

Copy Cataloging with OCLC's CatExpress

Copy Cataloging allows the library to locate an already-existing record to describe an item. In the copy cataloging process, the library's holdings symbol will be added to the record in OCLC WorldCat database. In the same process, a copy of the record, with some minor local editing if the user provides it, will be saved for download so the library can import it to the local catalog system.

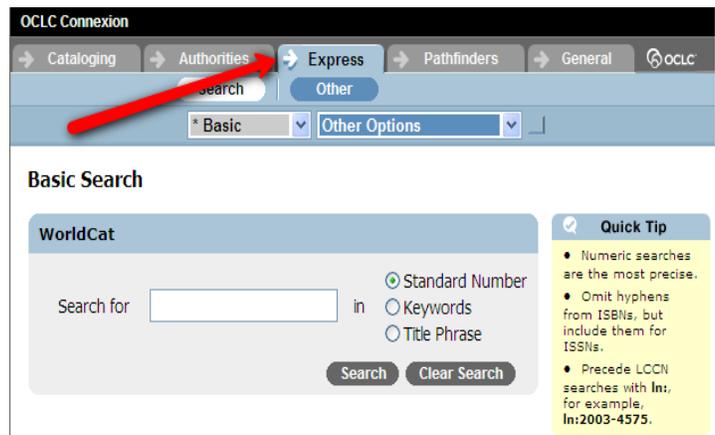
Finding, editing, and saving a record

1. Point the web browser to <http://connexion.oclc.org>

2. Log in with the library's cataloging authorization and password, then click LOGON



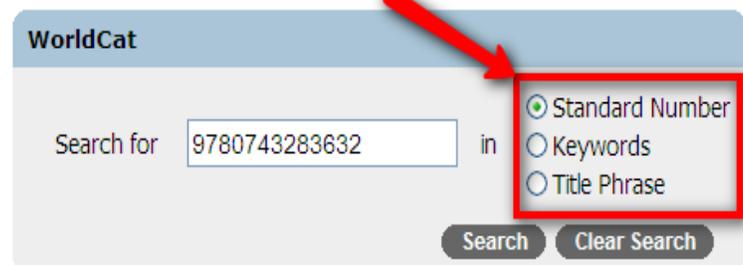
3. Choose the Express tab to use CatExpress



4. Type in the ISBN number of the item to be cataloged, then click SEARCH

- Omit dashes when typing an ISBN
- Items may also be searched by Keyword or a phrase from the title by selecting that search option to the right of the entry box

Basic Search



5. Choose the record that best matches the physical item being cataloged by clicking on the title. Upon clicking, the full record will be shown.

- If only one record matches the number or terms entered, then that record will automatically be displayed.

2 records found searching for sn: 9780743283632 in WorldCat

View Record View List Action/Sort

Search Results

1 [High school confidential : secrets of an undercover student / Jeremy Iversen.](#)
 Authors Iversen, Jeremy. Year 2006. Extent xii, 447 p. ; 24 cm. Type Book ISBN 0743283635 9780743283632 OCLC# 71341709

2 [High school confidential : secrets of an undercover student / Jeremy Iversen.](#) PCC
 Authors Iversen, Jeremy. Year 2006. Extent xii, 447 p. ; 24 cm. Type Book ISBN 0743283635 9780743283632 OCLC# 70122607

View Record View List

6. Verify the record matches the physical items being cataloged.

- To see the record with full MARC tags, click “MARC Display” to toggle the view. Either view will work as the process continues.
- Verify title, author, edition, publication, physical description, and other characteristics match the item being cataloged.

