



6565 Kilgour Place, MC237,
Dublin, OH 43017-3395 or fax to: 1-888-339-3921

*DATE: (日付) _____

WORLDCAT CATALOGING PARTNERS WILEY ORDER

INSTITUTION INFORMATION (please type or print)			
INSTITUTION (機関名)	OCLC SYMBOL (OCLC シンボル)	OCLC REGIONAL SERVICE PROVIDER	
STREET ADDRESS (住所)	P.O. BOX OR SUITE (私書箱)	BUILDING OR DEPARTMENT (WHEN APPLICABLE) (建物名)	
CITY (市町村)	STATE OR PROVINCE (都道府県)	ZIP OR POSTAL CODE (郵便番号)	COUNTRY OR REGION (国名)
CONTACT NAME (ご担当者名)		TITLE (役職)	
TELEPHONE NUMBER (電話番号)	FAX NUMBER (FAX 番号)	E-MAIL ADDRESS (E メールアドレス)	

BILLING INFORMATION (if different from above)

内は記入が必須の項目です。

DOES NOT APPLY FOR WILEY RECORDS

MATERIAL AND LOCAL SYSTEM VENDORS

Provide your vendor name options
Vendor: **Wiley**
Account #: **Please use OCLC symbol**
Local System Vendor: _____

Provide your shared local catalog options: Identify, join or create a shared local catalog group:
 Currently a group member Create a new group (list members)
 Join an existing group (list symbols of members) _____

 OCLC symbol of group owner: _____

RECORD DELIVERY OPTIONS

Record delivery: EDX PSWEB
 Notification e-mail addresses: (通知メールの受信用アドレス - 「用語解説」をご覧ください)

Set holdings: Immediate Delayed
 Days to delay (1-180): _____

Do you want a copy of the matched record if your holdings are set in WorldCat?
 Yes No

Do you want PDRs?
 Yes No

Do you want the OCLC control number included in your PDR?
 Yes No 「用語解説」"PDR"の項をご覧ください

Do you want your record files split by firm and approval titles?
 Yes No

Do you want your record files split by account number?
 Yes No

Do you want catalog cards?
 To receive catalog cards, you must have a card profile in place.
 Yes No

RECORD LABEL OPTIONS **ADDITIONAL NOTES**

DOES NOT APPLY FOR WILEY RECORDS

<p>RECORD MAPPING OPTIONS</p> <p>Data Element Tag Ind 1 Ind 2 Subfield</p> <p>PLEASE ADD TAG, INDICATORS AND SUBFIELD FOR LOCAL DATA TO INCLUDE: Account number Invoice date number List price Net price Purchase order number Quantity</p> <p>「用語解説」"Data Element"の項をご覧ください</p>	<p>RECORD COPY CALL NUMBER OPTIONS</p> <p>Do you want the call number copied to another field? <input type="checkbox"/> Yes <input type="checkbox"/> No 「用語解説」"Copy Call Numbers"の項をご覧ください</p> <p>Enter the field that the call number gets copied to: Call number format: Tag Ind 1 Ind 2 Subfield</p>
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COLLECTION INFORMATION

Provide your collection description. Copy and complete a separate page for each collection.

Collection ID Collection Description Holding Library Code (049 \$a) Class Scheme
Please use OCLC symbol 「用語解説」"Collection ID" "Collection Description" "Holding Library Code" "Class Scheme" の各項をご覧下さい

Select one or more encoding levels:

- CIP (8)
- Full (Blank, 1, 4, I, L)
- Not full (7, 5, 2, K, M)
- Other (E, J, etc.)

Select one or more cataloging sources:

- LC - Library of Congress
- NLM - Nat'l Library of Medicine
- UKM - British Library
- Other

Provide notes that will be included on all of your records.

「用語解説」
"Notes"を
ご覧下さい

Tag	Ind 1	Ind 2	Subfield	Content (up to 50 characters)

PROVIDE YOUR DEWEY OPTIONS

Adult Nonfiction

Provide the class # to use for your local call #:

If Truncated Dewey, enter # of characters past decimal point: _____

Provide the cutter to use:

- Cutter 4-figure
- Cutter-Sanborn 4-figure
- Text Cutter - Number of characters: _____

Do you want to have a title work-mark added to your call number?

