

Quick Guide to OCLC

- ◆ OCLC is available Monday-Saturday, 24 hours a day, except for 2-3 am on Thursday, and on Sunday, 2am-12 noon.
- ◆ Our accounts may only be used with the PCs in the Tech Lab - not at your home or workplace.
- ◆ Commands that you type will appear **only on the top line of the Session window**.

Logging In

- ◆ From the **Start** menu, go to the **OCLC Applications** item and click on **Passport for Windows**.
- ◆ When the Passport program has started, begin a session by clicking on the **Open Folder button**, or by going to the **Session** menu and selecting **Open**.
- ◆ Select the **PRISM Cataloging** to open and then click **NEXT**.
- ◆ Select **Internet** as your mode of connection and click **NEXT**.
- ◆ The next dialog box will ask you for the **Service Authorization Number** and the **OCLC Service Password**
Service Authorization #: **100-032-294** and OCLC Service Password: **basic**. Then click **NEXT**.
- ◆ Click **Finish** to begin your session.

Logging Out

Click the **Disconnect button** (the one with the arrows pulling apart), or under the **Session** menu select **Disconnect**.
Close the Session window, and exit the Passport application.

Some Useful Commands

Print a record	Press <F12>
Display the next screen of a record	Press <F4>
Display the previous screen	Press <F5>
Display a record from a truncated	Type the line number and press <F11>
Return to list of records	Type gob and press <F11>
Return to the bibliographic record	Type bib and press <F11>
Respond to YES/NO prompt	Type yes or no and press <F10>
Return to the beginning of the search line	Press <Home>
Using the menus	Position cursor on option and hit <F10>

Getting Out of Trouble

If things lock up hopelessly	Press <Ctrl><Break> (to unlock keyboard) then <Home>
To return to a blank screen	Press <F3>
If you see HLP CANCEL REMOVE ??	Move cursor to REMOVE and press <F10>, then start over

Derived Key Searching **DO NOT press the Enter key at the end of your search; PRESS <F11>**

ISBN	nnnnnnnnnn	e.g.: 1565920252
OCLC Number	#nnnnnn	e.g.: #109876
LC Card (NOT Call) #	nn-nnnn	e.g.: 76-223 (must clear screen first, press <F3>)
Title	3,2,2,1	e.g.: gon,wi,th,w (Gone with the Wind), shi,,, (The Shining)
Personal author	4,3,1	e.g.: atwo,mar, (Margaret Atwood), hump,hub,h (Hubert H. Humphrey)
Name/Title	4,4	e.g.: gord,pers (Persuasion by George Gordon)
Corporate or conf name	=4,3,1	e.g.: =worl,wil,f (World Wildlife Fund)

Note: Certain common words at the beginning of corporate or conference names are ignored (e.g., American, State, United States, etc.). See the **Guide to Searching the Online Union Catalog**, Table 6-5.

Scanning Title	sca ti	e.g.: sca ti gone with the wind
Search qualifiers for limiting a search (e.g.,	huc,fi,,/bks/1974	
<u>By type of material</u>	<u>By year of publication</u>	
Books	/bks	Single year (1988) /1988
Serials	/ser	Decade (1980-1989) /198?
Visual	/vis	Century (1900-1999) /19??
		Range of dates /1980-1985

Searching the Authority File

Name (any kind)	[4,3,1	e.g.: [shak,wil, (William Shakespeare), [cana,lib,a (Canadian Library Association) (see note about stopwords under Derived Key Searching above)
Subject	[5,3	e.g.: [cost,eff (Cost effectiveness)
Scanning	cho af sca su ... (or pn or co or cn , etc.) cho ol	To enter the Authority File e.g., sca co library of congress To get back to the Online Union Catalog

Editing Records AKA Entering Your Own Cataloging Record

First, get a workform	Type wfm and press <F11>
Then, to do full screen editing changes when finished.	Press <Alt><F9> to start editing. Press <F10> to send
Or, to do single line editing	For each line of editing, send your changes by pressing <F10>

Some Editing Commands:

To move the cursor Use the arrow keys

To edit characters use the following:

- Overstrike Move the cursor over the letter and type the new letter
- Insert Press **<Ins>**, and type the new characters
- Delete Move the cursor over the letter and press ****

To Delete a field Press **<Home>**, type the number of the line you want to delete, and press **<F11>**

To Create a **NEW** field:

- Move the cursor to the line below the last field and press the space bar once.
- Create a start of message character by pressing **<Ctrl>**
- Type the line number, enter the field information, and press **<F11>**

To Create:

- A subfield delimiter **<Ctrl>d**
- An end of paragraph or line marker **<Ctrl><Enter>**
- A start of message character **<Ctrl>**

****Once you have finished editing your record, press <Alt><F10> to send changes****

Then, **reformat** the record: **<F2>** (**after sending changes**)

Finally, **save** the record: **save** a record **s**
view the saved file list **si**
retrieve a saved record **/** followed by save file number

You can also **print** the record:

<F12>

Find Command/Combined Key Search

You may use the find command (**fin**) to combine search keys, e.g.: **fin su jazz and su new and su orleans and ft map**

Some common search keys and their index labels:

LCCN	ln	OCLC #	an	Subject, title, and contents	st	Language	la
ISBN	bn	Author	au	Uniform title	ut	Place	pl
ISSN	sn	Title	ti	Format/Type of Material	ft	Series	se
CODEN	co	Subject	su	Publ Yr	yr	Notes	nt