatically added in field 040 #d.

Insert data from related records

Build a field 760 - 787 or 800, 810, 811, or 830 and automatically insert data from a bibliographically related (cited) record:

Action
1 While logged on, add a blank field to a record using Edit > Cut Copy Paste > Insert Blank Field , or position the cursor in the field above and press <Enter>.
2 Enter one of the following tags: 760, 762, 765, 767, 770, 772, 773, 774, 775, 776, 777, 780, 785, 786, 787, 800, 810, 811, or 830
3 Enter appropriate indicators. Then enter the OCLC number, with or without the pound sign (#), for the related record to cite.
4 Click Edit > Insert from Cited Record (or press <Alt><E><I>). Note: This command is also on the right-click menu. Example: Create a new field and enter tag 780 , indicators 0 0 , and OCLC number 11553638 . The client puts the OCLC number in #w and enters the data from record 11553638. The new field looks like this: 780 0 0 Episcopal Church. Diocese of Southern Ohio. #t Journal of the ... annual convention #w (OCoLC)11553638

Get a Dewey or LC classification number

Use the FRBR-based prototype OCLC Classify Web service to retrieve a classification number from a matching WorldCat record for any material type:

Action
With any bibliographic record open, click Edit > Classify .
Notes:
<ul style="list-style-type: none"> You must designate a classification scheme and variable field in Tools > Options > Classify. The client sends the Classify Web service the following numbers from the displayed record for matching in WorldCat, in this order: OCLC control number, ISBN, ISSN, UPC, and LCCN.

Right-click shortcut menu for records

Right-click in a record and use any of the following commands on the popup menu. All commands are also on client menus except the one with an asterisk (*) and a note.

Undo	Transliterate > Arabic [or Persian]
Cut	Right-to-Left Reading Order
Copy	Insert from Cited Record
Paste	Edit with Guided Entry
Paste Unformatted	*Insert Unicode Control Characters
Delete Field	Link Fields
Copy Field	Unlink Fields
Copy Control Number	MARC Field Help
Control Single Heading	RDA Toolkit
Uncontrol Single	
*Note: This command is available only on the right-click menu. Clicking the command opens a list of characters which you can select from.	

Default keystroke shortcuts for editing and navigating in records

More keystroke shortcuts for editing and navigating in records		
Keyboard shortcut	Corresponding Edit > Cut Copy Paste command	Use to do this ...
<Alt><E><O>	*Copy as Text [* = also on right-click menu]	Copy selected content as plain text (ASCII format).
<Alt><E><S>	* Paste Unformatted	Paste content from a Web page as a single block.
<Ctrl><Z>	* Undo	Undo the last edit.
<Ctrl><Shift><Z>	Cancel Changes	Cancel all edits since the last save.
<Alt><Delete>	* Delete Field	Delete current field.
<Alt><Insert>	* Copy Field	Copy current field.
<Alt><Up arrow> And <Alt><Down arrow>	Move Field > Up [or Down]	Move current field up or down one position. In fixed field with drop-down lists displayed: Display current drop-down list so you can use arrow keys to scroll up or down.
<Enter> And <Shift><Enter>	Insert Blank Field > Above Current Field [or Below Current Field]	Insert blank field above or below current field.
<Ctrl><T>	* Copy Control Number	Copy OCLC number.
<Up arrow> And <Down arrow>	None	Move cursor to same position in line above or line below. In fixed field with drop-down lists displayed: Move cursor up or down in list of values for current element.
<Shift><Up arrow> And <Shift><Down arrow>	None	In fixed field: Move cursor up or down to the fixed field element immediately above or below.
<Alt><Up arrow> And <Alt><Down arrow>	None	Move the current field up or down one position. In fixed field with drop-down lists displayed: Display the current drop-down list so that you can use arrow keys to scroll.
<Ctrl><Up arrow> And <Ctrl><Down arrow>	None	Move scroll bar up or down one line.

More keystroke shortcuts for editing and navigating in records		
Keyboard shortcut	Corresponding Edit > Cut Copy Paste command	Use to do this ...
<Right arrow> And <Left arrow>	None	Move cursor to right or left one character.
<Ctrl><Right arrow> And <Ctrl><Left arrow>	None	Move cursor to first character of next word or to first character of previous word. In fixed field: Move cursor to the right or left one cell.
<Shift><Arrows>	None	In variable fields: Select characters (right/left arrows) or lines (up/down arrows), one at a time.
<Tab>	None	Move cursor to next field. In fixed field with drop-down lists displayed: Move cursor forward (to the right) from element name to cell, etc.
<Shift><Tab>	None	Move cursor to previous field. In fixed field with drop-down lists displayed: Move cursor backward (to the left) through cells.
<Page up> And <Page down>	None	Scroll window up or down one "page" (screen) to display content immediately above or below current display.
<Delete>	None	Delete highlighted text, or if no text is highlighted, deletes one character to the right of the cursor.
<Alt><Delete>	None	Delete current variable field.
<Backspace>	None	Delete highlighted text, or if no text is highlighted, delete one character to the left of the cursor.
<Home>	None	Move cursor to beginning of cell.
<Ctrl><Home>	None	Move cursor to beginning of record.
<End>	None	Move cursor to end of cell.
<Ctrl><End>	None	Move cursor to end of record.
<Ctrl><F7>	None	Delete text from cursor to end of cell.
<Alt><F7>	None	Delete current word .
<Ctrl><S>	None	Move cursor to next subfield or to beginning of next field.
<Shift><Ctrl><S>	None	Move cursor to previous subfield or to end of previous field.

Save records

Save bibliographic records

Online save file: A single OCLC online file shared by staff at your library who log on using the same OCLC symbol.

Local save file: One or more files on your workstation or shared drive.


Action
Display a record or select records in a list, and click Action > Save Record to Online File (<Ctrl><Alt><V>) (must be logged on) or click Action > Save Record to Local File (<F4>) (can be logged on or offline).
Notes on results:
<ul style="list-style-type: none"> Records saved to the online file no longer expire (as of May 4, 2014) Locked master records are unlocked after 14 days. The client automatically saves local save file records after actions. The maximum number of records for both local and online files is 9,999.

Tip: Add My Status to saved records



Assign a free-text My Status to help retrieve a related group of records from the online or local save file or from constant data files.

Action
1 Display a record or select records in a list, and click Action > Set Status (or press <Alt><Shift><S>). Or set a default My Status in Tools > Options > My Status to add the My Status automatically whenever you save a record.
2 Enter a My Status using up to 40 characters of free text. For example, type your name, a date, a project name, or a combination of these.
3 Click OK or press <Enter>.

Delete records from the save file

Action
Display a save file record or select records in a list, and click Action > Delete Record (or click  or press <Ctrl><Alt><D>).