- Yes No

Adult Biography

Provide the biography call number:

Provide the cutter to use:

- Cutter 4-figure
- Cutter-Sanborn 4-figure
- Text Cutter - Number of characters: _____

Do you want to have a title work-mark added to your call number?

- Yes No

COMMENTS

OCLC WorldCat® Cataloging Partners Terms and Conditions

Subscriber may order OCLC WorldCat Cataloging Partners by completing the relevant portions of the OCLC WorldCat Cataloging Partners Order Form (the "Order Form") and agreeing to these OCLC WorldCat Cataloging Partners Terms and Conditions (these "Terms"). Use of OCLC WorldCat Cataloging Partners is governed by these Terms. Please read these Terms carefully before acknowledging your acceptance. OCLC reserves the right to update these Terms at any time. The most current version will be available here or at http://www.oclc.org/support/forms/pdf/cpp_terms.pdf. OCLC reserves the right, within its sole discretion, to determine the eligibility and/or OCLC membership status of an institution wishing to subscribe to WorldCat Cataloging Partners.

1. Definitions

- A. "Datafile" means an individual datafile or account for Subscriber.
- B. "EDX" (the OCLC Electronic Data Exchange account) means the service offered by OCLC for the transfer of data via standard File Transfer Protocol (FTP) whereby OCLC provides an Electronic Data Exchange account into which OCLC posts bibliographic and authority records, label records, and reports. Subscriber retrieves files from the account via the Internet.
- C. "Group" means the consortium of Group Members identified on the Order Form ordering the Products and Services by executing the Order Form and submitting it to OCLC.
- D. "Group Administrator" means the lead institution in the Group as indicated on the Order Form. If receiving OCLC Group Services hereunder, the Group Administrator shall be included within the term "Group Member" for purposes of these Terms.
- E. "Group Member" means any Subscriber for which the Group Administrator has completed the Order Form attached hereto and has complied with Section 7 below for purposes of binding such Subscriber to these Terms.
- F. "OCLC" means OCLC Online Computer Library Center, Inc.
- G. "Records" means OCLC bibliographic records provided by OCLC to the Subscriber.
- H. "Service" means OCLC WorldCat Cataloging Partners as made available by OCLC to Subscriber under these Terms.
- I. "Subscriber" means OCLC member libraries, institutions, or other end-users of OCLC products and services licensing access to the Service by agreeing to these Terms and submitting the accompanying Order Form to OCLC.
- J. "Vendor" means wholesale booksellers and publishers who provide library materials through approval plans and firm orders from Subscribers, as detailed on the attached Order Form.
- K. "WorldCat" means the OCLC Online Union Catalog.

2. The Service

- A. Subscriber orders from OCLC, and OCLC, upon its acceptance of the attached Order Form, shall provide Subscriber the Service, pursuant to these Terms. The Service shall be provided in cooperation with the Vendors indicated on the attached Order Form and as amended from time to time.
- B. Subscriber shall pay OCLC its published charges for the Service generally prevailing at the time the Service is furnished, as applicable to Subscriber, within thirty (30) days after the date of invoice. Accounts not paid within thirty (30) days after the date of invoice shall be deemed delinquent and are subject thereafter to interest charges of twelve percent (12%) per annum on the unpaid balance. OCLC reserves the right to suspend availability of the Service to a delinquent account upon prior written notice. Payments shall be made in U.S. dollars unless otherwise required by OCLC as indicated in invoices, price lists, or other written notices. Where payment for the Service is included in Subscriber's OCLC cataloging subscription pricing, these payment terms shall not apply and payment shall be as specified in the subscription pricing.
- C. As applicable, Subscriber shall provide OCLC a tax exemption certificate evidencing any claimed exemption. If Subscriber is or becomes nonexempt from any sales, use or similar tax on the transactions subject to this order, it shall pay all such taxes, including as invoiced by OCLC, penalties and interest.

