Find Bibliographic Records

Last updated: May 2016

Revision History

Date	Section title	Description of changes
May 2006	1. Search WorldCat 6. Qualify and combine searches	Updated with information on using new search limit for Material Type and new options for Format limit: Continuing Resources and Integrating Resources.
December 2006	1. Search WorldCat	Revised to remove information made obsolete by recent database enhancements. Eliminated references to stopwords for keyword searching and to the requirement to enter at least 3 characters in a term before using the truncation symbol (*) or wildcard symbol (? or #)
May 2007	1. Search WorldCat 2. WorldCat search results	Updated to reflect functionality related to accessing institution records attached to mater records in WorldCat.
September 2007	1. Search WorldCat 2. WorldCat search results 3. Browse WorldCat	Updated to reflect the addition of SCIPIO records into WorldCat.
April 2012	1. Search WorldCat 2. WorldCat search results 3. Browse WorldCat 4. WorldCat browse results	Added information about the option to view search and browse results in GLIMIR clusters
September 2012	All	Removed references to pathfinder
May 2014	All	Updated information on file aging. Records no longer expire or are deleted from the save file.
May 2016	1. Search WorldCat 2. WorldCat search results	Removed all references to institution records.

Contents

1. Search WorldCat

Search entry areas

Command Line Search area. In the command line, you can use the following search methods:

- **Keyword search.** Search word, number, phrase, or whole phrase indexes. Include index labels with appropriate punctuation (equal sign **=** for a phrase or whole phrase index; colon **:** for a word index). Use Boolean operators (and, or, not) to combine searches. To focus or expand the search, use qualifiers, specify proximity, and/or use wildcards, truncation, or plural stemming.
- **Derived search.** You can enter a derived search without an index label if it is the first or only search in the command line; otherwise the index label is required. Use traditional syntax to combine derived searches and include qualifiers.
- **Browse query (index scan).** To enter a browse query (index scan), include the Scan command (**scan** or **sca**), the index label with appropriate punctuation (equal sign **=** for a phrase or whole phrase index; colon **:** for a word index), and then the term (word or phrase). You can also enter a browse query on the Browse WorldCat screen (if Browse button and Browse Options appear on the Cataloging tab).

Keyword/Numeric Search area. In this guided-searching area, you can use the following search methods:

- **Keyword search.** Search word, number, phrase, or whole phrase indexes. Type the search term(s) (words, numbers, or phrases) in any of three text boxes. Use lists to specify indexes. You can also enter index labels in the text boxes; the label takes precedence over the selection in the index list. To combine searches, use lists to specify Boolean operators (and, or, not). For keyword searches, you can enter multiple words in a text box and use proximity operators (**w** or **n**), wildcards (**#** or **?**), truncation (*****), and plural stemming (**+**).
- **Derived search.** Enter one derived search per text box and use lists to specify indexes, operators, and qualifiers. You can also type the index label in the text box; the index label takes precedence over the index selected in the corresponding index list.

Show or hide search entry areas. If you use only one of the search entry areas, you can hide the unused area. To hide either area, click the minus (**-**) sign at the right end of the section label. The section label remains visible. To show the hidden area, click the plus (**+**) sign at the right end of the section label.

Use the Command Line Search area

	Action
1	On the Cataloging tab, click **Search**. Or Press <Alt><C> or <Ctrl><Shift><W>. The Search WorldCat screen appears.
2	In the Command Line Search area, type a derived or keyword search in the **Search for** text box. Or type a browse query (index scan) in the **Search for** text box. • Omit the Find command (**fin**) from a derived or keyword search. • Include the Scan command (**sca**) in a browse query (index scan).

	• Include index labels when you search for a number, word or phrase, and in a browse query (index scan). Connexion can recognize only an ISBN or a derived search without the index label. Otherwise, if you omit the index label, the system searches the Keyword (kw:) index, a general word index. • To search a **whole phrase** index, enclose the phrase in **quotation marks**. • Enter an OCLC Control Number search with the index label (**no:**) or precede the number with an asterisk (*) or number sign (#). • The index label is optional for an ISBN search if the ISBN is the first element. • Index labels are optional for derived searches if the derived search is the only search entered in the Search for box. If multiple search elements are entered, the derived search must be in the first position to omit the index label. Otherwise, the index label and punctuation are required. • To expand a term in a keyword search, replace characters or endings with symbols for wildcards (# or ?), truncation (*), and plural stemming (+). • In a keyword search, you can specify the proximity and order of terms with proximity operators (w or n). **Notes:** For information on keyword, numeric, or derived searching, see the following sections. • For more information on indexes, see *Connexion Searching WorldCat Quick Reference* and *Searching WorldCat Indexes*, available via the OCLC website, on the Connexion browser documentation page.
3	**Optional:** Include qualifiers. You can begin qualifiers with a slash or use index labels. You can enter four types of qualifiers with slashes: format (type of material), years, microform, or source (/dlc). • Format (type of material) (**mt:** or **/[format]**). Slash qualifiers can be used for the following MARC formats only: Books (**mt:bks** or **/bks**), Computer Files (**mt:com** or **/com**), Continuing Resources (**mt:cnr** or **/cnr**), Integrating Resources (**mt:inr** or **/inr**), Maps (**mt:map** or **/map**), Mixed Materials (**mt:mix** or **/mix**), Scores (**mt:sco** or **/sco**), Serials (**mt:ser** or **/ser**), Sound Recordings (**mt:rec** or **/rec**), and Visual Materials (**mt:vis** or **/vis**). • Year(s) of publication (**yr:** or **/[year]**). • Microform or not microform (**mf:mic** or **mf:nmc** or **/mf** or **/nmc**). • Cataloging source (Library of Congress) (**dl:y** or **/dlc**). For slash qualifiers, you can include only one qualifier of each type and the qualifiers must be in the last position within the search statement. You must use index labels to qualify by any MARC-defined material type or to specify Internet/non-Internet or language. • Material type (**mt:**). To qualify by any MARC-defined material type, use the index label and the appropriate 3-letter code. • Internet/non-Internet (**mt:url** or **not mt:url**). • Language (**la:**). To qualify by language, use the index label and the appropriate 3-letter MARC code (or the full name of a language). For example, **la:spa** or **la:spanish**. **Holdings limit.** Use a holdings limit to retrieve holdings records linked to the bibliographic record. Type the index label (including a colon), followed by a symbol for an institution or group, or to specify the holdings limit.

	• Institution Holdings **li:[institution symbol]** **Multiple institutions:** To limit to holdings for 2 or more specific institutions, use parentheses and an OR operator in the search statement. Example: **and (li: abc or li:xyz)** My Local Holdings: **l4:[institution symbol]**
4	**Optional:** Combine searches using Boolean operators (and, or, not).
5	Check your search statement for errors in format, index labels, or spelling. To clear the **Search for** text box, click **Clear Search**.
6	When finished entering the search, click **Search** or press <Enter>. **Note: search statement retained** Your search statement remains in the **Search for** text box until you revise the search or click **Clear Search**.

Keyword/Numeric Search area

	Action
1	On the Cataloging tab, click **Search**. Or Press <Alt><C> or <Ctrl><Shift><W>. The Search WorldCat screen appears.

2	In the Keyword/Numeric Search area, enter a keyword or derived search:
	Keyword search:
	• Type a term (word, number, phrase, or whole phrase) in one text box.
	• When searching two words in the same index, use **with (w)** or **near (n)** to specify the proximity and order of the words. **Example: natural w1 foods**.
	• Use **masking symbols (wildcards)** to match variant spellings:
	    o Type a single **question mark (?)** to mask zero or more characters within or at the end of a word. **Example: computer?** Retrieves `computer`, `computerization`, or `computerized`; **col?r** or **colo?r** to retrieve records that contain `color` or `colour`; **int?net** retrieves `internet` or `intranet`.
	    o Use a **number sign (#)** to mask one character within or at the end of a word. **Example: adverti#e** retrieves `advertise` and `advertize`; **wom#n** retrieves both `woman` and `women`.
	• To match **plural** forms ending in **s** or **es**, type a plus sign (**+**) at the end of a word. **Example: business+** retrieves `business` or `businesses`.
	• Use the **truncation symbol** (*) to match any characters at the end of a word or words at the end of a phrase. **Example: invest*** retrieves investor, investing, `investment fraud`, etc.
	• For an OCLC Control Number search, select the index from the list, type the index label (**no:**) before the number in the text box, or precede the number with an asterisk (*) or number sign (#).
	Derived search:
	• Use the correct format (number of segments, characters per segment, number of commas) for each type of derived search. The system does not format derived names or titles automatically.

20160505

	• To combine two derived searches, enter the complete search statement, including index labels and the and operator, in the **Search for** text box. **Note:** For information on keyword, numeric, or derived searching, see the following sections.
3	**Specify the index for each term.** Select an index from the list to the right of the text box. Or use the index previously selected. For the longer list of indexes, click **More Indexes**. For a list of ten indexes frequently used for searching, click **Fewer Indexes**. Or Type the index label and required punctuation in the text box, before the term. An index label within the text box takes precedence over the index selected in the corresponding index list. **Note:** For more information on indexes, see *Connexion Searching WorldCat Quick Reference* and *Searching WorldCat Indexes*, available via the OCLC web site, on the Connexion browser documentation page.

4	(Optional) Specify qualifier(s)
	For **Source**, **Format**, **Mat. Type**, **Microform**, or **Internet**, select a value from the list.
	To qualify by **Year**, type the value in the box.
	
	To qualify by **Language**, select a language from the **Language** list. For the longer list of languages, click **More Languages**. For a list of ten languages frequently specified, click **Fewer Languages**.
	
	To qualify by **Material Type**, select a material type from the **Mat. Type** list. For the longer list of material types, click **More Material Types**. For a list of ten material types frequently specified, click **Fewer Material Types**.
	Leave the default value (Any) for other qualifiers.
	
	Holdings limits To retrieve holdings records linked to the bibliographic record, select an option from the **Holdings** list. For institution or group holdings, type the symbol for an institution or group in the text box that appears next to the **Holdings** list.
	The holdings limits are:
	    • **Institution Holdings** In the **Institutions** box, type an institution symbol.
	    Multiple institutions: To limit to holdings for 2 or more specific institutions, separate the symbols with a comma or a space. Examples: **abc xyz** or **abc,xyz**
	    • **My Local Holdings** Automatically searches for your institution symbol.
	    • **Group Holdings** In the Group box, type a 4-character group symbol.
	    • **Group Local Holdings** In the Group box, type a 4-character group symbol.
	Multiple groups: To limit to holdings for 2 or more specific groups, separate the symbols with a comma or a space. Examples: **abcd wxyz** or **abcd,wxyz**

5	Check your search for errors in selecting indexes or qualifiers; check terms for misspellings. **Clear search** • To clear the text boxes and reset qualifiers to default values, click **Clear Search**. Index lists retain the last index you selected.
6	When finished, click **Search** or press <Enter>. **Note:** Retain terms and qualifiers. • To preserve terms you typed in the text boxes and retain specified qualifier values, select the **Retain Search** check box. If **Retain Search** is not selected (the **default setting**), the system clears the text boxes and resets qualifiers to default values. Index lists always retain the last index you selected.

9

Search expanded indexes for words, phrases, or whole phrases

Searching and browsing using word, phrase, and whole phrase indexes is now available for most keyword/numeric and browse indexes.

Examples:

Title (ti:)

Title Phrase (ti=)

Title Whole Phrase (tiw=)

The following table shows how Connexion searches an index for words, phrases, and whole phrases and gives examples and guidelines:

Index	Matches search against	Examples/Guidelines for Command Line Search area*
Word (Includes both keyword and numeric terms) Use a colon (**:**)	Individual words (or numeric term) anywhere in an indexed field	Publisher: **pb:dakota** Dewey Class Number: **dd:616** LC Class Number: **lc:Z5074.G8**
	Enter multiple words to search a single index. Or Enclose the words in quotation marks to match the exact sequence of words Or Use with (**w**) or near (**n**) with a number (1 to 25) to match the sequence of words with a specified number of words between	Title: **ti:asian crisis** (finds any instance of the presence of both terms in the title index **ti:"asian crisis"** (finds only instances of the exact term in the title index) **ti:asian w2 crisis** (finds instances of the two terms when the first term precedes the second term within two words)
Phrase Use an equal sign (=)	Multiple words in sequence within a single subfield, beginning with the first word in the subfield and including all data in the subfield	Personal Name Phrase: **pn=james, henry** Publisher Phrase: **pb=namgyal institute of tibetology** • Enter multiple words in order from the beginning of the first subfield of an indexed field. • Enter all data from the subfield or truncate using the asterisk (*). Alternative: Use a browse search in the Command Line. It is the only

		type of search that automatically truncates phrases. • Omit initial articles in titles.
Whole phrase Use an equal sign (=) Whole phrase index labels end in the letter **w**	Multiple words in sequence within a single field, beginning with the first word in the field, across multiple subfields, and including all data in the field.	Personal Name Whole Phrase: **pnw=james, henry 1843-1916** Subject Whole Phrase: **suw=library science -- computer network resources** • Enter multiple words in order from the beginning of the first subfield of an indexed field, including subsequent subfields. • Enter all data from the field or truncate using an asterisk (*). **Alternative:** Use a browse search in the Command Line. It is the only type of search that automatically truncates phrases. • Omit initial articles in titles.

*In the Keyword/Numeric Search area, omit index label and punctuation. Select index from list.