Search for specific save file records

Action
1 Click Cataloging > Search > Online Save File (or click  or press <Ctrl><F3>) (must log on). Or click Cataloging > Search > Local Save File (or click  or press <F3>).
2 Enter one or more search terms in Search for box(es), select an index for each and, if multiple terms, select a Boolean operator to combine.
3 Limit the search by statuses or other criteria.
4 Click OK or press <Enter>.

Find save file records by statuses or by limits only

Action
1 Click Cataloging > Show > By Online Save File Status (<Ctrl><O>) (must log on) [or By Local Save File Status (<Alt><C><H><L>)].

2	Select status(es) or limit(s).
3	Click Show Records or press <Enter>.

Tip: Quick way to retrieve save file records

Retrieve all records in the save file and then sort by data in columns.

Action
1 Click Cataloging > Search > Online Save File [or Local Save File].
2 Do not enter any terms or criteria in the Search window. Click OK .
3 Sort the list by clicking a column heading to group the records you need together. For example, sort by My Status or by action status.
4 Click OK or press <Enter>.

Save file indexes

Online file index	Description / Search format
Save File Number	Enter number (1 to 9,999).
OCLC Control Number	Indexes 001 (fixed field) and 019. Enter complete number.
Title	Indexes 245 a b f g k n p. Enter one or more words from title, separated by spaces.
URL	Enter complete URL for Web resource. Omit separator characters (. and /). Include or omit http:// .
Used Date (date of last modification or re-save)	Enter all 8 digits of date, in format yyyymmdd . Omit hyphens or other separators.
My Status	Enter My Status identifier you assigned.

Local file index	Definition / Search format
Save File Number	Enter number (1 to 9,999).
OCLC Control Number	Indexes 001 a and 019 a. Enter complete number.
Title	Indexes 245 a b f g k n p and 246 a b f g n p. Enter one or more words from title, separated by spaces. Alternative. Combine words with Boolean or or not .
Name	Indexes 100, 110, 111, 130, 700, 710, 711, and 730 (all subfields). Enter one or more parts of name, separated by spaces. Alternative. Combine names with Boolean or or not .
Standard number	Indexes 010 a b z; 020 a z; 022 a y z; and 028 a. Enter all digits of the number.
Holding Library Code	Indexes 049 a. Enter a holding library code.
My Status	Enter the My Status identifier you assigned.

OCLC Connexion Client Cataloging Quick Reference

Use local files

When you install the Connexion client, you also install default (empty) local files on your workstation for bibliographic records and constant data.

- DefaultBib.bib.db
- DefaultBibCD.bibcd.db
- Default file location: X:\Documents and Settings\[user name]\Application Data\OCLC\Connex\Db (X = letter of your hard drive)
- Limitation for each local file: 9,999 records

Use the local file manager to work with local files.

	Action
1	Click File > Local File Manager (<Alt><F><L><F>).
2	Click a button next to the type of local file you want to work with. A check mark designates the default file.
3	Click one of the following buttons, depending on what you want to do: <ul style="list-style-type: none">• Configure Paths to create or delete a local file path name.• Auto Back Up to clear or select automatic back up and a location.• Create to create a new file (type the file name only; the client supplies the correct file extension).• Delete to delete the selected file (you cannot delete the default file).• Set as Default to set the selected file as the default.• Authorization to assign a logon authorization and password to use for logon whenever the selected file is open.• Statistics to show the number of records in the file by specific record statuses.• Compact/Repair to remove empty space remaining when records are deleted from the selected file or to repair the selected file when you receive erroneous messages that records are in use by another.

Take final actions on records

Taking actions interactively. The following sections cover taking a specific action on records interactively (that is, immediately, while logged on).


Taking actions via batch processing. For instructions on batch processing record actions in the client, see [Batch-process WorldCat searches and record actions](#) below.

Authorization. The final actions you can take on records depend on the cataloging level associated with your logon authorization. See [OCLC Cataloging Authorizations: Record Actions and Upgrades](#) for more information.

Export records

- Exporting records requires no minimum authorization level.
- Before you export the first time, you must create an export destination. See client Help or [Setup Worksheet](#) for export setup and options.
- You can export both existing WorldCat records (records that have OCLC numbers) and workforms (new records not yet added).

To export records:

Action
Display a record or select records in a list, and click Action > Export (or use  or <F5>).
Caution: If exporting to an existing file, the first time you export, the client may prompt you to choose to overwrite or append data already in the file or to cancel and use another file. Your choice persists each time you export in the same logon session until you close and re-open the client.

Result of exporting: Records export immediately, whether you are logged on or offline, unless you set an option to export in batch in **Tools > Options > Batch**.

Tip: Check the **Export** status in the status bar of a record or in the **Export** column of a list. If it is **R** (Ready), your option is set for batch export.

Report errors in records

Reporting errors requires a minimum authorization of Limited.


	Action
1	Log on. With a record displayed, click Action > Report Error .
2	Complete required fields: OCLC symbol, user name, e-mail.
3	Optional. Select a check box to receive a copy of your report.
4	In the large text box, describe the error.
5	Click Report Error . The client automatically attaches a copy of the displayed record and sends the report to OCLC quality control staff.

Print labels

Edit and print labels for one record

- Printing labels requires no minimum authorization level.
- Records must have a call number in order to print labels.

Tip: By default, labels print immediately whether you are logged on or offline. Check the **Label** status in the status bar of a record or in the **Label** column of a list. If it is **R** (Ready), your option in **Tools > Options > Batch** is set to batch print labels.

	Action
1	Logged on or offline, display a record and click View > Label (or use  or <F10>). The client extracts the following information from the record and inserts it in the displayed label: <ul style="list-style-type: none">• Author from main entry fields 1xx• Title from 245 ¤a• Call number based on logon authorization• Input stamp based on 049 ¤a
2	Edit the label, if needed, and set parameters for print constants, number of copies, and more.
3	Click Print or press <Enter>.

Print labels for multiple records without editing

Action	
1	Logged on or offline, display a record or select records in list, and click File > Print Label(s) (or use <Shift><F10>).
2	Optional. Print more than one copy or specify print constants for multiple copies or parts.
3	Click OK or press <Enter>.

Save labels

Print labels to a file, or edit records with label data and then save them:


Action	
Click Tools > Options > Printing , click Label Options , and then select the Output to Text File check box. Then print the labels.	
Or	
Edit records with content required to produce the labels you want, and then save the records to print labels later. See client Help for more information.	

Take update or produce and update actions


- Produce and update actions require a minimum authorization level of Full.
- Add holdings.** Update holdings to add your OCLC institution symbol to a WorldCat record to indicate that your library holds the item.
- Add new records.** Produce and update actions on workforms also add records you create to WorldCat (the system assigns an OCLC number). See more about [creating and adding new records](#) and more about [batch processing record actions](#).

Update or delete holdings


To update holdings for a record:

Action	
While logged on, display an existing record, and click Action > Holdings > Update Holdings (or use  or <F8>).	

To delete holdings from a record:

Action	
While logged on, display an existing record, and click Action > Holdings > Delete Holdings (or use  or <Shift><F8>).	

