

OCCLC Connexion Browser with Hand Pressed Books

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Agenda



Using Connexion to access Hand Press Books

Navigation/Customization

Search Hand Press Books

Edit records and perform final actions

Derive new records

Help and Documentation

OCCLC Connexion ...



Browser interface for OCCLC's cataloging tools

**Access to WorldCat bibliographic database and
authority file**

<http://connexion.occlc.org/>

Hand Press Book database



- **HPB records reside in a separate database**
 - **Not integrated into WorldCat**
- **The HPB database is indexed using most standard WorldCat indexes**
 - **Some HPB-specific indexes.**
- **Only authorized CERL members can access the HPB records.**

Getting Started



<http://connexion.oclc.org>

Enter Cataloging authorization & password in spaces provided

OR

Open Local Browser Settings to save autho/password for automatic logon

Preferences - set up worksheet to guide you through basic Connexion settings:

<http://www.oclc.org/support/documentation/connexion/browser/gettingstarted/setupbrowser.pdf>

Logon Screen



WORLD^{CAT} SERVICES

OCLC Connexion[®]
CatExpress[®]
WebDewey[®]

Digital Archive[®]
WorldCat Selection[®]



Sign On	
Authorization	100-044-501
Password	•••••
Choices	v
Logon	

Related Links
Dewey[®]-Only Session
Connexion Documentation
Connexion Tutorials
OCLC Cataloging Label Program
Product Services Web
OCLC Usage Statistics
System Alerts
About these Links

[English](#) | [Français](#)

[System Requirements](#) [Contact Support](#) [Legal Information](#) [Local Browser Settings](#)
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Internet

Add up to 10 authos...



Select one
autho as
default

select
autho with
each logon

http://connexion.oclc.org - OCLC Connexion - Local Browser Settings - Microsoft Internet Explorer

OCLC Connexion

Local Browser Settings

Click any column heading for help about that item

Default	Authorization	Password	Name	Dewey-Only
☐	100-044-501	●●●●●●	OCL	N
☐	100-049-314	●●●●●●	rmo	N
☐	100-237-628	●●●●●●	catex	N
☒	100-325-186	●●●●●●	HPB	n
☐				
☐				
☐				
☐				
☐				
☐				
☐				
☐	No Default Authorization			N

Note that you MUST have cookies enabled for this screen to work. If you use both Internet Explorer and Netscape, you will need to enter your settings information separately in each browser since they store cookies in different locations. If you upgrade to a different browser version it is possible that you may need to reenter the values.

Your settings were last updated 03/20/2008@08:48:09

Internet

Choose appropriate autho



OCLC Connexion - Logon - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Reload Print Mail News RSS Feeds Bluetooth

Address <http://connexion.oclc.org/corc.html> Go Links

Google G Go Bookmarks Popups okay Check AutoLink AutoFill Send to Settings

WORLD[®]CAT[®] SERVICES

OCLC Connexion[®] CatExpress[®] WebDewey[®] Digital Archive[®] WorldCat Selection[®] OCLC[®]

Sign On

Authorization

Password

Choices

- Choices
- 100-044-501
- 100-049-314
- 100-237-628
- 100-325-186
- More Detail

Related Links

- [Dewey[®]-Only Session](#)
- [Connexion Documentation](#)
- [Connexion Tutorials](#)
- [OCLC Cataloging Label Program](#)
- [Product Services Web](#)
- [OCLC Usage Statistics](#)
- [System Alerts](#)
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Internet

Select Hand Press Book



OCLC Connexion

Home | Help | Diacritics | Contact | Logoff

→ Cataloging → Authorities → Express → Pathfinders → **Hand Press Book** → General

Search Browse Create Show

Search Options Browse Options Create Options Show Options

Welcome to the OCLC Connexion® service

Hello GBVCP !

You will be using the service in FULL mode.

→ Message of the day

May is Asian Pacific American Heritage Month and OCLC is celebrating it with a 20% discount on selected titles available through our Language Sets service. Please e-mail langsets@oclc.org, or call 800-848-5878 ext. 5096, for more information or placing an order.

OCLC(R) Members: You can FAX bibliographic and authority change requests & duplicate record reports with attached proof (photocopies of title-pages, etc.), from the item via a U.S. toll-free FAX number 1-866-709-6252, or, you can still send photocopies via U.S. Postal Service to the OCLC Quality Control Section. Other error reporting options for changes and duplicates that do not require proof are still available for your use. For more information, see Chapter 5 of the Bibliographic Formats and Standards Manual, available at <http://www.oclc.org/bibformats/en/quality/>

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OCLC Support: +614-793-8682 (International) e-mail: support@oclc.org

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Topics

- [News](#)
- [OCLC Connexion Information](#)
- [OCLC Connexion Documentation](#)
- [Legal Information](#)

Useful Links

- [WorldCat Statistics](#)
- [WorldCat Record Change Request](#)
- [WorldCat Record Merge Request](#)
- [Authority Record Change Request](#)
- [OCLC System Alerts Page](#)
- [Product Services Web](#)
- [OCLC Usage Statistics](#)
- [Known Problems and Troubleshooting](#)
- [Access & Authorization Form](#)

Navigation

General tab

- **Customize navigation bar**
- **Set service-specific options**
- **Keyboard shortcuts**
- **Record views**

Service tabs determined by autho

Change settings as default or for one session

Shortcut keys

Default shortcut keys

- may be customized in Preferences

Some navigation shortcuts cannot be changed, such as **<CTL> <SHIFT> W**, for the WorldCat search screen

Keystroke shortcut options



Preferences

Go Back Save for Session Save My Default Print Reset Cancel

Keystroke Shortcut Options

Select a default operation for each shortcut key (Use each one only once)

Ctrl+Shift+A	Replace Record
Ctrl+Shift+C	Apply Default CD
Ctrl+Shift+D	Derive New Record
Ctrl+Shift+E	Export Record in MARC
Ctrl+Shift+F	Flag Record
Ctrl+Shift+G	Set as Default Constant Data
Ctrl+Shift+H	Display Holdings
Ctrl+Shift+K	Control All Headings and DDC
Ctrl+Shift+L	Edit Record
Ctrl+Shift+M	Lock Master Record
Ctrl+Shift+P	Produce
Ctrl+Shift+Q	Release Record Lock
Ctrl+Shift+R	Reformat Record
Ctrl+Shift+S	Save Record
Ctrl+Shift+U	Update Holdings
Ctrl+Shift+V	Validate Record

Quick Tip

Customize keystrokes to assign your most-used actions to the keys you find convenient.