Selected keyword and number indexes

- On the Search WorldCat screen, the default index list includes ten frequently used indexes. To see the longer list of browsable indexes, click **More Indexes**.
- You can enter multiple words in the Search for box to search for the words in the same index.
- When you enter a search from the command line, you specify the index by typing the correct index label and the correct punctuation mark. An equal sign indicates a phrase index or whole phrase index; a colon indicates a word index.
- **Wildcards, truncation, and plurals.** When searching keyword indexes, including number indexes, you can use the following search techniques:
  - Replace one unknown character with the **#** symbol.
  - Replace multiple unknown characters with **?** or **?n** (**n** = number of characters: **single digits 1 through 9**).
  - Truncate a word or number with ***** to match variations in subsequent characters.
  - Add the **+** symbol after the singular form of a word to match plural forms that end with **s** or **es**.
- The following tables give the label and an example for each index included in the condensed (default) list, and for selected number indexes.

Condensed list of searchable indexes

Note: In the Keyword/Numeric Search area, select an index from the list to the right of the box in which you enter the search. You do not need to enter an index label.

Find Bibliographic Records

Index name	Label	Example
Corp/Conf Name	cn:	**cn:enron**
ISBN	bn:	**bn:0060289627**
LCCN Phrase	ln=	**ln=2004-44190**
Name	au:	**au:palatini**
Personal Name	pn:	**pn:salinger lawrence**
Publisher	pb:	**pb:thousand oaks**
Publisher Number	mn:	**mn:zfs778**
Series	se:	**se:vgm opportunities**
Standard Number	sn:	**sn:101226520**
Title	ti:	**ti:gerontological**
Title Phrase (**Not in** default list of indexes; see **Note** for alternative entry methods.)	ti=	**ti=gerontological nursing** **Note:** To enter a title phrase without expanding the index list or switching to the Command Line: Enclose keywords in quotation marks to find an exact phrase (**"gerontological nursing"**) Or Override the title index by typing the title phrase index label and an equal sign in the Search for box (**ti=gerontological nursing**)

Number indexes (selected)

Tips for number searches:

- In the Keyword/Numeric Search area, select a number index from the list to the right of the box in which you enter the numeric search. You do not need to enter an index label.
- **Type all numbers and letters** in all types of number searches, including ISBNs, government document numbers, and publisher numbers (formerly music publisher number). All characters of the number are significant and should be included in the search term. Omit spaces.
  Exception: In the publisher number index, data within parentheses in a number is indexed separately. For example, the system treats the publisher number **DKP (CD) 9040** as three separate words. To find the number, type a word search—**mn:dkp cd 9040**. Entering a phrase search for the entire number string--**mn=dkp cd 9040**--does not work. Or you can combine each word as a phrase search using Boolean **and** or **or**—**mn=dkp and mn=cd and mn=9040**.
- **Music publisher number.** The music publisher number (from MARC field 028, Publisher number) is included in the Publisher Number index.
  - To search for a music publisher number on the command line, use the index label **mn:**. (Example: **mn:cd80151**.) In the keyword/numeric search area, enter the number in a Search for box and choose the index **Publisher Number (mn:)**.
  - You can also search the **Publisher Number Phrase** index in the command line, use the index label **mn=**. (Example: **mn=bbc 001**.) When searching the phrase index, you can include spaces in the search term.

- **Tip for entering ISBN ending in x.** You must include the **x** if present in an ISBN. If you routinely enter ISBNs using the number keypad, you can continue to do so by typing the asterisk (*****) on the keypad in place of the **x** to truncate the ISBN.
- **OCLC control number index:** The OCLC number index is not included in the short list of indexes, since many people routinely precede an OCLC number search with an asterisk (*****) or the number sign (**#**) (you can do this in either the Command Line or Keyword/Numeric Search boxes).
- **Frequently used searches.** Because the system retains an index selection until you change it, you can **reserve a Search for** box for a specific type of search you use often (such as OCLC number) and use the other two keyword boxes to search other indexes (you can use the **Search for** boxes in any order).

Index name	Label	Example	Notes
ISBN 0-8247-7142-7 0-85109-130-x	bn:	**0824771427** **085109130x** or **bn:085109130x**	Enter complete number and X, if present. Omit hyphen. Index label is optional in command line if the ISBN is the first element.
ISSN 1234-5678 0098-3527 0018-165x	in:	**in:1234-5678** **in:0098-3527** **in:0018-165x**	Always include the hyphen.
LCCN 78-52051 map32-14	ln:	**ln:32000014** or **ln:32-14** **ln:78-52051** or **ln:7852051**	Enter the number with or without the hyphen. Omit leading zeros in serial number portion. Include year portion (2 or 4 digits).
Government Document Number A 1.2:R31/14/984 NAS 1.2:SP1/46	gn:	**gn:a12r3114984** **gn:nas12sp146**	Enter complete identifier (all numbers and letters). Omit punctuation marks.
OCLC Number 10998406	no:	**no:10998406** **#10998406** ***10998406**	For Command Line search, precede number with index label and colon (:), asterisk, or number sign. For Keyword/Numeric Search for box, enter with asterisk or number sign instead of selecting an index.
Publisher Number (Formerly Music Publisher Number) CO 1979-AB5-	mn:	**mn:co1979ab 5**	Enter complete identifier (all numbers and letters). Omit punctuation marks.

			Note: See the tips (preceding the table) for information on how to construct searches for publisher numbers that include parenthetical data.
Publisher Number phrase BBC 001	mn=	mn=bbc 001	When searching the phrase index, include spaces in search term.

Use wildcards, truncation, and plural stemming

When searching keyword or numeric indexes, use the following symbols to broaden a search:

- Use the # symbol or **?** as wildcards (masking symbols) to match variant spellings:
  - Replace one unknown character with the **#** symbol.
    Examples:
    adverti#e retrieves *advertise* and *advertize*
    wom#n retrieves both *woman* and *women*
  - Replace multiple unknown characters with the **?** or **?n** symbol (**n** = number of characters; use single digits **1** through **9**).
    Examples:
    computer? retrieves *computer*, *computerization*, or *computerized*
    col?r or **colo?r** retrieves *color* or *colour*
    i**nt?net** retrieves *internet* or *intranet*
- Use the ***** symbol to truncate a word or number to retrieve variant endings.
  Example:
  invest* retrieves *investor*, *investing*, *investment fraud*, etc.
- Use the **+** symbol at the end of a singular word to match plural forms ending in **s** or **es**.
  Example:
  business+ retrieves *business* or *businesses*

Keyword searching tips

Access method index

- Each punctuation mark is treated as a word division. Thus, www.oclc.org is treated as 3 separate words: www, oclc, and org.
- Omit **http:** and **https:** from the search.

Access point	Example keyword search
URL: www.poets.org	**am:poets**

Internet qualifier

- Use the Internet qualifier to limit results to records for Internet resources or to exclude records for Internet resources.

- If a record contains field 856 with second indicator value <blank>, 0, or 1, the system indexes the record as **Internet**. Records that do not meet this criterion are considered **Non-Internet**.
- For command line entry, use the index label **dt**: and the value **url** to include internet resources. To exclude those resources, enter the search as **not dt:url**.

Class number searches

- When searching for a Dewey Decimal, Library of Congress, National Agricultural Library, National Library of Canada, National Library of Medicine, or Universal Decimal class number, include periods in the search.
- Delete all other punctuation.
- Delete spaces.

Access point	Example keyword search
National Agricultural Library class number (**ag:**) A280.29	**ag:a280.29**

Stopwords for keyword searching

The system ignores the following common words in a keyword search statement. To use them as search terms, you must enclose them in quotation marks.

Example: To search for the title *And Then There Were None*, which includes several stopwords, enter the following search statement: **ti:"and" then "there" "were" none**

a	but	he	it	so	to
an	by	her	its	than	was
and	for	his	not	that	were
are	from	if	of	the	when
as	had	in	on	their	which
at	has	into	or	there	would
be	have	is	she	this	you

Use operators (Boolean or proximity) as keywords

To use the following words as keywords, enclose them in quotation marks to prevent the system from treating them as operators:

- Boolean operators: **and or not**
- Proximity operators: **with near w n w[n] n[n]**

Example: To search for the complete title *And then there were none*, in which **with** is a proximity operator and **the** is a stopword, enter the following search statement: **ti:gone "with" "the" wind**.

Hyphenated words

In the Notes (nt), Subject (su), Title (ti) and Uniform Title (ut) indexes, hyphenated words are indexed 2 ways: with the hyphen, as one word, and without the hyphen, as separate words.

Hyphenated access point	Example keyword search
Title: al-Jukir	**ti:al-jukir** or **ti:al** or **ti:jukir**

Derived searching indexes, tips, and stopwords

Derived indexes

Note: In the Keyword/Numeric Search area, select a derived index from the list to the right of the box in which you enter the derived search. You do not need to enter an index label.

Index name	Label	Min. Key	Max. Key	Notes	Examples
Corp/Conf Derived Hershey Foods Corporation American Rock Garden Society Adrian College Symposium on a New International Order	cd:	4,1,blank	4,3,1	Command line: Precede key with leading equal sign or use label.	**=hers,foo,c** **cd:rock,gar,s** **=adri,col,** **cd:new,int,o**
Name/Title Derived Hailey Hotel Clarke 2001: a space odyssey	nd:	4,4	4,4	Minimum key for records without 1xx field: blank,4	**nd:hail,hote** **nd:clar,2001**
Personal Name Derived Becker, George Joseph Sobey, Edwin J. C. cummings, e. e. De Groot, Adriaan Kübler-Ross, Elisabeth	pd:	4,1,blank	4,3,1		**pd:beck,geo,j** **pd:sobe,edw,j** **pd:cumm,e,e** **pd:degr,adr,** **pd:kubl,eli,**
Title Derived Realism in Modern Literature The Complete Circuit Training Guide I Believe in Unicorns Hotel Miracle on 34th Street	td:	None	3,2,2,1	Circumflex (^) cannot be used	**td:rea,in,mo,l** **td:com,ci,tr,g** **td:i,be,in,u** **td:hot,,,** **td:mir,on,34,s**

Tips

- Omit articles (a, an, the, and non-English articles) when they are the first word of a title.
- Include articles found within titles. Include letters, numerals, and these characters: & $ * % @ £ b
- Exclude punctuation, diacritics, and these characters: - # / + =
- Use a circumflex (**^**) to make the search precise. For a name with only 2 words, type a circumflex in the third segment. Example: To search for Harvey, Henry, type **harv,hen,^**
- Use of the circumflex is **not** valid in a derived title search.
- If a personal name begins with Mc or Mac followed by an uppercase letter, type the **m** and omit the **c** or **ac**. Example: To search for MacDonald, Marion B., type **mdon,mar,b**

Stopword list for derived corporate/conference names

When searching the Corp/Conf Derived (dc:) index, omit stopwords from the first segment **only**. Begin derived corporate/conference name searches, and derived name/title searches that include a corporate/conference name, with the first word **not** on the list. Include stoplist words thereafter.

Derived Corporate/Conference Name Stopword List

&	Department	Meeting	Seminar
a	Dept.	Michigan	Senate
A	Division	Minnesota	Society
Alabama	East	Mississippi	South
Alaska	Federal	Missouri	South Carolina
American	Florida	Montana	South Dakota
an	for	National	State
and	France	Nebraska	Subcommittee
Arizona	Georgia	Nevada	Symposium
Association	Great Britain	New Hampshire	Tennessee
at	Hawaii	New Jersey	Texas
Australia	House	New Mexico	the
Board	Idaho	New York	U.N.
Bureau	Illinois	North	United Nations
California	in	North Carolina	United States
Canada	India	North Dakota	University
College	Indiana	of	US
Colloquium	Institute	Office	U.S.
Colorado	Institution	Ohio	Utah
Commission	International	Oklahoma	Vermont
Committee	Iowa	on	Virginia
Commonwealth	Joint	Oregon	Washington
Conference	Kentucky	Organization	West
Congress	Louisiana	Parliament	West Virginia
Connecticut	Maine	Pennsylvania	Wisconsin
Council	Maryland	Rhode Island	Workshop
Delaware	Massachusetts	School	Wyoming

Display records using GLIMIR clustering

Records in WorldCat for the same work that have different languages of cataloging (called "parallel" records) are given the same unique Global Library Manifestation Identifier (GLIMIR). Records that have the same GLIMIR number are called a "cluster."

To view GLIMIR clusters, set a WorldCat search option

Action
At the top of the Search WorldCat screen (**Cataloging tab > Search**), between the Search History button and the search results dropdown list, click to select the **Display using GLIMIR clustering** check box.

When you select the option to display GLIMIR clusters, the results of a WorldCat search show one representative record for each cluster retrieved, based on which one has the most holdings. To see a list of all records in a cluster:

Action
Click the representative record displayed in the GLIMIR search results list.
Note that a cluster may have only one record and that clusters may vary over time as more variations of an item are cataloged in WorldCat.

Bibliographic records always display GLIMIR data

Whether or not you have the GLIMIR search option selected, all OCLC bibliographic records displayed (from WorldCat or from the save file) show the following GLIMIR information:

- Total number of holdings your library has on all records in the GLIMIR cluster to which the record belongs.
- Total number of other holdings in the GLIMIR cluster.

View the GLIMIR cluster for a bibliographic record

Also whether or not you have the GLIMIR option set, you can display all records in the cluster to which a bibliographic record belongs:

Action
With a record displayed, in the **Show Options** list, click **All GLIMIR Cluster Records**.

What is the value of GLIMIR clusters?

- GLIMIR clusters aggregate both parallel records for an item and the holdings for those records, both your library's holdings and holdings for all libraries.
- GLIMIR clusters can facilitate selecting a bibliographic record that most closely matches the item you are cataloging.

See WorldCat Quality: An OCLC Report for more about how GLIMIR works.

Find local holdings records (LHRs)

You can retrieve the bibliographic record for the title you want and then edit existing local holdings records or create new LHRs.

