

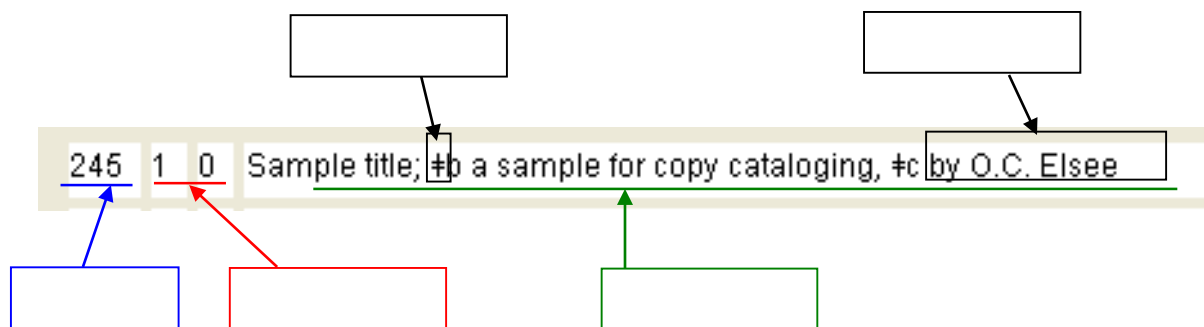
Knowledge Check



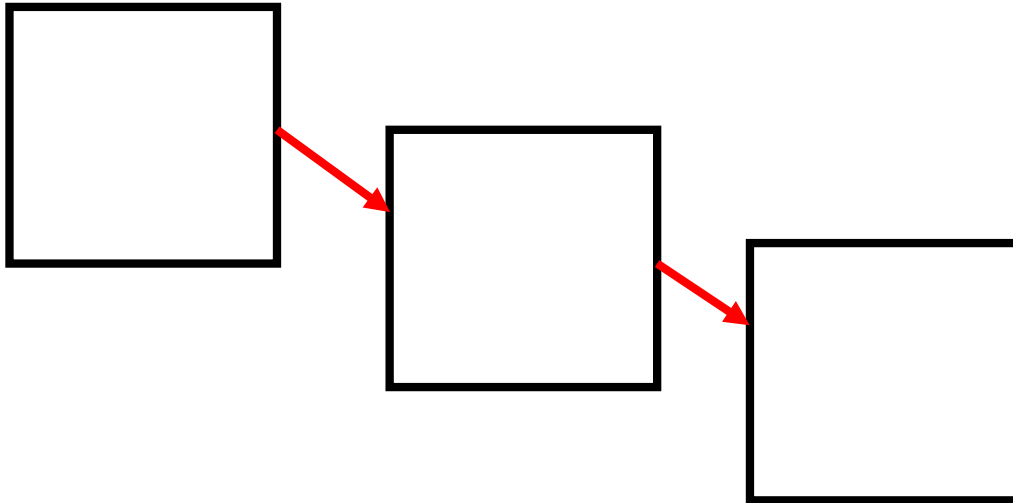
Connexion Client Module 1: WorldCat, MARC and Client Basics

Check your knowledge

1. What is OCLC?
2. What is WorldCat?
3. True or False: If you edit a record in Connexion, the changes you make are automatically reflected on the master record in WorldCat.
4. What are the three ways to enter commands in Connexion?
5. List the information found in each of the following fields:
 - 040
 - 245
 - 250
 - 260
 - 300
6. Basic MARC structure – fill in the boxes



7. What is the basic copy cataloging workflow? (fill in the boxes below)



8. On which three Connexion client menus can you find most of the basic copy cataloging commands?

9. Name at least three useful support options you can find on the Connexion client “Help” menu.

Check your skills

10. Enter your cataloging authorization as the default authorization in Connexion client.

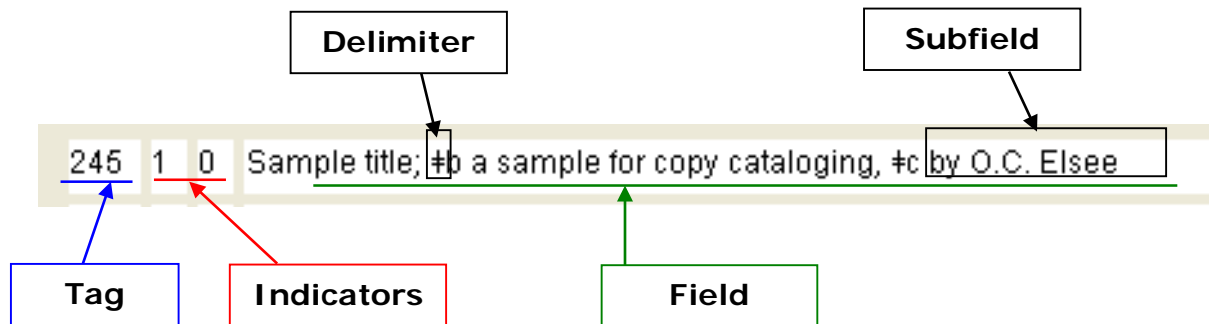
11. View two records side-by-side to compare them (to retrieve multiple records, in the Quick Search box, search by ISBN: **9780434023028**).

12. Set your startup options to have Connexion automatically log in when you open the program.

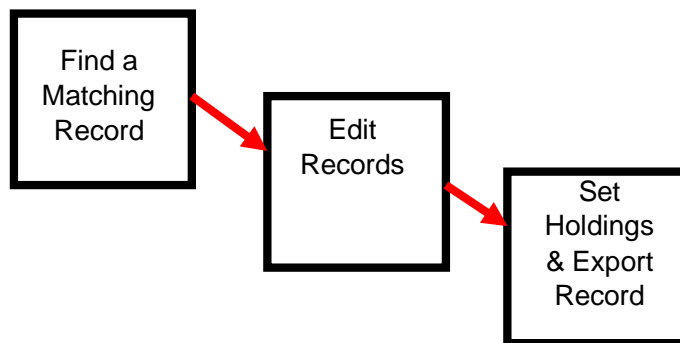
See next page for answers...

Answers: Check your knowledge

1. OCLC is a non-profit library & cultural heritage cooperative with the public purpose of furthering access to the world's information and reducing information costs. OCLC is responsible for maintaining the WorldCat database.
2. WorldCat is the world's largest bibliographic database. It is the source of the MARC records used when cataloging with Connexion.
3. False: Unless you take specific action to edit the master record, the edits you make in Connexion affect only your local copy of the record.
4. Menus, Toolbars, & Keystroke Shortcuts
5. MARC fields:
 - 040 Cataloging Source
 - 245 Title Statement
 - 250 Edition Statement
 - 260 Publication, Distribution, etc.
 - 300 Physical Description
6. Basic MARC structure



7. Basic copy cataloging workflow



8. Cataloging, Edit, and Action
9. Client Program Help, Useful Web Sites (e.g. Bibliographic Formats and Standards, system alerts, access and authorization), Contact Support

Check your skills

10. Set a default authorization by going to **Tools > Options > Authorization**. Enter your authorization, password, and a name. Click the **Default** radio button next to the authorization you entered. Click **OK** to close the Options dialog.
11. In the Quick Search box, search by ISBN: **9780434023028**. Display the first record you want to compare, then click **View > Pinned**. Display the second record. Next, go to **Window > Tile Vertically** to align the records next to each another.
12. To set up this option, go to **Tools > Options > General > Startup Options**. Click the radio button next to the **Start a Client Function** box. Choose **Logon** in the dropdown box. Click **OK**. Then click **OK** to close the options dialog.