

PromptCat Order Form – Summary

Order Form Page #/Header	Library	Library & Vendor	ILCSO Required
Page 1 – Order Type and Date	X		
Page 2			
Materials Vendor for this order is	X		
Institution Name	X		
OCLC Regional Service Provider	X		
OCLC Symbol	X		
Contact Person	X		
Local System			Voyager 2001.1.1 (ILCSO Consortium)
Are you a member of a Shared Local Catalog			No
Do you want to be treated as a member of a shared local catalog?			No
Page 3 – Processing Keys		X	
Page 4			NOTE: ILCSO will use its EDX Account to receive the PromptCat records from OCLC. Individual libraries do not need to complete the EDX Assessment form.
Vendor Customer IDs		X	
Record Delivery			Delivered Via: EDX E-mail notification addresses: pcat@ilcso.illinois.edu (The library may include a local contact as an additional email notification if desired, but the address above must be included for ILCSO to receive proper notification so that the PromptCat records can be retrieved by ILCSO.) Delivered To: Other Institution Name: ILCSO Office OCLC Symbol: ILL
PromptCat Data Records			Do you wish to receive PDRs?: No
PromptCat Cataloging Report	X		
Holdings in WorldCat	X		
Split files			No to both
Catalog Cards	X		

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Materials Vendor Data to Map		X	Tag: 049 Indicators: blank blank Subfield: L Type of Data: [Voyager Item Type code abbreviation appropriate for your library]* Tag: 049 Indicators: blank blank Subfield: P Type of Data: [item barcode number, if appropriate for your library]*
Do you want PromptCat to create a label file?	X		
Page 5			
Processing Based on Site IDs	X		
MARC Record selection		X	
Copy Call Number	X		NOTE: Library may not need this option, depending on the Call Number Hierarchy used in the Express mode Bulk Import Rule, in Voyager CAT SysAdmin.
Format of Call Number after it is Copied	X		NOTE: If you Copy Call Number, do not choose “Reformatted in \$a’s when copied” if this may conflict with your library’s Call Number Hierarchy in Voyager CAT SysAdmin.
Constant Data Notes	X		NOTE: None of these are needed for standard ILCSO Express mode processing.
Page 6 – Dewey, Biography, Fiction, and Juvenile Call Numbers	X		
Page 7 – Label Processing			
All sections are library optional	X		
Label File Delivery	X		NOTE: If using this option, select Institution and enter your library’s OCLC code. Do NOT enter ILL here to represent ILCSO. Libraries are responsible for pickup of label files locally.

*See *Using OCLC for ILLINET Online/Voyager Data Entry* for more details:
< http://office.ilcsso.illinois.edu/Docs/030423_OCLC_voy.pdf>