Produce and update holdings

Action	
Display a record, or select records in a list, and click Action > Holdings > Produce and Update Holdings (or use  or <Shift><F7>), or click Action > Holdings > Alternate Produce and Update .	
These commands trigger other OCLC services to produce catalog cards or accession lists, depending on specifications in your OCLC cataloging profile.	
Use Produce and Update Holdings to:	
<ul style="list-style-type: none"> Receive catalog cards for the receiving catalogs of the first holding library code in field 049 #a of a record. Add the record to OCLC MARC Record Subscription file or tape. Generate an item on the list from OCLC Accessions List service. 	
Use Alternate Produce and Update to:	
<ul style="list-style-type: none"> Order extra cards for the receiving catalogs of the first holding library code in field 049 #a of a record (1-255) (you enter the number of extra cards) Order cards for the receiving catalogs for all holding library codes in 049 #a (you select All Produce). Order cards for the receiving catalogs for the first holding library code in 049 #a (you select Ad Produce). 	

Display holdings for a record

Action	
1	Display a record and click View > Holdings .
2	Click Default , All , Regional , or State .
3	Optional. <ul style="list-style-type: none"> To pop up the institution name for a symbol, move the mouse pointer over the symbol in the holdings list. To print the displayed list of holdings, click Print.

Launch local holdings maintenance in the Connexion browser

- Creating and maintaining local holdings records (LHRs) requires a minimum authorization of Full.
- To check whether a bibliographic record has LHRs attached, see the holdings statement at the top of the record.
Example: *Held by OCL/Local OCL holdings - 12 other holdings*
- You can open local holdings maintenance, which is in the Connexion browser interface, from within the Connexion client.

To open a Connexion browser session for maintaining LHRs:

Action	
1	Display a WorldCat record or a record from the online or local save file.
2	Logged on or offline, click Tools > Launch Local Holdings Maintenance (<Alt><T><L>). The client opens Connexion in the browser interface, and automatically logs you on. After logon, the LHR or list of LHRs displays in the browser screen.
3	Modify the LHR(s).
4	When finished, close the browser window to log off automatically.

Create records and add to WorldCat

About record limits:

- There are no limits on the number of variable fields or total record length.
- The theoretical limit on the number of characters is: Up to 99,999.
- No minimum authorization is required to create records.
- Adding new records requires a minimum authorization level of Full.
- **Always search WorldCat** for your item and search again before adding your record to WorldCat to prevent duplicate records.
- **Required.** Define a classification scheme, holding library code, and institution symbol in **Tools > Options > General, Offline Cataloging Options**.

You can create a record from an existing record or from a workform, or you can import records from your local system.

Derive a new record from an existing record

Retrieve a WorldCat record that closely matches, or is related to, the item you are cataloging. Use it to derive a workform for a new record:

	Action
1	Display a record, and click Edit > Derive > New Record (<Ctrl><Alt><C>). Options: <ul style="list-style-type: none"> • Select fields to transfer in Tools > Options > Derive Record. • Change the MARC format using the fixed field drop-down list.
2	Click Yes to transfer or No to suppress transferring fixed field values.
3	Add data and edit the record as needed to complete the record, and then save it or add it to WorldCat: Click Action > Holdings , and then click one of the following: <ul style="list-style-type: none"> • Update Holdings • Produce and Update Holdings • Alternate Produce and Update Holdings See definitions of Produce and Update commands above. If you are not authorized to add records to WorldCat, you can save, print, or export the new record.

Create a record from a workform (AACR2- or RDA-based template)

Open a workform in a MARC format you select:

	Action
1	Click Cataloging > Create > Single Record , and then click one of the following MARC formats: Books, Computer Files, Continuing Resources, Maps, Mixed Materials, Scores, Sound Recordings, or Visual Materials
2	Add data and edit as needed to complete the record, and then save it or add it to WorldCat (see step 3 in the procedure above for deriving a new record).

Note: By default, the workform that opens is based on AACR2. To use RDA-based workforms, set an option in **Tools > Options > RDA**.

Create records for electronic resources

Automatically extract metadata from an electronic file and insert the data into a workform to create a preliminary new record.

	Action
1	Click Cataloging > Create > Extract Metadata (or press <Alt><C><C><X>).
2	In the Resource box, enter the full URL of a Web page (begin with http:// or https://), or enter the full path and file name of a file on your workstation or a network drive. File types available: *.htm or *.html (Hypertext Markup Language), *.pdf (Adobe Portable Document), *.doc (Microsoft Office Word), and *.mp3 (MP3 audio). File size limit: 50 MB
3	Optional for *.html and *.htm files only: Select the Create multiple records from one Web site check box (also creates records from files linked from the Web page for the supported file types listed in step 2 above).
4	Click OK , or press <Enter>. Or If you opted to create records from linked files, select the links from the list that the client displays, and then click Start .
5	Check, edit, and add data to record(s) as needed to complete them, and then save or add the new record(s) to WorldCat (see step 3 in the procedure for deriving new records).

Import records

Create records in your local system and import them into Connexion as workforms.

	Action
1	Click File > Import Records (<Alt><F><I>).
2	Type the full path and file name of your import file, or click Browse to navigate to the file. Required. Files must be MARC-compatible (for example, files with the extension *.dat).
3	Select Import to Online Save File (must log on) or Import to Local File (logon not required, but requires cataloging settings in Tools > Options > General / Offline Cataloging Options).
4	Optional. <ul style="list-style-type: none"> • Click Options to apply default constant data or assign a My Status. • Click Record Characteristics to select a record format (default: MARC 21) and a character set (default MARC-8) for imported records.
5	Click OK or press <Enter>.
6	Click Yes to delete your original file or No to keep it.
7	A temporary Import Report displays. Print or copy if needed.

Replace master records

Replacing master bibliographic records in WorldCat requires a minimum authorization level of Full.

	Action
1	Log on and retrieve the WorldCat record you want to modify.
2	Optional. Click Action > Lock Master Record (<Alt><F8>).
3	Add or edit data in the record.
4	Click Action > Replace Record (<Alt><F10> or Action > Replace and Update Holdings (<Alt><F11>).
	Notes: <ul style="list-style-type: none"> The system locks the record automatically before replacing, if not already locked, and then unlocks it when the action is completed. If the record replaced is in the online save file, the system automatically deletes it unless you re-save before you close it.

Batch-process searches and record actions

Enter WorldCat searches and/or mark records for actions in one or more local files to process all at once in a batch.

Enter WorldCat searches for batch processing

	Action
1	Click Batch > Enter Bibliographic Search Keys (<Alt>).
2	In the Query box, enter a full syntax search as you would in the Command Line of the interactive Search WorldCat window.
3	Click Add or press <Enter>. The search is added to the list.
4	Repeat steps 2 and 3 to enter more searches.
5	Option: Import searches from a text file (*.txt). To prepare the text file, use a text editor such as Notepad. Type each search in full syntax on a separate line. In the Enter Bibliographic Search Keys window: Click Import and enter the path and file name.
6	When finished, click Save .
7	When ready, run batch processing. See Run batch processing below.

