

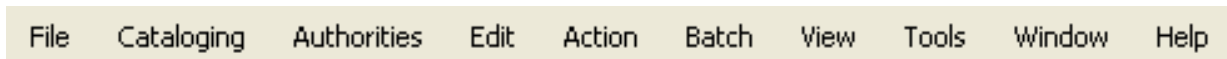
Connexion Client Module 2: Basic Bibliographic Searching

Introduction

This module provides instruction on how to perform bibliographic searches in Connexion Client. Learners will be able to conduct basic searches for bibliographic records in WorldCat, add qualifiers to narrow results and how to evaluate whether a given record matches the item to be cataloged.

Menu commands in Connexion client

On the menu bar:



Search dialog

Cataloging > Search > WorldCat

Guidelines for numeric searches

ISBN (10 or 13 digit) (International Standard Book Number)

The index label, bn: is optional

- Remove dashes (e.g. enter 1-5654-556-2 as **156545562**)
- Include X in final digit if present (e.g. enter 0-590-42057-X as **059042057X**)
- Found in field 020 subfield ‡a
- Subfield ‡z (used for canceled/invalid ISBN) is also indexed and searchable

ISSN (International Standard Serial Number)

Use index label in:

- Include hyphen (e.g. enter 0363-0277 as **0363-0277**)
- Include X in final digit (e.g. enter 2265-564X as **2265-564X**)
- ISSN is usually in 022 subfield ‡a
- Subfield ‡y (used for incorrect ISSN) is also searched
- Subfield ‡z (used for canceled ISSN) is also searched

LCCN (Library of Congress Control Number)

Use index **ln**:

- Type LCCN as it appears on item (with or without hyphen)
- LCCN is usually in 010 subfield ‡a
- Subfield ‡z (used for canceled/invalid LC control number) is also searched

Publisher Number

Use index **mn**:

- Type all letters and numbers (e.g. enter ag26654f as **ag26654f**)
- Omit all punctuation (e.g. enter rd-9426.5 as **rd94265**)
- Omit all spaces (e.g. enter m 54 356 as **m54356**)
- Usually found in 028 or 262 fields

OCLC Number

Use * or # on command line

- OCLC numbers do not have punctuation
- Displays after OCLC in Connexion
- Exported in 001 and 035 fields

Keyword/Numeric Search Options

Retain search

Retain Search

- With this option selected, the client keeps search terms, indexes, and Boolean operators
- With the option cleared, the client keeps only your last index selections and up to the last ten search terms you entered (click the dropdown arrow in a text box to see this list)

Customize lists button



Open the Customize Short Lists window to customize the short list of indexes or material types

Plus/Minus buttons



&



Toggle between a short list of commonly used indexes or material types, and a complete list

Language of Cataloging Limiter

Use this option to retrieve records with the bibliographic records in the language selected

Apply Language of Cataloging Limiter

English ▼

Frequently used word indexes

- Name (author) (au:)
- Notes (nt:)
- Series (se:)
- Corporate/conference name (cn:)
- Personal name (pn:)
- Title (ti:)

Word indexes often used in combination with others

- Holding library (li:)
- Publisher (pb:)
- Place of publication (pl:)

Qualify and combine searches

Qualify keyword and derived searches to narrow the results or make the searches more precise.

- Material type (mt:)
- Year(s) of publication (yr:)
- Microform or not microform (mf:)
- Cataloging source (Library of Congress) (dl:)
- Internet/non-Internet (dt:)
- Language (la:)

Basic MARC fields for matching

245 Title Statement

- ‡a Title Proper
- ‡b Remainder of Title
- ‡c Statement of Responsibility

250 Edition Statement

- ‡a Edition Statement

260 or 264 Publication, Distribution, etc.

- ‡a Place of Publication
- ‡b Publisher
- ‡c Date of Publication

300 Physical Description

- ‡a Extent
- ‡b Other Physical Details
- ‡c Dimensions

Consult *Bibliographic Formats and Standards*, Chapter 4, *When to input a new record* <https://www.oclc.org/bibformats/en/input.html> for field by field guidelines and other details.

Selected keystroke shortcuts in Connexion Client

Searching

- Log on<Ctrl+F1>
- Search WorldCat<F2>

Navigate between records within a search results list

- View Previous Record<Shift+F9>
- View Next Record.....<F9>

Documentation

Search WorldCat:

Information on how to perform command line and guided searches through Connexion client.

https://help.oclc.org/Metadata_Services/Connexion/Connexion_client_3_0/Cataloging/Search_WorldCat

Bibliographic Formats and Standards

A guide to the structure, coding practices, and input standards used in bibliographic records in the WorldCat® database. includes definitions, guidelines, and examples for information in WorldCat.

<https://www.oclc.org/bibformats/en.html>

Connexion Client documentation:

https://help.oclc.org/Metadata_Services/Connexion/Connexion_client_3_0

Test your knowledge

1. Index labels must be used with all numeric search keys
 - a. True
 - b. False

2. What search results list displays when between 6-100 records are retrieved?
 - a. Basic search results list
 - b. Group search results list
 - c. Truncated search results list
 - d. Advanced search results list

3. A keyword search looks for matching terms in different parts of the record.
 - a. True
 - b. False

4. What is the correct format for an ISBN search? (check all that apply)
 - a. 978-0-393-63435-8
 - b. 9780393634358
 - c. bn:9780393634358
 - d. 0393634358x

5. What search would you use to locate a record for this item? (check all that apply)

Creamer, Chris, Todd Radom, and Lanny McDonald. [Fabric of the Game : The Stories Behind the NHL's Names, Logos, and Uniforms](#). New York, NY: Sports Publishing, 2020. ISBN: 978-1-68358-384-4

 - a. ISBN search
 - b. Name search
 - c. ISSN
 - d. Keyword search
 - e. OCLC control number search

6. Qualifiers can be used to narrow a search and present a more focused result set.
 - a. True
 - b. False

See next page for answers

ANSWERS: Test your knowledge

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 - b. False**

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