Or, use holdings search limits to retrieve only bibliographic records linked to the holdings information you need. The holdings limits are:

- Institution Holdings (index label **li:**) - Retrieves bibliographic records for titles held by a specified institution. Does not require the presence of local holdings records.
- My Local Holdings (index label **l4:**) - Retrieves bibliographic records with local holdings records added by your institution.
- Group Holdings (index label **zu:**) - Retrieves bibliographic records for titles held by any institution that belongs to a specified group. Does not require the presence of local holdings records.
- Group Local Holdings (index label **l5:**) -Retrieves bibliographic records for titles with local holdings for any institution that belongs to a specified group.

Command line search

	Action
1	On the Search WorldCat screen, in the Command Line Search area, type a search in the **Search for** box. **Tips:** - Use a number search (ISBN, ISSN, OCLC control number) to retrieve a single record. - ISSN: Use index label **in:** - OCLC Control Number: Use index label (**no:**) or asterisk (*) or number sign (**#**). - ISBN: index label (**bn:**) optional if ISBN is first term.
2	**(Optional)** To add a holdings limit, type **and**, the index label, and then a symbol for an institution or group. - Institution Holdings **li:[institution symbol]**. **Multiple institutions:** To limit to holdings for 2 or more specific institutions, use parentheses and an OR operator in the search statement. Example: **and (li:abc or li:xyz)** - My Local Holdings **l4:[your institution symbol]** - Group Holdings **zu:[group symbol]** - Group Local Holdings **l5:[group symbol]** **Multiple groups:** To limit to holdings for 2 or more specific groups, use parentheses and an OR operator in the search statement. Example: **and (li:abcd or li:wxyz)** **Examples** **in:0190-8286 and l4:ocl** **in:0190-8286 and zu:nepu** **no:1775222 and lis:ser** **085109130x and l5:abcd** **no:1775222 and (lis:ser or li:zyz)** **085109130x and (l5:abcd or i5:wxyz)**

Guided search (Keyword/Numeric search area)

	Action
1	At the Search WorldCat screen, in the Keyword/Numeric Search area, type a search in any **Search for** box and select an index from the list next to that box. **Tip:** Use a number search (ISSN, ISBN, OCLC control number) to retrieve a single record.
2	**(Optional)** Select the holdings limit you want from the **Holdings** list. • **Institution Holdings**. In the **Institutions** box, type an institution symbol. • **Multiple Institutions:** To limit to holdings for 2 or more specific institutions, separate the symbols with a space or a comma. Example: **abc xyz** or **abc, xyz** • **My Local Holdings.** Automatically searches for your institution symbol. • **Group Holdings.** In the Group box, type a group symbol. • **Multiple groups:** To limit to holdings for 2 or more specific groups, separate the symbols with a space or comma. Example: **abcd wxyz** or **abcd,wxyz**
3	**(Optional)** Below the search entry box, select (check) the **Show Local Holdings if Single Record Found** check box.
4	Click **Search**.

Option: Show local holdings for a single bibliographic record

- To go directly to local holdings when you retrieve a single record (rather than to the bibliographic record), select **Show Local Holdings if Single Record Found** on the Search WorldCat screen.
- Whether or not you limit to My Local Holdings, Connexion displays your local holdings record or institution summary.
- **Multiple bibliographic records.** For multiple records, the truncated list or brief list shows **LH** links to your LHRs. If you limited the search to a single group's local holdings, results show **GR** links to the group's local holdings.

	Action
1	Enter your search in either the command line or the guided search area. Include a holdings limit if you wish.
2	Select the **Show Local Holdings if Single Record Found** check box.
3	Click **Search**.
4	**Result** **Single bibliographic record** • **No holdings limit.** Either a local holdings record or an institution summary list (for multiple LHRs) for your institution. • **Holdings limit to your local holdings.** Either a local holdings record or an institution summary list (for multiple LHRs) for your institution. • **Holdings limit to a specified institution.** Either a local holdings record or an institution summary list (for multiple LHRs) for specified institution. • **Holdings limit to a group's holdings.** Bibliographic record. • **Holdings limit to a group's local holdings.** Group holdings summary listing institutions in the group that have LHRs linked to the record. **Multiple bibliographic records.** Depending on which holdings limit you specified, the WorldCat truncated list or brief list may show links to local holdings:

- No limit or limit to your local holdings. Records with attached local holdings for your institution have an `LH` link next to the record number. Click `LH` to view local holdings.
- **Holdings limit to a specified institution.** ??? for specified institution. If you specified multiple institutions, no **LH** links to local holdings appear.
- **Holdings limit to a group's holdings.** Bibliographic record.
- **Holdings limit to a group's local holdings.** Records with attached local holdings for at least one institution in the group have a `GR` link next to the record number. Click `GR` to view local holdings (LHR or group summary). If you specified multiple groups, no **GR** links to group local holdings appear.

About SCIPIO records in WorldCat

- **SCIPIO: Art and Rare Book Sales Catalogs** is the only online union catalog of auction catalog records in existence.
- SCIPIO: Art and Rare Books Sales Catalogs describes art auction and rare book catalogs for sale from the late sixteenth century to scheduled auctions not yet held. Records include the dates and places of sales, the auction houses, sellers, institutional holdings, and titles of works.
- SCIPIO bibliographic records in WorldCat are the result of incorporating the SCIPIO database, formerly available from the Research Libraries Group (RLG), into WorldCat during the integration of RLG into OCLC.

Retrieving SCIPIO records

- SCIPIO records (master records and institution records) are fully integrated into WorldCat. All standard WorldCat indexes apply to SCIPIO records. You can also use SCIPIO-specific indexes. Any list of WorldCat search results may include SCIPIO records.
- Connexion also provides a scoped view (a subset of WorldCat), allowing you to restrict searches to SCIPIO records as if located in a separate database. The scoped view enables users to search SCIPIO-specific indexes in addition to the standard WorldCat indexes. With these indexes, SCIPIO users can retrieve needed records using familiar search methods.
- All authorized WorldCat catalogers can retrieve SCIPIO records using standard WorldCat indexes or SCIPIO-specific indexes, and can choose to use the scoped view by selecting the check box labeled **Retrieve Only SCIPIO Records** on the Search WorldCat screen.

Identifying SCIPIO records

- **Authentication code (field 042).** In a SCIPIO record, field 042 always contains the code **scipio**.
- **Required for SCIPIO scoped view.** To be included in the SCIPIO scoped view, a record must contain **scipio** in field 042, subfield a.
- **Other distinctive content.** SCIPIO records include two distinctive fields: 024 (Sale code) and 033 (Date of sale). In SCIPIO records, field 110 normally contains the name of an auction house, 510 contains a citation note, and field 518 contains the a place of sale.

Search the scoped view to facilitate retrieval of SCIPIO records

- To retrieve SCIPIO records conveniently and efficiently, use the scoped view by selecting an option on the Search WorldCat screen:
    - The **Retrieve Only SCIPIO Records** option lets you limit your search to SCIPIO records and more easily find data likely to occur in fields that are indexed in SCIPIO-specific indexes.
    - The option appears below the guided search entry boxes. The setting applies to guided searches only, not to command-line searches.
- With the **Retrieve Only SCIPIO Records** setting selected, you search only records designated as SCIPIO. You can search for terms in all standard WorldCat indexes and/or SCIPIO-specific indexes. Connexion retains the setting for subsequent searches, until you change it.
- With the option **not selected** (default setting), Connexion searches all WorldCat records (including SCIPIO records) and presents search results using standard WorldCat record views and results lists. You can use all WorldCat indexes and/or SCIPIO-specific indexes.

Quick Search: command line search

- Use Quick Search to search WorldCat from a results screen (group list, truncated list, or brief list) or from a bibliographic record view, without returning to the Search WorldCat screen. Enter any WorldCat search type, including a phrase search or a browse query.
- The Quick Search box is hidden by default. Once you display it (<Alt><Q>), Quick Search remains visible on all WorldCat results screens and WorldCat record views, until you hide it by pressing <Alt><Q> again.
- The Quick Search box retains your last WorldCat search, whether performed from the Search WorldCat screen or from Quick Search. When the Quick Search box retains a keyword, numeric, or derived search (entered via the Search WorldCat screen), the search is formatted as a command line search.
- Connexion retains your Quick Search setting between sessions; the setting is associated with your authorization number.

Note: Keystrokes for Quick Search and Search History work only in supported versions of Internet Explorer.

Quick Search function	How to use
Show or hide Quick Search box	At a WorldCat results screen (group list, brief list, or truncated list) or bibliographic record retrieved from WorldCat, • Press <Alt><Q>. Or • (Record views only) On the View list, click **Show/Hide Quick Search**.
Open Search History window	At a screen that contains a Quick Search box, click **Search History** or press <Alt><=>.
Move cursor to Quick Search box	Press <Alt><.> (period). Connexion highlights the text in the Quick Search box. **Notes:**

	• Default cursor position is the View Record box (group list, brief list, or record in display mode) or the fixed field (record in edit mode). • Use the keystroke <Alt><.> to highlight the retained search in the Quick Search box.
Start search	Click **Search** or press <Enter>.
Enter new or revised search	Press <Alt><.> to highlight the search in the Quick Search box. • **New search:** Start typing the text of the new search. Or click **Clear Search**. • **Revise search:** Press left or right arrow key to move to the beginning or end of the search text, then begin editing.
Search error or no records found	• If a search contains an error or retrieves 0 records, you cannot refine and retry the search from Quick Search. • Connexion displays the Search WorldCat screen and a message asking you to revise the search.

Search history: view and use previous searches

- Use the Search History window to
    - View your previous 10 WorldCat searches, including any command line, keyword, numeric, or derived search.
    - Repeat a previous search.
    - Revise a previous search.
- The Search History is available from the Search WorldCat screen and from the Quick Search box (on a record view or a search results screen).
- The Search History lists the 10 most recent WorldCat searches; it includes both searches performed from either the Search WorldCat screen or the Quick Search box.
- Previous searches are associated with your authorization number and are retained between Connexion sessions. The search history is not cleared when you log off.

Search History function	How to use
Open Search History window	At the Search WorldCat screen or a screen that contains a Quick Search box, Click **Search History** or press <Alt><=>.
List of previous searches	For each listed search, the window shows • Search type: command line, keyword, numeric, or derived. • Timestamp: date and time the search was performed. • Search criteria: all search elements, including command line queries, keywords, indexes, and qualifiers.
Repeat a previous search	Click **Repeat**. **Results** Connexion immediately performs the selected search.

Search History function	How to use
Revise a previous search	Click **Revise**. **Results** • If you opened the Search History from the Search WorldCat screen, Connexion displays the Search WorldCat screen. The selected search is entered in the correct screen area, ready for revision. • If you opened Search History from Quick Search, Connexion enters the selected search in the Quick Search box.
Clear search history	Click **Clear History** (at the top of the Search History window).
Close the Search History window	Click **Close** (at the top of the Search History window).

Select brief or truncated list view

- If you prefer that all search results (regardless of result set size) be presented as a brief list or a truncated list, you can choose your preferred list type for all search results. You can select a list type before viewing search results; you can also change the type while viewing results. Your selected list type remains in effect until you change it.
- **Search WorldCat screen or Group Results** Use the list box at the top of the screen (Search WorldCat screen -- next to Search History button; Group Results -- below jump bar) to specify a list type. The choices are:
  - Display default list based on result set size (initial default setting)
  - Display brief list on next request
  - Display truncated list on next request
- **On Search Results** At a Search Results screen, a similar list box appears below the jump bar. The box shows the current list type. To change it, open the list and select one of these options:
  - Switch to brief list now
  - Switch to truncated list now

Searching WorldCat: more information

See the following documents for details on WorldCat searching:

- See the comprehensive Searching WorldCat Indexes document for complete information on WorldCat indexes.
- The Connexion: Searching WorldCat Reference Card provides searching instructions for both Connexion interfaces, browser and client.

2. View and Use WorldCat search results

Search results displays

Any WorldCat search results in one of the following displays:

Number of records	Default display
101 – 1,500	Group list. Lists groups of records by type of material and year. **Note:** All retrieved records in one material type category and with the same date (including no date) are placed in a single group. Such a group may contain more than 100 records.
6 – 100	Truncated list. Presents a 1-line entry for each record. Index searched determines the sort order and the information extracted for display. If the index specified for the first search term contains additional terms from the record, additional fields appear in a popup screen tip when you place the mouse pointer on the item.
2 – 5	Brief list. Lists brief entries containing 2-5 lines of information from descriptive fields in the record. Sort order: Ascending order by main entry (100 field), then by the (245 field), then by publication date (Date1), and finally by OCLC control number (001 field) in descending order.
1	Full record. Full record appears in edit mode and in the default view.

Select a brief or truncated list view

- If you prefer that all search results (regardless of result set size) be presented as a brief list or a truncated list, you can choose your preferred list type for all search results. You can select a list type before viewing search results; you can also change the type while viewing results. Your selected list type remains in effect until you change it.
- **Search WorldCat screen or Group Results** Use the list box at the top of the screen (Search WorldCat screen -- next to Search History button; Group Results -- below jump bar) to specify a list type. The choices are:
  - Display default list based on result set size (initial default setting)
  - Display brief list on next request
  - Display truncated list on next request
- **On Search Results** At a Search Results screen, a similar list box appears below the jump bar. The box shows the current list type. To change it, open the list and select one of these options:
  - Switch to brief list now
  - Switch to truncated list now

How GLIMIR search results display

If you select the **Display using GLIMIR clustering** check box in the Search WorldCat window, search results display a representative record from each cluster retrieved, based on which record in the cluster has the most holdings.

GLIMIR "clusters" are records grouped by the same GLIMIR (Global Library Manifestation Identifier) number to identify records for the same work that have different languages of cataloging, also called "parallel" records.

The following table describes how WorldCat GLIMIR search results display, depending on the number of clusters retrieved:

Number of GLIMIR clusters retrieved	The browser displays...