Set actions on records for batch processing

	Action
1	Save records you want to batch-process in a local save file. Log off if you are online.
2	Display a record or select records in the local file list, and then click one of the following actions on the Action menu: Delete Holdings, Produce, Replace, Submit for Review, Update Holdings, or Export.* Or to batch print labels, click File > Print Label(s)* . *Required: For batch Export and Print Label(s) , you must set options in Tools > Options > Batch to prevent immediate export or print.
3	When ready, run batch processing. See Run batch processing below.

Remove actions from records marked for batch

Remove the Ready Status from records to remove them from batch processing:

	Action
1	Display a marked record or select marked records in a local save file list.
2	Click Action > Set Status (<Alt><Shift><S>).
3	Under Remove ready status for batch , select one or more check boxes for action(s) you want to remove.
4	Click OK or press <Enter>.

Run batch processing

The Connexion client automatically logs on to run batch processing.

Required: You must set a general default logon authorization in **Tools > Options > Authorizations** or a file-specific authorization in **File > Local File Manager** (click **Authorization**) for automatic batch logon.

To run batch processing:

	Action
1	Click Batch > Process Batch (<Alt><P>).
2	Select the local file(s) containing searches and actions you want to process. You can select an unlimited number of both bibliographic and authority files to run at the same time.
3	Under Process , click a check box to select searches, record actions, export, and/or label print for processing.
4	Select a processing order in the Bibliographic [and or Authorities] Processing Order list. (Default: Date/Time Added [to the save file]).
5	Optional. Click Search Options to assign a My Status or apply default local constant data to records downloaded from searches.
6	When ready, click OK or press <Enter>. Batch processing runs immediately.

Quick batch: Set or delete holdings by entering OCLC numbers

Batch-process **Update Holdings, Produce and Update Holdings, or Delete Holdings** by entering only the OCLC numbers of records. You do not have to retrieve the records first before taking these actions.

	Action
1	Click Batch > Holdings by OCLC Number (<Alt><H>).
2	Enter OCLC record numbers in the large text box, one number per line. Or Click Import and enter the path and file name of a text file of OCLC numbers (each on a separate line) or navigate to the file. Recommended limit: No more than 2,500 OCLC numbers per batch
3	Select a button next to the holdings action you want to process.
4	When ready, click OK or press <Enter> to batch-process immediately.

Use non-Latin scripts for cataloging

The client supports the following non-Latin scripts: Arabic, Armenian, Bengali, Chinese, Cyrillic, Devanagari, Ethiopic, Greek, Hebrew, Japanese, Korean, Syriac, Tamil, and Thai.

Input methods. If you use non-Latin scripts and English is the default language on your workstation, you may need to install other languages and input keyboards or Input Method Editors (IMEs) in Windows. Access to languages and input keyboards may differ according to your version of Windows. See Windows Help (**Start > Help and Support**) for information and instructions.

Alternative: RLIN21 keyboards. See instructions in [Getting Started](#) for installing RLIN21 keyboards for Arabic, Cyrillic, and Hebrew scripts.

Valid characters. Character sets in [MARC 21 Specifications for Record Structure, Character Sets, and Exchange Media, Code Tables](#) define the scope of valid characters for Arabic, Chinese, Cyrillic, Greek, Hebrew, Japanese, and Korean.

For Bengali, Devanagari, Tamil, and Thai, the client supports Unicode 4.0 characters in these ranges: U+0980 to U+09FF (Bengali), U+0900 to U+097F (Devanagari), U+0B80 to U+0BFF (Tamil), and U+0E01 to U+0E5B (Thai).

Guidelines

- Records with non-Latin script data must meet MARC standards.
- Use non-Latin script data only, or romanized (Latin-script equivalent) data only, or both in records.
- Follow guidelines in [ALA - LC Romanization Tables](#) for romanized data.
- Use multiple supported non-Latin scripts anywhere in a record, including within a single field.

Client tools for non-Latin scripts in records

Use the following commands as tools to help manage multiscript data:

Edit > Linking Fields > Link or Unlink

Links or unlinks non-Latin script fields with Latin script fields.

Note: This command is also on the right-click menu in records.

Edit > MARC-8 Characters > Convert to MARC-8 CJK

Converts non-MARC-8 CJK characters to equivalent MARC-8.

Edit > MARC-8 Characters > Verify or Clear

Verifies characters separately from record validation or clears highlights from invalid characters. Unavailable for Bengali, Devanagari, Tamil, and Thai. These scripts are verified when you validate records.

Edit > Transliterate > Arabic or Persian

Transliterates romanized data in records into Arabic script data.

Note: These commands are also on the right-click menu.

File > Import Records; click Record Characteristics

Select a record standard (default: MARC 21) and character set (default: MARC-8) for imported records.

Tools > CJK E-Dictionary

Helps select characters for Chinese, Japanese, and Korean script data.

Tools > Options > Export; click Record Characteristics

Select a record standard (default: MARC 21) and character set (default: MARC-8) for imported records.

Tools > Options > International. Select or clear options for:

- Retaining types of data and sorting data in exported records.
- Including paired fields in workforms automatically.
- Changing the client interface language (Chinese, simplified, or traditional; English; German; Japanese; Korean; or Spanish).
- Transliterating romanized data into Arabic script in designated fields of WorldCat records that you retrieve interactively.

View > Align Right

Align Arabic or Hebrew script data for record display and print.

Note: This command is also on the right-click menu.

On right-click menu only—Insert Unicode Control Characters

Insert control characters to correctly display left-to-right multiple-digit numbers and punctuation in Arabic, Persian, and Hebrew records.

Support

Contact OCLC Customer Support

Send an e-mail: support@oclc.org

Telephone: 1-800-848-5800 (USA) or +1-614-793-8682

Fax: 1-614-764-2694

(7:00 a.m. to 9:00 p.m., U.S. Eastern time, Monday–Friday)

From within the Connexion client:

Click **Help > Contact Support**.

Use a [support form](#) on the Web.

Order a print copy of this publication

To order print copies of this publication at no charge:

Action

Send an e-mail request to orders@oclc.org. Include the product code REF1110.

Or

Use the [Online Service Center](#):

- Log on and click **Documentation** in the "Order OCLC products and services" list on the left.
- Locate *OCLC Connexion Client Cataloging Quick Reference* in the list and click **Add to shopping cart**. Alternatively, you can click a link to preview or print this document in HTML or PDF.
- When finished, complete your order.