Quick Tip

Assign **[No Action]** to make a keystroke inactive in Connexion. Select this option to prevent conflicts with keystrokes used by other software that is active while you use Connexion.

**Definitions may
be changed for
session; or set
as default**

Permanent Navigation Keystrokes



- <Alt><A> Authorities Tab**
- <Alt><C> Cataloging Tab**
- <Alt><G> General Tab**
- <Alt><H> Help Header**
- <Alt><L> Logoff Header**
- <Alt><O> Home Header**
- <Alt><S> Contact Support Header**
- <Alt><, > Diacritics Table Header**

Customization

Preferences



OCCL Connexion Home | Help | Diacritics | Contact | Logoff

→ Cataloging → Authorities → Express → Pathfinders → Hand Press Book → General

News | Admin | Documentation

News Options ▾ * Preferences ▾

Admin Options

Preferences

- ▶ [General Options](#) - Customize Connexion interface and assign keystrokes for actions
- ▶ [Cataloging Options](#) - Set up bibliographic record display and select label format
- ▶ [Local Holdings Options](#) - Set up Local Holdings record display and set related options
- ▶ [Authority Options](#) - Set up authority record display and set options for authority control
- ▶ [Export Options](#) - Select export method and set related options
- ▶ [Pathfinder Options](#) - Set up pathfinder display
- ▶ [Express Options](#) - Set up bibliographic record display and set editing options
- ▶ [Hand Press Book Options](#) - Set up Hand Press Book record display

Hand Press Book Options



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→ Cataloging → Authorities → Express → Pathfinders → Hand Press Book → General OCLC

News | Admin | Documentation

News Options ▾ * Preferences ▾

Preferences

Go Back

Save for Session

Save My Default

Reset

Cancel

Hand Press Book Options



Hand Press Book Record View

☒ MARC Template ☐ MARC Text Area

Mode for Single Record from Search Results

☒ Display Mode ☐ Edit Mode

Hand Press Book Save File Record View

☒ MARC Template ☐ MARC Text Area

Hand Press Book Constant Data Record View

☒ MARC Template ☐ MARC Text Area

Placement of Record Areas

FixedField - Place at top or bottom of record

☒ Top ☐ Bottom

Record Status - Place at top or bottom of record

☐ Top ☒ Bottom

Validation Levels

Add or Replace Hand Press Book Record

☒ Structure ☐ Basic ☐ Full

Export Hand Press Book Record

Applies to the export action on a single Hand Press Book record

☒ None ☐ Basic ☐ Full

Derive Record Fields - Fields To Transfer

Select fields to transfer to Hand Press Book records or Hand Press Book constant data records

Hand Press Book Options



OCCL Connexion Home | Help | Diacritics | Contact | Logoff

→ Cataloging → Authorities → Express → Pathfinders → Hand Press Book → General

News | Admin | Documentation

News Options ▾ * Preferences ▾

☒ None ☐ Basic ☐ Full

Derive Record Fields - Fields To Transfer
Select fields to transfer to Hand Press Book records or Hand Press Book constant data records

☒ 006	☒ 007	☒ 01X	☒ 02X	☒ 03X
☒ 04X	☒ 05X	☒ 06X	☒ 07X	☒ 08X
☒ 09X	☒ 1XX	☒ 2XX	☒ 3XX	☒ 4XX
☒ 5XX	☒ 6XX	☒ 7XX	☒ 8XX	☒ 9XX

My Status - Enter default text for My Status

My Status for Saved Hand Press Book Records optional

My Status for Constant Data Records optional

Hand Press Book Record Results - Number of records per screen

☐ 10 Records ☐ 25 Records ☒ 100 Records

Fixed Field Label Linking Options - Display fixed field labels as help links when editing

☒ Active ☐ Inactive

Label Format

☐ SL4 ☒ SL6 ☐ SLB ☐ SP1

Label File Name

File Name:

Label File Type

☒ Institution ☐ Individual

Mark For Label and Save Record

☐ On ☒ Off

Load time is 2469 millisec [Master Frame Set] Session Timer 38:19

Export options



OCLC Connexion [Home](#) | [Help](#) | [Diacritics](#) | [Contact](#) | [Logoff](#)

[Cataloging](#) | [Authorities](#) | [Express](#) | [Pathfinders](#) | [Hand Press Book](#) | [General](#) |

[News](#) | [Admin](#) | [Documentation](#)

[News Options](#) | [* Preferences](#)

Preferences

[Go Back](#) [Save for Session](#) [Save My Default](#) [Reset](#) [Cancel](#)

Export Options

Flagged Bibliographic Record Export Format

☐ None - Prompt to select format at time of export
☒ MARC
☐ Dublin Core HTML
☐ Dublin Core RDF

Flagged Hand Press Book Record Export Format

☐ None - Prompt to select format at time of export
☐ MARC
☒ UTF-8

Export Destination

☒ Export to a File ☐ Export to a TCP/IP Connection

Export File Name

File Name:

Export File Type

☒ Institution ☐ Individual

Fields To Delete On Export

Enter field tags to delete in exported record.
Separate tags with a comma or use a hyphen to show ranges.
(e.g. 920, 239-999)

Bibliographic Record:

Authority Record:

Use Hand Press Book

Basic Search Options



Use Command line for any search key

- **Enter search key in prescribed format**

Or, use search key boxes

- **Keyword searches / Numeric searches**
- **Select qualifiers from lists**

Keyboard shortcut to search screen <Ctrl> <Shift> W

Keyboard shortcut to command line <Alt> Q

- **Appears with bib record**

Keyword and Phrase search



Keyword (xx:)