Edit Record MARC Display Export Only View Label Save to Catalog

Record Number (2) Ownership: No holdings in OIS - 596 other holdings; 4 other IIRs

Title	High school confidential : secrets of an undercover student / Jeremy Iversen.
OCLC	70122607
LCCN	2006-47745
Authors, etc.	Iversen, Jeremy.
Edition	1st Atria Books hardcover ed.
Publication	New York : Atria Books, 2006.
Physical Description	xii, 447 p. ; 24 cm.
Subject Headings	High school students -- United States -- Miscellanea. Education, Secondary -- United States -- Miscellanea.
LC Call No.	LB1607.5 .I94 2006
Dewey Call No.	373.18
ISBN	0743283635 9780743283632
Related electronic resource	Publisher description http://www.loc.gov/catdir/enhancements/fy0662/2006047745-d.html
Electronic version	Sample text http://www.loc.gov/catdir/enhancements/fy0662/2006047745-s.html
Electronic version	Table of contents only http://www.loc.gov/catdir/enhancements/fy0668/2006047745-t.html

7. Upon verification, click EDIT RECORD to add local information to the record.

Edit Record

8. Add the holding library code for the library and the local call number that will be used to classify the item. The holding code is different from the OCLC Symbol; if you do not know it, contact the OCLC Help Desk at 800-848-5800 to find out the library’s holding code.

OCLC Holding Library Code Price

Call Number Class Cutter Type: Dewey

9. If desired, add additional local information.

Location Add More Locations

Location SubLocation

Shelving Location Class

Cutter Shelving Control #

Call Number Prefix Barcode

Copy Number Public Note

10. In the notes area a summary, general notes, and other information may be added.

Notes [Close]

Target Audience Scale

Source

Summary Type

General Note

Local/nonpublic note

11. Some libraries may choose to add reading levels or other indicators to help a user identify an item.

Study Program Information Note [Close]

Program Name Interest Level

Reading Level Title Point Value

Display Text Local/nonpublic note

Public Note Reading Program Display Constant

12. When all desired local information is added, click SAVE TO CATALOG

Save to Catalog

13. Saving the record adds the library's holdings symbol to the record in OCLC's WorldCat, plus it saves a copy of the record online to download when all items have been added.

- After saving the record, the window will revert back to the search screen and show a message indicating that cataloging was successful.

Cataloging Successful

"High school confidential : secrets of an undercover student / Jerem
OCLC No. 70122607 successfully cataloged.
You have successfully exported record (OCLC No. 70122607).
Please select 'Download Export Files' to retrieve exported records.

Basic Search

WorldCat

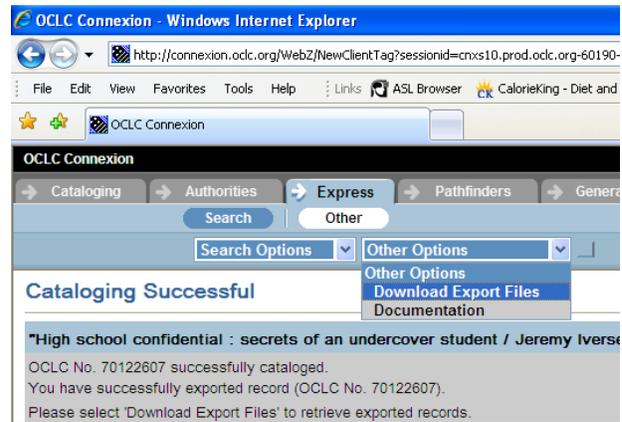
Search for in Standard Number Keywords Title Phrase

Search **Clear Search**

Downloading MARC records from OCLC

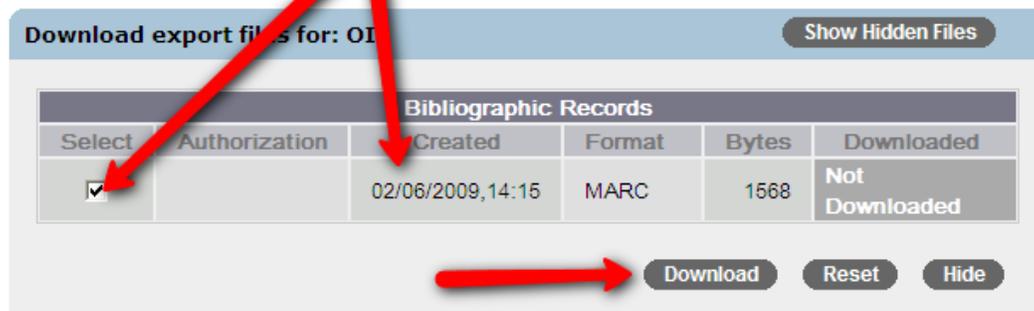
A batch of MARC records is available to download at the end of a session.