February 9, 2015

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Dear Ms. Neal:

Thank you for inviting OCLC to respond to IFB BV5600 JCN0002 Cataloging Database Service for the Austin Public Library (APL). APL is a valued partner of OCLC, and we are committed to ensuring that your institutions can continue leveraging the value of your OCLC Cataloging subscription:

- **Unlimited access to WorldCat** allows you to quickly find the records you need so you can copy catalog from one source instead of doing original cataloging.
- **A comprehensive suite of metadata management tools and services** help efficiently manage all of your print and electronic resources. Quickly optimize your cataloging workflows while reducing operational costs with expert tools and services.
- **Quickly make your electronic content easier to find, use and manage** through the WorldCat knowledge base. Continue to save time with automated WorldCat holdings maintenance and delivery of MARC records for titles available and purchased through your library's demand-driven acquisitions program.

Our response illustrates how OCLC can continue to support your requirements today and grow with your future needs. If you have questions or additional instructions, contact Rosanna O'Neil at 800-848-5878, x4067 or oneilr@oclc.org.

Sincerely,

A handwritten signature in blue ink, reading "Bruce A. Crocco".

Bruce A. Crocco
Vice President, Library Services for the Americas



Cataloging Database Service

OCLC Response – Sections B and C

Austin Public Library

Cataloging Database Service

Invitation for Bid Best Value (IFB-BV 5600 JCN0002)

February 9, 2015

Offer Sheet Sections B & C

B - Bibliographic Records Database & Software

On a separate document, describe the bibliographic records database. Include the number of individual libraries accessing the database on an annual basis, the volume of records currently active and being managed in the database, the cataloging format and standards currently in practice and unique to the database, the variation of material types and languages included as records in the database, and how authority records are available for cross-reference to bibliographic records within the database.

WorldCat is the world's largest online bibliographic record resource, representing a "collective collection" of the world's libraries, built through the contributions of libraries and cultural institutions around the world, expanded and enhanced through individual, regional and national programs. It represents the electronic and digital materials most in demand by information seekers, as well as the important, unique items found only in local libraries. It is the only database of its kind.

WorldCat connects library users to hundreds of millions of print and electronic resources, including e-books, licensed databases, online periodicals and collections of digital items. In particular, the WorldCat knowledge base, meant specifically for electronic resources, combines data about a library's electronic resources with linking features that assist in managing and accessing these materials by both library staff and its patrons.

Volume of Records - WorldCat contains more than 332 million bibliographic records that represent more than 2.2 billion items held by OCLC participating libraries. Over the last 15 years, the database has grown by more than 200 million records, and it continues to grow by the millions each year as libraries, both domestically and international, contribute their cataloging data to WorldCat.

Libraries Accessing WorldCat -Over 9,000 libraries use OCLC Cataloging services around the world, creating a vast community of users that help to grow and maintain the WorldCat database.

WorldCat Quality - OCLC takes seriously its stewardship of WorldCat and its quality given the tens of thousands of libraries who depend upon WorldCat daily for cataloging, interlibrary loan, and discovery. We have a staff of 13, both librarians and programmers, who manually and electronically add, correct, and merge records. We are a founding and supporting member of the Program for Cooperative Cataloging, a program stewarded by OCLC and the Library of Congress, which is committed to maintaining the bibliographic quality of records in WorldCat and include BIBCO, NACO, and SACO. We also have a variety of other quality programs and initiatives including the National Enhance program of nearly 100 libraries with high-level editing privileges, as well as the entire Expert Community of thousands of full-level catalogers dedicated to maintaining and enhancing WorldCat quality. In addition, we run a nightly program (Duplicate Detection Resolution) to remove duplicates from the database, supplementing the manual work of our Quality Control Staff.

In addition, we run a computer program every evening to minimize duplicate records entering the database, and we diligently address all quality issues we receive from our libraries.

Cataloging Format and Standards - Overall, OCLC has over 45 years of experience working with MARC (MACHINE-Readable Cataloging) format for libraries and can accommodate MARC21, Dublin Core, and Qualified Dublin Core.

As well as fully supporting the creation, import, and export of MARC21 records, the predominant cataloging format today, the Connexion Client cataloging software also supports the importing of MARCXML, Dublin Core, and Qualified Dublin Core records and can convert these formats into MARC21. In addition, MARC21 can be converted to these same formats for export. This assists cataloging departments in using data from various sources and streamlines the cataloging of a wide variety of materials from both the regular collections and archives/special collections, enhancing library visibility through these collections.

In addition, OCLC's new WorldShare Collection Manager can output all cataloging data as MARC21, MARCXML, Dublin Core, MODS or UNIMARC.

WorldShare Record Manager is being developed with a future goal of schema/format neutrality during metadata creation for sharing cataloging data with important Web sites such as Google, Yahoo, and Bing for connection patrons to their libraries, and we have a working prototype in production of how such a labeled interface would function.

Library cataloging also is governed by cataloging content standards and WorldCat fully supports all of the requisite standards including RDA and AACR2 (Anglo-American Cataloging Standards).

Material Types and Languages Represented - WorldCat includes and supports the cataloging of any material type and the database represents over 485 languages and dialects, invaluable to libraries creating and maintaining collections for shifting population demographics.

Authority Records - Authority control work is reduced for all libraries since OCLC is a NACO node (central depository) and syncs with the other NACO nodes daily for maintaining accurate name headings in WorldCat records. The Library of Congress Subject Heading authority file is updated weekly. As name and subject authority records change, the bibliographic records directly linked to those authorities are automatically updated. OCLC also performs other critical tasks for libraries such as manually addressing name and subject heading quality in WorldCat records, and we recently updated subject name authorities to bring them into compliance with RDA decisions for names as subject headings, one of the first major projects we will be undertaking for ongoing support of RDA in WorldCat.

Also included in OCLC's Cataloging service is unlimited use of our name and subject authority files. Libraries have unlimited searching and downloading capabilities through three of our four interfaces, and through both of our Connexion interfaces they can automatically export all of the matching authority records linked to the cataloging records they export from WorldCat, enriching their public library catalog with cross referencing data and thus increasing patron discovery of their collections.

Also, describe the bibliographic records database software. Include a description of the search, create, edit and upgrade features and capabilities available to the users. Include a description of the records content and context-sensitive help feature, the records export and save feature, the records access points feature, the coding validate and flag errors feature, the interactive record by record or batch capabilities feature, the availability for hands-on access to Library users to test the system for functionality requirements, and the availability to access invoice and payment history records.

A cataloging subscription with OCLC includes unlimited access to the entire database of WorldCat records. Public libraries in particular enjoy a very high hit rate, quickly finding the records you need, and significantly minimizing the need for original cataloging, especially for the more difficult types of materials such as DVDs, sound recordings, and e-resources. With such a large source of MARC records, you can copy catalog from just one database and make materials available more quickly to your patrons. In addition, when improvements that you care about/will enhance your catalog are made to a WorldCat record you found for copy cataloging, OCLC will automatically send you MARC record updates to improve the discoverability of your collections at no additional charge.

