Essential Start-Up Requirements

General ILS Information

ILS   VERSION

Z39.50 Information

1. Enter these IP addresses as legal traffic from B&T into your Firewall:

Z39.50 CONNECTION:
Primary: **52.188.83.242**   Secondary: **13.87.153.152**

2. For CLS to connect and search your ILS through Z39.50 protocol we need:

DATABASE NAME

IP ADDRESS

PORT NUMBER

(210 is standard for most ILS, 2200 is standard for SIRSI and 5666 is standard for TLC)

Cataloging

1. Please provide a list of all codes CLS will need for cataloging such as branch, collection, item type, material type and any additional codes. You may attach additional files as needed. For Sirsi customers, please provide a screen shot of the vendor holding code table.

Cataloging (continued)

Please provide your Item Tag structure, follow this example:

TAG NUMBER | 949 | INDICATOR | b1

Subfield	Description of Contents	Values
$a	Bar Code	
$b	Branch	See attached list of codes
$c	Collection Code	See attached list of codes
$t	Item Type	BOOK, PAPERBACK, CD
$p	Price	

Use separate pages as required:

TAG NUMBER | INDICATOR

Subfield	Description of Contents	Values

Cataloging (continued)

2. Record loader - please confirm that you have an item record loader. This is required in order to load the item records CLS will provide:

YES, I DO HAVE AN ITEM RECORD LOADER   NO, I DO NOT HAVE AN ITEM RECORD LOADER

3. Are you a member of OCLC?

YES   NO

If so, do you want us to update your holdings for you? *An OCLC 3rd Party Agreement PDF form is attached to facilitate this process*

YES   NO

If yes, please provide the OCLC WorldCat Authorization Number (ex: 100-XXX-XXX) and password.

Processing

RFID Information (if applicable)

Please provide the following information about your RFID tags:

1. What type of RFID will you be using?

VENDOR SPECIFIC TAG   BAKER & TAYLOR UNIVERSAL TAG (PREFERRED)

If Vendor Specific:

VENDOR   PART NUMBER

2. Will the tags be customer supplied or Baker & Taylor supplied? If customer supplied, we will need 10-15 tags for your sample order as well as a supply for future orders.

CUSTOMER   BAKER & TAYLOR

A. Are we linking and applying tags or only applying them?

LINKING AND APPLYING   APPLYING ONLY

B. Do you have your linking equipment/software set up?

YES   NO

3. RFID software vendors will not communicate with Baker & Taylor without library approval. Please open a help desk ticket to let them know a representative of Baker & Taylor will be asking for set up information on the library's behalf.

HELP DESK TICKET NUMBER

A. RFID conversion station software vendor:

B. We will also require a contact name and number of the vendor:

VENDOR CONTACT NAME   VENDOR CONTACT NUMBER

RFID Information (if applicable)

Here is the list of information that we need to set up our 3M RFID linking station:

We will need the following information from the admin settings tab:

DISPLAY:
LIBRARY NAME

ITEM ID ENTRY: BRANCH

VALID LENGTH: MIN

OPTIONS: MAX

FORMAT

MAXIMUM PARTS IN A SET

FIELD VALUES *(please list options that should be checked). If ISO object item is selected, please provide library initial value.*

SETUP:

1. Click on tag reader
2. Click on Configure Tag Data Formats
3. Please provide the settings (options are listed in the right drop down box).

Supplies such as genre labels, new stickers, special cases, or any additional processing components needed

CLS Supplied:

Please provide a sample sheet that includes an example of each component along with the vendor ordering information.

Customer Supplied:

Please prepare a box of appropriate quantities to be shipped to Baker & Taylor upon request. Your Account Coordinator will provide a UPS call tag as a convenience.

Pictures of Material

Please provide pictures of all the components we will attach to your material (spine label, barcode, ownership label, genre labels, etc.).

Barcode Information

Please provide the following information in order to have your barcode range set up in our system:

LIBRARY NAME ON BARCODE

BARCODE PREFIX   BARCODE SYMBOLOGY

Do your barcodes have a check digit?
  YES   NO

Does the library use an eye readable number strip?
  YES   NO

Please provide barcode range:

START #   END #

If you use a check digit for your barcode, what calculation is applied? Example: MOD10

What subfield in the 949 tag does the barcode go in?

Library contact for ordering additional barcode range:

NAME   PHONE   EMAIL

ADDITIONAL COMMENTS