

Cataloging: Create Bibliographic Records

Last updated: October 2019



6565 Kilgour Place, Dublin, OH 43017-3395
www.oclc.org

Revision History

Date	Section title	Description of changes
May 2014	5 Import bibliographic records	Removed information about expiration of saved files.
August 2013	1 About creating bibliographic records	Added text that states that the application supports Armenian, Ethiopic, and Syriac scripts.
	4 Create for electronic resources by extracting metadata	
March 2012	3 Create a bibliographic record from a workflow	Added option to use RDA workforms rather than the default AACR2-based workforms
January 2008	5 Import bibliographic records	Added this section, which also appears in the Export and Import Bibliographic Records guide
	6 Retrieve local system records	Added this section, which also appears in the following guides: <ul style="list-style-type: none"> • Search WorldCat • Export or Import Bibliographic Records
June 2007	1 About creating bibliographic records	Added new option to retrieve a local system record using a Z39.50 connection from the Connexion client (retrieved record is imported as a workflow)
	2 Create from existing record	Added a note that you can derive a new bibliographic record from an existing institution record
	4 Create for electronic resources by extracting metadata	Dewey numbers are extracted to field 695 (formerly extracted to 699)

© 2014 OCLC

The following OCLC product, service and business names are trademarks or service marks of OCLC, Inc.: CatExpress, Connexion, DDC, Dewey, Dewey Decimal Classification, OCLC, WorldCat, WorldCat Resource Sharing and "The world's libraries. Connected."

In addition, the WorldCat symbol and OCLC symbol are service marks of OCLC. Third-party product and service names are trademarks or service marks of their respective owners.

OCLC grants permission to photocopy this publication as needed.

Table of Contents

1 About creating bibliographic records

Non-Latin scripts, 4

How to create records, 4

Online or offline cataloging, 5

About original cataloging in WorldCat, 5

Search WorldCat for an existing record, 5

Add data, edit, or review new records, 6

Add record to WorldCat, save to online or local file, or submit for peer review, 8

OCLC Terminologies Service, 9

2 Create a bibliographic record from an existing record

Derive a record, 10

Content transferred to a derived record, 11

Select variable fields to transfer to derived records, 12

3 Create a bibliographic record from a workform

When to use a workform, 13

Create a record from a workform, 13

Content transferred to workform, 14

Optional: Use RDA-based workforms, 14

4 Create records for electronic resources by extracting metadata

About extracting metadata to create records, 16

Create records for electronic resources, 17

Results of metadata extraction, 19

Set or check options for creating records with extracted data, 21

Review extracted data, 22

Retrieve extracted records from a save file, 23

5 Import bibliographic records

Why import bibliographic records?, 25

Records you can import, 25

Restrictions on taking actions on imported OCLC bibliographic records, 25

About import files, 26

Set import options, 27

Import records, 28

Results of importing records, 29

Import conversion details, 30

Find imported bibliographic records, 31

6 Retrieve local system records using a Z39.50 connection

About retrieving local system records, 32

Set up a connection to a host local system, 32

Connect to a local system host and retrieve a record, 34

1 About creating bibliographic records

Non-Latin scripts The Connexion client supports using these non-Latin scripts for cataloging: Arabic, Armenian, Bengali, Chinese, Cyrillic, Devanagari, Ethiopic, Greek, Hebrew, Japanese, Korean, Syriac, Tamil, and Thai.

See also: More information for creating records in Cataloging/International/"Use non-Latin scripts for cataloging."

How to create records Create original records using one of the following methods:

- Derive a record from an existing bibliographic record (see "Create a bibliographic record from an existing record").
- Create a workform and enter data (see "Create a bibliographic record from a workform").
- Extract metadata to create records for electronic resources (see "Create records for electronic resources by extracting metadata").
- Import records from your local system (see Cataloging, Import Records, "Import bibliographic records").
- Retrieve a record from your local system using a Z39.50 connection in the Connexion client (the client imports a retrieved record as a workform) (see Cataloging, Search WorldCat, "Retrieve local system records using a Z39.50 connection").

Create records for the following MARC formats:

- Books
- Computer files
- Continuing resources (previously called Serials; includes both serials and integrating resources material types)
- Maps
- Mixed materials
- Scores
- Sound recordings
- Visual materials

Note: To change the MARC format of the record at any time, select a format from the drop-down list at the top of the fixed field. (The list is available only when you have the fixed field display option set to **Top** or **Bottom (View > OCLC Fixed Field.)**)

Alternative: Set an option to use RDA-based workforms to create bibliographic records instead of using the default workforms based on AACR2 in Tools > Options > RDA.

No minimum authorization level is required to create records.

Cataloging: Create Bibliographic Records

Online or offline cataloging

Create original records online or offline. To create a bibliographic record from a workform when you are logged off, you must define a holding library code and institution symbol for fields 040 and 049. When you create a bibliographic record from a workform while you are logged on, the client uses the holding library code and institution symbol associated with your logon authorization.

About original cataloging in WorldCat

- **Standards.** Please review the guidelines found in chapter 4, "When to Input a New Record," of *OCLC Bibliographic Formats and Standards*.
- **Quality control.** Always search WorldCat for the item you are cataloging before creating a bibliographic record and then again just before adding an original record to WorldCat to prevent duplicate records.
- **Exporting records you create.** When you create a record and add it to WorldCat, the system assigns a unique OCLC control number. You can export records you create only after you add them to WorldCat. Records must have an OCLC control number to be exported.

Search WorldCat for an existing record

Search WorldCat for a record that describes the item you want to catalog. Use several strategies: depending on the item, search by ISBN, LCCN, title, URL, publisher, or other information from the item that is distinctive. For more information about searching using the client, see Cataloging, Search WorldCat, "Search WorldCat interactively."

Depending on results, you can do the following:

If you find...	Do this...
Record that matches the item exactly	Use the record as is (for example, export it) Or Edit it to correct or expand information about the item For more information, see Cataloging, Edit Bibliographic Records, "Edit bibliographic records."
Record that nearly matches the item	Derive a new record from the existing record to reuse the matching information and revise the remainder of the record For more information, see "Create a record from an existing record."
No matching records	Create a new record from a workform. For more information, see "Create a record from a workform."

