Key Takeaways and Reminders

Connexion Client Module 2: Basic Bibliographic Searching

Menu commands in Connexion client

On the menu bar:

File  Cataloging  Authorities  Edit  Action  Batch  View  Tools  Window  Help

Search dialog

Cataloging > Search > WorldCat

Guidelines for number searches

ISBN (10 or 13 digit) (International Standard Book Number)

Enter the number without an index label
- Remove dashes (e.g. enter 1-5654-556-2 as 156545562)
- Include X in final digit (e.g. enter 0-590-42057-X as 059042057X)
- Usually found in 020 subfield ‡a
- Subfield ‡z (used for canceled/invalid ISBN) is also searched

ISSN (International Standard Serial Number)

Use index in:
- Include hyphen (e.g. enter 0363-0277 as 0363-0277)
- Include X in final digit (e.g. enter 2265-564X as 2265-564X)
- ISSN is usually in 022 subfield ‡a
- Subfield ‡y (used for incorrect ISSN) is also searched
- Subfield ‡z (used for canceled ISSN) is also searched
LCCN (Library of Congress Control Number)
Use index ln:
- Type LCCN as it appears on item (with or without hyphen)
- LCCN is usually in 010 subfield ‡a
- Subfield ‡z (used for canceled/invalid LC control number) is also searched

Publisher Number
Use index mn:
- Type all letters and numbers (e.g. enter ag26654f as ag26654f)
- Omit all punctuation (e.g. enter rd-9426.5 as rd94265)
- Omit all spaces (e.g. enter m 54 356 as m54356)
- Usually found in 028 or 262 fields

OCLC Number
Use * or # on command line
- OCLC numbers do not have punctuation
- Displays after OCLC in Connexion
- Exported in 001 and 035 fields

Keyword/Numeric Search Options

Retain search
- With this option selected, the client keeps search terms, indexes, and Boolean operators
- With the option cleared, the client keeps only your last index selections and up to the last ten search terms you entered (click the dropdown arrow in a text box to see this list)

Customize lists button
- Click to open the Customize Short Lists window to customize the short list of indexes or material types

Plus/Minus buttons
- Click to toggle between a short list of ten of the most used (or customized) indexes or material types, and a comprehensive list

Language of Cataloging Limiter
- With this option selected, the client returns only records that have the bibliographic description in the selected language
Most common keyword indexes

- Name (author) (au:)
- Corporate/conference name (cn:)
- Notes (nt:)
- Personal name (pn:)
- Series (se:)
- Title (ti:)

Keyword indexes often used in combination with others

- Holding library (li:)
- Publisher (pb:)
- Publisher location (pl:)

Basic MARC fields for matching

245 Title Statement
   ‡a Title Proper
   ‡b Remainder of Title
   ‡c Statement of Responsibility

250 Edition Statement
   ‡a Edition Statement

260 or 264 Publication, Distribution, etc.
   ‡a Place of Publication
   ‡b Publisher
   ‡c Date of Publication

300 Physical Description
   ‡a Extent
   ‡b Other Physical Details
   ‡c Dimensions

A significant difference between the data in the 245, 250, 260 (or 264), or 300 fields and the actual bibliographic item indicates that the record is NOT a match.
Selected default keystroke shortcuts in Connexion Client

Searching

- Log on ................................................................. <Ctrl+F1>
- Search WorldCat .................................................... <F2>

Navigating between records within a search results list

- View Previous Record .................................................. <Shift+F9>
- View Next Record ........................................................ <F9>

Documentation

Connexion


- Connexion: Searching WorldCat Quick Reference
- Search WorldCat
- Searching WorldCat Indexes

Bibliographic Formats and Standards, chapter 4

http://www.oclc.org/bibformats/en/input.html