Connexion Client Module 07: Advanced bibliographic searching

Introduction

With the number of records in WorldCat, the ability to use precise searching methods can help library staff and other users locate a record that describes the item to be cataloged.

This course offers instruction on how to construct more precise searches using index labels and qualifiers be able to efficiently locate a matching record.

These search techniques may also be used to determine whether original cataloging is needed, because no matching record can be found in WorldCat.

Menu Commands in Connexion Client

On the Menu Bar

Selected default keystroke shortcuts in Connexion Client

Search WorldCat: \(<F2>\)

Browse WorldCat: \(CTRL + <F2>\)
Guidelines for how to search in Connexion Client

- The Quick Search box on the toolbar and the Command Line search in the Search WorldCat box are equivalent.
- When using the command line, use index labels with search terms.
- The Keyword/Numeric search box offers guided searching with the ability to choose indexes from the drop-down lists.
- Indexes that display in the Keyword/Numeric search area can be customized to include frequently used indexes or to display the complete alphabetical list of indexes with their labels.

- **Slash** qualifiers may be used with command line searches. These include:
  - Format, Year(s) of publication, microform, & cataloging source (DLC)
- These qualifiers must be used at end of the search string.
- Only one of each type of slash qualifier may be used in one search.

- **Material** Type qualifier may be used with index label: (mt:):
  - Material type, Internet (mt: url)
- Material type qualifiers can be entered anywhere in the search string.
  - See *Searching WorldCat Indexes* for list of material type abbreviations.

- **Language** of resource qualifier (la:):
  - Language, French (mt:fre)
- Language of resource qualifier can be entered anywhere in search string.
- Language names and codes are listed on the Library of Congress Web site.
  - See *Name Sequence* [https://www.loc.gov/marc/languages/language_name.html](https://www.loc.gov/marc/languages/language_name.html)

- **Language** of cataloging qualifier (ll:)
  - Lang of cataloging: (ll:eng)
- Search WorldCat box has check to Apply Language of Cataloging Limiter.
- Once set, this applies to all WorldCat searches in:
  - Command Line Search box
  - Keyword/Numeric Search area
  - Quick search box on the toolbar
Commonly used Keyword (:) and Phrase (=) indexes:

<table>
<thead>
<tr>
<th>Index</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>au: au=</td>
<td>Name (author)</td>
</tr>
<tr>
<td>cn: cn=</td>
<td>Corporate/Conference name</td>
</tr>
<tr>
<td>nt: nt=</td>
<td>Notes</td>
</tr>
<tr>
<td>pn: pn=</td>
<td>Personal Name</td>
</tr>
<tr>
<td>se: se=</td>
<td>Series</td>
</tr>
<tr>
<td>su: su=</td>
<td>Subject</td>
</tr>
<tr>
<td>ti: ti=</td>
<td>Title</td>
</tr>
<tr>
<td>ut: ut=</td>
<td>Uniform title</td>
</tr>
</tbody>
</table>

Indexes best combined with other indexes

<table>
<thead>
<tr>
<th>Index</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>li: li=</td>
<td>Holding Library</td>
</tr>
<tr>
<td>la: la=</td>
<td>Language</td>
</tr>
<tr>
<td>pb: pb=</td>
<td>Publisher</td>
</tr>
<tr>
<td>pl: pl=</td>
<td>Publisher location</td>
</tr>
</tbody>
</table>

Guidelines for phrase searches

- **Phrase Search index labels** end with =
  - Enter multiple words in order from beginning of first subfield
  - Enter all data from subfield or truncate with an asterisk *

- **Whole Phrase Search index labels** end with w=
  - Enter phrase in order from beginning of first subfield of an indexed field, include all words from subsequent subfields
  - Enter all data from field or truncate with an asterisk *

- **Phrase or whole phrase searches for titles**
  - Omit initial articles (a, an, the) and equivalents in other languages

- **Phrase or whole phrase searches for personal names** (au=, auw=, pn=, pnw=)
  - Enter last name first and include comma between last name and first name
  - Example: `pn=scrup, chris`
  - If entering birth/death dates, omit comma preceding date
  - Example: `auw=Smith, Joe 1902-1937`
  - Use truncation symbol (*) if unsure of middle initial, dates in name
  - Example: `pnw=Churchill, Winston 1874*`
Guidelines to use browse

- **Cataloging > Browse > WorldCat** or CTRL + F2
  - Prefer browse with phrase or whole phrase indexes only (index label ends with =)
  - Matches search terms left to right
  - Truncation is automatic
  - No qualifiers

- **Browse results:**
  - List shows 20 entries that closely match terms entered
  - Number of matching records for each entry
  - Item that most closely matches is highlighted (often line 9)