Add data, edit, or review new records

Open MARC field Help

For assistance any time while you edit or create a record, open the MARC field description for any field:

Action
<p>On the Help menu, click MARC Field Help, or click , or press <Ctrl><F1>. A description of the specific field or fixed-field element where the cursor is located opens.</p>

Use constant data

To save keystrokes when using a workform or deriving records, create and apply constant data records, using the online or local constant data file. Constant data is a fast way to add notes and other data you use often when you create or edit records. You can:

Constant data action	Menu > command (keystroke shortcut)
Set a default constant data record	<p>Edit > Constant Data > Online > Set as Default (or press <Alt><E><D><O><D>)</p> <p>Edit > Constant Data > Local > Set as Default (or press <Alt><E><D><L><D>)</p>
Apply the default constant data	<p>Edit > Constant Data > Online > Apply Default (or press <Ctrl><A>)</p> <p>Edit > Constant Data > Local > Apply Default (or press <Ctrl><Y>)</p>
Apply a constant data record by name	<p>Edit > Constant Data > Online > Apply by Name (or press <Ctrl><U>)</p> <p>Edit > Constant Data > Local > Apply by Name (or press <Alt><E><D><L><N>)</p>
Apply a constant data record you select from a list	<p>Edit > Constant Data > Online > Apply from List (or press <Alt><E><D><O><L>)</p> <p>Edit > Constant Data > Online > Apply from List (or press <Alt><E><D><L><L>)</p>

See topics in Cataloging, Use Constant Data for more information.

Use text strings

Another way to save keystrokes when you enter frequently used data is to create, assign, and insert custom text strings (use **Tools > Text Strings** or use the **Text String** quick tool on the toolbar). Use text strings to supplement constant data when you want to enter shorter data, diacritics or special characters, or several fields of data. Insert a text string from the Text Strings window: select a text string and click

Assign. Or insert from the **Text String** quick tool: select a text string in the list. Or you can assign and use a keystroke or user tool to insert a text string.

For more information, see Basics, Set Options and Customize, "Create custom text strings."

Use guided entry for fields 006, 541, or 583

Open templates to add fields 006 (you choose the MARC format you want) or fields 541 or 583, often used to describe archival materials.

See Cataloging, Edit Bibliographic Records, "Create or edit 006, 541, or 583 fields using guided entry."

Use fixed field drop-down lists of valid element values

By default, when the fixed field display is set to **Top** or **Bottom** (not displayed as variable field), each fixed field element has a drop-down list of values valid for the MARC format of the record. You can select a value from a list or type over a value. Or you can hide the lists in **Tools > Options > Record Display**.

See "Edit bibliographic records" for more information.

More information on editing

See Cataloging/Edit Bibliographic Records/"Edit bibliographic records."

Cataloging: Create Bibliographic Records

Add record to WorldCat, save to online or local file, or submit for peer review

After creating a record, you can add it to WorldCat or save it for further editing or for peer review.

Caution: If you are online and log off without adding the new record to WorldCat or saving it, your record is lost.

To add a record to WorldCat:

	Action
1	<p>Prevent duplicate records:</p> <p>Search WorldCat again, immediately before adding a record, to verify that no one has added a record for the item since you began cataloging it.</p>
2	<p>If no record exists, validate and then add the record to WorldCat: On the Action menu,</p> <p>Click Update Holdings, or click , or press <F8>. This action sets your library's holdings on the record when it is added to WorldCat.</p> <p>Or</p> <p>Click Produce and Update Holdings, or click , or press <Shift><F7>. This action sets your holdings and also produces cards and accessions lists offline, based on your OCLC cataloging profile.</p> <p>Or</p> <p>Click Alternate Produce and Update Holdings, or press <Alt><A><A>. This action produces extra catalog cards (not covered in your OCLC profile) in quantities and for holdings you specify.</p> <p>Results:</p> <ul style="list-style-type: none"> • Connexion validates the record. If the system reports validation errors, correct them and retry adding the record. • When the record is valid, Connexion adds it to WorldCat, sets your holdings, and assigns an OCLC control number. • Your copy of the record is displayed. Local data fields you added to the record are retained in your copy. <p>Notes:</p> <ul style="list-style-type: none"> • You can validate the record and correct any validation errors as a separate action, but the system validates a record automatically before performing a final action on it • If you want to do one of these actions immediately on a record in a local file, you must be logged on. If you take an action while offline, the record is marked for batch processing.

To save a record you create:

	Action
1	<p>Optional. Before saving, assign a My Status and/or workflow status: On the Action menu, click Set Status, or press <Alt><Shift><S>.</p> <p>Result: The status(es) you assign appear in the status bar at the bottom of the record.</p>
2	<p>On the Action menu, click Save Record Online, or press <Ctrl><Alt><V>.</p> <p>Or</p> <p>Click Save Record to Local File, or press <F4>.</p> <p>See more about saving records in Cataloging, Save Bibliographic Records, "Save bibliographic records."</p>

See procedures for submitting records for review or reviewing records with your peers at other libraries in Cataloging, Take Actions on Bibliographic Records, "Exchange records for peer review."

OCLC Terminologies Service

OCLC provides a Terminologies Service for access to multiple controlled vocabularies to help you create consistent metadata in records for your library collections, including digital collections. You have access to these thesauri, with more to come:

- Medical Subject Headings (MeSH)
- Guidelines on Subject Access to Individual Works of Fiction, Drama, etc. Newspaper Genre List
- Thesaurus for graphic materials: TGM I, Subject terms
- Thesaurus for graphic materials: TGM II, Genre and physical characteristic terms

Open and use the Terminologies Service with Connexion as you edit and create records. See more information and procedures on the OCLC Web site at: <http://www.oclc.org/terminologies/default.htm>.

2 Create a bibliographic record from an existing record

Derive a record

	Action
1	<p>Before creating a record: Search WorldCat for existing records describing the item you want to catalog.</p> <ul style="list-style-type: none"> • If you find an existing record that matches the item exactly, use the record instead of creating a new one. • If you find an existing record that closely matches or is related to the item, derive the new record from it (continue this procedure). <p>Note: You can also derive a new record from an edited record or a workform</p>
2	<p>Optional. Switch to a different MARC format for the derived record: In the drop-down list in the fixed field of the record you want to use to derive a new record, select a MARC format:</p> <ul style="list-style-type: none"> • Books • Computer Files • Continuing Resources (formerly called Serials; includes serials and integrating resources material types) • Maps • Mixed Materials • Scores • Sound Recordings • Visual Materials <p>Alternative: Derive the new record first (steps 3 and 4), and then change the MARC format in the derived record.</p> <p>Note: To display the list of MARC formats, the fixed field must be displayed Top or Bottom (in View > OCLC Fixed Field).</p>
3	<p>On the Edit menu, click Derive > New Record, or press <Ctrl><Alt><C>.</p>
4	<p>When the client asks if you want to transfer the fixed field values to the new record: Click Yes or press <Enter> to transfer the fixed field, or click No to derive the new record without transferring the fixed field, or click Cancel to cancel deriving a new record.</p> <p>Result of Yes: The client redisplay the record content with NEW in place of an OCLC control number</p>
5	<p>Add data, edit, or review the new record. See “About creating bibliographic records” for more information.</p>
6	<p>Add the record to WorldCat, save it to the online or local save file, or submit it for peer review. See “About creating bibliographic records” for more information.</p> <p>Caution: If you are online and log off without adding the new record to WorldCat or saving it, your record is lost.</p> <p>Prevent duplicate records. Search WorldCat again, immediately before adding records to WorldCat to be sure that no other user has added a record since you began working on yours.</p>

Note on adding a saved record to WorldCat: When you retrieve an original record from the online save file and add it to WorldCat, the system deletes the record from the save file when you close it. Resave the record if you need to keep it for further processing.

