Connexion Client Module 3

Connexion Client Module 3: Basic Editing and Record Processing

Test your knowledge

1. If you edit a record using Connexion, the changes you make automatically become part of the master WorldCat record.
   a. True
   b. False

2. As part of your OCLC membership, you are required to edit records using Connexion.
   a. True
   b. False

3. What are the keystroke shortcuts for the following commonly used commands?

<table>
<thead>
<tr>
<th>Command</th>
<th>Keystroke shortcut</th>
</tr>
</thead>
<tbody>
<tr>
<td>Update Holdings</td>
<td></td>
</tr>
<tr>
<td>Delete Holdings</td>
<td></td>
</tr>
<tr>
<td>Export Record</td>
<td></td>
</tr>
<tr>
<td>Insert a blank field</td>
<td></td>
</tr>
<tr>
<td>Insert a delimiter</td>
<td></td>
</tr>
</tbody>
</table>

4. What is the purpose of the Update Holdings command?

5. Why is it important to use the Delete Holdings command?
Test your skills

1. Search for OCLC record number 42295815.

2. Use MARC Field Help to:
   - Find the definition for the 015 Field.
   - Find the definition for the 084 Field.
   - Find the indicator value in field 505 that identifies the partial contents note.

3. Delete all the non-English language subject heading 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 and the status bar notification for “Validate”).

7. Delete the 3 from the first indicator of the 300 field, leaving both indicators blank.

8. Validate the record again (Again, note the status bar notification for “Validate”).

9. Add holdings to the record.

Challenge: Perform this exercise using only the keyboard to enter commands.

See next page for answers
Answers

Test your knowledge

1. False: in general record editing in Connexion only affects the local copy of the bibliographic record. A specific command (Replace Record) is used to make permanent changes to the master WorldCat record.

2. False: You may choose to edit the record in Connexion OR export the record to your local system and edit the record there.

3. Keystroke shortcuts

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<tr>
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<tbody>
<tr>
<td>Update Holdings</td>
<td>F8</td>
</tr>
<tr>
<td>Delete Holdings</td>
<td>Shift + F8</td>
</tr>
<tr>
<td>Export Record</td>
<td>F5</td>
</tr>
<tr>
<td>Insert a blank field</td>
<td>Enter</td>
</tr>
<tr>
<td>Insert a delimiter</td>
<td>Ctrl + D</td>
</tr>
</tbody>
</table>

4. The Update Holdings command adds your OCLC symbol to a bibliographic record in WorldCat. This indicates that your library owns (or has access to) the item described.

5. The Delete Holdings command helps you maintain accurate holdings in WorldCat. Accurate holdings support the Discovery experience for your patrons and staff. It ensures that ILL staff will not get requests for items no longer in your collection. And, accurate holdings help to identify collection gaps and unique holdings in WorldShare Collection Evaluation.
Test your skills

1. Search *42295815 in the quick search box.

2. Right Click in the appropriate field, then choose MARC Field Help from the menu.
   a. Field 015 National Bibliography Number
   b. Field 084 Other Classification Number
   c. Field 505 uses first indicator 2 to represent Partial Contents

3. To delete a field press Alt+Delete; right-click in the desired field, then click Delete Field in the drop/down list; or click Edit > CutCopyPaste > Delete Field.

4. To create a blank field, press Enter. In the new blank field, type the desired data.

5. Navigate to the first indicator cell of the 300 field, then enter the desired data.

6. To validate: press Shift+F5; Click the Validate button on the toolbar; or click Edit > Validate. You should receive a validation error “300 occurrence 1, indicator 1 – invalid code” and an F next to “Validate” on the status bar.

7. Navigate to the first indicator cell of the 300 field, then delete the desired data.

8. Repeat procedure from step 6. This time, you should not receive an error message and should see a C next to “Validate” on the status bar.

9. To update holdings: press F8; click the Update Holdings button on the toolbar or click Action > Holdings > Update Holdings.

10. To delete holdings: press Shift+F8; click the Delete Holdings button on the toolbar or click Action > Holdings > Delete Holdings.