Bibliographic Records Database Software

Described below are the many tools and services that come with your OCLC Cataloging subscription to WorldCat to help you search for, edit, upgrade, create, and manage cataloging metadata.

Connexion - Connexion lets you create and edit high-quality bibliographic records, either one by one or in batch, through its robust set of tools and services developed over the last twenty years with the input of its cataloging users. Its advanced features provide unparalleled flexibility for your library to create optimal workflows and minimize box to shelf processing time.

There are two ways to access the features of Connexion cataloging: a browser-based Web interface called, "Connexion Browser," and a Windows®-based client application called "Connexion Client." Both interfaces offer sophisticated searching, editing, and upgrading of existing records, exceptional tools for creating original records with workforms and constant data templates, and extensive help features. Which interface you use (and many libraries use both for some of the distinctive features they offer) depends upon the unique needs of your library and cataloging staff and how to arrive at the best workflows.

Connexion Client - Included with our response as Attachment 1 is the *OCLC Connexion Client Cataloging Quick Reference*, which provides a description of how to search, edit/copy catalog, upgrade, export, save, validate the MARC codes before export, control headings in the records, as well as create and add new records to WorldCat, print labels, perform Client batch processing, use macros, constant data, and text strings, as well as catalog with non-Latin characters. The Guide also assists you in customizing Client to your needs as a cataloger by tailoring toolbars, function keys, default indexes, displays, result sets, and much more.

Via our documentation resources, we also provide you with access to keyboard templates that include both pre-defined function keys as well as those you can assign yourself.

In addition, Client supports cataloging in these non-Latin scripts: Arabic, Armenian, Bengali, Chinese, Cyrillic, Devanagari, Ethiopic, Greek, Hebrew, Japanese, Korean, Syriac, Tamil, and Thai.

Connexion Browser - Connexion Browser is considered a “lighter” version of Client. It is heavily used by our libraries as it is also more portable than the Client software. It features an easy-to-navigate menu-based interface and includes all of the record editing and creation features of Client except macro-based editing, text strings, spell check, and non-Latin characters.

Specific features worth noting:

- **Help** - Client and Browser both include a Help database. In addition, Client offers right-click, context sensitive MARC help.
- **Spell Check** - Offered in Client, will control the spelling of the cataloging data.
- **Validation** - With the “validate” command, the system will ensure that all of the MARC fields are valid for loading into your local system. If there are errors, a dialog box will appear (in Client) indicating what the errors are; in Browser they are highlighted in red.
- **Control Headings** - When you control a heading, the system finds a matching authority record and inserts the heading into the bibliographic record as a link. If the system does not automatically control a heading, the Control Headings window opens and you can use it to select or build and insert a controlled heading manually.

Training

Unlimited, best practice, live, and recorded webinar-based training for both Client and Browser, an ever-growing list of tutorials, and brief and/or full guides, are available on our training portal at <http://training.oclc.org>

Z39.50 Cataloging - With the OCLC Z39.50 Cataloging service, your library can access WorldCat to search and retrieve MARC records for cataloging (or to use as pre-cataloging Order records as well) directly from within your local system and if wanted, later set holdings information in WorldCat through the Z39.50 portal once the item is received and processed.

WorldShare Metadata - WorldShare Collection Manager, paired with the WorldCat knowledge base, automates WorldCat holdings maintenance and provides MARC records with ongoing updates for *e-resources* including URL changes. This ensures your e-collections are accurate and always up to date, which allows patrons to find and access your library resources through your discovery interface.

In addition, it offers updated MARC record delivery based on your library's WorldCat holdings. Briefly, if something in a record changes that is important to your library based on the notification profile you pre-define (RDA updates, cataloging level upgrades, additions of fields such as a summary and/or contents notes), the system will automatically send you replacement record and provide a detailed report as to why the record was supplied. Unlike our previous bibliographic notification service, this new service offers many more options for triggering replacement records for your catalog.

WorldCat Holdings - Part of cataloging with OCLC is adding your holdings to WorldCat. With a full cataloging subscription, your library has several options for maintaining your WorldCat holdings information, which helps Web searchers everywhere find your collections through your discovery interface and OCLC's consumer service partners. Additionally, accurate holdings are important both to Texas libraries, and beyond, that your library shares materials with through the WorldShare Interlibrary Loan network so

we make maintenance as easy as possible through our various interfaces, offering one by one and batch capabilities.

Batchload - OCLC's Batchload service lets your staff quickly load your records, into WorldCat as well as update or delete WorldCat holdings.

OCLC offers two means of batchloading: 1) through our Connexion Client software with which you can batch search/download, update holdings, add original records to WorldCat, and delete holdings; 2) Batchload projects through our Batchload Dept. where we accept files for processing against WorldCat either as a special, one-time project, or ongoing batchloading of records by your library. Ongoing projects can include MARC record output as well, which some libraries use to enhance brief order records they receive from their materials vendors for better discoverability while on items are on order.

In addition, we also now offer a WorldShare Metadata API (Application Program Interface) for your automation vendor to use so that your staff can actually use WorldCat for cataloging without OCLC software by directly connecting your automated system to WorldCat for searching, editing, updating, either individually or in batch, well beyond the capabilities of the Z39.50 interface.

WorldCat Cataloging Partners - WorldCat MARC records for new items ordered through participating partners are delivered before the items arrive in your library, with a label file if needed, and your library's holdings are automatically set in WorldCat either immediately or with a delay of up to 180 days. You can have acquisitions and shelf-ready data integrated into the records, making WorldCat Cataloging Partners records useful to both the library and its vendors, and thus minimizing costs to the library. This automation can help your staff shift focus from routine copy cataloging activities to more challenging tasks, saving you time and money while getting your new and unique materials into circulation faster than ever before.

Help

Searchable online help is integrated into the cataloging interfaces, providing assistance for typical and expert cataloging tasks. There is also context sensitive help for MARC field data (in Client) with a simple one or two clicks.

Saving and Exporting Records

You have several options for saving and exporting records. These include an online save file, allowing your staff to share records no matter where they are accessing Connexion, and a local save file that saves records to your hard drive or server. If saving online, upon command our software adds the records to a file on our Connexion server, which, when you're ready, you can download and import into your catalog either one record at a time or all at once. With built-in TCP/IP export capabilities (direct to your local system), our system can export a record immediately with just one keystroke.

Access Points

OCLC has optimized the value of WorldCat for cataloging by providing extensive indexing of nearly all MARC fields in the record to make the records you need easily findable and retrievable. Here is a link to the area on our website that provides all of the fields we've indexed in all of our records, how to search them both with description and examples, and assists you overall in the effective searching of WorldCat.

<http://www.oclc.org/support/help/searchingworldcatindexes/Default.htm>

Dropdown menus list available indexes, eliminating the need to memorize index labels. Experts can search via a command line using index labels and search strings.

