

Creation and Use of Constant Data in OCLC's WorldCat Connexion Client

Using constant data allows you to easily apply frequently used data to bibliographic records. This avoids potential errors in habitually rekeyed data. Constant data is essentially a portion of a bibliographic record that you create for standardized content that is reused frequently.

Constant data you create is shared with any other members of your institution (same OCLC symbol).

Information on creating, using, and managing constant data can be found at:

[Cataloging: Use Bibliographic Constant Data.](#)

[Create Constant Data in Connexion Client](#) (YouTube video automatically starts)

[Apply Constant Data in Connexion Client](#) (YouTube video automatically starts)

Basics for managing constant data

Create Constant Data in OCLC Connexion:

Cataloging—Create—Constant Data
Action—Save to Local File—Name it

Apply Constant Data:

Edit—Constant Data—Apply by Default or select from List (if more than one constant data)—Apply

Derive Constant Data:

First select fields to be transferred by going to: Tools—Option—Derive Record

Pull up a good record

Derive—Constant data

Action and then Name and Save the constant data to local file

To set default MARC tags to be transferred to new record:

Tools - Options - Derive Record

To move MARC fields Up and Down: Alt UP, or Down arrows

Edit - Cut Copy Past - Move field

Macros

You can also use and create Macros in the Connexion Client. Macros automated routine cataloging tasks such as adding 3xx fields. You can use existing macros or create your own. Information can be found at:

Basics: Use Macros

Connexion Client Documentation: Macros.

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