- single word in any field/subfield

Phrase (xx=)

- Multiple words in specific order in single subfield

Whole phrase (xxw=)

- Multiple words in specific order in single field

Use Boolean operators



And Or Not

Include qualifiers to narrow results

(pl: paris or au: asham) and pd: 1590

- **Maximum records to retrieve is 1,500**

HPB-Specific Indexes



HPB -Citation	CI:, CI=, CIW=	510 a c	ci="goffM122"
HPB - Country of holding (MARC21 Country Code)	HP:, HP=	852 n	hp:ctu hp:enk
HPB - Institution & Location (name of inst or country)	LH:, LH=	852 a b e	lh:oxford
HPB - Place of Publication (printing)	PL:, PL=	260 a e; 261 f; 262 a; 533 b; 752 a-d; 773 d	pl:london
HPB - Publication (printing) date	PD:	260 c g	pd:1585

su:sculpture and hp:ctu



The SU: (subject)
keyword index
matches text in field
650

The HP: (country of
holding) index matches
text in field 852 \$n

OCLC Connexion [39:37] Home | Help | Diacritics | Contact | Logoff

Cataloging Authorities Express Hand Press Book General OCLC

Search Browse Create Show

* Hand Press Book Browse Options Create Options Show Options

OCLC 169746110

Books	Rec Stat	c	Entered	19850130	Replaced	20071113230307.1
Type	a	ELvl	Src	d	Audn	Ctrl
BLvl	m	Form	Conf	0	Biog	MRec
Desc	a	Cont	GPub	0	LitF	Indx
		Ills	Fest	0	DtSt	Dates

1814

040 CUY-BA +c YUS Functions

035 (CtY)582369 Functions

035 (CSTRLIN)CTYC582369-E Functions

090 \$b Functions

049 OCLC Functions

110 2 Musée du Louvre. Functions

245 1 0 Explication des tableaux, statues, bustes, etc. : \$b composant les galeries du palais de la chambre des pairs de France : elle comprend la galerie de Rubens, le petit cloître des chartreux, de Lesueur, les ports de France, par Vernet, avec la suite par M. Hue ... Functions

260 A Paris : \$b P. Didot, l'ainé ..., \$c 1814. Functions

300 72 p. ; \$c 16 cm. Functions

590 Bound with copy 2 of Notice des tableaux exposés dans la galerie du musée. Paris, 1814. Functions

697 0 4 Didot, P., \$c l'ainé. \$2 697 % PRIN Functions

650 0 Painting \$z France \$v Exhibitions. Functions

650 0 Sculpture \$z France \$v Exhibitions. Functions

650 0 Art museums \$z France. Functions

690 4 Chron. \$y 1814. \$2 690 % CHR Functions

650 0 Museums \$z France \$z Paris Functions

852 Yale University Library \$b bacrb \$h N2030 \$i A7 1814 \$n ctu Functions

Load time is 7344 millsec [Master Frame Set] Internet

(ti= "covent garden*") AND hp= "enk" and yr: 1800-



OCLC Connexion [39:04] Home | Help | Diacritics | Contact | Logoff

Cataloging Authorities Express Hand Press Book General OCLC

Search Browse Create Show

Hand Press Book Browse Options Create Options Show Options

3 records found searching for (((ti= "covent garden*") AND hp= "enk") and yr: 1800- in Hand Press Book

View Record 1 View List 1

Search Results

Current display is default list

1. The Covent Garden journal : embellished with four views. London : Printed for J.J. Stockdale, 1810. 816 p., [4] leaves of plates : ill. ; 22 cm. OCLC: 167968446 ELU
2. The Covent Garden concert, : a choice collection of songs now singing at all the p... Toy & Marble Warehouse, [Between ca. 1820 and 1844?] 16 p. : 1 ill. ; 32° OCLC: 167968446 ELU
3. Four songs, : Covent Gardens Mrs John Burns' lament. The hills of Glenorchie. Da... ca. 1800 and 1820?] 8 p. : 1 ill. ; 12° OCLC: 167968446 ELU

View Record 1 View List 1

OCLC Connexion [39:25] Home | Help | Diacritics | Contact | Logoff

Cataloging Authorities Express Hand Press Book General OCLC

Search Browse Create Show

Hand Press Book Browse Options Create Options Show Options

OCLC 167968446

Books	Rec Stat	n	Entered	20030120	Replaced	2007111034440.5
Type	a	ELvl	Src	d	Audn	Ctrl
BLvl	m	Form	Conf	0	Biog	MRec
Desc	a	Cont	GPub	0	LitF	Indx
		Ills	Fest	0	DtSt	Dates

1810

245 0 4 The Covent Garden journal : \$b embellished with four views.

260 London : \$b Printed for J.J. Stockdale, \$c 1810.

300 816 p., [4] leaves of plates : \$b ill. ; \$c 22 cm.

500 Dedication to George, Earl of Dartmouth, signed by John Jos. Stockdale.

500 Originally published in weekly numbers, with last issue published April 28, 1810. Cf. Postscript, p. [815].

561 ULL copy is from the collection of Lt.Col. A.C. Bromhead. \$5 UKLU

563 ULL copy is bound in full polished calf with gold fillets and turn-ins, spine gilt, red leather lettering-piece with title: "History of the O.P. riot". \$5 UKLU

610 2 0 Theatre Royal (Covent Garden, London) \$x Studies.

650 0 Old Price Riots, London, England, 1809.

700 1 Stockdale, John Joseph, \$d 1770-1847.

700 1 Dartmouth, George Legge, \$c Earl of, \$d 1755-1810, \$e dedicatee.

740 0 History of the O.P. riot.

