

Basic Editing and Record Processing Knowledge Check

Test your Knowledge

1. What is the purpose of the command "Update Holdings"?
2. True or False: You are required to use Connexion Browser to edit your records as part of your OCLC membership.
3. What are the two types of Edit views in Connexion Browser, and what are the differences between the two views?

Test your Skills

1. Open OCLC record number **42295815**.
2. Use MARC Help to:
 - Find the definition for the 015 field.
 - Find the definition for the 084 field.
 - Find the correct first indicator in field 505 if the field contains a partial contents note.
3. Delete all of the non-English language subject entry fields (6XX fields).
4. Add a **905** field (blank indicators) containing your initials.
5. Change the first indicator of the 300 field to **3** (this is an intentional error).
6. Validate the record (Note the error message at the top of the record, and the one adjacent to the 300 field, and the Action Status bar notification for “Validate”).
7. Correct the error in field 300. Validate the record again. (Note the confirmation message at the top of the record, and the Action Status bar notification for “Validate”).
8. Add the record to the online save file as “in process” and add your initials in My Status.
9. Retrieve the record from the online save file by searching your initials in My Status.
10. Add holdings to the record.
11. Delete these holdings from the record.

Answers

Test your Knowledge

1. Update Holdings adds your library symbol to the record, indicating your ownership.
2. False: You may edit records either in Connexion or in your local integrated library system depending on your workflow and preferences.
3. MARC Template View - Edit tag, indicators, or content in separate boxes. Functions list for field-specific options, including authority control.

MARC Text Area - Edit all variable fields in one text box. No authority control; no Functions list for variable fields.

Test your Skills

1. On the command line, enter the search ***42295815**.
2. In the appropriate field, select **Help** from the Functions list to the right of the field, OR, type the tag number in the MARC Help box at the top of the record.
3. To delete a field, open the Functions list to the right of the field to be deleted, and click **Delete Field**.
4. To add a blank field, open the Functions list to the right of the field above where the new field will be added. Click **Add Single Field Below**. The new field will contain the same tag as the field above. Highlight the tag and enter the new tag, then enter the rest of the data.
5. Place the cursor in field 300, first indicator box and enter the desired data.
6. To validate: From the Edit list, click **Validate Record**. OR, use the keystroke shortcut: <Alt><K><V>.
7. Place the cursor in field 300, first indicator box and delete the erroneous data. Repeat procedure from step 6. This time, you should not see an error message but instead notice the C (for complete) next to "Validate" on the Action Status bar.
8. To add the record to the save file, from the Action list select **Save Record**.
9. To locate a record in the save file, from the Search list **Save File**.
10. To update holdings: from the Action list, click **Update Holdings**, OR, press <Alt><K>, then <U>
Note: if you used the <Alt><K> then <V> keystroke shortcut, you may not see the Action list. To see the list again, click **Show Command Lists** at the top of the window, or press <Alt><J>
11. To delete holdings: From the Action menu, click **Delete Holdings**, OR, press <Alt><K>, then <9>.