Module 3 - Basic editing and record processing

Last updated: Tue, 11 Feb 2020 21:05:26 GMT

Course description

This online course provides instruction on working with MARC bibliographic records in Connexion client, including using MARC field help, editing MARC records, updating holdings, and exporting MARC records. After completing this training, learners will have the knowledge to complete basic record actions in Connexion client.

This course is intended for learners who are new to Connexion client and copy cataloging but have a basic familiarity with the MARC record. Established, but basic, users of Connexion may also benefit from the class by thorough review of the MARC record editing process and by learning about enhanced functionality such as Spell Check and record validation.

Register for live, online training

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View a recorded session

View a recorded session (95 minutes)

Course handouts

Key Takeaways and Reminders
Knowledge Check

Request closed captioning

Closed captioning is available in the US upon request with 5 business days' notice. To request closed captioning for a training session, please contact us at training@oclc.org.
Cancellation policy

In the event of low attendance, OCLC may cancel a training session. In this situation, registrants will be notified by email in advance of the session.