852 University of London Library (Senate House) \$n enk

Search matches data
in fields 245, 852 \$n
and FF Dates element

Browsing options

Available for several indexes

Options include

- **Word - any word in field**
 - **su:religion**
- **Phrase -start with first word in subfield**
 - **pn=plenck, joseph jacob***
- **Whole phrase - start with first word in field**
 - **Tiw=dodechedron of fortune***
 - **Punctuation indicates type of browse**

Scan tiw=dodechedron de fortune*



OCLC Connexion [39:55] Home | Help | Diacritics | Contact | Logoff

→ Cataloging → Authorities → Express → Hand Press Book → General OCLC

Search Browse Create Show

Search Options * Hand Press Book Create Options Show Options

Browse

Search History

Hand Press Book

Browse for dodechedron de fortune* in Title Whole Phrase (tiw=)

Browse

Fewer Indexes

Clear Search

Quick Tip
Type the exact word
(s) of the index you
want, beginning with

OCLC Connexion [39:51] Home | Help | Diacritics | Contact | Logoff

→ Cataloging → Authorities → Express → Hand Press Book → General OCLC

Search

Browse

Create

Show

Search Options

* Hand Press Book

Create Options

Show Options

Browsing for tiw= dodechedron de fortune* in Hand Press Book

View Line 10

Previous Page

Next Page

Browse Results

Line	Term	Records
1.	DODECAS THESIVM DE VOCE FEODI EIVSQVE SYNONYMIS	1
2.	DODECAS THESIVM SELECTARVM DE ORIGINE DEFINITIONE ET NATVRA FEODORVM	1
3.	DODECAS THESIVM SELECTARVM EX PART II COMPEND FEOD CAP II DE PERSONIS FEVDA DANTIBVS ET	1
4.	DODECAS VI MISCELLANEARUM QUAESTIONUM EX C CORNELII TACITI DE SITU MORIBUSQUE GERMANORUM LIBELLO	1
5.	DODECAS VII MISCELLANEARUM QUAESTIONUM EX C CORNELII TACITI DE SITU MORIBUSQUE GERMANORUM LIBELLO	1
6.	DODECAS VIII MISCELLANEARUM QUAESTIONUM EX C CORNELII TACITI D SITU MORIBUSQUE GERMANORUM LIBELLO	1
7.	DODECASTICHON AD AUGUSTUM ROMANORUM REGEM SPONSUM	1
8.	DODECATAEON ORNATISSIMO AC DOCTISSIMO VIRO IUVENI DN GEORGIO FEHRIO KITTHINGENSI FRANCO IURIUM	1
9.	DODECATEUCHUS PROPHETICUS	1
10.	DODECHEDRON DE FORTUNE	4
11.	DODECHEDRON OF FORTUNE	1
12.	DODECHINI ABBATIS IN MONASTERIO S DYSIBODI AD CHRONICA MARIANI SCOTI CONTINUATE HISTORIA APPENDIX	1
13.	DODECI VISIONI SACRE E MORALI	1
14.	DODEDANDSEN	1
15.	DODEDANTZ DODEDANTZEN VEL FORDANSKET GANTSKE NYTTELIGEN FOR UNGE OC OAMLE DER UDI AT BESKUE OC SEE	1
16.	DODEKA DELTOS SIVE	1
17.	DODEKACHORDON	2
18.	DODEKACHORDON AUSZ	1
19.	DODEKAHORDON PLAGII AUTHENTAE	1
20.	DODEKAMENOI	1

View Line 10

Previous Page

Next Page

Browse results show
search terms in
middle of index list.
Choose one entry to
view records.

Search results / displays



Brief list - 2 to 5 records

- Sort order based on main entry

Truncated list - 6 to 100 records

- Sort order based on index searched
- Additional fields from index searched show in popup screen

Group list - 101 to 1,500 records

- Sorted by
 - material type (if applicable)
 - Year or range of years

System supplied display based on records retrieved

- Change view from drop down list

Edit existing records for local practices

Edit workforms to create new records

Use constant data for repetitive data

**Store temporarily in save file while
completing the process**

Edit/ Add/ Delete Fields



Search by OCLC # 167939184

Add field (may use Copy / Paste functions)

Delete field

MARC Help: link to Bib Formats & Standards, 3rd ed

<http://www.oclc.org/bibformats/en/>

Record display / edit



Edit / Action / View lists

- **Reorganized options into 3 lists**
- **Alphabetical arrangement of options**
- **Only see commands that apply to record and/or your authorization number**

Diacritics changes and options

Enter diacritic after the character it modifies

- Conforms to Unicode standards

Process:

- Place cursor after the character
- <F7> displays a pop-up window
- Select the diacritic / close the window

Options: use bar syntax, copy and paste, or Unicode-enabled keyboard.

General info from Diacritics tab

Search WorldCat

020		27606
041	1	fre \$h e
043		n-cn—
055	0 2	GE190
055		3 GE190
055	0 0	GE190
082	0	363.7/0
090		\$b
049		RMON
245	0 0	Géfer l directic
260		[Montre
300		420 p.
490	1	Tendar
500		Traduc
504		Compr
650	6	Environ
650	6	Environnement \$x Politique gouvernementale.
650	6	Environnement \$x Politique gouvernementale.

Character Name - Microsoft Internet Explorer provided by OCLC, Inc.

File Edit View Favorites Tools Help

Back Forward Stop Search Home

Google Search Web Search Site Page Info Up Highlight

Table of Diacritics and Special Characters For Identification and Input

New Procedures and Options

- Enter diacritics following the characters they modify.
- If you use Internet Explorer, you can press <F7> to open a character-chart window that allows easy entry of diacritics and special characters. (Windows only: not supported by Macintosh versions of IE.)
- In display mode, Connexion shows the diacritics and special characters.
- In edit mode, you can display either the diacritics and special characters or their bar syntax code equivalents. On the General tab, under Admin Options, click Preferences. Select General Options; then select Interface Customization Options. On the Interface Customization Options screen, under Diacritics and Special Characters in Edit View, select Display Diacritic or Character (default) or Display Bar Syntax.

The table provides information on diacritics and special characters. It is intended as a ready reference for the identification and input of diacritics and special characters in bibliographic and authority records. You may use the information in this table for other databases, such as Pathfinders, if appropriate for use in

FUNCTIONS

FUNCTIONS

Position cursor after the character that will receive the diacritic ...