Content transferred to a derived record

Whether you are deriving a new bibliographic record or a new bibliographic constant data record, Connexion transfers the following content to the new record (unless you customize in **Tools > Options > Derive Record**)::

- MARC fields with tag numbers from 1xx to 8xx (x = any number).
- Links to controlled headings.

Connexion supplies the following defaults in the new record:

- MARC field 040: Subfields a and c containing the your OCLC institution code and a blank subfield b.

Note: If you are online, the client supplies the institution symbol from your logon authorization. If you are offline, the symbol is supplied from client options in **Tools > Options > General tab (required)**.

- Contents of the MARC fixed field defaults to values appropriate for the type of record
- Default variable fields based on your cataloging profile:
 - Empty call number field appropriate for your profiled classification scheme. One of the following fields is inserted: 055, 070, 080, 086, 090, 092, or 096.
 - Field 049 containing you default holding library code.

Note: If you are online, the client supplies the holding library code from your logon authorization. If you are offline, the code is supplied from client options in **Tools > Options > General tab (required)**.

Connexion does not transfer:

- OCLC control number: the word NEW replaces the control number
- Holdings data.
- Fixed field values
- MARC fields with tag numbers less than 100.
- MARC fields with tag numbers 9xx (x = any number)

Select variable fields to transfer to derived records

To change variable fields to transfer when you derive a new record:

	Action
1	On the Tools menu, click Options , or press <Alt><T><O>. Then click the Derive Record tab .
2	<p>Select check boxes for any or all of the following fields:</p> <p>006, 004, 02X, 03X, 04X, 05X, 06X, 07X, 08X, 09X, 1XX, 2XX, 3XX, 4XX, 5XX, 6XX, 7XX, 8XX, 9XX, where X = any number</p> <p>Default selection: 1XX through 8XX</p> <p>Notes:</p> <ul style="list-style-type: none"> • No matter which fields you select to transfer, the following fields never transfer to a derived record: 01X, 029, 040, 042, 049, 066, 850, 886, 887, 938, 956, 987
3	Optional. To reset the selections to the default, click Reset .
4	When finished, click Apply to apply your changes without closing the Options window. Or Click OK or press <Enter> to apply your changes and close the Options window.

Note: The settings under **Bibliographic Records and Constant Data** for fields to transfer to derived records apply to bibliographic records or bibliographic constant data records only.

3 Create a bibliographic record from a workform

When to use a workform

Use a workform if you have searched WorldCat thoroughly and find that:

- No existing bibliographic record matches the item exactly.
- No existing record matches the item closely enough to derive the new record from it. (See “Create a bibliographic record from an existing record.”)

Create a record from a workform

The client provides workforms for all MARC record formats. Use a workform as a template for creating an original bibliographic record.

	Action
1	<p>Before creating a record: Search WorldCat for existing records describing the item you want to catalog.</p> <ul style="list-style-type: none"> • If you find an existing record that matches the item exactly, use the record instead of creating a new one. • If you find an existing record that closely matches or is related to the item, derive the new record from it. • If you find no matching records, continue this procedure to create a record from a workform
2	<p>To open a workform to create a new record in the appropriate MARC format, on the Cataloging menu, click one of the following commands, or press the equivalent keystroke:</p> <ul style="list-style-type: none"> • Create > Single Record > Books (or press <Ctrl><Shift>). • Create > Single Record > Computer Files (or press <Ctrl><Shift><P>). • Create > Single Record > Continuing Resources (or press <Ctrl><Shift><L>). (Formerly called Serials; includes both serials and integrating resources material types.) • Create > Single Record > Maps (or press <Ctrl><Shift><M>). • Create > Single Record > Mixed Materials (or press <Ctrl><Shift><I>). • Create > Single Record > Scores (or press <Ctrl><Shift><C>). • Create > Single Record > Sound Recordings (or press <Ctrl><Shift><R>). • Create > Single Record > Visual Materials (or press <Ctrl><Shift><V>). <p>Results: MARC workforms contain the following default variable fields based on your cataloging profile:</p> <ul style="list-style-type: none"> • Empty call number field appropriate for your profiled classification scheme. One of the following fields is inserted: 055, 070, 080, 086, 090, 092, or 096 • Field 049 containing your default holding library code.
3	<p>Add data, edit, or review the new record. See “About creating bibliographic records” for more information.</p>
4	<p>Add the record to WorldCat, save it to the online or local save file, or submit it for peer review. See “About creating bibliographic records” for more information.</p> <p>Caution: If you are online and log off without adding the new record to WorldCat or saving it, your record is lost.</p> <p>Prevent duplicate records. Search WorldCat again, immediately before adding records to WorldCat to be sure that no other user has added a record since you began working on yours.</p>

Note on adding a saved record to WorldCat:

When you retrieve an original record from the online save file and add it to WorldCat, the system deletes the record from the save file. Resave the record if you need to keep it for further processing.

Content transferred to workform

Connexion supplies the following defaults in the new record:

- MARC field 040: Subfields a and c containing your institution symbol and a blank subfield b.

Note: If you are online, the client supplies the institution symbol from your logon authorization. If you are offline, the symbol is supplied from client options in **Tools > Options > General tab (required)**.

- Contents of the MARC fixed field defaults to values appropriate for the type of record.
- Default variable fields based on your cataloging profile:
 - Empty call number field appropriate for your profiled classification scheme. One of the following fields is inserted: 055, 070, 080, 086, 090, 092, or 096.
 - Field 049 containing your default holding library code.

Note: If you are online, the client supplies the holding library code from your logon authorization. If you are offline, the code is supplied from client options in **Tools > Options > General tab (required)**.