3. Usage Restrictions

- A. Subscriber acknowledges that use and transfer of Records and other information from WorldCat received through the Service are subject to the "WorldCat Rights and Responsibilities for the OCLC Cooperative", as modified from time to time as a result of the policy review process described therein (the "Policy"). A copy of the current version of the Policy is available at the following url:
<http://www.oclc.org/worldcat/recorduse/policy/default.htm>.
- B. Subject to Subscriber's compliance with these Terms, OCLC grants to Subscriber a non-exclusive, revocable right to access and use the Service during the term hereof. OCLC reserves the right to suspend or discontinue without notice all or a part of the Service (or otherwise terminate this Agreement) at any time if OCLC reasonably believes that Subscriber is in breach of these Terms or may harm OCLC or anyone else.
- C. Subscriber hereby authorizes OCLC to release the information contained on the attached Order Form or any part thereof, to Subscriber's designated Vendor(s), and further authorizes said Vendor(s) to release to OCLC such information it may possess regarding Subscriber and its Vendor orders, all as may be deemed necessary by OCLC to provide the Service to Subscriber.
- D. OCLC and/or its suppliers retain all rights, title and interest in and to the Service.

4. Term and Termination

- A. Subject to the balance of this Section 4, these Terms and the attached Order Form shall remain in effect indefinitely, until terminated by either OCLC or Subscriber entirely at its own discretion and for any reason whatsoever, upon not less than ninety (90) days prior written notice to the other.
- B. In the event a Subscriber's Vendor, as detailed in the attached Order Form, no longer participates in the Service, OCLC shall notify Subscriber of such change as soon as practicable. Termination of a Vendor's participation in the Service shall not affect Subscriber's participation if Subscriber is active with another participating Vendor.

5. Warranties and Disclaimers

- A. The Service and data available through the Service and Records are provided "AS IS". Neither OCLC nor its suppliers warrant the completeness or accuracy of such data. OCLC DISCLAIMS ALL WARRANTIES, EXPRESS AND IMPLIED, CONCERNING THE SERVICE, THE DATA AVAILABLE THROUGH THE SERVICE AND RECORDS, INCLUDING WITHOUT LIMITATION, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR USE. OCLC SHALL NOT BE LIABLE FOR INDIRECT, SPECIAL, INCIDENTAL, CONSEQUENTIAL OR TORT DAMAGES ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT, INCLUDING, BUT NOT LIMITED TO, ANY DAMAGES FOR LOST PROFITS OR ANTICIPATED BENEFITS, EVEN IF OCLC HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. In no event (even if the limitations of liability provided in this Section 5 are held to be unenforceable) shall OCLC's liability under this Agreement exceed the refund of fees actually paid by Subscriber to OCLC for use of the Service.
- B. Bibliographic data received by OCLC as a result of furnishing of the Service to Subscriber is (to the extent not prohibited by any written agreement between Vendor and Subscriber) permanently contributed to WorldCat for use in ways consistent with OCLC's corporate purposes set out in its Articles of Incorporation. Subscriber warrants that such uses will not infringe copyright or other proprietary interests of third parties.

6. Miscellaneous

- A. These Terms, together with all attachments hereto and the attached Order Form, are the final, complete and exclusive statement of agreement of the parties with respect to the subject matter hereof. No provision thereof may be changed, modified, or supplemented except by a writing signed by both parties, unless otherwise provided for herein.
- B. Neither OCLC nor Subscriber shall be liable for any failure or delay in performance hereunder (other than of an obligation to pay money) due to or resulting from any cause beyond its reasonable control including, but not limited to acts of God, acts of the other party, strikes, shortage of materials, actions of government, fire, adverse weather conditions or operational failure, provided that the party so affected notifies the other promptly of the commencement and nature of the cause, the corrective steps to be taken and the estimated duration of the delay.
- C. Any notices, desired or required to be given by either party pursuant to the attached Order or these Terms, shall be in writing, signed by the party giving notice, and shall be deemed sufficient if delivered by hand or sent by certified mail, return receipt requested, to the address of the other party as set forth on the Order.
- D. These Terms shall be governed by and construed in accordance with the laws of the State of Ohio, without regard to its conflict of laws principles. The United Nations Convention on Contracts for the International Sales of Goods shall not apply.