OCLC Connexion [39:54] Home | Help | Diacritics | Contact | Logoff

→ Cataloging → Authorities → Express → Hand Press Book → General OCLC

Search Browse Create Show

* Hand Press Book Browse Options Create Options Show Options

Type	a	ELvl	1	Srcce	d	Audn		Ctrl		Lang	fre
BLvl	m	Form		Conf	0	Biog		MRec		Ctry	fr
		Cont		GPub		LitF	0	Indx	0		
Desc	a	Ills		Fest	0	DtSt	s	Dates	1780		

040 OCI +c YUS Functions

035 (CtY)1235890 Functions

035 (CStRLIN)CTYC1235890-E Functions

082 4 381.54R Functions

090 \$b Functions

049 OCLC Functions

245 0 3 La grande bible renouvellee de noëls nouveaux : \$b où tous les mystères de la naissance & de l'enfance de Jésus-Christ sont expliqués. Functions

260 A Troyes : \$b Chez Garner le jeune, imprimeur-libraire, rue du Temple, \$c [ca. 1780] Functions

300 4 pts. in 1 v. ; \$c 17 cm. Functions

590 BEIN 171 377: Imperfect: t.p. mutilated with some loss of text; bled at top; damp-stained. Functions

590 BEIN 171 378: Imperfect: signatures: E,I,N-Q wanting. Functions

590 BEIN 171 379: Imperfect: signatures: E-Q wanting. Functions

590 BEIN 171 380: Variant. Imperfect: signatures: A-D, I-Q wanting. Functions

500 Titles of pts. [2]-[3] vary slightly. Pt. [4] has title: La grande bible de noëls tant vieux que nouveaux. Functions

500 Signatures: A-Q8. Functions

500 Without the music; airs indicated by title. Functions

650 0 Carols, French. Functions

650 0 Chapbooks, French. Functions

710 2 Cleveland Public Library. \$b Preservation Office. Functions

740 0 Grande bible renouvelée, ou, Noëls nouveaux. Functions

740 0 Grande bible de noëls tant vieux que nouveaux. Functions

Internet

Press <F7> to open table and select diacritic ...



OCLC Connexion [39:54] Home | Help | Diacritics | Contact | Logoff

Cataloging Authorities Express Hand Press Book

Search Browse Create Show

* Hand Press Book Browse Options Create

Type	a	ELvl	1	Srcce	d
BLvl	m	Form		Conf	0
Desc	a	Cont		GPub	
		Ills		Fest	0

040 OCl +c YUS

035 (CtY)1235890

035 (CStRLIN)CTYC1235890-E

082 4 381.54R

090 \$b

049 OCLC

245 0 3 La grande bible renouvellee de noëls nouveaux : \$b où tous les Jésus-Christ sont expliqués.

260 A Troyes : \$b Chez Garner le jeune, imprimeur-libraire, rue du T

300 4 pts. in 1 v. ; \$c 17 cm.

590 BEIN 1971 377: Imperfect: t.p. mutilated with some loss of text; b

590 BEIN 1971 378: Imperfect: signatures: E,I,N-Q wanting.

590 BEIN 1971 379: Imperfect: signatures: E-Q wanting.

590 BEIN 1971 380: Variant. Imperfect: signatures: A-D, I-Q wanting.

500 Titles of pts. [2]-[3] vary slightly. Pt. [4] has title: La grande bible

500 Signatures: A-Q8.

500 Without the music; airs indicated by title.

650 0 Carols, French.

650 0 Chapbooks, French.

710 2 Cleveland Public Library. \$b Preservation Office.

740 0 Grande bible renouvelée, ou, Noël's nouveaux.

740 0 Grande bible de Noël's test vieux aux nouveaux

http://connexion.oclc.org - Enter Diacritics and Special Charact...

File Edit View Favorites Tools Help

Google Go Settings

Enter Diacritics and Special Characters

◌̇	æ	Æ	’	‘	˘	£	˙	◌̇
◌̈	^	^	©	đ	Đ	°	˙	˘
◌̋	˘	˘	=	ß	ö	Ð	€	˘
◌̌	’	’	˙	ı	ı	ı	ı	{
◌̍	˘	˘	’	ı	#	ı	ı	ı
œ	œ	®	±	’	}	ı	ı	ı
2	3	4	5	6	7	8	9	(
+	)	®	˙	ı	ı	ı	ı	ı
6	7	8	9	(	-	+	)	ı
~	~	ı	”	ı	ı	”	-	ı

Character: Acute Language: None

Acute Internet

Close diacritic box to return to record with diacritic in position...



OC LC Connexion [36:36] Home | Help | Diacritics | Contact | Logoff

→ Cataloging → Authorities → Express → Hand Press Book → General OCLC

Search Browse Create Show

* Hand Press Book Browse Options Create Options Show Options

BLvl	m	Form		Conf	0	Biog		MRec		Ctry	fr
Desc	a	Cont		G Pub		LitF	0	Indx	0		
		Ills		Fest	0	DtSt	s	Dates	1780		

040 OCI ±c YUS Functions

035 (CtY)1235890 Functions

035 (CStRLIN)CTYC1235890-E Functions

082 4 381.54R Functions

090 \$b Functions

049 OCLC Functions

245 0 3 La grande bible renouvelée de noëls nouveaux : \$b où tous les mystères de la naissance & de l'enfance de Jésus-Christ sont expliqués Functions