Connexion does not transfer:

- OCLC control number: the word **NEW** replaces the control number
- Holdings data
- Fixed field values
- MARC fields with tag numbers less than 100
- MARC fields with tag numbers 9xx (x = any number)

Optional: Use RDA-based workforms

Default workforms for creating bibliographic records and constant data in the client are based on Anglo-American Cataloging Rules (AACR2). You can choose instead to use workforms based on Resource Description and Access (RDA) by setting an option in **Tools > Options > RDA**.

If you use RDA workforms, you can also set an option in the RDA Options tab to enable showing RDA field descriptions for variable fields. You must be an RDA subscriber and enter your RDA Toolkit logon information in the RDA Options tab. Once you set the option and enter your information, to see an RDA Toolkit field description:

- With the cursor in a variable field, click **Tools > RDA Toolkit**.

Notes about the Toolkit

- If you are not a subscriber but you are interested in subscribing, see details on the RDA Toolkit Subscribe Web page at:
<http://www.rdatoolkit.org/subscribe>.
- For general information, see the RDA Toolkit Web site at:
<http://www.rdatoolkit.org/>.
- For more about RDA cataloging, see Information and Resources in Preparation for RDA on the Library of Congress Web site at:
<http://www.loc.gov/aba/rda/>.

4 Create records for electronic resources by extracting metadata

About extracting metadata to create records

- The client extracts metadata from an electronic file and inserts the data into a workform to produce a preliminary record for you to edit and complete.
- The following electronic resource types are supported:
 - HTML (
 - *.htm or *.html files) (Hypertext Markup Language)
 - PDF (*.pdf files) (Adobe Portable Document Format)
 - Word (*.doc files) (Microsoft Word)
 - MP3 (*.mp3 files) (MP3 audio)
- File size limit is 50 MB.
- Options for creating records from metadata include creating multiple records from additional Web pages that are linked from the primary Web page you specify; automatically inserting a Dewey classification number; adding constant data; appending a My Status; and more.
- Create records by extracting metadata while logged on or offline.
Required: If offline, you must have either:
 - A general default authorization and password defined in **Tools > Options > Authorizations**
 - Or
 - A default authorization and password defined for the local file in **File > Local File Manager / Authorization**
- If metadata for a file is provided in a non-Latin script, the non-Latin script data is extracted. The client supports the following non-Latin scripts: Arabic, Armenian, Bengali, Chinese, Cyrillic, Devanagari, Ethiopic, Greek, Hebrew, Japanese, Korean, Syriac, Tamil, and Thai.

Cataloging: Create Bibliographic Records

Create records for electronic resources

Prevent duplicate records. Before creating a record, search WorldCat for existing record(s) for the electronic resource(s) you want to catalog. Use record(s) found to catalog your item.

If no record(s) exist, create one or more by extracting metadata:

	Action
1	<p>While logged on or offline, click Cataloging > Create > Extract Metadata, or press <Alt><C><C><X>.</p> <p>See requirement above to define a default authorization if working offline.</p>
2	<p>In the Extract Metadata window, in the Resource box, enter the URL of a Web page or the path of a local electronic file. Enter:</p> <ul style="list-style-type: none"> • URL: Type or copy and paste a URL for a Web site or Web page within a site (*.htm or *.html file). You must include the prefix http:// or https://. • Local file path: Type or copy and paste the full path and file name of a file on your workstation or a network drive (*.htm, *.html, *.doc, *.pdf, or *.mp3 file). <p>If you type in the Resource box, a drop-down list opens showing URLs you have visited using your browser. Select a URL if the resource is included.</p> <p>Or</p> <p>Click Browse and navigate to the location of the resource.</p>
3	<p>Optional for Web pages only (*.html and *.htm files)" Select the check box next to Create multiple records from one Web site to create additional workforms for Web pages linked from the specified Web page. Use this option to create records for significantly related Web pages.</p> <p>Accept default settings or change the following settings:</p> <ul style="list-style-type: none"> • Maximum bibliographic records to create (range: 1 to 100)(default:1 additional record) • Start creating records at link number (the client counts links in the order they appear in the source code) (range: 1 to 5,000) (default: link number 1) <p>Notes:</p> <ul style="list-style-type: none"> • Only linked resources of supported file types will be extracted: *.html, *.htm, *.doc, *.pdf, or *.mp3. • File size limit: 50 MB.

	Action
4	<p>Optional. Click Settings or Advanced Settings. Accept default settings or change settings for:</p> <ul style="list-style-type: none"> • Whether to display records immediately or save them to the online or local save file <p>Caution: If you save to the online save file, the records are not assigned the status Extracted. If you want to retrieve the records later from the online save file by searching for a status, assign a My Status.</p> <ul style="list-style-type: none"> • What to add to records in addition to extracted metadata (Dewey number, default constant data, and/or a My Status) • What to do with redirected Web pages (follow or skip redirects) • How long to wait for extracting metadata and creating the workforms (select number of minutes). <p>See procedures below for setting these options.</p>
5	<p>Click OK, or press <Enter> to start extracting data and creating the record. Or</p> <p>Web resources only: If you selected the option to create multiple records for Web pages linked from the Web page you specify, the client displays a list of linked Web pages in order as they appear in the source code of the specified Web page.</p> <ol style="list-style-type: none"> 1. Click check boxes next to each entry that you want to catalog. Or Click Clear All to clear all selections and re-select. Or Click Select All to select all entries in the list. 2. When ready, click Start to begin extracting data and creating records. When the process is completed, record(s) created are displayed ("pinned" open). If you selected an option to save records, they are saved and do not display. <p>See complete results of metadata extraction below.</p>
6	<p>Review and edit the new record(s). See "About creating bibliographic records" for more information.</p> <p>Check extracted data carefully for incorrect content and formatting. See "Review extracted data" below.</p> <p>Note: If you copy and paste data into records from a Web file, use Paste Unformatted instead of Paste on the Edit menu to paste all of the data into a single field. Paste Unformatted removes paragraph and line break HTML codes which otherwise cause the data to be pasted into separate fields).</p>
7	<p>Add the new record(s) to WorldCat, save to online or local file, or submit for peer review. See "About creating bibliographic records" for more information.</p> <p>Caution: If you are online and log off without adding the new record to WorldCat or saving it, your record is lost.</p> <p>Prevent duplicate records. Search WorldCat again, immediately before adding records to WorldCat to be sure that no other user has added a record since you began working on yours.</p>

Caution: If you extract data from a Web page constructed of framesets, you must provide the specific URL for the frame that contains the main content. A frameset is a page structured in separate scrollable sections called frames. Each frame displays a separate URL. To determine the URL of the main content frame:

1. Open your Internet Explorer browser to the page and right-click in the main content frame.
2. On the pop-up menu, click **Properties**.
3. Select and copy the URL in the **Address (URL)** area, and then paste it into the **Resource** box of the client Extract Metadata window.