Also note that with our new WorldShare Collection Manager, also part of the OCLC cataloging subscription, libraries can now “data mine” WorldCat through our “custom query” feature. It is an exceptional collection development tool for searching the WorldCat database, using detailed, expert searches, and provides all of records that match that criteria! For example, we can send you the records of all of the vampire DVDs added in the last ten years to WorldCat so you can develop that area of your collection. And, it can be set up as an ongoing “alerts” service. A powerful new tool available only to OCLC cataloging members!

In particular, the Connexion interfaces offer flexible searching using derived, numeric, keyword, and phrase options in over 90 indexes of Arabic, Armenian, Bengali, Chinese, Cyrillic, Devanagari, Ethiopic, Greek, Hebrew, Japanese, Korean, Latin, Syriac, Tamil, and Thai script data.

Coding Validation and Flagging Errors

Both Connexion Client and Connexion Browser support validation of the fields in the full MARC record before export to your catalog. With the “validate” command, the system validates the complete MARC field and highlights all errors noted for easy correction. Through this process, APL can feel confident that the record they export for loading into their system will meet the requirements for loading into their system and not be rejected.

Both Connexion Client and Connexion Browser also support authentication of the name and subject headings in the field, matching them against the Library of Congress Name Authority File which OCLC makes available as part of the cataloging subscription. Some fields will have already been authenticated by either OCLC or its member libraries and therefore already linked to the authority file. With the “Control headings” command, all of the fields that match are linked to the authority file, and those that are not, you are provided a workspace to create a proper heading. And because the fields are linked to the LC Authority file records, you can also export the Authority records along with the cataloging record to add to your catalog.

Testing

Upon request, we can provide authorizations under our full-access Training symbol for you to test the service for one to two months for the purpose of this Request.

Invoice and Payment History Records

OCLC offers a self-service Online Service Center where invoices and statements for all account numbers are accessible 24 hours a day. In the OSC, APL can see their open and closed invoices for the last eighteen months. If additional years are required, you can request the invoices through our Customer Support Dept., 8:00-5:00ET.

C - Services Provided

On a separate document, describe the requirements, capabilities, and level of access to APL's and APL's material vendors for the purpose of cataloging and extraction of bibliographic records.

WorldCat for cataloging has four well-developed interfaces, all four providing direct, online access to WorldCat for exporting, updating, and adding unique records. These include Connexion Client, and expert, state-of-the-art cataloging software, Connexion Browser, considered a lighter yet powerful version of the Client, CatExpress, a simpler interface for special projects and less-trained staff, and Z39.50, which connects directly to APL's automation system for easy search, find, and download capabilities.

For APL's vendors we offer WorldCat Cataloging Partners, a program of more than 40 participating vendors. Included in APL's cataloging subscription (the vendor may charge a small per record fee), through this service APL's vendors can send OCLC electronic manifests indicating items they are shipping to APL, and our automated software will find records in WorldCat for those items, tailor the records based upon data from the vendor and APL's profile, and send the records directly to APL for processing with that shipment. For shelf ready purposes, we can also send data and a label file to the vendor.

In addition, with APL's permission, a vendor can use their OCLC Cataloging subscription to access WorldCat for cataloging on their behalf.

Include notification services available from the bibliographic database and provide actual samples of statistical reports, including reports for user usage information. Also, describe the available support provided for billing questions, troubleshooting the software, and bibliographic records questions.

Notification - Included in the cataloging subscription, OCLC offers a sophisticated record updating service called "MARC Record Delivery." Based on nearly every element of the MARC record, APL can pick certain data fields from the record that are important to them for maintaining a quality catalog and a robust discovery experience for their patrons (contents notes, summary notes, subject headings, etc.), profile their library for the updating service, and as records are updated by the more than 10,000 community of catalogers, they will receive replacement records to enrich their catalog.

Attachment 2 includes a sample report showing APL's cataloging statistics for the last year. We also have provided a sample MARC Record Delivery report that is included with each file of records we provide through this service so APL can easily see why they were sent a replacement record and process it accordingly. The program is run nightly to catch all updates they need, however, these can be delivered daily, weekly, or monthly as desired.

Note: Due to its length, this sample is provided on the CD version of our response only.

Billing Questions - Questions about billing can be directed to OCLC Accounts Receivable department through the following means:

Phone: 800-848-5878, x6205

Fax: 614-764-2809

Email: acctsrecrms@oclc.org

Customer Support and Training - Library staff can contact OCLC Customer Support personnel in our Dublin, Ohio headquarters for assistance with the software and bibliographic questions via the following means:

Phone: 614-764-6000, ext.3510; 1-800-848-5800

Fax: 614-764-2694

E-mail: support@oclc.org

Web form: <https://www3.oclc.org/app/contac/>

Self-help can be found at no charge on our training portal at <http://www.oclc.org/support/training.en.html> which includes extensive, best practice live and recorded webinars with handouts, streaming tutorials, and brief or comprehensive guides.

For effective searching of WorldCat we have recently restructured our Indexes guide which can be found here:

<http://www.oclc.org/support/help/searchingworldcatindexes/Default.htm>

For streamlined cataloging, OCLC provides a comprehensive, easy to use guide to the MARC Bibliographic Formats and Standards available online as a resource as well as just a few clicks away via our Connexion cataloging interfaces.

<http://www.oclc.org/bibformats/en.html>

In addition, support resources include a variety of documentation available at no charge and downloadable at: <http://www.oclc.org/support/documentation/cataloging.en.html>.

SCOPE OF OFFER

This proposal constitutes an offer to the City of Austin ("Austin").

This offer is provided by OCLC Online Computer Library Center, Inc. ("OCLC") in response to Austin's Invitation for Bid Best Value #JCN00002 for an Automated Online Cataloging Database Service for the Austin Public Library (the "IFB-BV").

OCLC suggests that this proposal is governed by the terms and conditions already agreed to between OCLC and Austin. In the event Austin wishes to re-negotiate the contract terms, OCLC proposes that this proposal shall be governed by OCLC's standard terms and conditions for the products and services described in the proposal (which OCLC will then provide to Austin) and the terms and conditions set forth in the IFB-BV (with modifications, comments and exceptions noted by OCLC in its proposal).

If all of the terms contained in this proposal are acceptable to Austin please have an authorized representative accept this proposal in writing. The terms of this proposal will remain in effect for 120 days after the closing date of the IFB-BV. Any acceptance is expressly limited to the terms of this offer, and OCLC objects to any additional terms in such acceptance, though we would consider such terms during negotiations.

If representatives of Austin wish to discuss the modification of applicable OCLC terms or the introduction of additional terms, OCLC is willing to negotiate. Before any legally binding commitments are made, however, OCLC and Austin will work out mutually acceptable contracts.

The prices given in this proposal are the result of independent OCLC action and not the result of any undisclosed collusion between or among OCLC and any third parties.

To the best of OCLC's knowledge, no undisclosed conflict of interest between Austin and any of its employees will be caused by OCLC entering into negotiations with Austin.