260 A Troyes : \$b Chez Garner le jeune, imprimeur-libraire, rue du Temple, \$c [ca. 1780] Functions

300 4 pts. in 1 v. ; \$c 17 cm. Functions

590 BEIN 1971 377: Imperfect: t.p. mutilated with some loss of text; bled at top; damp-stained. Functions

590 BEIN 1971 378: Imperfect: signatures: E,I,N-Q wanting. Functions

590 BEIN 1971 379: Imperfect: signatures: E-Q wanting. Functions

590 BEIN 1971 380: Variant. Imperfect: signatures: A-D, I-Q wanting. Functions

500 Titles of pts. [2]-[3] vary slightly. Pt. [4] has title: La grande bible de noels tant vieux que nouveaux. Functions

500 Signatures: A-Q8. Functions

500 Without the music; airs indicated by title. Functions

650 0 Carols, French. Functions

650 0 Chapbooks, French. Functions

710 2 Cleveland Public Library. \$b Preservation Office. Functions

740 0 Grande bible renouvelée, ou, Noëls nouveaux. Functions

740 0 Grande bible de noëls tant vieux que nouveaux. Functions

740 3 La grande bible de noels. Functions

Load time is 1750 millisec [Menu] Internet

Constant Data



Constant data records contain information that is common to many items such as location (field 852), local notes (5xx) and/or system control numbers (035)

Create constant data using workforms or derive constant data record from existing bibliographic record

- CD may be applied across formats

Constant data stored online and shared by institution

- Set “My status” to distinguish individual records

Constant data options



Apply constant data options

- **Set default**
- **Set at record level**
 - choose from list
 - choose by name

Derive new CD records

Save new CD records – add My Status

To create Constant Data



Create options,

- **select Constant Data**

Select display option

- **MARC Text Area / workform format**

Click create

- **Add fixed field, variable fields**

Save constant data

- **Prompted for CD Name and My Status**
- **Make this your Default Constant Data?**

Derive new Constant Data Record



OCLC Connexion [37:40] Home | Help | Diacritics | Contact | Logoff

→ Cataloging → Authorities → Express → Hand Press Book → General OCLC

Search Browse Create Show

* Hand Press Book Browse Options Create Options Show Options

OCLC 167229362

Books Rec Stat Entered 19940106

Type	a	ELvl		Src	d
BLvl	m	Form		Conf	0
		Cont		GPub	
Desc	a	Ills		Fest	0

040 EQO 1c EQO

035 (UkOxU)10906887

035 (CStRLIN)GBOC10906887-E

090 \$b

049 OCLC

245 0 4 The Adventures of Bamfylde Moor Carew, : \$b for more th

260 Edinburgh: \$b Printed for the booksellers in town and cou

300 24 p. : \$b 1 ill. ; \$c long 12°

500 Ill. on t.p.

500 An abridgement and adaptation of a work variously attribut

500 Carew himself

500 "(Price one penny.)"—t.p.

600 1 0 Carew, Bamfylde Moore, \$d 1693-1758.

650 0 Romanies \$z Great Britain.

650 0 Chapbooks, Scottish \$x Specimens.

700 1 Price, Thomas, \$c of Poole.

700 1 Goadby, Robert, \$d 1721-1778.

700 1 Goadby, Robert, \$c Mrs.

852 Oxford University \$b Bodleian Library \$n enk

OCLC Connexion [39:57] Home | Help | Diacritics | Contact | Logoff

→ Cataloging → Authorities → Express → Hand Press Book → General OCLC

Search Browse Create Show

* Hand Press Book Browse Options Create Options Show Options

Edit Editing Constant Data Record Action Action View MARC Text Area

Hand Press Book Constant Data Workform

MARC Help

Books Entered 20080602

Type	a	ELvl		Src	d	Audn		Ctrl		Lang	eng
BLvl	m	Form		Conf	0	Biog		MRec		Ctry	stk
		Cont		GPub		LitF	0	Indx	0		
Desc	a	Ills		Fest	0	DtSt	q	Dates	1810 , 1830		

>035 (UkOxU)

>035 (CStRLIN)GBOC

>049 OCLC

>260 Edinburgh: \$b Printed for the booksellers in town and country., \$c [Between ca. 1810 and 1830?]

>300 24 p. : \$b 1 ill. ; \$c long 12°

>500 Ill. on t.p.

>500 An abridgement and adaptation of a work variously attributed to Thomas Price, Robert and Mrs. Goadby and Carew himself

>500 "(Price one penny.)"—t.p.

>600 10 Carew, Bamfylde Moore, \$d 1693-1758.

>650 0 Romanies \$z Great Britain.

>650 0 Chapbooks, Scottish \$x Specimens.

>700 1 Price, Thomas, \$c of Poole.

>700 1 Goadby, Robert, \$d 1721-1778.

>700 1 Goadby, Robert, \$c Mrs.

>852 Oxford University \$b Bodleian Library \$n enk

>

>

>

Add Name and Save CD Record



OCLC Connexion [38:30] Home | Help | Diacritics | Contact | Logoff

→ Cataloging → Authorities → Express → **Hand Press Book** → General OCLC

Search Browse Create Show

* Hand Press Book Browse Options Create Options Show Options

Constant Data name **Required**

You are about to add this record to the Constant Data database

☐ Make this your default Constant Data record ?

My Status

Select [Yes](#) to continue or [No](#) to cancel adding the record

Hand Press Book Constant Data Workform MARC Help

Books Entered

Type	a	ELvl		Srcce	d	Audn		Ctrl		Lang	eng
BLvl	m	Form		Conf	0	Biog		MRec		Ctry	stk
		Cont		GPub		LitF	0	Indx	0		
Desc	a	Ills		Fest	0	DtSt	q	Dates			

>035 (UkOxU)
>035 (CStRLIN)GBOC
>049 OCLC
>260 Edinburgh: \$b [BLANK] \$c [BLANK]
>300 p. : \$b ; \$c [BLANK]
>500 .
>650 0 \$z Great Britain.
>650 0 Chapbooks, Scottish \$x Specimens.
>852 Oxford University \$b Bodleian Library \$n enk
>

Load time is 1578 millsec [Record Rendered] Internet

To use Constant Data



Display Workform

Under Edit,

- **Apply default Constant Data**
 - **<Ctl> <Shift> C**

OR...