Results of metadata extraction

The system locates the electronic resource(s), creates workforms, inserts data from the resource(s), and marks fields.

- **Data:**

- Extracts exact data (as is) from standard or widely used metadata tags that are explicitly encoded in the *.htm or *.html file or in the properties of the *.doc, *.pdf, or *.mp3 file.

Note: You can often view metadata tags in *.htm or *.html files by viewing the source code. In Internet Explorer, for example, open the file and click **View > Source**.

- Creates workform(s) in the following MARC formats and inserts language, date, copyright, title, and keyword data.
 - **HTML format** - Inserts the data into a Continuing Resources workform (instead of a Books workform as previously done), and codes the workform as an integrating resource (Type: a/BLvl: i). An updating web site is an example of an integrating resource.
 - **PDF and Word files** - Inserts the data into a Books workform (Type: a/BLvl: m).
 - **MP3 files** - Inserts the data into a Sound Recordings workform (Type: j). You must change Type: from "j" to "i" if the file is not music.
- Adds standardized note fields required by AACR2:
 - **HTML**
500 field (both indicators blank) *Title from caption (viewed [current date]).*
 - **PDF**
500 field (both indicators blank) *Title from title screen (viewed on [current date]).*
And
538 field (both indicators blank) *System requirements: Adobe Reader.*
 - Any file type extracted from a fully qualified Web source (begins with **http://**), not from a local source
538 field (both indicators blank) *Mode of access: World Wide Web.*
- Adds field 007 for electronic resources to records extracted from all supported file types, with data in the following subfields: a c; b r; d u; and e n.
- When exact data is not available from metadata tags or file properties, generates data from an analysis of the text or other elements of the file.

- Generates Dewey classification number(s) (if you set the option to supply a Dewey number) through analysis of text by classifier software.
- Applies data from your default constant data record (if you set the option to apply constant data).

- **Editing marks**

- Does not mark fields that contain exact data extracted from metadata tags in the source file with any editing symbol.
- Marks fields that contain data generated through an analysis of content or other elements of the electronic file with the symbol .

- **Notes:**

- All fields you edit are marked with , including a field previously marked with  (the symbol changes to ).
- The editing symbols are retained until you take final actions or Control All Headings for records. Note that editing symbols are not retained after you Replace a master record.

- **Other results**

- My Status you assigned is attached to records, if you set the option.
- By default, the newly created record(s) are displayed (you can select an option to save the records instead). If you created more than one record, all records are displayed at once (they are "pinned" open).
- If you selected the option to save the records to the online or local file, the records do not display. You must retrieve and open them from the save file.
- If you created multiple records from linked resources and extraction failed for some of the links, the client gives an error message listing all failed links.
- Records saved to the local file **only** are assigned the source status *Extracted*. You can retrieve the records by:
 - Searching for records with the *Extracted* status or with the My Status you assigned
 - Showing records by the *Extracted* status.
- Records saved to the online file are **not** assigned the source status *Extracted*.

Tip: If you want to retrieve the records from the online save file later by searching for a status, assign a My Status before you create the records and retrieve the records by the My Status.

Set or check options for creating records with extracted data

Action
<p>In the Extract Metadata window (Cataloging > Create > Extract Metadata): Click Settings to check or change:</p> <ul style="list-style-type: none">• Whether the client displays the workform(s) created or saves to the online or local save file. Click to select or clear one of the following:<ul style="list-style-type: none">— Display for editing (default) Note: If you selected the option to create additional records from linked resources, all workforms created are "pinned" open (kept open simultaneously).— Save to online save file (must be logged on or log on when prompted)— Save to local save file If you select this option, the client supplies the path and file name of the default local bibliographic file. Optional. If you use more than one local file, expand the list to select another file. Or Click Local File Manager to create a new local file. <p>Caution: Records saved to the online save file are not assigned the status <i>Extracted</i>. You can, however, assign a My Status. See Tip above.</p> <ul style="list-style-type: none">• Options to create and insert Dewey numbers and/ applying default constant data. Click to select or clear check boxes for one or both of the following (default: check boxes are cleared):<ul style="list-style-type: none">— Create Dewey numbers (Default: check box cleared) Uses classifier software to analyze the text of the resource and add a Dewey class number. You do not need a WebDewey authorization to generate a Dewey number. Auto-assigned Dewey numbers appear in a 695 (formerly 699) field.— Apply default constant data (Default: Check box is cleared) If you selected the Save to online save file option, the client applies the default online constant data. The name of the online default constant data record is displayed below the check box. Otherwise, the client applies the default local constant data. The name of the default local constant data record is displayed below the check box. If you have no default constant data, None displays below the check box.• Option to add a My Status to created records. Click to select or clear one of the following:<ul style="list-style-type: none">— None (default)— Use URL or file path of extracted resource— Other - When this option is selected, the adjacent text box becomes available. Enter up to 40 characters of free text. A My Status you assign can be used later, if you save records, to retrieve them from the save file.

To set advanced options:

Action

Click **Advanced Settings** to check or change how the client handles a redirected Web page and how long to wait to complete metadata extraction.

- For redirects, click to select or clear one of the following:
 - **Skip redirected URL and continue processing**
 - **Follow redirect and extract from redirected resource** (default)
 With this option selected, determine which URL to insert in the workform.
 Click to select or clear one of the following:
 - **Insert original URL in 856 \$u**
 - **Insert URL of redirected resource in 856 \$u**
 - For wait time, click the maximum number of minutes in the list to wait for completing extraction and record creation.
 Or
 Highlight and type over a number. (**Range:** 1 to 100 minutes) (**Default:** 1 minute)
Result: If the workform is not created before the time limit is reached, the client cancels extracting and displays a message (client does not re-try).
-

Review extracted data Since the extraction process produces only a preliminary record as a basis for your cataloging, review all data in the record(s) for accuracy and quality.

The following table lists possible content or formatting problems that may occur in some areas and how to correct them:

Field	Possible problem	Explanation	Correction
653	Depending on the format of content in <META NAME keywords>, the field may be formatted incorrectly.	Keywords separated by commas are correctly placed in separate Ꞥa subfields. Keywords separated by blanks are incorrectly placed in a single Ꞥa.	Create a Ꞥa for each keyword if necessary.
500	Some data may be squeezed to the far right of the window.	Underlying HTML code may have been extracted along with the data.	Delete the extraneous HTML code.
695 (formerly 699)	Some automatically generated Dewey class numbers may be erroneous.	The system formulates subject terms on which to base a Dewey number. The formulation can be misinterpreted.	Delete the erroneous field or edit the content.

