

REQUEST FOR EXPRESSION OF INTEREST (EOI)

Subject: Cataloguing Services for the ICC Library

Date of this EOI: 09 February 2012

Closing date of this EOI: 22 February 2012

Reference Number: ICC 113258

Address EOI for the attention of: Mr. Kazumi Nakamura

Fax no.: +31 70 515 8336

E-mail address: Kazumi.Nakamura@icc-cpi.int

It is anticipated that the International Criminal Court (hereafter referred to as the ICC) located in The Hague, The Netherlands, will shortly be issuing a solicitation on the purchase of **Cataloguing Services for the ICC Library**. In this connection, the ICC is requesting expression of interest from qualified firms.

SCOPE OF WORK

Background

The International Criminal Court Library requires the services of a consultant for a cataloguing project. The consultant(s) will be working on site at the ICC Library where access to internet, email, system databases, servers and documentation will be provided.

Qualifications of the consultant

The Contractor should have a thorough knowledge of anglo-american classification schemes and systems of cataloguing, as well as knowledge of the two working languages of the Court, English and French.

Knowledge of the following will be an advantage:

1. AACR2 Rev.
2. Library of Congress Classification Scheme and Library of Congress Subject Headings (LCSH) and the electronic equivalent, ClassWeb.
3. The French equivalent of the LCSH, the Répertoire de vedettes matières (RVM)
4. MARC21

Experience in the following will be an advantage:

1. Capable of cataloguing all formats of material eg microfiche, CD, DVDs, etc.
2. Experience in using OCLC.
3. The ICC Library catalogues to world standards equivalent to that produced by the Library of Congress and the law libraries of Harvard and Yale, for example. The person must have experience cataloguing in world class institutions such as academic libraries.
4. Experience in cataloguing legal materials is desirable.
5. Experience in cataloguing in foreign languages, in particular, French, Spanish, German, Italian and English and cope with a variety of other languages as they arise.
6. Capable of using ALA-LC romanization tables, for languages not in roman script.

7. Experience in using integrated library systems, in particular the cataloguing module SirsiDynix Unicorn library system.

The contractor will also be required to:

- 1 Assist in writing policies and procedures for cataloguing and classification as well as cataloguing using the SirsiDynix system.

Timeframe:

The project shall start in 2012 for one (1) year [twelve (12) months] with an option for one (1) year [twelve (12) months] extension, subject to the availability of funds. Expected day of the start of the project is 01 May 2012. Exact dates of the work are not determined yet and will be negotiated.

Interested firms/organizations should forward their Expression of Interest by facsimile or e-mail to the attention of Mr. Kazumi Nakamura at fax no. +31 70 515 8336 or by e-mail Kazumi.Nakamura@icc-cpi.int Please use the attached form.

Interested firms/organizations registered with the UN Global Marketplace, please indicate your vendor registration number.

Please be advised that this Request for EOI does not constitute a solicitation. It should also be noted that the ICC reserves the right to change or cancel this requirement at any time.

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1. Company information:

a) Company's name: _____

b) Address (address responding to this EOI): _____

c) Telephone: _____

d) Fax: _____

e) E-mail: _____

f) Company contact: _____

g) UNGM Vendor Registration No.: _____