1. From the “Other Options” drop-down menu, choose “Download Export Files.”

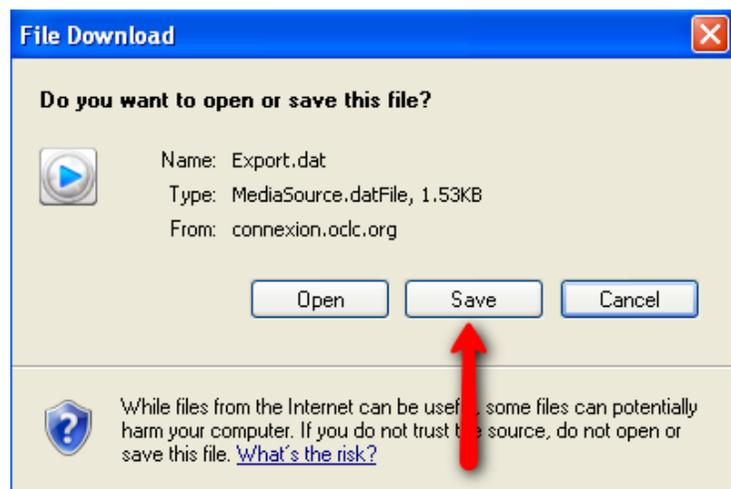


2. From the list of batches, click the box next to the listing for the records you want to download. Batches from previous sessions may be listed, double check the dates, then click DOWNLOAD.

Download Export Files



3. If a File Download window pops up; choose SAVE to save the file to the computer. Remember the location where it is saved so it can be retrieved later to import to the local catalog system. Your computer may automatically download the file without the extra steps of choosing location. Check with local administrators if unable to locate the downloaded file.



4. Once the file is downloaded, import the records to the local automated catalog according to the process defined by the local system.

Deleting Holdings in the OCLC WorldCat Database

Holdings in the WorldCat Database should be updated periodically to remove holdings symbols from records for items that the library no longer includes in the collection.

Basic Search

1. In the CatExpress search screen, search for an item record by ISBN, OCLC Number, Keyword, or Title Phrase.



WorldCat

Search for in Standard Number Keywords Title Phrase

2. Select the record to which the library's holdings symbol is attached. Holdings are indicated at the end of the brief record view.



Search Results

- 1 [High school confidential : secrets of an undercover student / Jeremy Iversen.](#)
Authors Iversen, Jeremy. **Year** 2006. **Extent** xii, 447 p. ; 24 cm. **Type** Book **ISBN** 0743283635 9780743283632 **OCLC#** 71341709
- 2 [High school confidential : secrets of an undercover student / Jeremy Iversen.](#) **PCC**
Authors Iversen, Jeremy. **Year** 2006. **Extent** xii, 447 p. ; 24 cm. **Type** Book **ISBN** 0743283635 9780743283632 **OCLC#** 70122607 **In OIS**

3. Click DELETE HOLDINGS to delete the library's holdings symbol from the record.
4. Confirm the action when the system prompts.

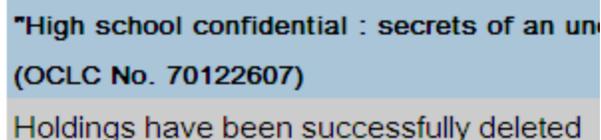


Record Number (2)
Ownership: OIS Holdings - 596 other holdings; 4 other IRs

Delete OCLC symbol "OIS" from record High school confidential : secrets of an undercover student / Jeremy Iversen.?

5. Upon successful deletion of the holdings symbol, a message with "Delete Holdings Success" will show in the CatExpress window.

Delete Holdings Success



"High school confidential : secrets of an un
(OCLC No. 70122607)
Holdings have been successfully deleted

6. To return to the search window, click SEARCH near the top.