Field	Possible problem	Explanation	Correction
All extracted data (unmarked fields) and all "best guess" generated data (marked with )	Errors can occur for a variety of reasons.	Factors that may affect the quality of extracted or generated data include: the amount of text on the page, the presence or absence of metadata (META tags) in the page header, etc.	Delete or edit erroneous data.

Retrieve extracted records from a save file

Local save file

Records that are created by extracting metadata from electronic resource(s) and then saved in the local save file are assigned the status *Extracted*. You can retrieve them from the local save file by **searching for the *Extracted* status** or for the My Status you assigned, or you can retrieve them by **showing records by *Extracted* status**.

Search the local save file for records by *Extracted* status or by My Status:

	Action
1	Click Cataloging > Search > Local Save File , or click  , or press <F3>.
2	Search for Extracted status: Select Source Status in a with list (mid-window, left side), and then select Extracted from the adjacent list. Leave other search criteria blank. Click OK or press <Enter>. Search for My Status: In a Search for box (upper part of window, left side), type the My Status you assigned to the records you extracted. In the adjacent index list, select My Status . Then click OK or press <Enter>.

Show records in the local save file by *Extracted* status:

	Action
1	Click Cataloging > Show > By Local Save File Status , or press <Alt><C><H><L>.
2	Under Source Status , click the Extracted check box. The number in parentheses next to the check box shows the total number of extracted records in the save file.
3	Click Show Records .

Online save file - pre-assign and use a default My Status

Records that are created by extracting metadata and then saved in the online file are **not** assigned the *Extracted* status.

You can retrieve these records from the online save file by setting a default My Status that the client assigns automatically when you save records. Before you create records by extracting metadata and save them to the online save file:

	Action
1	Click Tools > Options > My Status , or press <Alt><T><O> and then click My Status .
2	Select the Bibliographic Records check box, and enter a My Status in the box (free text, maximum of 40 characters). Then click OK .

Retrieve the records later by the default My Status you assigned:

	Action
1	Click Cataloging > Search > Online Save File , or click  , or press <Ctrl><F3>.
2	In a Search for box (upper part of window, left side), type the My Status you assigned to the records you extracted. In the adjacent index list, select My Status . Then click OK or press <Enter>.

5 Import bibliographic records

Why import bibliographic records?

- Contribute bibliographic records created in your library's local system.
- Process bibliographic records from OCLC services:
 - Cataloging Partners
 - Contract Cataloging
 - PromptCat
 - Bibliographic Record Notification
 - GovDoc
 - Batchload
 - WorldCat Collection Sets

Records you can import

- Process unresolved Batchload records.
- Bibliographic and authority records in the same file.
- Records in MARC format only (OCLC-MARC or MARC21).
- Records exported from a local system. Export the records to a file via your system's MARC export function and then import from the file.
- Bibliographic records received from OCLC services (see the list in the preceding section).
- OCLC bibliographic records (records that contain an OCLC control number) from your local system.
- Non-OCLC bibliographic records.
 - Imported as new records (workforms).
 - You can take any actions on non-OCLC records that are available for bibliographic workforms you create using Connexion.
 - Records containing non-Latin scripts

Note: If you use the client Z39.50 connection to your local system to retrieve records, the client automatically imports the local system records you retrieve. See next section of this guide.

Restrictions on taking actions on imported OCLC bibliographic records

You can:

- Take most actions on imported OCLC bibliographic records, including: **Derive > New Record, Export, Update Holdings, and Validate.**

You cannot:

- **Delete holdings, initially.** Imported OCLC records do not indicate whether the item is Held or Not Held by your library. Therefore, you cannot take the **Delete Holdings** action on imported record.

However, when logged on, you can validate imported records to update the holdings information and then use the **Delete Holdings** command.

To view holdings from the record, use **Display Holdings** on the View menu.

About import files

An import file can contain both bibliographic and authority records. The following table gives more details about import files:

Property	Requirements and notes
File type	Import files must be ASCII (plain text) files—for example, with file extension .dat or .mrc that contain records in OCLC-MARC or MARC 21 format only. Caution: If you try to import from a non-MARC file (for example, a file with the extension .doc , .xls , .mdb , .msg , .gif , .jpeg , or .tif), Connexion displays an error message.
Record standard and character set	Record standard. The only record standard available for importing bibliographic records is MARC 21. Character set. Select MARC-8 or UTF-8 Unicode format (File > Import Records ; click Record Characteristics). (Default: MARC-8)
Size	No prescribed maximum for file size (KB or MB). The maximum number of records you can import depends on the number of records currently in your bibliographic or authority save file. You can import to your online or local save file, which can each contain a maximum of 9,999 records.
Location	Hard disk or network drive connected to local workstation.

Set import options

Import options for bibliographic records include applying default constant data, assigning a My Status identifier, or selecting a character set.

To apply default constant data or assign a My Status:

	Action
1	Click File > Import Records (or press <Alt><F><I>), and then click Options .
2	<p>Apply default constant data:</p> <p>In the Import Options window, under Apply Default Constant Data, click the Bibliographic check box to apply your default constant data to imported bibliographic records.</p> <p>Or</p> <p>Clear the check box to import records without applying constant data.</p> <p>Default: Check box cleared. Records are imported without applying constant data.</p> <p>Note: The name of your default bibliographic constant data record is displayed under the Bibliographic check box.</p> <p>Results of applying default bibliographic constant data:</p> <ul style="list-style-type: none"> • If you import to the online save file, the client uses your default online constant data. If you import to the local save file, the client uses your default local constant data. The client shows the name of the appropriate default constant data below the check box. • If your default constant data is set to apply the fixed field or both fixed field and variable fields, the fixed field is applied as is, even when the format of the constant data record is different. You do not get a prompt to change the format when you import records, as you do when you apply constant data to a single record. • If you also have authority records in the import file, you can select the Authority check box to apply the default authority constant data record.
3	<p>Assign a My Status. In the Import Options window:</p> <ol style="list-style-type: none"> 1. Under My Status for Bibliographic Records, in the Type list, select an OCLC offline service if the records to be imported were supplied by the service. For other records, leave the Type list empty. 2. In the Identifier box, type a My Status in free text. <p>Example: You select BibNote from the Type list and enter your name; for example, B. Smith. My Status = BibNote B. Smith</p> <p>Note: My Status can be up to 40 characters of free text, including the name of the OCLC service, if selected. My Status is a feature to help you identify and retrieve records in the save file. (My Status is unavailable for authority records, whether imported to the online or local save file.)</p>
4	Click OK or press <Enter> to save your settings, or click Cancel to cancel changes. You are returned to the Import Records window.