  - To display next set of 20 entries: Press <Page Down>
  - To display previous set of 20 entries: Press <Page Up>

Resources

**Searching WorldCat indexes**
https://help.oclc.org/Librarian_Toolbox/Searching_WorldCat_Indexes

**Quick Reference: Searching WorldCat in Connexion**
https://help.oclc.org/Metadata_Services/Connexion/Connexion_client_3_0/Reference/Quick_reference_Searching_WorldCat_in_Connexion_client_and_browser
Test your knowledge

1. What is the material type code to use to limit your search results to large print?
   a. BKS
   b. LPT
   c. ACP
   d. DCT
   e. PER

2. The Language of cataloging qualifier applies to the material described in the record.
   a. True
   b. False

3. What are the wildcard and truncation symbols you can use in WorldCat searching?
   a. “ “ (quotation marks), ( ) (parentheses), / (slash)
   b. $(dollar sign), % (percent), + (plus sign)
   c. [ ] (brackets, = (equal), & (ampersand)
   d. # (pound sign), ? (question mark), * (asterisk)
   e. @ (at sign), ^ (carat), ! (exclamation)

4. What is the difference between a phrase index search and a whole phrase index search?
   a. Phrase searches look for words anywhere in the record. Whole phrase searches look for words in a specific order.
   b. Phrase index searches in one subfield. Whole phrase index searches across multiple subfields in a single field.
   c. Phrase index searches words in quotations. Whole phrase index searches words anywhere in one field.
   d. Phrase index searches are not precise. Whole phrase index searches are very precise.

5. What search would you use to locate records about automobiles where your library has holdings attached?
   a. Do a subject search and include the holding library index label with your library’s OCLC symbol.
   b. Do a title keyword search and include the holding library index with your library’s OCLC symbol.
   c. Use the holding library index with your library’s OCLC symbol and filter results by subject.
   d. Do a subject phrase search and look at each record in the result set to locate ones with your library’s OCLC symbol attached.
   e. Locating records with your OCLC symbol attached is not an option.
6. What is the difference between search results and browse results?
   a. Search results display an index page with records whereas browse displays groups of records that contain the terms being searched.
   b. Search results and browse results both display the same information.
   c. Search results display records that contain matching terms whereas browse displays an index page that contains the matching term or phrase.

7. List three MARC fields that are searched with a Title Phrase search in WorldCat:
   a. ______________ ; ______________ ; ______________

8. Where do you look to see whether field 250 is indexed and searchable? If it is, what is the index label?

9. Is field 300 searchable? If so, which index should you use? What is the index label?

10. What search key would you use to find a record for *Good Will Hunting* on Blu-ray disc?

**Check your answers on the next pages**
1. What is the material type code to use to limit your search results to large print?
   a. BKS  
   b. LPT  
   c. ACP  
   d. DCT  
   e. PER

2. The Language of cataloging qualifier applies to the material described in the record
   a. True  
   b. False

3. What are the wildcard and truncation symbols you can use in WorldCat searching?
   a. “ “ (quotation marks), ( ) (parentheses), / (slash)  
   b. $(dollar sign), % (percent), + (plus sign)  
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   b. Phrase index searches in one subfield. Whole phrase index searches across multiple subfields in a single field  
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   d. Phrase index searches are not precise. Whole phrase index searches are very precise.

5. What search would you use to locate records about automobiles where your library has holdings attached?
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   b. Do a title keyword search and include the holding library index with your library’s OCLC symbol  
   c. Use the holding library index with your library’s OCLC symbol and filter results by subject  
   d. Do a subject phrase search and look at each record in the result set to locate ones with your library’s OCLC symbol attached.  
   e. Locating records with your OCLC symbol attached is not an option.
6. What is the difference between search results and browse results?
   a. Search results display an index page with records whereas browse displays groups of records that contain the terms being searched.
   b. Search results and browse results both display the same information.
   c. Search results display records that contain matching terms whereas browse displays an index page that contains the matching term or phrase.

7. List three MARC fields that are searched with a Title Phrase search in WorldCat:
   a. ___245________ ; ___246________ ; ___505________

8. Where do you look to see whether field 250 is indexed and searchable? If it is, what is the index label?

   Look in Searching WorldCat Indexes > Bibliographic record fields and subfields. Field 250 is not indexed.

9. Is field 300 searchable? If so, which index should you use? What is the index label?
   Yes, field 300 subfield a is indexed as Physical description, index label p3.

10. What search key would you use to find a record for Good Will Hunting on Blu-ray disc?
    Search the title phrase index and add the material type qualifier, blu for Blu-ray.
    ti=good will hunting mt:blu