1 to 5	**Brief list**
	The Search Results list indicates that this is a "WorldCat Search GLIMIR Brief List."
	• Each entry is a GLIMIR cluster, represented by the record in the cluster that has the most holdings.
	• Each entry has a 2-line description.
	• In addition to the data described below for a non-GLIMIR WorldCat brief list (the GLIMIR option is cleared), the following information is included:
	   o Held in Cluster (the number of records in the cluster that represent items held by your library)
	   o Holdings in Cluster (the total number of holdings after all records in the cluster)
	   o Cluster Count (the total number of records in the cluster)
	Note: In the unique situation where a search retrieves a single GLIMIR cluster containing only one record, the full record displays.

6 to 1,500	**Truncated list** The Search Results list indicates that "Current display is GLIMIR Truncated List." • Each entry represents the record in the cluster that has the most holdings. • Each entry has a 1-line multi-column description. • In addition to the columns described below for a non-GLIMIR WorldCat brief list (GLIMIR option is cleared), the following information is included: o GCC, or GLIMIR Cluster Count (the total number of records in the GLIMIR cluster) **Note:** GLIMIR truncated lists are always sorted by main entry.
Over 1,500	An error message telling you that the number of records the search retrieved exceeds system limits. You can revise or limit your search and try again.

Notes:

- Up to ten entries at a time are displayed in GLIMIR search results.
- You can select only one record at a time in a GLIMIR list (if selected, all records in the GLIMIR cluster display, including the representative record in the initial GLIMIR list).
- You cannot save a record in a GLIMIR list to the save file. You must display all records in the cluster and save from that list.

View the records in a GLIMIR cluster

Action
To display all of the records in a cluster, including the representative record in the initial GLIMIR list, click an entry in the GLIMIR search results list.

GLIMIR information displayed in bibliographic records

The following GLIMIR-related information is displayed in all OCLC bibliographic records from WorldCat or the save file, regardless of whether or not you have the **Display using GLIMIR clustering** option selected:

- Total number of holdings your library has on all records within the cluster that the record belongs to.
- Total number of other holdings within the cluster.

The information displays beneath the current holdings information at the top of the record.

Local holdings indicators in search results (LH or GR link)

- **LH link.** When your search results include a record to which your institution has attached a local holdings record (LHR), an **LH** link appears next to the item number on the brief or truncated list. Click the link to view the LHR or institution summary (if you have multiple LHRs linked to the record).
- **GR link.** When you limit the search to group local holdings, and results include records with LHRs for institution(s) in the specified group, a **GR** link appears next to the item number. Click the link to view the holdings display (group summary, institution summary or LHR).
  Note: If you search for local holdings for multiple groups, the **GR** link does not appear in the search results.

See the following table for details:

Search results screen	View local holdings
Group list	No local holdings indicator on group list.
Brief list or Truncated list	The **LH** or **GR** link appears to the left of the item number for any record with local holdings attached. **Display local holdings** **LH.** Click the link to view either an LHR or an institution LHR summary. **GR.** Click the link to view a group summary, an institution summary, or an LHR.
Bibliographic record	If your institution has local holdings records for the item, the text **Holdings in [Inst symbol/Local [Inst] Holdings]** appears at the top of the record. To view your local holdings, on the Action list click **Edit Local Holdings**. If you do not hold the item, the text **No holdings in [institution symbol]** appears at the top of the record. To view local holdings for another institution, use **Display Local Holdings**. **Display local holdings** 1. On the View list, click **Display Local Holdings** or press **<Alt><K><\>** (backslash). 2. In the **Local Holdings Type** list, select **Institutional Holdings**, type an institution symbol in the text box, and click **Display Local Holdings**. 3. In the Holdings Display window, under Local Holdings Information, click the link to the holdings summary for the institution you want.

SCIPIO records and WorldCat search results

- WorldCat search results are unchanged.
  Note: Because they are included in all WorldCat indexes, you may retrieve SCIPIO records in search results.
- WorldCat brief lists and truncated lists include indicators that identify SCIPIO records. See the next section for details.

Appearance and content of SCIPIO records

- **Edit view or display (read-only) view**
  If your authorization includes full capabilities for using SCIPIO records, those contributed by your library open in an edit view.

  Other libraries' records open in display view; record content is read-only. In display view, you cannot edit or take actions. You can print, copy text for use in a record you are editing, export, or derive a new master record, constant data record or institution record.

- **Identifying SCIPIO records:**
  - **Authentication code (field 042).** In a SCIPIO record, field 042 always contains the code **scipio**.
  - **Required for SCIPIO scoped view.** To be included in the SCIPIO scoped view, a record must contain **scipio** in field 042, subfield a.
  - **Other distinctive content.** SCIPIO records include two distinctive fields: 024 (Sales code) and 033 (Date of sale). In SCIPIO records, field 110 normally contains the name of an auction house, 510 contains a citation note, and field 518 contains the place of sale.

Appearance and content of results lists that include SCIPIO records

Results of searching WorldCat

- **WorldCat group list:** No changes.
- **WorldCat brief list:** Brief entries contain the highlighted test **SCIPIO**.
- **WorldCat truncated list:** Column 6, Contributing Library (heading **L**), contains the code **S** for SCIPIO.

Results of searching the SCIPIO scoped view

- **Scoped view group list.** Records are divided into groups by date of sale (not by publication date). Otherwise, the group list is the same as for other WorldCat search results.
- **Scoped view brief list.** Same as for other WorldCat search results.
- **Scoped view truncated list:**
  - Column 5 has the heading **Date of Sale** and contains the sale date from field 033. If field 033 represents a range or more than one date, only the first date is shown. Dates appear in yyyy-mm-dd format.
  - Entries are sorted by sale date, beginning with the most recent date.
  - Column 6, Contributing Library (heading **L**), contains the code **S** for SCIPIO

OCLC

SCIPIO search results with GLIMIR option selected

- If you have both the **Retrieve Only SCIPIO Records** and **Display Using GLIMIR Clustering** options selected in the Search WorldCat window (**Cataloging tab > Search**), only SCIPIO records are retrieved.
- However, each SCIPIO record retrieved is a representative record for a GLIMIR cluster. (GLIMIR = Global Library Manifestation.)
- When you select an item in the SCIPIO/GLIMIR results list, all records in the cluster display, whether they are SCIPIO or non-SCIPIO records.

Customize results displays (Cataloging Options)

- On the Cataloging Options screen, you can set two options that affect WorldCat search results. **Note:** Changing these settings is optional; the system-supplied default settings work well for most users.
- The **WorldCat Results** option determines whether search results present multiple screens of 10 records per screen or a scrollable list of 25 or 100 records. This option applies to search results, whether you view the records as a truncated list or a brief list. It does not affect group lists. **Default setting:** 100 Records.
- The **Truncated List Details** option lets you choose whether to view a popup list of all indexed fields for the term in the first column of a truncated list. With this function **On**, when you place the mouse pointer on an item in the list, a yellow screen tip appears showing additional record fields from the record. **Default setting:** On - Show using optimized screen tips
- To view or change the settings, on the General tab, under Admin Options, click **Preferences**. At the Preferences screen, click **Cataloging Options**.

Brief list content

The following information appears in the brief entry, in this order, if present in the bibliographic record.

Information	Source (fields and subfields)	Notes and details
Author	Main entry (1XX field) All subfields except $2, $4, and $5.	
Uniform title	Uniform title (240) or collective uniform title (243). All subfields, except $4 and $5, for either field.	
Title	Title statement (245). All subfields.	
Edition	Edition statement (250), musical presentation area (254), mathematical data area (255), file characteristics (256), and country of producing entity (257). All subfields.	

Find Bibliographic Records

Information	Source (fields and subfields)	Notes and details
Publication	Imprint (260), production and release (261) or imprint for sound recordings (262). All subfields.	If no 260, 261, or 262 fields are present, data from field 264 is displayed if field 264 is in the record. Field 264 contains RDA publication data.
Description	Physical description (300 or 305). Display all subfields for all format types.	
Type	Type of material and type of record for nonprint and manuscript materials. Display a descriptive label based on the combination of codes as given in the next table.	
Bibliographic level	Bibliographic level for nonprint and manuscript materials (analytic collection, subunit, and serial). Display a descriptive label for non-monographs based on the **BLvl** code in the fixed field.	Descriptive label and BLvl code [ANALYTIC] (BLvl: a, b) [COLLECTION] (BLvl: c) [SUBUNIT] (BLvl: d) [SERIAL] (BLvl: s) [INTEGRATING RESOURCE] (BLvl: i)
Form	Form of item (fixed field element Form). Display a descriptive label for the form of the item. The labels are based on the code in the fixed field element Form (Form of Item). For serials, the label is based on the codes in the fixed field element Orig (Form of Original item).	Label and Form or Orig (for print serials) code MICROFILM (Form/Orig: a) MICROFICHE (Form/Orig: b) MICROOPAQUE (Form/Orig: c) LARGE PRINT (Form/Orig: d) BRAILLE (Form/Orig: f) REPRODUCTION (Form/Orig: r) ELECTRONIC (Form/Orig: o, q, or s)
Control	Type of control. If fixed-field element **Ctrl** has value **a**, display the label [ARCHIVAL CONTROL]. If **Ctrl** is blank, no label appears.	

Find Bibliographic Records

Information	Source (fields and subfields)	Notes and details
Contributing Library Type	Coded information that identifies a designated library or program.	**Code and name of library or program** DLC = Library of Congress PCC = Program for Cooperative Cataloging NLM = National Library of Medicine GPO = U.S. Government Printing Office NAL = National Agricultural Library UKM = British Library NLC = Library and Archives Canada SCIPIO = Sales Catalog Index Project Input Online (In 2007, OCLC loaded into WorldCat existing records from the **SCIPIO: Art and Rare Book Sales Catalogs** database, formerly hosted by the Research Libraries Group (RLG)). **Notes:** If a designated library creates a record, the system selects the appropriate letter from the preceding list. If two or more designated libraries or PCC participants create a record, or if the record contains an 042 field with a PCC code, the system displays only the first applicable letter that appears in the hierarchy of the preceding list. **Examples:** • If NLM issues a record that contains **pcc** in field 042, the system displays **PCC**. • If NLM issues a record that contains **dlc** in field 042, the system displays **DLC**. • If NLM issues a record that does not contain field 042, the system displays **NLM**.
OCLC number	OCLC control number from field 001	
User's institution symbol	If the record is held by the institution associated with the logon authorization, display the OCLC institution symbol.	
Holdings	Total number of holdings.	
Local Holdings Records (LHRs)	For records to which the user's institution has attached local holdings record(s), the following indicator appears: In margin of list: hyperlinked code **LH** For records to which institutions in the user's library group have attached local holdings record(s), the following indicator appears: In margin of list: hyperlinked code **GR**	Click **LH** to see an institution LHR summary (a list of all LHRs for the institution) or a single LHR. Click **GR** to see a group LHR summary (list of group members with attached LHRs), an institution LHR summary, or a single LHR.

Types of nonprint or manuscript materials: labels and codes

Descriptive label	Type code	Type of material (TMat) code
ARCH/MSS	b	
SCORE	c	
MUSIC MANUSCRIPT	d	
MAPS/ATLAS	e	
MAP MANUSCRIPT	f	
FILMSTRIP	g	f
MOTION PICTURE	g	m
SLIDE	g	s
TRANSPARENCY	g	t
VIDEORECORDING	g	v
SPOKEN RECORDING	j	
MUSICAL RECORDING	j	
ART ORIGINAL	k	a
ART REPRODUCTION	k	c
PICTURE	k	i
GRAPHIC	k	k
TECHNICAL DRAWING	k	l
CHART	k	n
FLASH CARD	k	o
COMPUTER FILE	m	
KIT	o	b
MIXED MATERIAL	p	
DIORAMA	r	d
GAME	r	g
MICROSCOPE SLIDE	r	p
MODEL	r	q
REALIA	r	r
TOY	r	w
MANUSCRIPT	t	

Truncated list columns

- Truncated list columns and order vary with the type of search.
- The following table lists columns that can appear in a truncated list.

Column	Description
Main Entry	Field 1XX if present in record
Name	Personal, corporate, or conference name or uniform title (for name/title search) that matched search key (fields 1xx, 7xx, or 240)
Title	Title from field 245; for numeric search, field 130, 2xx, 440, 7xx, or 840
Government Document Number	086 ‡a or 086 ‡z or 074 ‡a
Publisher Number	028 ‡a or 262 ‡c
Name or 245	**If matching field is 245**, system displays 1xx if present or the column is blank for that record **If matching field is 130**, system displays 245 **If matching field is neither 245 nor 130**, system displays 1xx if present or the column is blank for that record
Publisher	260 ‡b, 261 ‡b, or 262 ‡b if present, or the column is blank. **Note:** If 260 ‡b, 261 ‡b, or 262 ‡b are not present, data from field 264 ‡b is displayed if field 264 is in the record. Field 264 contains RDA publication data.
Date	Fixed field Date 1
L	One-character code identifying a designated library or program: D = Library of Congress (DLC) P = Program for Cooperative Cataloging (PCC) M = National Library of Medicine (NLM) G = U.S. Government Printing Office (GPO) A = National Agricultural Library (NAL) B = British Library (UKM) C = Library and Archives Canada (NLC) S = Sales Catalog Index Project Input Online (SCIPIO) **Notes:** If a designated library creates a record, the system selects the appropriate letter from the preceding list. If two or more designated libraries or PCC participants create a record, or if the record contains an 042 field with a PCC code, the system displays only the first applicable letter that appears in the hierarchy of the preceding list. **Examples:** If NLM issues a record that contains **pcc** in field 042, the system displays **P** If NLM issues a record that contains **lcd** in field 042, the system displays **D** If NLM issues a record that does not contain field 042, the system displays **M**

Move through group results or search results (View List and View Record jump bar)

- The **View List** jump bar appears at the top and bottom of each screen of the results list.
- The **View Record** jump bar appears at the top and bottom of each screen of the results list.

