

2020-2024 Bibliographic Database Development
and Maintenance Agreement

This Agreement made this _____ day of _____, 2019 by and between the Milwaukee County Federated Library System ("MCFLS") and the Milwaukee Public Library ("MPL") as follows:

WHEREAS, MCFLS desires to employ a sole centralized source for services related to the development of its CountyCat bibliographic database and maintenance thereof, while at the same time maintaining the prerogative of MCFLS member libraries to assign call numbers and location designation for their respective materials, and to offer input for enhancement of bibliographic records on the MCFLS COUNTYCAT database, and

WHEREAS, MPL has indicated its capabilities and willingness to provide services as the sole centralized source to assist MCFLS in developing and maintaining Machine Readable Cataloging ("MARC") for the bibliographic and authority databases of the MCFLS CountyCat during the term of this Agreement,

IT IS HEREBY AGREED AS FOLLOWS:

1. Bibliographic Database Development
MPL staff will provide MARC records for the MCFLS CountyCat bibliographic database which represent titles held by the member libraries of MCFLS.
 - a. MARC records will be provided for new titles in all material formats as outlined in Appendix A, Section 1: "Material types which receive full MARC cataloging."
 - b. MARC records will be constructed according to national standards, any applicable cataloging utility database (currently OCLC) format guidelines and bibliographic input standards, and Library of Congress Rules Interpretations. Suggested call numbers will follow the most current Dewey Decimal Classification Schedules, except for federal documents, which may carry only Superintendent of Documents (SuDoc) classification. Suggested call numbers will include cuttering.
 - c. MARC records will be downloaded into the local CountyCat database from a cataloging utility database by means of a MCFLS-provided bibliographic interface. System holdings will be set on both the cataloging utility database and the CountyCat database.
 - d. If a record is unavailable on the cataloging utility database for any title which requires a full MARC record, MPL staff will provide original cataloging for the

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c. acting upon requests (within two weeks) from designated member library staff and designated MCFLS staff for additional access points and bibliographic information including:

1. uniform titles,
2. added personal or corporate authors (editors, illustrators, performers, etc.),
3. added title tracings for spine or cover titles,
4. added title tracings (serials) for former or succeeding titles,
5. added series tracings,
6. added subject headings, and
7. contents notes;

d. acting upon requests (within two weeks) from designated member library staff and designated MCFLS staff concerning correction of errors or discrepancies of a bibliographic nature;

e. generating periodic reports of bibliographic records with no item holdings and evaluating the records for suppression or deletion;

f. performing delete transactions on both the MCFLS CountyCat database and the cataloging utility database in order to remove those items marked for deletion;

g. upon MCFLS requests/MPL agreements, implementing special projects to enrich and/or expand the bibliographic database, e.g. adding pamphlet file bibliographic database records, adding Large Print designation to existing records;

h. Upon MCFLS requests/MPL agreements, implementing specialized local or LC subject tracings or specialized indexing to improve retrieval for materials in selected categories or formats; and

i. upon MCFLS requests/MPL agreements, providing full MARC cataloging for materials in new categories or formats, in addition to those listed in Appendix A, Section 1.

3. Authority Control Services

MPL staff will establish and maintain the database of Library of Congress controlled headings with related cross references for personal / corporate names ; uniform titles ; subject headings (name, topical, and geographic); and series

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standards.

c. MPL staff will periodically examine sampled data from vendors selected to supply bibliographic records on a periodic or ongoing basis to ensure such data consistently conforms to CountyCat specifications and national standards.

d. MPL staff will generate and/or examine reports to resolve possible duplicate records. Where duplication is found to exist, staff will examine bibliographic records, choose the better one, transfer any fields to be retained from the unwanted record, merge any holdings to the record to be retained, and delete the unwanted record.

e. MPL staff will assist MCFLS staff in extracting information from CountyCat to a usable file format for transference to the cataloging utility database for the purpose of loading holdings information for records added from other sources, according to the Cataloging Utility Database member agreement.

5. Term

The term of this Agreement shall be from January 1, 2020 until December 31, 2024. In the event this Agreement is not renewed, the parties agree to work cooperatively toward an appropriate transition of the services provided hereunder.

6. Payment

MCFLS shall pay to MPL, in consideration of the services provided hereunder, the amount indicated in Appendix C of this Agreement. The amount represents 100% of the MCFLS payment obligation. The contract costs for each year of this contract are to be calculated by MPL and submitted to MCFLS no later than May 1 of the preceding year, according to the formula shown in Appendix C. Each year, payments to MPL shall be made by MCFLS in equal quarterly payments no later than March 31, June 30, September 30, and December 15, 2020 through 2024.

7. Reopening Contract

If, during the term of this contract, there is a change that results in significant alteration in the scope or quantity of work, this contract may be reopened at the request of either party, e.g., a change in the number of agencies affiliated with MCFLS.

If, during the term of this contract, the fringe benefits factor changes, this contract may be reopened at the request of either party.

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IN WITNESS WHEREOF, the parties hereto have executed this Agreement, as of the
day and year written below:

IN THE PRESENCE OF:

Paula A. Kiely

MILWAUKEE PUBLIC LIBRARY

By Michele Bria
Dr. Michele Bria, President
Date 10/23/19

Rebecca Schweisberger

By Paula A. Kiely
Paula A. Kiely, Secretary
Date 10-24-19

IN THE PRESENCE OF:

CITY OF MILWAUKEE

By _____
Tom Barrett, Mayor
Date _____

By _____
Jim Owczarski, City Clerk
Date _____

COUNTERSIGNED

By _____
Martin Matson, Comptroller
Date _____

IN THE PRESENCE OF:

Milwaukee County Federated Library System

By _____
Paul M. Ziehler, President
Date _____

By _____
Steven Heser, Secretary
Date _____

Approved as to form and execution this ___ day of _____, 2019

Deputy City Attorney

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- g. Optionally, board books.
- h. Optionally, local government documents such as minutes, annual reports, etc.

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accurately. Decision is ultimately made by MPL cataloging whether material is cataloged as MARC record or as **"z" DON'T REPLACE**. Performance expectation: - Records should remain as "o" no more than 5 months.

5. **"j" NEED INFO NOTE** - used by MPL as a means of communication to the suburbs/branches that some more specific information is needed in order that an appropriate MARC record can be downloaded into the system. The information needed is inserted as a MARC note (field tag y). The suburbs/branches use Create List of Records to retrieve records for their building and answer the question by inserting their own MARC note (field tag y) and change the CAT FLAG to "k" - INFO SUPPLIED.

6. **"z" DON'T REPLACE** - used in cases where MARC cataloging is not required. These records will still display in the patron mode. Some examples of bib records that could be flagged "z" are children's toys and puzzles, puppets, home video quality of local groups and events, LPs, and material put together for local library use in a unique way.