



TN/NM 7P 39216

**SUPPLY CHAIN MANAGEMENT UNIT**  
**CORPORATE PROCUREMENT BRANCH**  
**OLD FORT PLACE**  
**DURBAN**

**Date:** 26 June 2018

**CONTRACT ADVERT**

**Contract Number:** 7P 39216

**DESCRIPTION:** APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF LIBRARY CATALOGUING TOOLS FOR ETHEKWINI MUNICIPAL LIBRARY (EML) FOR 12 MONTHS

**Closing Date for Tenders:** Wednesday 04 July 2018 @ 11:00 am

Tender documents are obtainable from Archie Gumede Place, Corporate Procurement Building (between 08:00 to 13:00 and 14h00 to 15:30)

**Submission of tender documents:** Tender documents must be deposited on tender box situated at Archie Gumede Place, Corporate Procurement Building, Durban, 4000 NOT any other Municipal tender box.

**Technical Enquiries To:** -

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**Contractual Enquiries To:**

Ms Ncami Mazibuko – 0313117425

**SPECIFICATION FOR APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF LIBRARY CATALOGUING TOOLS FOR ETHEKWINI MUNICIPAL LIBRARY (EML) FOR 12 MONTHS**

- 1. RESOURCE DESCRIPTIVE & ACCESS (RDA) TOOLKIT**
- 2. WEB-DEWEY (WEB ACCESS TO DEWEY DECIMAL CLASSIFICATION**
- 3. ONLINE COMPUTER LIBRARY CENTER (OCLC) WORLD CATALOG SERVICES**

The EThekweni Municipal Libraries (EML) invites tenders for the supply and installation of **the RDA Toolkit for 10 users, web access to Dewey decimal classification for 10 users and OCLC world catalog services**. EML serves the residents of the eThekweni Municipality. It consists of 92 branches, distributed throughout the city, a central lending library, a central reference library, an Africana Library, special libraries and a mobile service. The Library seeks a supplier that will provide RDA Toolkit and Web Dewey that are optimized for staff use in order to help them to create bibliographic records and to assign the correct class numbers to library items.

**1. RDA Table of Contents**

Section 1: Recording Attributes of Manifestation & Item

Section 2: Recording Attributes of Work & Expression

Section 3: Recording Attributes of Agents

Section 4: Recording Attributes of Concept, Object, Event & Place

Section 5: Recording Primary Relationships between Work, Expression, Manifestation, & Item

Section 6: Recording Relationships to Agents

Section 7: Recording Relationships to Concepts, Objects, Events, & Places

Section 8: Recording Relationships between Works, Expressions, Manifestations, & Items

Section 9: Recording Relationships between Agents

Section 10: Recording Relationships between Concepts, Objects, Events, & Places

### **RDA Toolkit specifications:**

- Searchable browse-able, and printable RDA instructions in their most up-to-date version;
- User-created (searchable & editable) Workflows, Maps, examples and other tools that allow customization of RDA to support our organization's training, internal processes, and local policies;
- Two options for viewing RDA content—Table of Contents and RDA Element Set;
- Full text of AACR2 with links to RDA;
- Library of Congress Policy Statements;
- Links to other relevant cataloguing resources.
- The software must be MARC compatible.

### **2. Web Dewey Specifications:-**

All content from print edition and features:-

- 10 Main Classes i.e. 000, 100, 200, 300, 400, 500, 600, 700, 800, 900
- Tables i.e. T1, T2, T3, T3A, T3B, T3C, T4, T5, T6
- Index
- Overview
- Introduction
- Glossary
- Relocations and discontinuations
- Regular updates (new developments, new built numbers and additional electronic index terms)
- Searchable or browse-able DDC numbers, Library of Congress Subject Headings, Mapped MeSH and BISAC headings
- Provide access to authority records from links in the Web-Dewey records

### **3. OCLC World Catalog services Specifications :-**

- The product must allow cataloguers to add holdings and new records to World Catalog and copy records to our local library system
- It must offer access to global bibliographic records on World Catalog
- It must allow cataloguers to access Library of Congress Subject Headings and Name Authority files
- It must include WorldCat Knowledge base

### **Additional requirements**

- The service provider must submit at least 5 reference letters ,purchase orders or Letter of award from current and previous customers supplied with RDA tool kits, Web Dewey and OCLC World Catalogue services
- The supplier must provide a detailed costing structure of all functions within the cataloguing module/services/support available.