Search Online Bibliographic Constant Data

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Find out how to access and use the Search Online Bibliographic Constant Data window in Connexion client.

Purpose of the Search Online Bibliographic Constant Data window

• Search for:
  ◦ Bibliographic constant data record by name
  ◦ Bibliographic constant data records by My Status (a custom status you assign)
  ◦ All bibliographic constant data records
• Apply a constant data record from the list.

Access the Search Online Bibliographic Constant Data window

1. Navigate to Cataloging > Search > Online Constant Data or press <Ctrl><N>.
   ◦ If you are logged on to OCLC Connexion, the Search Online Constant Data window opens immediately.
   ◦ If you are not already logged on, the Logon OCLC Connexion window opens. As soon as you complete the logon and close the Welcome window, the Search Online Constant Data window opens automatically.
2. Enter search term(s) and select an index for each. Combine multiple terms by selecting a Boolean operator.
3. Click OK to send the search.

See more about how to search online bibliographic constant data.

Search Online Bibliographic Constant Data window: Features and buttons

<table>
<thead>
<tr>
<th>FEATURE</th>
<th>HOW TO USE</th>
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| Search for ... in text fields and index lists | 1. Enter a search in a text field and select an index from the adjacent list.  
2. (Optional) Enter another search term in the other text field and select a different index. Combine by selecting a Boolean operator. |
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<tbody>
<tr>
<td>Or</td>
<td>Select previous search terms in the drop-down lists in the text boxes.</td>
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<tr>
<td></td>
<td>Leave all search criteria empty and click OK to retrieve all records in the file. You can click a column heading in the results list to sort the list to find the records you need. Sorting options (column headings) include:</td>
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<tr>
<td></td>
<td>• Name - Constant data record name you assigned when you created the record.</td>
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|                                 | • My Status - Free text identifier you assigned when you created the record. |}

Tips for search terms:

- Use truncation (*) to find variant endings (e.g., librar*, comput*, catalog*).
- Use character masking (? or #) to find variant spellings (e.g., wom#n retrieves woman and women, col?r retrieves color and colour).

AND/OR/NOT list

If combining searches in different indexes, click a Boolean operator to indicate how you want to combine the terms:

- **AND** - Finds records that contain both terms in the same record.
- **OR** - Finds records that contain either term.
- **NOT** - Finds records that contain the first term but not the second term.

Retain Search check box

Select or deselect the option to keep the most recent search in the Search for box(es) between logon sessions.

Select or clear the option to keep the most recent search in the Search for box(es) between logon sessions.
<table>
<thead>
<tr>
<th>BUTTON NAME</th>
<th>CLICK THE BUTTON TO...</th>
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<tr>
<td>Enter Diacritics</td>
<td>Open the <a href="https://help.oclc.org/Metadata_Services/Connexion/Connexion_client_3.0/Connexion_client_basics/Connexion_client_basics.html">Enter Diacritics and Special Characters window</a> to enter a diacritic or character in a search.</td>
</tr>
<tr>
<td>Clear Search</td>
<td>Clear search terms.</td>
</tr>
<tr>
<td>OK</td>
<td>Send the search (or press &lt;Enter&gt;).</td>
</tr>
<tr>
<td>Cancel</td>
<td>Cancel the search and close the window.</td>
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