7. Special Terms for Group Orders Only

Where a Group Administrator is ordering the Service on behalf of itself and Group Members, the below paragraphs apply.

Group Administrator may order the Service on behalf of Group Members by completing the relevant portions of the Order Form and agreeing to these Terms.

By placing a group order hereunder (and completing the Order Form attached hereto), Group Administrator orders the Service, in which case Group Administrator shall be licensed itself to use the Service, subject to the Terms set forth herein.

- A. **Group Member's Agreement.** Group Administrator hereby agrees as agent for each Group Member that each Group Member shall comply with these Terms. Group Administrator warrants that it is authorized to bind Group Members thereto and shall indemnify OCLC from all loss, expense and damage arising from a breach of such warranty, and Group Administrator shall provide each Group Member with a copy of this Section and these Terms prior to OCLC's activation of the Service. Group Administrator shall ensure that Group Members comply with these Terms.

Where a Group Member is added to the Group subsequent to the Group Administrator's assent to these Terms, Group Administrator hereby agrees that as agent for the Group Member, Group Member shall comply with these Terms and Group Administrator will provide a copy of these Terms to Group Member upon becoming a Group Member.

- B. **Direct Contract.** Subject to OCLC acceptance, each Order for Group Members shall constitute a direct contract between OCLC and the Group Member.
- C. **Resale.** Group Administrator is not a buyer of the Service for resale.

Record Delivery :

目録データの配信方法です。Wiley オンラインブックスのデータでは、*Product Services Web* が唯一の選択肢となります。*Product Services Web* では、OCLC の Product Services Web <http://psw.oclc.org/> にアクセスして、目録データとラベルデータをダウンロードすることができます。:

E-mail Notification:

目録データのファイルが完成すると、フォームに記入いただいたEメールアドレスすべてに通知が自動配信されます。通知メールの送信元アドレスは OPC@esa1.dev.oclc.org で、件名は "EDX transfer notification" となります。迷惑メールフィルタソフトをお使いの場合は、このようなメールを受信できるよう設定をご確認下さい。

通知メールの受信用アドレスは、最大10個まで指定できます。出版社やベンダーに応じて異なるアドレスを指定することはできません。あらゆる出版社・ベンダーの目録データについて同じメールアドレスに通知メールが配信されます。

PDR:

OCLC自身が完全な目録データを提供できない場合、WorldCat Cataloging Partnersは、ベンダーから提供されたデータによる Partnering Data Record (PDR)を代わりに提供することができます。貴機関が地域的な共同目録に参加していて、他の参加図書館が既に同じ書籍の目録データを持っている場合も、PDRを提供することができます。OCLCの目録データが存在するにも関わらず何らかの理由で代わりにPDRが提供された場合に、PDRにOCLC識別番号を追加することができます。WorldCat Cataloging Partners の目録データには、他のOCLC-MARCレコードとは異なるデータが含まれます。貴機関の図書館システムで、次のフィールドを受け入れることができるよう設定をご確認下さい。:

001 Byte 0-2

PDR records only - このフィールドには **pct** という文字列が含まれます。後に続く数字がPDRナンバーであることを示します。

001 Bytes 3-10

PDR records only - このフィールドにはPDRナンバーが含まれます。PDRナンバーは右寄せされ、ナンバーの前に余分な空白の桁がある場合は0が入力されます。

Data Element:

出版社・ベンダーから提供され、必要に応じて WorldCat Cataloging Partners の目録データに追加できる項目です。フォームに記載されているのが、Wiley から提供可能な項目のすべてです。

Tags:

MARCタグは可変長フィールドを識別するためのもので、機能に応じて番号でグループ化することが可能です。

Indicators:

MARC レコードにおいて **indicator** (指示子) は、そのフィールドを索引化・目録カード化する上での情報や、その他のシステム上の機能についての情報を提供します。**Indicator** の位置に入る数字にはそれぞれ意味が与えられていて、フィールドによっては空白が固有の意味を持つこともあります。可変長フィールドの2つの **indicator** は、次のような組み合わせがありえます。

- 両方の位置に数字
- 一方に数字、もう一方は空白
- 両方とも空白

Subfields:

サブフィールドは、可変長フィールド中の情報の論理的な最小単位です。文字または数字からなるサブフィールドコードはサブフィールドの識別に使われ、サブフィールド・デミリタに続いて記述されます。

サブフィールドには、著作の書誌的記述のための文字列情報が含まれるのが普通ですが、制御コードが含まれる場合もあります。（サブフィールド\$aは各フィールドの最初に暗黙的に含まれ、表示されません）

Copy Call Number:

WorldCar マスターレコード中に存在する請求番号(call number)か、または WorldCat Cataloging Partners が小説・伝記作品に与えた請求番号の場合に限り、請求番号を別のフィールドにコピーすることができます。WorldCat Cataloging Partners は WorldCat レコードのフィールドから請求番号を選択し、ご指定のフィールドにコピーします。請求番号をコピーする際に、WorldCat Cataloging Partners は貴館の holding library code（後述）に対してプロファイルとして登録された分類法を使って、WorldCat 中のどの請求番号をコピーするか決定します。注：請求番号を次のタグにコピーした場合は、請求番号の書式を設定し直すことはできません。055, 060, 070, 090, 092, 096

請求番号のコピー後のフォーマットは、以下の 5 通りの中から任意のものを指定できます。

請求番号は、元の請求番号フィールドにあったのと同じフォーマットで、同じサブフィールドを使って記述されます。

例：

PN1298.L34 \$b L25 1990
367.5 \$b H346

請求番号は、部分ごとに\$a サブフィールドで区切られて記述されます。

例：

PN1298 \$a .L34 \$a L25 \$a 1990
367.5 \$a H346

請求番号は、部分ごとに連番のサブフィールドで区切られて記述されます。

例：

PN1298 \$a .L34 \$b L25 \$c 1990
\$g 367.5 \$h H346

請求番号は、全体が単一のサブフィールドに含まれるように記述されます。

例：

PN1298 .L34 L25 1990
367.5 H346

請求番号は、全体が単一のサブフィールドに含まれ、構成要素間にスペースが入らないように記述されます。

例：

PN1298.L34L251990
367.5H346

Collection ID:

コレクション IDは、貴館の蔵書の中で別々に扱う必要のあるコレクションを識別するためのものです。コレクションIDは20字を上限とします。Wileyオンラインブックスの場合、貴館のOCLCシンボルがコレクションIDとしてそのまま使われます。

Collection Description:

コレクションの内容を記述するためのオプション項目です。40字を上限とします。

例： Fiction Approval Plan or Main General Stacks.

Holding Library Code:

MARC レコードの 049 フィールドに貴館の OCLC holding library code (4 桁) の追加をご希望の場合は、この欄に記入して下さい。この欄の holding library code に基づいて、WorldCat Cataloging Partner は目録データに対して次のような処理を行います。

- holding library code を 049 に追加
- 各目録レコードに追加される請求番号の種類を指定
- ラベルに追加される請求番号の種類を指定
- ラベル上の請求番号のフォーマットと配置を指定

Class Scheme:

請求番号の中で用いる分類法を指定します。それに応じて、書誌レコードからどの請求番号をラベルに含めるかを決定します。WorldCat Cataloging Partners では、書誌レコードに請求番号を追加する際に用いたのと同じ基準でラベルに追加する請求番号を選択します。

Notes:

MARCレコードには、サブフィールドとしてnotes (注記) を追加することができます。notesにWorldCat Cataloging Partners と文字列で記述して、そのレコードがWorldCat Cataloging Partnersをソースとしていることを示すのが最も一般的な使い方です。他には、ご使用の図書館システムで必要となる制御コードをnotesに追加することもよく行われます。これらのnotesは、同じコレクションID (前述) を与えられて作成されるすべてのレコードに一律に追加されます。notesを追加したい場合は、追加したい文字列とともに、その文字列を追加したい位置を示すためにフィールドタグ、indicator (指示子)、サブフィールドをフォームに記入して下さい。WorldCat Cataloging Partnersでは、50文字を上限とするnotesを、最大で10種類追加することができます。

例 :

915 ‡a WorldCat Cataloging Partners

915 ‡b Spec Coll project

945 ‡c REF