To select a character set for imported bibliographic records:

	Action
1	Click File > Import Records (or press <Alt><F><I>), and then click Record Characteristics .
2	Under Bibliographic Records , select one of the following from the Character Sets list: <ul style="list-style-type: none"> • MARC-8 (default) • UTF-8 Unicode Notes: <ul style="list-style-type: none"> — The only available record format for imported bibliographic records is MARC 21. — Follow the same procedure in this window to select the option for importing authority records.
3	To reset the selection to the default settings, click Reset .
4	Click OK or press <Enter> to save your settings, or click Cancel to cancel changes. You are returned to the Import Records window.

Notes:

- If non-MARC-8 scripts are exported in MARC-8 data format, the non-MARC-8 characters are saved in Numeric Character Reference (NCR) format.
- Select MARC-8 or Unicode format for importing based on the format of the data in your import file.
- See documentation on Unicode on the Library of Congress Web site at <http://www.loc.gov/marc/specifications/speccharucs.html>.

Import records

Bibliographic records you import are placed in the bibliographic save file you specify (online or local) with the source status *Imported*.

	Action
1	Select and/or set up the location for the file of records you want to import: <ol style="list-style-type: none"> 1. Create or retrieve a file of records to import. <ul style="list-style-type: none"> — Export bibliographic and/or authority records from OCLC software or from your local system. Or — Retrieve a file of bibliographic records received from your OCLC cataloging service (Cataloging Partners, Contract Cataloging, PromptCat, Bibliographic Record Notification, GovDoc, Batchload, or WorldCat Collection Sets). 2. Move the file of records to your local drive, if needed.
2	Log on if you plan to import records to the online save file, or if you prefer, the client will prompt you to log on when you start the import process (step 7). If you plan to import to your default local save file, you can import offline.
3	On the File menu, click Import Records , or press <Alt><F><I>.

	Action
4	<p>In the Import Records window, specify the file location for the records you want to import:</p> <p>Under File Location, in the File Path box, type the full path (drive letter, folder, and file name) for an import file on a local hard drive or network drive, or click Browse to navigate to the location.</p>
5	<p>Select one of the following files to which to import records:</p> <ul style="list-style-type: none"> • Import to Online Save File You must be logged on. If you are not logged on, when you start the import process (step 7), the client opens the Logon OCLC Connexion window so that you can log on. <p>Or</p> <ul style="list-style-type: none"> • Import to Local Save File (logon not required) The client displays the full path and file name of your default local bibliographic and authority save files. <ul style="list-style-type: none"> — To change the default or create a new default file: <ul style="list-style-type: none"> - Click Local File Manager to open the Local File Manager window. (See Basics, Manage Local Files, “Manage local files for offline/online cataloging” for more information.) — If you import to a local file while offline, the client supplies your holding library code, institution symbol, and/or MARC organization code from the offline cataloging options you set in Tools > Options > General tab.
6	<p>Optional.</p> <ul style="list-style-type: none"> • To apply default constant data or assign My Status, click Options. • To select a character set, click Record Characteristics. (See procedures above.)
7	<p>Click OK to import the records.</p> <p>Or</p> <p>Click Cancel to close the window without importing records.</p> <p>See detailed results in the following section. See also details on import conversion.</p>

Results of importing records

- A temporary **Import Results** report opens showing:
 - The path and file name of the import source
 - Report start time
 - Record standard and character set selected for bibliographic and authority record import (MARC-21 is the only available record standard for import)
 - Number of bibliographic and authority records successfully imported

Caution: If you want to keep data in the Import Results report, you must print or copy and paste data into another application **before you close the report**. The client does not save the report.
- If you import to the online save file and you are not logged on, the client opens the Logon OCLC Connexion window. After you log on, the client immediately imports the records.
- The client imports all records in the file, beginning with the first record.
- If you import to the online save file, the client adds the bibliographic records to the bibliographic save file.

- Imported bibliographic records have the source status **Imported**.
- Non-OCLC records are imported as OCLC workforms. Instead of an OCLC number, NEW appears at the top of the record in the non-editable information area.
- By default, records are imported in MARC 21 format using MARC-8 character sets unless you changed the character set option to UTF-8 Unicode.
- If you selected the options, the system applies your default constant data and/or inserts My Status identifier.

Import conversion details

Records are converted to OCLC-MARC. The client imports the records and does the following conversions, depending on whether the record is a WorldCat record (has an OCLC control number) or a workform:

OCLC record (has OCLC control number)	Non-OCLC record (workform)
<ul style="list-style-type: none"> • Workflow status: In process • Source status: Imported • Import to online save file • OCLC control number retained in 001. • If the Lang element of the fixed field is 3 blank spaces, convert to N/A. • If record contains field 533 subfield 7, convert the data to a 539 field. • Delete fields 994 and 003. 	<ul style="list-style-type: none"> • Convert to workform • Workflow status: New • Source status: Imported • Import to online save file • NEW in 001 • Replace entered date (in 008/0-5) with current date • RecStat value (Leader/5) set to n • Retain data in 040 and 049, if present; if not, insert default institution symbol in field 040 and replace holding library code in field 049 with default <p>Note: If you are online, the client supplies the institution symbol and holding library code from your logon authorization. If you are offline, the symbol and code are supplied from options in Tools > Options > General.</p> <ul style="list-style-type: none"> • If the Lang element of the fixed field is 3 blank spaces, convert to N/A • If record contains field 533 subfield 7, convert the data to a 539 field • Delete fields 994 and 003

Note: If non-MARC-8 scripts are imported in MARC-8 data format, the non-MARC-8 characters are saved in Numeric Character Reference (NCR) format.

Find imported bibliographic records

You can find imported bibliographic records two ways: by searching the online save file or the default local file or by showing online save file or default local file statuses and then retrieving records with the status **Imported**.

To retrieve imported records by showing save file statuses:

	Action
1	On the Cataloging menu, click Show > By Online Save File Status , or press <Ctrl><O>. Or Click Show > By Local Save File Status , or press <Alt><C><H><L>.
2	In the Status List window under Source Status , click the check box for Imported .
3	Click Show Records .