Create new record & apply CD



OCLC Connexion [39:48] Home | Help | Diacritics | Contact | Logoff

→ Cataloging → Authorities → Express → Hand Press Book → General OCLC

Search Browse Create Show

Search Options Browse Options * Single Record Show Options

Create

Record

Create a new record in MARC Template format

Use the Books workform

☐ Apply default constant data

OCLC Connexion [39:43] Home | Help | Diacritics | Contact | Logoff

→ Cataloging → Authorities → Express → Hand Press Book → General OCLC

Search Browse Create Show

Search Options Browse Options * Single Record Show Options

Edit Editing Record Action Action View MARC Template

MARC Help

		Entered	20080602	Replaced	20080602135210.489		
		Srce	d	Audn		Ctrl	
		Conf	0	Biog		MRec	
		GPub		LitF	0	Indx	0
		Fest	0	DtSt	I	Dates	
040		OCL \$b \$c OCL					Functions
020							Functions
041	I	\$h \$b					Functions
050	I I	\$b					Functions
090		\$b					Functions
049		OCLC					Functions
111	I						Functions
245	I I	\$h \$b \$c					Functions
246	I I						Functions
250							Functions
260		\$b \$c					Functions
300		\$b \$c					Functions
411	I I	\$v					Functions
511							Functions
611	I I						Functions
611	I I						Functions
711	I						Functions

Workform with default CD applied



OCLC Connexion [39:52] Home | Help | Diacritics | Contact | Logoff

→ Cataloging → Authorities → Express → Hand Press Book → General OCLC

Search Browse Create Show

Search Options Browse Options Create Options Show Options

Hand Press Book Workform: Books MARC Help

OCLC NEW

Books Rec Stat n Entered 20080602 Replaced 20080602135841.174

Type	a	ELvl		Src	d	Audn		Ctrl		Lang	eng
BLvl	m	Form		Conf	0	Biog		MRec		Ctry	stk
		Cont		GPub		LitF	0	Indx	0		
Desc	a	Ills		Fest	0	DtSt	q	Dates			

040			OCL \$c OCL	Functions
020				Functions
035			(UkOxU)	Functions
035			(CStRLIN)GBOC	Functions
041	I			Functions
050	I	I		Functions
090				Functions
049			OCLC	Functions
111	I			Functions
245	I	I		Functions
246	I	I		Functions
250				Functions
260			Edinburgh: \$b \$c	Functions
300				Functions
300			p. : \$b ; \$c	Functions
411	I	I		Functions
511				Functions
500			.	Functions
611	I	I		Functions

Internet

To use Constant Data

Select Constant Data:

- **Separate window with list of CD**
- **Choose what part of CD to apply**
 - **Whole record, variable only, fixed field only**
- **Choose CD by name**

Bib record with CD is redisplayed

Derive New Master Record



- Display existing record
- From Edit menu, select 'Derive new master record'
- Transfer fixed-field values?
- YES or NO
- Workform displays with fields transferred

OCLC Connexion [39:41] Home | Help | Diacritics | Contact | Logoff

→ Cataloging → Authorities → Express → Hand Press Book → General → OCLC

Search Browse Create Show

* Hand Press Book Browse Options Create Options Show Options

14 Search Results Record 14 of 14

Edit Editing Record Action Action View MARC Template

Transfer fixed field values to new record? Yes No Cancel

Charles XII, King of Sweden / MARC Help

Entered 19810420 Replaced 20071112081027.1

Srcd a Audn b Ctrl MRec Lang eng

Conf 0 Biog b MRec Ctry enk

GPub LitF 0 Indx 1

Fest 0 DtSt s Dates 1740

Desc a Ills

040 VA@+c YUS Functions

035 (CtY)2809925 Functions

035 (CStRLIN)CTYC2809925-E Functions

041 0 engfre Functions

043 e-sw— Functions

090 \$b Functions

049 OCLC Functions

100 1 Voltaire, \$d 1694-1778. Functions

240 1 0 Histoire de Charles XII. \$l English. \$f 1740 Functions

245 1 4 The history of Charles XII, King of Sweden / \$c by Mr. de Voltaire ; translated from the French. Functions

250 The seventh edition. \$b With a complete index. Functions

260 London : \$b Printed for C. Davis, \$c 1740. Functions

300 xii, 325, [23] p. ; \$c 17 cm. Functions

510 4 Sowerby \$c 259. Functions

Internet

Complete Master Record



- Edit record to match item in hand
- From Edit menu select, 'Reformat Record' to remove unwanted spaces, blank fields
- From Action menu, select 'Add Record'
- Record re-displays with OCLC accession number
- From Action menu, select 'Export record in MARC' to send record to file for later download

OCLC Connexion [39:46] Home | Help | Diacritics | Contact | Logoff

→ Cataloging → Authorities → Express → Hand Press Book → General OCLC

Search Browse Create Show

* Search Results Browse Options Create Options Show Options

Edit: Editing Record Action: Action View: MARC Template

Hand Press Book Workform: The history of Charles XII, King

OCLC NEW

Books	Rec Stat	n	Entered	20080602	Replaced	20080602160524.239
Type	ELvl		Srcce	d	Audn	
BLvl	Form		Conf	0	Biog	b
Desc	Cont		GPub		LitF	0
	Ills		Fest	0	DtSt	s
					Ctrl	
					MRec	
					Indx	1
					Dates	1740 ,
Lang	eng				Ctry	enk

040		OCL \$b \$c OCL	Functions
090		\$b	Functions
049		OCLC	Functions
100	1	Voltaire, \$d 1694-1778.	Functions
240	1 0	Histoire de Charles XII. \$l English. \$f 1740	Functions
245	1 4	The history of Charles XII, King of Sweden / \$c by Mr. de Voltaire ; translated from the French.	Functions
250		The seventh edition. \$b With a complete index.	Functions
260		London : \$b Printed for C. Davis, \$c 1740.	Functions
300		xii, 325, [23] p. ; \$c 17 cm.	Functions
510	4	Sowerby \$c 259.	Functions
500		Translation of: Histoire de Charles XII.	Functions
500		Index: [22] p. at end.	Functions
600	0 0	Charles \$b XII, \$c King of Sweden, \$d 1682-1718.	Functions
650	0	Chapbooks.	Functions
+			Functions
+			Functions
+			Functions

Load time is 3296 millsec [Record Rendered] Internet

Export to a file

- **Create a temporary file for later download**
- **Create files by symbol or by authorization**
- **Files retained for 30 days**
- **Under General tab, select 'Download Export Files'**
- **Separate section for Hand Press Book records**

Download Export Files



OCLC Connexion [39:44] Home | Help | Diacritics | Contact | Logoff

→ Cataloging → Authorities → Express → Hand Press Book → General OCLC

News Admin Documentation

News Options * Download Export Files

Show Hidden Files

Downloaded
05/26/2008,12:00

Reset Hide

Quick Tip
You may not mix different file formats when you select more than one file to be exported.

