Advanced Bibliographic Searching Quick Reference

Menu Commands in Connexion Client

On the Menu Bar

Documentation

- OCLC Connexion: Searching WorldCat Quick Reference is a summary of techniques, indexes, and examples for searching WorldCat using the Connexion client or browser. https://oc.lc/connexion-client-search-worldcat-quick-reference

Searching WorldCat Indexes is the definitive information source for searching WorldCat. Here you can look up which fields and subfields are searched by which index, both by index order and tag order, you can view format and document type qualifiers to help you construct searches that retrieve the records you need. Access this document at: https://help.oclc.org/Librarian_Toolbox/Searching_WorldCat_Indexes
Guidelines for Word Searches in Connexion Client

- The Quick Search on the toolbar and the Command Line search are equivalent.
- Command line searches require using an index label with search terms.
- Available indexes are listed in dropdown menus in Keyword/Numeric search box.
- Use the following qualifiers/indexes to qualify command line searches:
  - Slash qualifier (/): Format, Year(s) of publication, microform, & source
  - These qualifiers must be used at end of search string
  - Only one of each type of qualifier may be used in one search.

- Material Type Qualifier with index label: (mt:): Material type, Internet (mt: url)
  - Can be used anywhere in search string
  - See Searching WorldCat Quick Reference for list of material type abbreviations

- Language qualifier (la:): Language
  - Can be used anywhere in search string
  - Language names and codes are listed on the Library of Congress Web site.
    - Look under Name Sequence http://www.loc.gov/marc/languages/

Commonly used keyword indexes

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

Indexes best combined with other indexes

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

Selected Default Keystroke Shortcuts in Connexion Client

- Search WorldCat: <F2>
- Browse WorldCat: CTRL + <F2>
Phrase Searching Guidelines

• **Phrase Searches:** Index ends with =
  - Enter multiple words in order from beginning of first subfield –
  - Enter all data from subfield or truncate using *

• **Whole Phrase Searches:** Index ends with w=
  - Enter multiple words in order from beginning of first subfield of an indexed field, **including subsequent subfields**
  - Enter all data from field or truncate using *

• **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
    - Include comma between last name and first name
      (example: pn=crutcher, chris)
    - If entering birth/death dates, omit comma preceding date (ex: auw=smith, joe 1902-1937)

Browse Guidelines

- **Cataloging > Browse > WorldCat** or
- **Browse only phrase indexes (index label ends with =)** -
  Browse results:
  - to display next set of 25 entries: Press <Page Down>
  - to display previous set of 25 entries: Press <Page Up>

Customize the lists display in Connexion Client

**Works on Save File lists and Search Result lists**

**To Modify List Appearance**

• Open a list
• Right click anywhere in the list and choose “list settings” □ Uncheck boxes next to columns you don’t want to see.
• To change a column’s position in a list, click the column then click “Move Up” or “Move Down”
• Click “OK” to make the changes

**Reset the list to default settings**

• Right click anywhere in the list and choose “list settings”
• Click “Reset”, then “OK” to make the changes