To retrieve imported records by searching the save file:

	Action
1	On the Cataloging menu, click Search > Online Save File , or click  , or press <Ctrl><F3>. Or Click Search > Local Save File , or click  , or press <F3>.
2	Search for imported records: <ul style="list-style-type: none"> In the Search Online [or Local] Bibliographic Save File window, leave the Search for boxes and index lists empty. In the first status list select Source Status, and in the adjacent list of source statuses, select Imported. Or Search for My Status: <ul style="list-style-type: none"> In the Search Online [or Local] Bibliographic Save File window in the Search for box, type the My Status you assigned when you imported the records. In the adjacent index list, click My Status. Then click OK, or press <Enter>. <p>Tip: You can search for any whole word in the My Status. If you entered a record type as My Status or part of My Status, you can search for the type selected only, for any word or phrase you entered in free text, or for the complete My Status, depending on how much you want to limit the results.</p> <p>Example: To find records with the My Status BibNote B. Smith: — Type BibNote, or type B. Smith or type BibNote B. Smith</p>

See Save Bibliographic Records, "Use bibliographic save file search results" for more information.

6 Retrieve local system records using a Z39.50 connection

About retrieving local system records

- Retrieve bibliographic records created in your ILS (Integrated Library System) and import them into the Connexion client.
- Define a use attribute for searching your ILS (**default:** use attribute 12 - [local] Record#).
- A search can retrieve one record at a time.
- A retrieved local record is imported into the client and displayed as a MARC 21-formatted workform. The word *NEW* displays in the upper left corner of the workform, where the assigned OCLC number will display when you add it to WorldCat.
- Once imported into the client, work with the record just as you do with any imported record (see the Import Bibliographic Records guide or client Help for more information).

Set up a connection to a host local system

	Action
1	Click Tools > Options (or press <Alt><T><O>). Then click Z39.50 .
2	Enter settings for your Z39.50 connection (see the list describing the settings immediately following).
3	Click Local Record Use Attribute to define a use name and value and other structure, truncation, or relation attributes, if needed, for local file record searching Default: Use name: <i>Loca#</i> ; value: <i>12</i> ; other attributes: <i>Unspecified</i> . More information about Z39.50 attributes is available on the Z39.50 Maintenance Agency Web site: <ul style="list-style-type: none"> • See tables of specific values for attributes, including use attributes at http://lcweb.loc.gov/z3950/agency/defns/bib1.html • See more on the Bib-1 attribute set at http://www.loc.gov/z3950/agency/bib1.html
4	When finished, click Close , or press <Enter> to apply the settings and close the window. Or Click Apply to apply the settings without closing the window. Or Click Cancel to cancel changes.

Z39.50 settings:

Z39.50 setting	Required/optional, or uses default / Description
Description	Optional. Use to describe the ILS or a database you set up. Example: <i>MIT</i>

Z39.50 setting	Required/optional, or uses default / Description
Host Name or IP Address	<p>Required. Enter the local system name or IP.</p> <p>Example: <i>library.mit.edu</i></p>
Port Number	<p>Required. Enter the local system port number.</p> <p>Example: <i>9909</i></p>
Database Name	<p>Required. Not case-sensitive.</p> <p>Example: <i>mit01pub</i></p>
Local Record Use Attribute	<p>Use attribute is required (but the client provides a default):</p> <p>Click Local Record Use Attribute to check or change the use attribute name and value for searching the local system.</p> <p>Default name: <i>Local#</i> Default value: <i>12</i></p> <p>Other attributes are optional.</p> <p>Select a Structure, Truncation, or Relation attribute value.</p> <p>Default for all: <i>Unspecified</i></p>
User Name	<p>Optional. If you do not enter this setting in options, the client prompts you to enter it each time you connect (Tools > Z39.50 > Connect). Case sensitivity depends on your local system requirements.</p>
Password	<p>Optional. If you do not enter this setting in options, the client prompts you to enter it when you connect. You must enter a password when prompted, unless not required by your local system. Case sensitivity depends on your local system requirements.</p>
Preferred Message Size	<p>Default: <i>105000</i> bytes. The client uses the default unless you change it.</p>
Initialization Delay (seconds)	<p>Optional. Default: <i>0</i> seconds</p> <p>Enter the number of seconds you want the client to wait before initializing the connection, if you want a delay..</p>
Maximum Record Size	<p>Default: <i>105000</i> bytes. The client uses the default unless you change it.</p>

Z39.50 setting	Required/optional, or uses default / Description
Connection Retries	<p>Optional: Default: 0.</p> <p>Enter the number of times you want the client to try to connect, if you want to re-try automatically.</p>
Connection Idle Timeout (minutes)	<p>Optional: Default: 20 minutes.</p> <p>The client uses the default unless you change it. Range: 5 to 20 minutes.</p> <p>Note: The Z39.50 session terminates automatically if you do not perform searches within the interval specified in this setting.</p>

Note: If you connect to more than one host or more than one database, change the settings in the **Z39.50** tab before connecting, or create another user profile, enter different settings in the **Z39.50** tab in the new profile, and switch user profiles before connecting.

Connect to a local system host and retrieve a record

	Action
1	Click Tools > Z39.50 > Connect (or press <Alt><T><Z><C>).
2	<p>If you did not enter a user name or password in Tools > Options > Z39.50, the client prompts you to enter them:</p> <ol style="list-style-type: none"> In the Local System Password window, enter a user name and, if required by your local system, a password. Click OK to connect and open the Search Local System window, or click Cancel to cancel connecting. <p>If you entered a user name and password in the Z39.50 options page, the client automatically supplies them, connects, and opens the Search Local System window.</p>
3	<p>In the Search Local System window, in the Record ID Number box, type the search term/number for the use attribute you defined for retrieving local records. Or Click the arrow at the right of the box to display a list of up to ten terms you entered previously, and click to select one.</p> <p>Results:</p> <ul style="list-style-type: none"> If the search is successful, the client imports and displays the record as a workform in MARC format. If the search fails, the client gives you a message. To try the search again, click Tools > Z39.50 > Search.
4	Click Find to send the search, Cancel to cancel the search and keep the Z39.50 connection open, or Cancel and Disconnect to cancel the search and terminate the Z39.50 session.

	Action
5	<p>Optional. To retrieve another local record:</p> <ol style="list-style-type: none"> 1. Pin the displayed record open (View > Pinned or <Shift><F4>) if you want to keep it open. If you do not, the next retrieved record replaces the first and you must do the search again to get the first record back. 2. Click Tools > Z39.50 > Search (or press <Alt><T><Z><S>), and enter another search term or number. <p>Work with a record retrieved from your local system the same way you work with other records imported in the client.</p> <p>For example, generate an authority record from a heading in the record, add the record to WorldCat, etc.</p>
6	<p>When finished importing local records (one at a time), click Tools > Options > Z39.50 > Disconnect (or press <Alt><T><O><D>).</p>