Although the proposal may contain responses to the sections of the IFB-BV dealing with specification requirements as requested, these responses are for Austin's evaluation purposes only. OCLC assumes that Austin and OCLC shall mutually develop and agree to final project specifications consisting of the IFB-BV specifications to the extent accepted by OCLC and any other specifications or adjustments to the specifications required by Austin and OCLC.

OCLC's offer is contingent upon the contract being accepted by a legally competent and financially responsible entity. OCLC reserves the right to correct any errors or omissions in its proposal at any time.

COMMENTS AND EXCEPTIONS
APPLICABLE TO SERVICES PROPOSED BY OCLC

I. STANDARD PURCHASE TERMS AND CONDITIONS

1. **Section 17-Right to Audit:** OCLC is willing to provide the City access to business records relevant to OCLC's ability to meet contract requirements. OCLC would request that there is a reasonable notice for such inspection, and that it occur within normal business hours, or by appointment. OCLC shall have the ability to investigate and confirm any overpayments disclosed by such audit before OCLC has the obligation to refund the City any possible overpayments.
2. **Section 22-Warranty and Section 23-Non-Conforming Deliverables:** OCLC is willing to replace any deliverables under any resulting contract that are found to be non-conforming with the contract specifications. However, OCLC is unable to reimburse the City for any increased expenses or costs incurred if the City chooses to procure replacement services from another source. Also, OCLC cannot agree to pay the City for any claims, costs, losses or damages attributable to the City accepting non-conforming or defective deliverables, and OCLC shall not have to refund the City for non-conforming deliverables if acceptance occurs after final payment.
3. **Section 32(ix)-Insurance:** OCLC carries adequate insurance with reputable insurers and is willing to provide the City with a Certificate of Insurance upon the City's request, but OCLC is unable to subject its insurance policies to the review and approval of the City.
4. **Section 44-Assignment-Delegation:** OCLC requests that this provision be modified to read that either party must obtain the prior written consent to an assignment or delegation by the other party. Such consent should not be unreasonably withheld.

II. SUPPLEMENTAL PURCHASE PROVISIONS

1. **Section 3(D)-Term of Contract and Section 7-Economic Price Adjustment:** Unfortunately, OCLC cannot agree to firm and fixed prices for the first 36 months of the contract term, and cannot agree to the terms in the Economic Price Adjustment section. As noted in our price proposal, the price quoted is from July 1, 2015 through June 30, 2016. Price increases may apply to future subscription renewals after June 30, 2016, which would be based on OCLC-approved annual price increases.
2. **Section 8-Interlocal Purchasing Agreements:** OCLC is unable to offer the same prices and terms and conditions to other eligible government agencies with an interlocal agreement with the City. OCLC's pricing is based on a variety of factors, including but not limited to: the number of institutions ordering a service, the number and scope of OCLC services subscribed to by the institutions, and additional support or technical services required by the institution(s). OCLC provides custom quotes for most of its services based on the individual needs and requirements of its institutions and, therefore, is unable to comply with the requirements of this Section 8.

Monthly Usage Report -- Institution

Reporting Period December 2014 - January 2014

Institution AUSTIN PUB LIBR
Symbol TXG

All Interfaces

	Dec-14	Nov-14	Oct-14	Sep-14	Aug-14	Jul-14	Jun-14	May-14	Apr-14	Mar-14	Feb-14	Jan-14
All WorldCat	12492	10747	12623	8269	6605	6569	5300	5035	5981	4392	4290	4605
WorldCat Searches	4886	4157	5927	4121	2860	3203	2333	2390	2574	1867	1868	2118
WorldCat Record Actions	3115	3112	3355	2065	1865	1636	1352	1278	1534	1152	1190	1268
WorldCat Exports	4482	3464	3333	2076	1873	1719	1600	1356	1863	1355	1223	1212
HPB Record Actions	0	0	0	0	0	0	0	0	0	0	0	0
Institution Record Actions	0	0	0	0	0	0	0	0	0	0	0	0
All SCIPPO	0	0	0	0	0	0	0	0	0	0	0	0
All Authority	450	439	703	992	721	548	1068	747	748	718	551	509
Authority Record Actions	0	0	0	0	0	0	0	0	0	0	0	0
Authority Exports	2	0	0	0	78	3	1	0	3	0	14	5
Authority Searches	448	439	703	992	643	545	1067	747	745	718	537	504

WorldCat Record Actions

	Dec-14	Nov-14	Oct-14	Sep-14	Aug-14	Jul-14	Jun-14	May-14	Apr-14	Mar-14	Feb-14	Jan-14
Update Existing WorldCat Records	2918	2970	3168	1844	1803	1528	1267	1108	1382	1015	1085	917
Update New WorldCat Records	86	43	52	82	23	44	33	61	60	51	28	34
Produce Existing WorldCat Records	0	1	8	5	0	1	0	0	6	2	0	0
Produce New WorldCat Records	0	0	0	0	0	0	0	0	0	0	0	0
WorldCat Replaces	89	79	111	115	32	40	38	85	75	72	57	71
Delete Holdings	22	19	16	19	7	23	14	24	11	12	20	246

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of person who has a business relationship with local governmental entity.

N/A

2 ☐ Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3 Name of local government officer with whom filer has employment or business relationship.

Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

☐ Yes ☐ No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

☐ Yes ☐ No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

☐ Yes ☐ No

D. Describe each employment or business relationship with the local government officer named in this section.

4



Signature of person doing business with the governmental entity

2/9/15

Date



**ADDENDUM
INVITATION FOR BID BEST VALUE
CITY OF AUSTIN, TEXAS**

IFB BV: JCN0002 Automated Online Cataloging Data Service

Addendum No: 1

Date of Addendum: January 14, 2015

This addendum is to incorporate the following changes to the above referenced solicitation.

1. The initial date on Austin Finance Online stated February 12 at 3:00 PM, 2015 as the due date. The correct time and date is 3:00 PM on February 11, 2015. The date online has been corrected to match the Offer Sheet.
2. Under the City of Austin Purchasing Office Supplemental Purchasing Provisions, section 0400 in the solicitation, paragraph 1 Explanations or Clarifications, states the date of January 12th, 2015 which is incorrect. This date is hereby changed to January 28, 2015 prior to 5:00 PM.
3. ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

BY THE SIGNATURES affixed below, this Addendum is hereby incorporated into and made a part of the above-referenced Request for Proposal.

APPROVED BY:


Jane Neal, Buyer I
Purchasing Office

Jan. 14, 2015

Date

ACKNOWLEDGED BY:

OCLC Online Computer Library Center, Inc.
Vendor Name


Authorized Signature

2/9/15
Date

RETURN ONE COPY OF THIS ADDENDUM TO THE PURCHASING OFFICE, CITY OF AUSTIN WITH YOUR RESPONSE OR PRIOR TO THE SOLICITATION OPENING DATE. FAILURE TO DO SO MAY CONSTITUTE GROUNDS FOR REJECTION.