Quick Tip
Only files that have previously been downloaded may be hidden.

Select	Authorization	Created	Format	Bytes	Downloaded
☐	100044501	05/29/2008,09:13	MARC	11133	Not Downloaded
☐	100047224	05/21/2008,14:37	MARC	2217	Not Downloaded
☐	100269001	05/05/2008,04:14	MARC	437	Not Downloaded
☐	100208546	04/24/2008,16:25	MARC	908	Not Downloaded
☐	100237429	05/23/2008,15:41	MARC	1178	05/23/2008,15:41
☐	100237429	05/23/2008,15:34	MARC	1178	05/23/2008,15:35

Download Reset Hide

Hand Press Book Bibliographic Records

Select	Authorization	Created	Format	Bytes	Downloaded
☒	100044501	06/02/2008,16:22	MARC	832	Not Downloaded
☐		12/10/2007,07:38	MARC	1676	Not Downloaded
☐	100044501	05/30/2008,10:54	MARC	3286	05/30/2008,10:56

Download Reset Hide

Internet

Follow instructions on the screen
to download the file

Save File



- **Option to save records in process or completed to Online Save File**
 - **New records -- Save for 28 days**
 - **Existing records - Save for 14 days**
- **Set 'My Status' to make retrieval easier**
- **With subset of saved records,**
 - **Export batch of records**
 - **Create a file for spine labels**

Save File



OCLC Connexion [39:52] Home | Help | Diacritics | Contact | Logoff

→ Cataloging → Authorities → Express → Hand Press Book → General → OCLC

Search Browse Create Show

* Save File Browse Options Create Options Show Options

Search Search History

Save File

You can search for all of your Save File records by not specifying any criteria.

Search for in My Status

AND in Record Number

with Workflow Status

AND Action Status

AND Source Status

☐ Master Record Locked

☐ Retain Search

Search Clear Search

Note expiration date

Load time is 1219 millsec [Master Frame Set]

Edit and re-save to extend expiration date

OCLC Connexion [39:55] Home | Help | Diacritics | Contact | Logoff

→ Cataloging → Authorities → Express → Hand Press Book → General → OCLC

Search Browse Create Show

* Save File Browse Options Create Options Show Options

4 records found searching for (sm: ("OCL")) and ms: ("kmk") in Hand Press Book Save File

View Record View List 1

Action/Sort

Search Results

- ☐ Display [1.](#) La storia dell'anno 1742. Divisa in quattro libri. Ch'espone l'Elezione dell'Imperatore Carlo 7., ...
Contributor Pitteri, Francesco. **Save File Number 1** Modified OCL, 20080530 **Expires In 11 Days**
(Workflow Status In-process) (Source Status OCLC)
(Action Status Add: _ Export: _ Label: _ Validate: _ Replace: _)
(My Status kmk)
- ☐ Display [2.](#) De' morbi cutanei: giusto le loro classi, generi e specie / dottrina del Signor Gioseffo Jacopo Plenck ...
Creator Plenck, Joseph Jacob, Ritter von, 1738-1807. **Save File Number 2** Modified OCL, 20080530 **Expires In 11 Days**
(Workflow Status In-review) (Source Status OCLC)
(Action Status Add: _ Export: _ Label: _ Validate: _ Replace: _)
(My Status kmk)
- ☐ Display [3.](#) The American gardener. Or, A treatise on the situation, soil, fencing and laying-out of gardens; on the making and managing of hot-beds and green-houses; and on the propagation and cultivation of the several sorts of vegetables, herbs, fruits and flowers / By William Cobbett ...
Creator Cobbett, William 1763-1835. **Save File Number 3** Modified OCL, 20080530 **Expires In 25 Days**
(Workflow Status In-process) (Source Status Derived)
(Action Status Add: _ Export: _ Label: _ Validate: _ Replace: _)
(My Status kmk)
- ☐ Display [4.](#) Disputatio Physica Experimentalis exhibens Aliquot Naturae Phaenomena, Quae Per Attractionem Vulgo Fieri Dicuntur / ... Publico eruditorum Examini Submittit d. 18. Decembr. MDCCIV. Praeses Andreas Ottomar Goelicke. M. D. Et Respondens Georgius Henricus Kornmann.
Creator Goelicke, Andreas Ottomar **Save File Number 4** Modified OCL, 20080602 **Expires In 14 Days**
(Workflow Status In-process) (Source Status OCLC)
(Action Status Add: _ Export: _ Label: _ Validate: _ Replace: _)
(My Status kmk)

Press <ALT><Y> to show/hide record viewing buttons

View Record View List 1

Load time is 2844 millsec [Master Frame Set]

Internet

Help

Documentation

Available throughout Connexion

Search, Browse, Create, Show

**A sentence or two of information or instruction
on searching, browsing, creating records or
showing data.**

Automatically ON

- **Use Preferences to hide them**

In-depth Help in separate window

Questions/comments/ suggestions

- email to Support@oclc.org
- All system documentation on web
- MARC help to Bib Formats & Standards, 3rd ed.

Connexion browser tutorials



Tutorials review the features of OCLC Connexion

Start with the Overview, then select topics in order or view topics in any order.

**[http://www.oclc.org/support/training/connexion
/browser/tutorial/](http://www.oclc.org/support/training/connexion/browser/tutorial/)**

Questions & Discussion

For more information...



Kathy Kie

011-614-761-5183

Kiek@oclc.org

For technical assistance:

OCLC Customer Support

800-848-5800

support@oclc.org

Thank You