Action	How to
Select a group from group list	Click the hyperlinked type of material for the group you want. Or Type the group number in the **View Group** box and press <Enter>.
Move to next or previous group in search results	Click the **right arrow button** (right of **View Group** box) or click the **left arrow button** (left of **View Group** box). **Note:** If the selected term retrieves 100 or fewer records, no View Group box appears.
Move to next or previous screen in search results	Click the **right arrow button** (right of **View List** box) or click the **left arrow button** (left of **View List** box). **Note:** If all entries appear on a single screen, the View List box and arrow buttons are not active.
View entries beginning with specific entry	Type an entry number in the **View List** box and press <Enter>. **Note:** If all entries appear on a single screen, the View List box is not active. **Note:** For search results retrieved by selecting an item from group results, entries are numbered sequentially from the first record in the first group.
View a specific record	Click the hyperlinked entry number for the record you want to view. Or Type an entry number in the **View Record** box and press <Enter>. **Note:** For search results retrieved by selecting an item from group results, entries are numbered sequentially from the first record in the first group.

Move between records (View Record jump bar)

- The **View Record** jump bar appears at the top and bottom of each record screen.
- The record position indicator (**Record _ of _)** appears at the top and bottom of each record screen. As you move through the records, the indicator changes to reflect your current position in the results list.

Action	How to
View next record in list	Click the **right arrow button** (right of **View Record** box).
View previous record in list	Click the **left arrow button** (left of **View Record** box).
View a specific record	Type an entry number in the **View Record** box and press <Enter>. **Note:** For search results retrieved by selecting an item from group results, entries are numbered sequentially from the first record in the first group.
Return to results	Click the **Search Results** or **Group Results** or **Browse Results** button at the top or bottom of the record screen.

Quick search from browse results, group results, search results, or record view

- **Quick Search.** You can enter any command line search using the WorldCat Quick Search box. At a record view, browse results, group results, or search results, if Quick Search is not visible, press <Alt><Q>.
- **Search History.** Searches performed via Quick Search are included in the Search History list. To view, repeat, or revise previous searches, click **Search History** or press <Alt><=>.

Return to browse results or group results or search results

Action

Keyword, numeric, or derived search:
• Click the **Search Results** or **Group Results** button at the top or bottom of the record screen.
   Or
• On the Cataloging tab, under Search Options, WorldCat, click **Group Results** or **Search Results**.
Browse (index scan)
• Click the **Browse Results** or **Group Results** or **Search Results** button at the top or bottom of the record screen.
   Or
• On the Cataloging tab, under Browse Options, click **Browse Results**. To return to a group list or brief list, under Search Options, WorldCat, click **Group Results** or **Search Results**.
   Or
• If you entered a browse query (index scan) from the Search WorldCat screen and the Browse button and Browse Options list are **hidden**,
On the Cataloging tab, under Search Options, click **Browse Results**.

Print screen of results list

	Action
1	If the list includes multiple screens, jump to the screen you want to print.
2	Click once in the frame that contains the record list.
3	In your browser, on the File menu, click **Print** or on the toolbar click the **Print** button.
4	In the Print dialog box, click **OK** or press <Enter>.

3. Browse WorldCat (scan/view an index)

Browse/scan WorldCat indexes

- You can browse (scan) indexes in two ways:
- **Browse WorldCat screen:** Omit **scan** command. Select an index from the list or type the index label with appropriate punctuation (equal sign **=** for a phrase or whole phrase index; colon **:** for a word index). Then type the term (word or phrase) in the **Browse for** text box. Click **Browse**.
- **Search WorldCat screen, command line:** In the **Search for** text box, type the Scan command (**scan** or **sca**), the index label with appropriate punctuation (equal sign **=** for a phrase or whole phrase index; colon **:** for a word index), and then the term (word or phrase). Click **Search**.

Browse WorldCat screen

	Action
1	On the Cataloging tab, Click **Browse**. Or Under Browse Options, click **WorldCat**. Or Press \<Ctrl\>\<Shift\>\<B\>. The Browse WorldCat screen appears.
2	In the Browse for box, type the exact term (word or phrase) you want. **Guidelines:** • Begin a phrase with the first word of the field or subfield. • Omit initial articles. • Do not enter the scan command (**sca**).
3	Select an index from the list to the right of the Browse for box. Or use the previously selected index. Or Before the term, type the index label with appropriate punctuation (equal sign **=** for a phrase or whole phrase index; colon **:** for a word index). **More or fewer indexes** By default, the system lists ten frequently used browse indexes. To select from a comprehensive list of browsable indexes, click **More Indexes**. To return to the default list of ten indexes frequently used for browsing, click **Fewer Indexes**. **Note:** The index lists show labels and correct punctuation for each index. Browsable indexes include separate indexes/labels for words, phrases, and whole phrases. **Note:** For more information on browsable indexes, see *Technical Bulletin 251: Connexion Searching*, available via the OCLC website, on the Connexion browser documentation page.
4	Check your browse term(s) for errors such as misspellings. **Clear text of term** To clear the **Browse for** text box, click **Clear Search**.

	Action
5	When finished constructing the term, click **Browse** or press <Enter>. **Note:** Browsed term and index selection retained. • Your term remains in the **Browse for** text box until you revise the term or click **Clear Search**. • Your index selection is retained until you change it.

Search history: view and use previous browse queries

- Use the Search History window to
  - View your previous 10 WorldCat browse queries (index scans) performed from the Browse WorldCat screen.
  - Repeat a previous browse query.
  - Revise a previous browse query.
- The Search History for the Browse WorldCat screen does not include browse queries entered in the Command Line area on the Search WorldCat screen.
- Previous browse queries are associated with your authorization number and are retained between Connexion sessions. The search history is not cleared when you log off.

Search History function	How to use
Open Search History window	At the Browse WorldCat screen, Click **Search History** or press <Alt><=>.
List of previous browse queries	For each listed browse query, the window shows • Search type: Browse WorldCat. • Timestamp: date and time the search was performed. • Scan term: word(s) entered in the Browse for text box.
Repeat a previous browse	Click **Repeat**. **Results** Connexion immediately performs the selected browse query.
Revise a previous browse	Click **Revise**. **Results** Connexion displays the Browse WorldCat screen. The selected browse query is ready for revision.
Clear search history	Click **Clear History** (at the top of the Search History window).
Close the Search History window	Click **Close** (at the top of the Search History window).

Search WorldCat screen (command line search)

- **Quick Search.** You can also enter a browse query using the WorldCat Quick Search box. At a record view, browse results, group results, or search results, if Quick Search is not visible, press <Alt><Q>.
- **Search History.** Browse queries from the Command Line area of the Search WorldCat screen or from Quick Search are included in the Search History list. To view, repeat, or revise previous searches, click **Search History** or press <Alt><=>.

	Action
1	On the Cataloging tab, click **Search**. Or Press <Ctrl><Shift><W>. The Search WorldCat screen appears. The cursor is in the Command Line Search text box.

2	In the Command Line Search text box,
	
	    1. Type the scan command (**scan** or **sca**), a space, and then the index label.
	    2. For a **phrase** or **whole phrase** index, type an equal sign after the index label.
	        Examples: sca pn= james, henry or **sca pnw= james, henry 1843- 1916**. For a **word**
	        (keyword or numeric) index, type a after the index label. **Example: sca dd: 615**
	    3. Type the exact term (word or phrase) you want. Begin a phrase with the first word of the
	        field or subfield. Omit initial articles.
	
	Note: For more information on browsable indexes, see *Technical Bulletin 251: Connexion Searching*, available via the OCLC web site, on the Connexion browser documentation page.

3	Check your browse term(s) for errors such as misspellings. **Clear search** To clear the **Search for** text box, click **Clear Search**.
4	When finished constructing the browse query, click **Search** or press <Enter>. **Note:** Command line browse query retained Your browse query remains in the **Search for** text box until you revise the search or click **Clear Search**.

Browsing (index scanning) tips and hints

- When you browse for a term, the system scans a WorldCat index (see table for list) for the exact term you type. The term you enter is matched—character by character—against the characters of the terms in the index.
- **Browsing title phrase indexes.** Both the Title Whole Phrase (tiw=) and Title Phrase (ti=) indexes include subfields within MARC field 245. However, the Title Whole Phrase index excludes 245 $b, which is included in the Title Phrase index.
  - The **Title Whole Phrase** index treats as a whole phrase those subfields in field 245 that comprise a title proper, or cataloger-constructed title access point. The index concatenates title information found in subfields $a, $n, and $p in field 245.
  - The **Title Phrase** index includes each title subfield (including $b) separately; the index also includes a concatenation of information found in subfields $a and $b of field 245.
- When browsing a **phrase** or **whole phrase** index, begin the term with the first word in a field or subfield (excluding initial articles). You do not need to type all words when browsing for a phrase.
- When browsing a **word** index, you are not limited to the first word; a word index scan can match a word that appears in any position within an indexed field or subfield.

- Browsing provides automatic truncation. You do not need to type all words when browsing for a phrase. Include enough characters or words to distinguish the browse term you want from similar terms.
- If you are unsure of an exact term, use keyword searching.
- You cannot use common search techniques (qualifiers, truncation, character masking, combining terms) in browse queries.
- Include up to 60 letters, numbers, spaces, and these characters: ( ) # &.
- Omit initial articles (a, an, the and non-English initial articles) from phrase searches. Include articles found within terms.
- Include hyphens or omit them and substitute a space.
- If a term has special characters (for example, percent sign (%), ampersand (&), non-English characters), type, omit, or substitute as described in appendix A of the *Searching WorldCat User Guide* available online at < http://www.oclc.org/ support/documentation/worldcat/searching/userguide >
- You can copy the text of a term from a record and paste it into the Browse for box or the command line. For a whole phrase term that crosses several subfields, you must copy from the display view of the record. The system automatically removes delimiters and subfield codes and processes the words correctly. **Do not** copy a whole phrase from the edit view, where the delimiter appears as a dollar sign; the **dollar signs are not automatically removed**, causing incorrect results.

Types of indexes for browsing

Index type	Index contents	Notes for browsing
Word or keyword	Individual words anywhere in an indexed field	Browse using a single word or number. **Examples** Publisher: **sca pb:dakota** Dewey Class Number: **sca dd:616** LC Class Number: **sca lc:Z5074.G8**
Phrase	Multiple words in sequence within a single subfield, beginning with the first word in the subfield	Browse using multiple words in order from the beginning of the first subfield of an indexed field. Omit initial articles in titles. **Examples** Personal Name Phrase: **sca pn=james, henry** Publisher Phrase: **sca pb=macmillan**
Whole Phrase	Multiple words in sequence within a single field, beginning with the first word in the field, across multiple subfields.	Browse using multiple words in order from the beginning of the first subfield of an indexed field, including subsequent subfields. Omit initial articles in titles. **Examples** Personal Name Whole Phrase: **sca pnw=james, henry 1843-1916** Subject Whole Phrase: **sca suw=library science -- computer network resources**

Indexes you can browse (scan)

- You can browse most WorldCat indexes: phrase indexes, whole phrase indexes, and word indexes.
- On the Browse WorldCat screen, the default index list includes ten indexes frequently used for browsing. To see the longer list of browsable indexes, click **More Indexes**.
- When you enter a browse query (scan command) from the command line, you specify the index by typing the correct index label and the correct punctuation mark. An equal sign indicates a phrase index or whole phrase index; a colon indicates a word index.
- The following table gives the label and an example for each index included in the condensed (default) list.
- For more information about all browsable indexes, see the comprehensive *Searching WorldCat Indexes* available via the OCLC web site, on the Connexion browser documentation page.

Condensed list of browsable indexes

Index name	Label	Examples
Corp/Conf Whole Phrase	cnw=	Command Line (Search WorldCat) **sca cnw=Kent State University. Center for Peaceful Change** Browse for box (Browse WorldCat) **Kent State University. Center for Peaceful Change**
Dewey Class Number	dd:	Command Line (Search WorldCat) **sca dd:616** Browse for box (Browse WorldCat) **616**
LC Class Number	lc:	Command Line (Search WorldCat) **sca lc:Z5074.G8** Browse for box (Browse WorldCat) **Z5074.G8**
Name Whole Phrase	auw=	Command Line (Search WorldCat) **sca auw=Dewey, Melvil** Browse for box (Browse WorldCat) **Dewey, Melvil**
Personal Name Whole Phrase	pnw=	Command Line (Search WorldCat) **sca pnw=james, henry 1843-1916** Browse for box (Browse WorldCat) **james, henry 1843-1916**
Publisher	pb=	Command Line (Search WorldCat) **sca pb=macmillan** Browse for box (Browse WorldCat) **macmillan**
Series Whole Phrase	sew=	Command Line (Search WorldCat) **sca sew=Applied Anthropology Documentation Project** Browse for box (Browse WorldCat) **Applied Anthropology Documentation Project**

Index name	Label	Examples
Subject Whole Phrase	suw=	Command Line (Search WorldCat) **sca suw=Library science -- Computer network resources** Browse for box (Browse WorldCat) **Library science -- Computer network resources**
Title Whole Phrase	tiw=	Command Line (Search WorldCat) **sca tiw:journal of the american association for information** Browse for box (Browse WorldCat) **journal of the american association for information**
Uniform Title Whole Phrase	utw=	Command Line (Search WorldCat) **sca utw:Concertos, ‡m harpsichord, string orchestra, ‡n F.44, ‡r F major** Browse for box (Browse WorldCat) **Concertos, ‡m harpsichord, string orchestra, ‡n F.44, ‡r F major**

Browse results with the GLIMIR option selected

- If you have the Display Using GLIMIR Clustering option selected in the Search WorldCat window (Cataloging tab > Search), initial browse results are the same as described in "View and use browse results."
- However, when you click an entry in the browse list to see the matching records, a GLIMIR list displays. Each record in the list is the representative record (the one that has the most holdings) of a cluster of records that describe the same work but that have different languages of cataloging (also called "parallel" records). (GLIMIR = Global Library Manifestation Identifier.)
- The number of entries in the GLIMIR list will likely not match the number of record "hits" in the original browse list.
- When you double-click a representative record in the GLIMIR list, the system displays all records in the cluster.
- In the unique situation where a GLIMIR cluster contains only one record, the full record displays.

