

Key Takeaways and Reminders



Connexion Client Module 1: WorldCat, MARC and Client Basics

Menu commands in Connexion client

On the menu bar:



Navigating in Connexion client

- Navigate Among Open Windows
 - **Window>**(choose the open window you want to see)
- Make a Record Stay Open When Moving to a New Search
 - **View>Pinned**
- Note: Minimize any search lists to prevent them from being tiled with the records

Authorizations

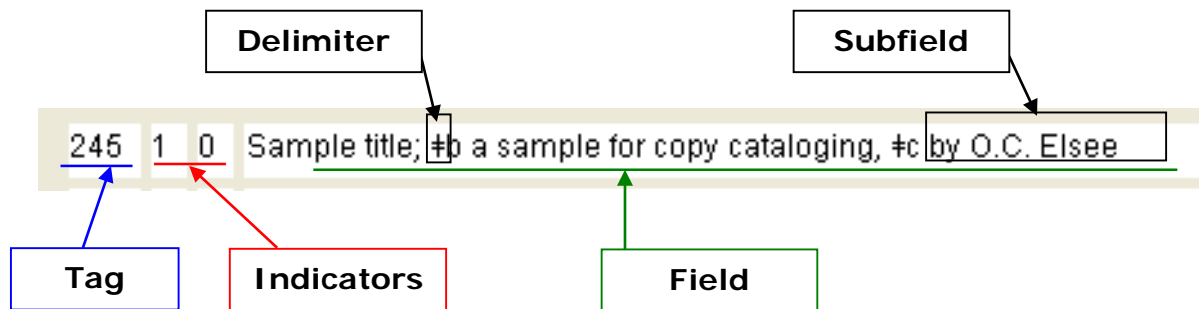
- Set Pre-filled Authorizations
 - **Tools>Options>Authorizations**

Note: This action is computer specific – it will not affect other computers in your institution

Startup options

- Automatically take an action when you open Connexion
 - **Tools>Options>General>Startup Options...**

Basic MARC structure



Basic MARC fields for copy cataloging

- 040 Cataloging Source**
- ‡a Original cataloging agency (institution that did intellectual work of creating record)
 - ‡b Language of cataloging
 - ‡e Description conventions (cataloging rules, if other than AACR2)
 - ‡c Transcribing agency (institution that entered the record)
 - ‡d Modifying agency (institution that edited the record)
- 245 Title Statement**
- ‡a Title
 - ‡b Remainder of title
 - ‡c Statement of responsibility, etc.
- 250 Edition Statement**
- ‡a Edition statement
- 260 Publication, Distribution, etc.**
- ‡a Place of publication, distribution, etc.
 - ‡b Name of publisher, distributor, etc.
 - ‡c Date of publication, distribution, etc.
- 264 Production, Publication, Distribution, Manufacture, and Copyright Notice**
- ‡a Place of production, publication, distribution, manufacture
 - ‡b Name of producer, publisher, distributor, manufacturer
 - ‡c Date of production, publication, distribution, manufacture, or copyright notice
- 300 Physical Description**
- ‡a Extent
 - ‡b Other physical details
 - ‡c Dimensions
- 490 Series Statement**
- ‡a Series statement
 - ‡v Volume number/sequential designation

Suggestions for choosing an input method

- If you use the command every once in a while, use the menus
- If you use the command daily, use the toolbar
- If you use the command on every record, learn the keystroke shortcuts

Documentation

OCLC Connexion Client Cataloging Quick Reference

Basic instructions for client cataloging functions. Includes default keystroke shortcuts and toolbar buttons.

<http://www.oclc.org/content/dam/support/connexion/documentation/client/cataloging/catquickref/connexionclientquickref.pdf>

Function Key Template for OCLC Connexion Client

Printed template to place at the top of your keyboard.

<http://www.oclc.org/content/dam/support/connexion/documentation/client/gettingstarted/keyboardtemplate.pdf>

Bibliographic Formats and Standards

A guide to machine-readable cataloging records in WorldCat. It provides tagging conventions, input standards and guidelines for entering information into WorldCat.

<http://www.oclc.org/bibformats/en.html>