Browse for SCIPIO records in WorldCat (browse)

- **SCIPIO: Art and Rare Book Sales Catalogs** is the only online union catalog of auction catalog records in existence.
- SCIPIO: Art and Rare Book Sales Catalogs describes art auction and rare book catalogs for sales from the late sixteenth century to scheduled auctions not yet held. Records include the dates and places of sales, the auction houses, sellers, institutional holdings, and titles of works.
- SCIPIO bibliographic records in WorldCat are the result of incorporating the SCIPIO database, formerly available from the Research Libraries Group (RLG), into WorldCat during the integration of RLG into OCLC.

Find Bibliographic Records

Retrieving SCIPIO records

- SCIPIO records (master records and institution records) are fully integrated into WorldCat. All standard WorldCat indexes apply to SCIPIO records. You can also use SCIPIO-specific indexes. Any list of WorldCat search results may include SCIPIO records.
- Connexion also provides a scoped view (a subset of WorldCat), allowing you to restrict searches to SCIPIO records as if located in a separate database. The scoped view enables users to search new, SCIPIO-specific indexes in addition to the standard WorldCat indexes. With these new indexes, current SCIPIO users can retrieve needed records using familiar search methods.
- All authorized WorldCat catalogers can retrieve SCIPIO records using standard WorldCat indexes or SCIPIO-specific indexes, and can choose to use the scoped view by selecting the check box labeled **Retrieve Only SCIPIO Records** on the Search WorldCat screen.
- **Browse WorldCat for SCIPIO records**
    - You **cannot** choose to browse the SCIPIO scoped view.
    - You **can** browse the SCIPIO-specific indexes from the command line in the Search WorldCat screen or the guided browse on the Browse WorldCat screen.
    - Browsing a SCIPIO-specific index retrieves **primarily** SCIPIO records.
      Browse results may may include non-SCIPIO records because browsing is not restricted to the scoped view.
- **WorldCat browse results that retrieve SCIPIO records**
    - **WorldCat browse display (list of terms):** No changes.
    - **WorldCat group list:** No changes.
    - **WorldCat brief list:** Brief entries contain the highlighted test **SCIPIO**.
    - **WorldCat truncated list:** Column 6, Contributing Library (heading **L**), contains the code **S** for SCIPIO.

Identifying SCIPIO records

- **Authentication code (field 042).** In a SCIPIO record, field 042 always contains the code **scipio**.
- **Required for SCIPIO scoped view>** To be included in the SCIPIO scoped view, a record must contain **scipio** in field 042, subfield a.
- **Other distinctive content.** SCIPIO records include two distinctive fields: 024 (Sale code) and 033 (Date of sale). In SCIPIO records, field 110 normally contains the name of an auction house, 510 contains a citation note, and field 518 contains the a place of sale.

4. View and use WorldCat browse results

View browse results

Browse result	Display
Any browse results	- Shows the browsed term at the top of the screen. - Shows the section of the specified index containing the browsed term or the closest match. - Each screen of browse results lists 20 terms from the index. The browsed term or closest match is highlighted. - Each term is hyperlinked to one or more bibliographic records. - The number of matching records for each term appears in the right column. When you click the link or type the item number in the View Line box, the system searches for the term in WorldCat and displays the results: a group list, truncated list or brief list. - Terms linked to more than 1500 records are shown in red text. If you select the term, an error message appears. No results are displayed. - Next Page and Previous Page buttons appear at the top and bottom of the screen. - Notes on results with GLIMIR option selected: - In the unique situation where a GLIMIR cluster contains only one record, the full record displays.

Use browse results

Action	How to
View next screen	At the top or bottom of the browse display, click the **Next Page** link.
View previous screen	At the top or bottom of the browse display, click the Previous Page link.
View matching bibliographic record(s)	Click the hyperlinked term. Or Type the line number in the **View Line** box and press <Enter>.
Return to browse display	Click the **Browse Results** button at the top or bottom of the group results, search results, or record screen. Or On the Cataloging tab, under Browse Options, click **Browse Results** to return to a browse display from a bibliographic record or a list of matching records.

Move through browse results, group results, or search results (View List and View Record jump bar)

- The **View List** jump bar appears at the top and bottom of each screen of the results list.
- The **View Record** jump bar appears at the top and bottom of each screen of the results list.

Action	How to
Select a term from browse results	Click the hyperlinked term. Or Type the line number in the **View Line** box and press <Enter>.
Select a group from group results	Click the hyperlinked type of material for the group you want. Or Type the group number in the **View Group** box and press <Enter>.
Move to next or previous group in search results	Click the **right arrow button** (right of **View Group** box) or click the **left arrow button** (left of **View Group** box). **Note:** If the selected term retrieves 100 or fewer records, no View Group box appears.
Move to next or previous screen in search results	Click the **right arrow button** (right of **View List** box) or click the **left arrow button** (left of **View List** box). **Note:** If all entries appear on a single screen, the View List box and arrow buttons are not active.
View entries beginning with specific entry	Type an entry number in the **View List** box and press <Enter>. **Note:** If all entries appear on a single screen, the View List box is not active. **Note:** For search results retrieved by selecting an item from group results, entries are numbered sequentially from the first record in the first
View a specific record	Click the hyperlinked entry number for the record you want to view. Or Type an entry number in the **View Record** box and press <Enter>. **Note:** For search results retrieved by selecting an item from group results, entries are numbered sequentially from the first record in the first group.

Move between records (View Record jump bar)

- The **View Record** jump bar appears at the top and bottom of each record screen.
- The record position indicator (**Record _ of _)** appears at the top and bottom of each record screen. As you move through the records, the indicator changes to reflect your current position in the results list.

Action	How to
View next record in list	Click the **right arrow button** (right of **View Record** box).
View previous record in list	Click the **left arrow button** (left of **View Record** box).
View a specific record	Type an entry number in the **View Record** box and press <Enter>. **Note:** For search results retrieved by selecting an item from group results, entries are numbered sequentially from the first record in the first group.
Return to results	Click the **Search Results** or **Group Results** or **Browse Results** button at the top or bottom of the record screen.

Return to browse results or group results or search results

Action

Browse (index scan)
• Click the **Browse Results** or **Group Results** or **Search Results** button at the top or bottom of the record screen.
   Or
• On the Cataloging tab, under Browse Options, click **Browse Results**. To return to group results or search results, under Search Options, WorldCat, click **Group Results** or **Search Results**.
   Or
• If you entered a browse query (index scan) from the Search WorldCat screen and the Browse button and Browse Options list are **hidden**,
   On the Cataloging tab, under Search Options, click **Browse Results**.

Quick search from browse results, group results, search results, or record view

- **Quick Search.** You can enter any command line search using the WorldCat Quick Search box. At a record view, browse results, group results, or search results, if Quick Search is not visible, press <Alt><Q>.
- **Search History.** Searches performed via Quick Search are included in the Search History list. To view, repeat, or revise previous searches, click **Search History** or press <Alt><=>.

Print screens of browse results or search results

	Action
1	In the browse results or search results, go to the screen you want to print.
2	Click once in the frame that contains the results list.
3	In your browser, on the File menu, click **Print** or on the toolbar click the **Print** button.
4	In the Print dialog box, click **OK** or press <Enter>.

5. Reference List: Revised WorldCat index labels

The following table shows revised WorldCat index labels, required punctuation (colon for word searches or equal sign for phrase searches), and notes.

Index	Former label	New label	Scope changes
Cataloging Source qualifier (limits searches to Library of Congress records)	so	dl:	Only allowable value: **dl:y** No change if entered as slash qualifier (**/dlc**)
Citation	cr	none	Index removed; no replacement
CODEN	cd	sn:	Removed as a separate index
Conference Name	cn	cn:	Combined into a single index
Corporate Name	co		
Derived Corporate Name	dc	cd:	
Derived Name/Title	da	nd:	
Derived Personal Name	dp	pd:	
Derived Title	dt	td:	
Extended Author	ea	au:	Removed as a separate index
Extended Title	et	ti:	Removed as a separate index
Format qualifier (limits searches by one of the eight MARC formats)	ft	mt:	Available values: **mt:bks**, **mt:com**, **mt:map**, **mt:mix**, **mt:ser**, **mt:sco**, **mt:rec**, or **mt:vis** No change if entered as slash qualifier (**/bks**)
Internet Resource qualifier	ir	dt:	Previously, options were **internet** or **other** Available values: **dt:url** or **not dt:url**
ISSN	sn	in:	
Library of Congress Subject Headings (LCSH)	sl	hl:	
Library of Congress Children's Subject Headings	sc	hc:	
MeSH	sm	hm:	
Microform qualifier	mi	mf: or mt:	Available values: **mf:mic** or **mf:nmc** No change if entered as slash qualifier (**/mf** or **/nm**)
NAL Subject Headings	sa	ha:	
NLC Subject (English)	sd	he:	
OCLC Control Number	an	no:	
RVM/LAC Subject Headings	sr	hr:	

Find Bibliographic Records

Index	Former label	New label	Scope changes
Sears Subject Headings	ss	hs:	
Standard Number	nn	sn:	
Subject/Title/Contents	st	kw:	

For details, see *Technical Bulletin 251: Connexion WorldCat Searching*, available via the OCLC website, on the Connexion browser documentation page.

6. Qualify and combine WorldCat searches

Qualifiers

You can qualify keyword and derived searches to make a search more precise. You cannot qualify browse terms. Qualifiers limit searches by specific attributes. Qualifiers limit searches by specific attributes. The following WorldCat search qualifiers can be preceded by a slash (**/**) **or** by an index label and colon (**:**):

- Format (type of material) (**mt:** or **/[format]**). Slash qualifiers can be used for the following MARC formats only: Books (**mt:bks** or **/bks**), Computer Files (**mt:com** or **/com**), Continuing Resources (**mt:cnr** or **/cnr**), Integrating Resources (**mt:inr** or **/inr**), Maps (**mt:map** or **/map**), Mixed Materials (**mt:mix** or **/mix**), Scores (**mt:sco** or **/sco**), Serials (**mt:ser** or **/ser**), Sound Recordings (**mt:rec** or **/rec**), and Visual Materials (**mt:vis** or **/vis**).
- Year(s) of publication (**yr:** or **/[year]**).
- Microform or not microform (**mf:mic** or **mf:nmc** or **/mf** or **/nmc**).
- Cataloging source (Library of Congress) (**dl:y** or **/dlc**).

The following qualifiers can be preceded **only** by an index label and colon (**:**):

- Material type (**mt:**). To qualify by any MARC-defined material type, use the index label and the appropriate 3-letter code.
- Internet/non-Internet (**mt:url** or **not mt:url**).
- Language (**la:**). To qualify by language, use the index label and the appropriate 3-letter MARC code (or the full name of a language). For example, **la:spa** or **la:spanish**)

Qualify Command Line searches

Type qualifiers as part of a Command Line Search in the Search WorldCat screen:

Action

Slash qualifiers:
 	
In the Search WorldCat screen, under **Command Line Search**, type an index label, a colon, and a keyword/numeric or derived search, followed by a slash and then a qualifier (no spaces).
 	
Notes:
   • Slashes can be used only with format (for the MARC formats only), year, microform, and source qualifiers. Internet and language qualifiers must be used with an index label followed by a colon.
   • Slash qualifiers must be the last elements of a search.
Examples:
   • Keyword search in the Command Line for a map of Scotland:
     su scotland/map
   • Derived search in the Command Line for the title *Gone with the Wind* in book format published in the year 1980:
     gon,wi,th,w/bks/1980
Or

Action

Qualifier index labels:
 	
Instead of slashes, follow the search with a space, the Boolean operator **and**, a space, a qualifier label, a colon, and a qualifier value.
 	
Examples:
• Keyword search in the Command Line for the subject *Navajo* in materials published in 1980 or later:
   su:navajo and yr:1980-
• Derived search in the Command Line for the title *Gone with the Wind* in sound recordings format published between 1970 and 1980:
   dt:gon,wi,th,w and mt:rec and yr:1970-80

Guidelines for qualifying searches

- Use slashes **or** index labels with the following four types of qualifiers: type of material (MARC formats only), years, microform, or source (**/dlc**).
- Use **index labels only** to qualify a search by any MARC-defined material type, Internet/non-Internet or a language (slashes are unavailable).
- You can use only one qualifier of each type in a search, for a maximum of six qualifiers per search.
- Slash qualifiers must appear in the last position within the search statement.
- Qualifiers with index labels (followed by colons) can appear anywhere in a search.
- Type qualifiers in any order.
- For keyword searches, you cannot qualify by **no date**

Qualify guided searches in the Keyword/Numeric Search area

Qualify searches in the Keyword/Numeric Search area of the Search WorldCat screen by selecting from lists or typing in a text box:

Action

In the Search WorldCat screen, under **Keyword/Numeric Search**, after you enter search term(s) and select indexes, select one or more of the following qualifiers:
• To qualify by language, in the **Language** list, select a language.
   Limit or expand the list of languages: By default the system lists nine of the most commonly used languages in WorldCat records. To expand the selection to a comprehensive list of languages, click the **More Languages** button. The button text becomes **Fewer Languages**. To return to the short list, click the **Fewer Languages** button.
• To limit by format (MARC formats only), in the **Format** list, select **Books**, **Computer Files**, **Continuing Resources**, **Integrating Resources**, **Maps**, **Mixed Materials**, **Scores**, **Sound Recordings**, or **Visual Materials**.
• To limit by any MARC-defined material type, in the **Mat. Type** list, select the type you want.
   Limit or expand the list of material types: By default the system lists only the material types most commonly used in WorldCat records. To expand the selection to a comprehensive list of MARC-defined types, click the **More Material Types** button. The button text becomes **Fewer Material Types**. To return to the short list, click the **Fewer Material Types** button.

Action
• To exclude or limit to internet resources, in the **Internet** list, click **Not Internet** or **Internet**, respectively.
• To limit to materials cataloged by the Library of Congress, in the **Cataloging Source** list, select **DLC**.
• To exclude or limit to microforms, in the **Microform** list, click **Not Microform** or **Microform**, respectively.
• To limit by publication years, in the **Years** text box, type a year or range of years.
Default for all qualifiers: Any or [blank]

List of qualifiers and values

Qualification by (Qualifier Label)	Available limits	How to enter
Format, type of material (**mt:**)	MARC formats: Books (**bks**) Computer Files (**com**) Continuing Resources (**cnr**) Integrating Resources (**inr**) Maps (**map**) Mixed Material (**mix**) Scores (**sco**) Serials (**ser**) Sound Recordings (**rec**) Visual Materials (**vis**)	**Command Line Search area** To limit by the MARC formats: Enter as slash qualifier or use the index label with the following values: **/bks or mt:bks** **/com or mt:com** **/cnr or mt:cnr** **/inr or mt:inr** **/map or mt:map** **/mix or mt:mix** **/ser or mt:ser** **/sco or mt:sco** **/rec or mt:rec** **/vis or mt:vis** To exclude a format, use **not:** not **mt:cnr** **Keyword/Numeric Search area** To limit by the MARC formats, in the **Format** list, select the format you want.
Material type (**mt:**)	All MARC-defined material types	To limit by any MARC-defined material type, use the index label and the 3-letter code: **mt:vid** To exclude a material type, use **not:** not **mt:vid** To limit by any MARC-defined material type, in the **Mat. Type** list, select the type you want.

Find Bibliographic Records

Qualification by (Qualifier Label)	Available limits	How to enter
Years of publication (**yr:**) (m=millennium, c=century, d=decade, y=year)	Single year [mcdy] Decade [mcd?] Century [mc??] Single year and all later years [mcdy-] Single year and all earlier years [-mcdy] Range of years: [mcdy-y] [mcdy-dy] [mcdy-cdy] [mcdy-mcdy] No date (derived and numeric only)	**Command Line Search area** **Enter as a slash qualifier or with index label and colon:** **/1994** or **yr:1994** **To exclude a year or years, use not:** not **not yr:1994** **Keyword/Numeric Search area** In the Years box, type a year or range of years. Examples: **1994** **199?** **19??** **1995-** **-1995** **1980-3** **1880-91** **1880-920** **1880-1920**
Microform or not microform (**mf:**)	Microform Not microform	**Command Line Search area** Enter as a slash qualifier **/mf** (microform) or **/nm** (not microform) Or Enter the index label and one of the following two values: **mf:mic** or **mf:nmc** **Keyword/Numeric Search area** In the **Microform** list, select **Microform** or **Not Microform**
Source (**dl:**)	Library of Congress /Program for Cooperative Cataloging **Note:** To retrieve records contributed by a specific library, use the Cataloging Source phrase index (**cs=**) and an OCLC symbol.	**Command Line Search area** Enter as slash qualifier: **/dlc** Or Enter the index label and value: **dl:y** **Note:** When the qualifier is used with the index label, the only value is **y**. **Keyword/Numeric Search area** In the **Source** list, select **Any** or **DLC**.

Qualification by (Qualifier Label)	Available limits	How to enter
Internet (**mt:**)	Internet (Limit results to records for Internet resources) Non-Internet (Exclude records for Internet resources)	**Command Line Search area** Use the index label and one of the following two values: **mt:url** or **not mt:url** (Unavailable as a slash qualifier) **Keyword/Numeric Search area** In the **Internet** list, select **Internet** or **Non-Internet**.
Language (**la:**)	A language you specify. (Limit results to records that describe works in a selected language.) Any: no language specified (Results can include records for works in any language)	**Command Line Search area** Use the index label and the three-letter MARC code or name of the language spelled out: **la:spa** or **la:spanish** (Unavailable as a slash qualifier) **Keyword/Numeric Search area** In the **Language** list, select a language. (Click the plus (**+**) or minus (**-**) sign next to the list to toggle between a complete list of languages or a list of the nine most used.)

Combine search terms: Boolean operators, proximity operators and nesting

Guidelines for combining searches

- Command Line Search area: Type Boolean operators (**and**, **or** or **not**) and/or proximity operators between search terms to combine them.
- Keyword/Numeric Search area:
    - To combine search terms to search a single index, type Boolean or proximity operators between search terms in a **Search for** box.
    - To combine search terms in different indexes, type the search terms in separate **Search for** boxes, select an index for each from the index list, and select a Boolean operator (**and**, **or** or **not**) from the list of operators.
- Boolean operators and proximity operators are unavailable for browsing (scanning indexes).
- Proximity operators are unavailable for derived searches.
- You cannot combine an OCLC control number with any other search.
- Do not truncate a music publisher number or government document number in a combined search; type the complete number.
- Type the maximum number of characters for each segment of a derived search when combining with another numeric or derived search.
- Qualifiers apply to both parts of a combined search.

Find Bibliographic Records

Use the following operators between search terms to narrow or broaden your search or to indicate proximity:

Operator	Example	What the operator does
and	Command Line Search: **su:wom?n and history and new york/1990-** Keyword/Numeric Search: (select Subject index from list): **wom?n and history and new york** (type **1990** in **Year** box)	Finds records that contain all combined terms in the same record.
or	Command Line Search: **pn:woolf or stephen/1936** Keyword/Numeric Search: (select Personal Name index from list): **woolf or stephen/1936** Or **woolf or stephen** (type **1936** in **Year** box)	Finds records containing any or all terms.
not	Command Line Search: **su:civil and war not battle/1970** Keyword/Numeric Search: (select Subject index from list): **civil and war not battle/1970** Or **civil and war not battle** (type **1970** in **Year** box)	Excludes the term that follows **not**.
with (or **w**)	Command Line Search: **ti:aluminum w wiring** Keyword/Numeric Search: (select Title index from list): **aluminum w wiring**	Finds records containing both terms, in the order typed, with no words between them. **Alternate technique:** Enclose terms in quotation marks (**"aluminum wiring"**)
	Command Line Search: **ti:aluminum w2 wiring** Keyword/Numeric Search: (select Title index from list): **aluminum w2 wiring**	With a number (1 to 25), finds records containing both terms, in the order typed, with no more than the specified number of other words between them.

Operator	Example	What the operator does
near (or **n**)	Command Line Search: **ti:overview n 1998** Keyword/Numeric Search: (select Title index from list): **overview n 1998**	Find records containing both terms, in any order, with no words between them.
	Command Line Search: **ti:chicken n3 egg** Keyword/Numeric Search: (select Title index from list): **chicken n3 egg**	With a number (1 to 25), finds records containing both terms, in any order, with no more than the specified number of other words between them.

Nesting. Boolean searches and proximity searches can be nested using parentheses.

Examples:

Command Line Search: **ut:(civil and war) and (battlefield and command*)**

Keyword/Numeric Search (select Uniform Title index from the list): **(civil and war) and (battlefield and command*)**

Examples: Qualified and combined searches

Derived search examples		
	In Command Line Search area, type	**In Keyword/Numeric Search area, type (Select indexes; select or enter qualifiers)**
Qualified	**chi,ma,of,s/1956-** Or **td:chi,ma,of,s/1956-**	**chi,ma,of,s** Select **Title Derived** in the index list; in the **Year** box, type **1956-**
	gon,wi,th,w/bks/1956 Or **td:gon,wi,th,w/bks/1956**	**gon,wi,th,w** Select **Title Derived** in the index list; in the **Format** list, select **Books**; in the **Year** box, type **1956**
	gon,wi,th,w/bks/19??/mf/dlc Or **td:gon,wi,th,w/bks/19??/mf/dlc**	**gon,wi,th,w** Select **Title Derived** in the index list; in the **Format** list, select **Books**; in the **Year** box, type **19??**; in the **Microform** list, select **Microform**; in the **Source** list, select **DLC**
	=adri,col,/bks/1970-90 Or **cd:adri,col,/bks/1970-90**	**chi,ma,of,s** Select **Title Derived** in the index list; in the **Format** list, select **Books**; in the **Year** box, type **1970-90**

Derived search examples		
Combined	**pd:mich,jam,a and td:tal,of,th,s**	mich,jam,a Select **Personal Name Derived** in the index list; select Boolean operator **AND**; in the next **Search for** box, type: tal,of,th,s Select **Title Derived** in the index list
Qualified and combined	**pd:mich,jam,a and td:tal,of,th,s/bks/1974**	mich,jam,a Select **Personal Name Derived** in the index list; select Boolean operator **AND**; in the next **Search for** box, type: tal,of,th,s Select **Title Derived** in the index list, in the **Format** list, select **Books**; in the **Year** box, type **1974**

Keyword/Numeric search examples		
	In Command Line Search area, type	**In Keyword/Numeric Search area, type (Select index from list; select or enter qualifiers)**
Qualified	**dd:616/1980-**	616 Select **Dewey Decimal** in the index list; in the **Year** box, type **1980-**
	su:scotland/map	scotland Select **Subject** in the index list; in the **Format** list, select **Maps**
	au:michener and mt:bks	michener Select **Author** in the index list; in the **Format** list, select **Books**
Combined	**ti:gone w2 wind**	gone w2 wind Select **Title** in the index list
	au:bizet and ti:carmen	bizet Select **Author** in the index list; select Boolean operator **AND** from the list In the next **Search for** box, type **carmen** Select **Title** in the index list

Keyword/Numeric search examples		
	la:french and au:camus	camus Select **Author** in the index list; in the **Language** list, select **French**
Qualified and combined	**au:bizet and ti:carmen/rec/1947**	bizet Select **Author** in the index list; select Boolean operator **AND** from the list In the next **Search for** box, type **carmen** Select **Title** in the index list; in the **Format** list, select **Sound Recordings**; in the **Year** box, type **1947**
	su:arco venice and mt:bks	arco venice Select **Subject** in the index list; in the **Format** list, select **Books**
	su:basket? Navajo and yr:1980-	basket? navajo Select **Subject** in the index list; in the **Year** box, type **1980-**
	ti:gone w2 wind/bks/19??/mf/dlc	gone w2 wind Select **Title** in the index list; in the **Format** list, select **Books**; in the **Microform** list, select **Microform**; in the **Source** list, select **DLC**

7. Use Dublin Core HTML or RDF views

Print bibliographic record as DC HTML or DC RDF

Action
To print the displayed DC HTML or DC RDF: On the File menu click **Print**. In the Print dialog box, under Print Frames, select **Only the selected frame**. Then click **OK**.

Save bibliographic record as DC HTML or DC RDF

Note: To save DC or RDF metadata **without formatting instructions** (
 tags, etc.), use the function Export Record DC HTML or Export Record DC RDF.

	Action
1	To save the displayed DC HTML or DC RDF (**with formatting instructions**): Select the text of the DC HTML or DC RDF record. Use the mouse to point to the beginning of the text, then click and drag to highlight the text. On the Edit menu, click **Copy**. Start a text editor (for example, Windows Notepad). In the text editor, on the Edit menu, click **Paste**. Then use the editor to save the file.
2	When finished viewing the DC HTML or DC RDF, return to the record. On the Cataloging tab, under Show, click **Active Records**. On the Active Records screen, under Records in Cataloging, click the record number.

8. Show bibliographic records by status

Show saved records by status

- Retrieve records with a specific action, source, or workflow status.
- Select multiple status types and values to retrieve records that have **any one or more** of the specified statuses.
- **Not used for My Status.** The Show By Status function does not let you specify a value for My Status. To find records with specific text in the My Status field, search the bibliographic save file and select the My Status index.
- Under Lock Status, select the **Master Record Locked** check box to retrieve all locked master records. If you specify other statuses, the system retrieves records that satisfy at least one of the status criteria. Results may include records that are not locked but that have another specified status value.

	Action
1	On the Cataloging tab, under Show Options, click **By Status**. The system displays the Status List screen for your library.
2	Under **Show Save File**, select the check box(es) for the status categories of the records you want to retrieve. **Multiple status criteria combined with OR** You can select multiple values for each type of status. The system treats multiple status categories as search terms combined with Boolean OR operators. That is, retrieved records must have at least one of the specified statuses, but need not match more than one of the criteria.
3	Click **Show Records**. The system displays a list of records in your library's save file with any of the specified status.

Statuses for saved bibliographic records: overview

Status values stored in saved records only.

- Values for all types of record status are stored with the working copy of a record in the bibliographic save file. They are not retained in the master record.
- Record statuses exist only to assist you in managing and processing records you are using for cataloging.

Find Bibliographic Records

Status	Purpose	Displayed in	Values
Action (Supplied and updated by system)	Show actions taken on record. Show record is marked for an action (**Ready** value for Export or Label status). Show outcome of each action.	Bibliographic records retrieved from WorldCat (edit mode). Bibliographic records retrieved from the bibliographic save file (edit mode or display mode). Brief entries in bibliographic save file search results.	**Actions:** Delete Holdings Export Label Produce Update Holdings Validate **Marked for Export or Label:** R (Ready) **Outcomes:** C (Completed) F (Failed)
Source (Supplied by the system)	Show the origin of a record in the bibliographic save file. Supplied by the system when you save a record or when a system function (such as import or multiple record creation) adds a record to the save file.	Bibliographic records retrieved from the bibliographic save file (edit mode or display mode). Brief entries in bibliographic save file search results.	Derived Extracted Imported Workform OCLC Pica GGC
Workflow (Selected by user from system-supplied list)	Show a record's position in the cataloging workflow. Let users assign workflow status when saving a record. Let users change workflow status while editing a record or by flagging a group of records.	Bibliographic records retrieved from the bibliographic save file (edit mode or display mode). Brief entries in bibliographic save file search results.	New In process In review Completed
Lock status	Let users retrieve only locked master records from save file.	In bibliographic record, under OCLC number in record header Search Save File screen, as a check box at the bottom of the search entry form. Show By Status screen, as a Lock Status category and check box.	Master Record Locked Master Record Not Locked
My Status (Defined by user)	Let users assign and change a custom status as needed for management of saved records. Let users supply My Status text when saving a record. Let users change My Status text while editing a record or by flagging a group of records.	Bibliographic records retrieved from the bibliographic save file (edit more or display mode). Brief entries in bibliographic save file search results.	User-defined Free text, up to 40 characters

OCLC

Show active records

	Action
1	On the Cataloging tab, under Show Options, click **Active Records** or press <Alt><4>. Or On any tab, press <Ctrl><Shift><9>.
2	The system displays an Active Records screen that lists all records, from any system database, currently in edit mode.
3	To access a record, click the hyperlinked entry for the record you want. Hyperlinks include identifying text from the record (such as a record number, a title, main entry, or constant data name), as well as the record number. For a new record, the link shows only the title or **No Title Provided** or **No Main Entry Provided**. A new constant data record without a constant data name appears as **New**.

9. Use flagged bibliographic records

Flag bibliographic records

Single records	All on a page	Result set
Click the **open box** in front of the record you want to flag.	On the Action/Sort list click **Flag All on Page**.	On the Action/Sort list click **Flag All Records Retrieved**.
A check mark appears in front of each brief entry you have flagged.		

Unflag bibliographic records

Single records	All on a page	Result set
Click the **check mark** in front of the record you want to unflag.	On the Action/Sort list click **Clear Flags on Page**.	On the Action/Sort list click **Clear All Flags**.
An open box appears in front of each unflagged brief entry.		

Show records flagged in the bibliographic save file

	Action
1	On the Cataloging tab, under Show Options, click **Flagged SF Records**.
2	The system displays a Flagged Records screen listing titles of bibliographic records currently flagged. Work with the list and bibliographic records, using the same methods as for other search results. **No flagged bibliographic records** If no saved bibliographic records have been flagged, the system displays the message: `You currently have no flagged save file Records.`

Actions on flagged bibliographic records

Note: Some actions are available only for saved records (bibliographic save file results list or Flagged SF Records screen).

Note: Actions on more than 100 records

- **Export or create labels.** Connexion can process more than 100 records for these actions. After processing 100 records, the system asks you to confirm that you want to continue.

Action	How to
Clear flags from all records on current page	On the Action/Sort list click **Clear Flags on Page**. An open box appears in place of the check mark in front of each brief entry on the page.
Clear flags from all flagged records (all pages of flagged records list)	On the Action/Sort list click **Clear All Flags**.

OCLC

Find Bibliographic Records

Action	How to
Export flagged records	On the Action/Sort list click **Export Flagged Records**.
Create a label file that contains labels for all flagged records (requires access to OCLC Cataloging Label Program)	On the Action/Sort list click **Create Labels for Flagged Records**. At the Create Label File screen, click **OK**. **Results** The system creates an appendable label file (or adds labels to an existing file) on the Connexion server. Import the label file to the OCLC Cataloging Label Program to process and print the labels.
Set Status of records	On the Action/Sort list click **Change Flagged Record Status**.
Resave (reset expiration date) for multiple saved master records that are locked	On the Action/Sort list click **Save Flagged Records**. The system changes the expiration date for each flagged record to 14 days.
Delete multiple saved records	On the Action/Sort list click **Delete Flagged Records**. Click **OK** to confirm that you want to delete the flagged records. The system responds `Delete complete` The system removes the flagged records from the save file. The records remain in WorldCat. The system releases the locks (in WorldCat) on master records associated with the deleted save file records.

10. OCLC Connexion cataloging overview

WorldCat search methods

- Numeric search (using keyword number indexes)
- Derived search
- Keyword search (word or phrase indexes)
- Combined and qualified derived and keyword searches
- Browse query (view or scan WorldCat word or phrase indexes)

Record size

- Bibliographic records must meet size limits defined in MARC21 standards. The number of characters in a field cannot exceed 9,999. The number of characters in a record cannot exceed 99,999. These limits apply to records provided by the OCLC MARC Subscription service.

  Note: Record size limits for offline products. For other offline services that output records, and for catalog card production, record size is restricted to 50 variable fields and 4096 characters. Records may be truncated.

Cataloging functions not available

Online databases not available

- PromptCat file
- Bibliographic Record Notification file

Actions not available

- View and edit Name-Address Directory (NAD) records
- Change to other systems (WorldCat Resource Sharing, FirstSearch, etc.) for which you are authorized
- Resave record in PromptCat file or Bibliographic Record Notification file
- Delete record from PromptCat file or Bibliographic Record Notification file
- Change authorization mode temporarily while logged on

Connexion cataloging functions (selected)

- Unless otherwise indicated, actions listed are available on the Edit, Action, or View list in a full bibliographic record.
- The following conditions determine which items appear on the lists:
  - Authorization level
  - Mode or state of the record: display mode, master edit mode, or local edit mode (copy cataloging).
  - Format of the record content: MARC or Dublin Core (selected from View list).

Find Bibliographic Records

- For more information on Connexion functionality and planned enhancements, go to the Connexion area on the OCLC web site. On the Connexion home page, under Topics, click the following link: **OCLC Connexion Information**.

Cataloging Function	Connexion Action
Update	Update Holdings
Delete Holdings	Delete Holdings
Display Holdings	Display Holdings Select Display Holdings. Then choose from a list of the standard location records: Default Holdings, State Holdings, Regional Holdings, or All Holdings.
Locations (holdings) messages in records	Standard messages appear in bibliographic records. Holdings in [xxx] Holdings in [xxx]/Local [xxx] Holdings No Holdings in [xxx] [n] Other Holdings No Other Holdings
Local Holdings Maintenance	Via Connexion browser, libraries can create and manage descriptions of their copy-specific holdings for items in any bibliographic format. Local holdings records are linked to the bibliographic record. Functionality includes retrieving holdings records from WorldCat, editing and replacing LH records, creating new holdings records, and deleting holdings records.
Produce offline products (catalog cards, accessions lists, electronic record files)	**OCLC-printed catalog cards** Product and Update Holdings (print cards according to your profile) Alternate Produce and Update (provides card-print options: Extra Cards, Ad Produce, and All Produce) **Accessions List Service** Bibliographic records processed with the Produce and Update Holdings action or the Alternate Produce and Update action appear in OCLC Accessions Lists. **OCLC MARC Records Subscription service** The following actions result in archive transactions and produce records in the MARC Records Subscription service: Replace Record Update Holdings Produce and Update Holdings Alternate Produce and Update
Copy cataloging Begin editing a working copy of an unlocked record	Edit Record On a search results list, click the entry number to open the record in edit mode.
Save changes to record	Save Record (to bibliographic save file).
List all saved records	At the Search Save File screen, Type no terms in search form. Do not select status. Click **Search** or press <Enter>.
Retrieve saved record	On Cataloging tab, under Search Options, select **Save File**. Search by save file number, OCLC control number, title (words), record status, URL (phrase), or used date.

Find Bibliographic Records

Cataloging Function	Connexion Action
Retrieve records from save files for Tapeload, Bibliographic Record Notification service	No access to these files via OCLC Connexion
Begin editing a saved record	Edit Record On a search results list, click the entry number to open the record in edit mode.
Delete a saved record	Delete Save File Record (bibliographic save file)
Lock and edit a master record	Lock Master Record On a search results list, click the **Lock** button to open the record in master edit mode.
Release a locked master record	Release Record Lock
Replace a master record	Replace Record Replace and Update Holdings
Export a record for use in a local system	Export Record Select action for desired format: MARC or Dublin Core HTML or Dublin Core RDF. Format used to edit (MARC or Dublin Core) determines available export formats.
Cancel	Cancel Changes
Unedit	Unedit Record
Create a new record from an existing record	Derive New Record
Create a new constant data record from a workform	On the Cataloging tab, under Create Options, select **Constant Data**. Then select a workform and click **Create.** Create multiple constant data records for specific purposes. Choose one record as default constant data for your authorization. Default constant data persists across sessions. Users at an institution have access to each other's constant data records. On the Cataloging tab, under Search Options, click **Constant Data**.
Apply default constant data	Apply Default Constant Data
Choose constant data fields to apply (fixed, variable, both)	Apply Default Constant Data • In default constant data, choose to apply all fields, variable fields only, or fixed fields only. Apply CD By Name • The action lets you type the name of the CD record to apply. Before applying the CD record, you can choose to apply the whole record, fixed field only, or variable fields only. Apply CD From List • The action displays a list of your library's saved CD records. Before selecting the record to apply, you can choose to apply the whole record, fixed field only, or variable fields only.

Find Bibliographic Records

Cataloging Function	Connexion Action
Apply a specific constant data record (by name or by selecting from a list)	Apply CD By Name • Opens a box above the record to let you type the name of the CD record to apply. • If desired, you can choose to apply the whole record, fixed field only, or variable fields only. • Then click the **Apply CD** to apply that record to the bibliographic record you are editing. Apply CD From List • Retrieves a list of your library's saved CD records, sorted alphabetically by CD name. • If desired, you can choose to apply the whole record, fixed field only, or variable fields only. • Then click the name of a CD record to apply that record to the bibliographic record you are editing.
Edit fixed field (008 and Leader) or field 006	In either the MARC Template edit view or the MARC Text Area edit view, use a template to select the type of fixed field or 006 and to enter the values for the elements.
Reformat record after editing	Reformat Record
Validate	Validate Record
Work with multiple records simultaneously	To move between records you are editing, on the Cataloging tab, under Show Options, select **Active Records**. At the Active Records screen, under Cataloging and Cataloging Save File, click the hyperlinked **title** of the record you want to use.
Enter subfield delmited (‡)	Type a dollar sign ($) or press <Shift><4>.
Enter Start of Message (SOM) or End of Message (EOM)	Not used in OCLC Connexion data entry or editing. Greater than symbol or right angle bracket (>) used in place of SOM when entering a variable field in the MARC Text Area edit view.
Enter diacritics and special characters	• Enter diacritics following (to the right of) the letter they modify. • For proper character display (in display mode), select a Unicode font as the default font in your browser. **Methods** • Press <F7>. In the character selection window, click the character you want to insert. Or • Represent diacritics and special characters in the ALA Character Set as 2-character codes between two pipe or vertical bar symbols (| |). Or • Copy characters from another record displayed in OCLC Connexion. Or • On the header bar, click **Diacritics**. In the table, find the character you want, copy the character code, and paste it into the record.

Find Bibliographic Records

Cataloging Function	Connexion Action
Generate label display	View Label in Label Program Requires the OCLC Cataloging Label Program installed on your workstation. Multiple records You can also create a file of labels by flagging a group of records and taking the Create Labels for Flagged Records action.
Err (report error in record; add 952 field to describe)	Report Error action to send an error report via email to OCLC's database quality group. The Report Error action is also available for authority records. The Connexion home page provides links to web-based forms for requesting record changes.
System information	User Information (on General tab under Admin Options) provides comparable information about your current OCLC Connexion session.
System Help	OCLC Connexion Help **Context-specific Help:** Click the **Help** button in the top right corner of the screen. **Help contents:** click the **Contents** tab at the top of any Help window. **Find topics:** Keyword searchable index of all topics. Enter search term(s) in the **Search Help** text box at the top of any Help window.
Help on a MARC tag	**MARC Template edit view** **Current variable field** • On the Functions list for the field, click **Help**. **Any variable field (tag) or fixed field element** 1. In the MARC Help text box (right side, record header), type the tag number or the element label. 2. Click the **MARC Help** button. **Fixed field or field 006** • For the fixed field or field 006, click an **element label** for help on the specific element. • Or type the element label in the MARC Help text box and then click **MARC Help**. **MARC Text Area edit view** **Any variable field (tag) or fixed field element** 1. In the MARC Help text box (right side, record header), type the tag number or the element label. 2. Click the **MARC Help** button. **Fixed field or field 006** • For the fixed field or field 006, click an **element label** for help on the specific element. • Or type the element label in the MARC Help text box and then click **MARC Help**. **MARC display view** • Variable field tag. Click the hyperlinked tag. • **Fixed field.** Click the **Help** button next to the fixed-field template. For information about a fixed-field element, click the hyperlinked label for the element. • **006 field.** Click the **Help** button next to the fixed-field template. For information about an 006 element, click the hyperlinked label for the element.

Cataloging Function	Connexion Action
Choose database	On the navigation bar, click the tab for a Connexion service to access available database and functions.

OCLC-MARC Record Subscription service

- The following actions--Update Holdings, Replace Record, Replace and Update Holdings, Delete Holdings, Produce and Update Holdings, Alternate Produce and Update---generate an archive transaction. OCLC Connexion transactions are processed on a daily basis to provide various offline products (for example, the MARC subscription file).
- The system produces MARC subscription files daily for subscribing institutions.
- Your bibliographic records will be included in your OCLC-MARC Subscription files, whether on tape or via daily FTP.

OCLC Accessions Lists service

- Records processed with the Produce and Update Holdings or Alternate Produce and Update action via Connexion are included in OCLC Accessions Lists.