

Search

Standard number search

Type of search	Number on item	What you type
ISBN	1-565-92001-5 0-33002468-X	1565920015 033002468X
ISSN	0043-5651	0043-5651
LC control number	86-3211 map32-14	86-3211 32-14

Advanced search

	Action
1	Type one or more search terms in the first Search box.
2	Indexes are displayed in the list to the right of your search term. From the list, select the index in which you expect to find your terms.
3	Enter search terms in the second or third Search box, if needed.
4	Select the indexes for the second or third search terms, if needed.
5	Select And, Or, or Not to combine search terms in multiple boxes, if needed.
6	Select Automatic Sort options.
7	To limit by year, see below.
8	Select Limit Search by Record Format to limit results by format.
9	Select Limit Search by Language if you want to narrow your search.
10	Select Limit Search by Internet if you want to narrow your search.
11	Click Search .

Limit searches by year

Limit by	Type	Example
After a date	Start date and hyphen	1984-
Before a date	Hyphen and end date	-1994
Within a date range	Start date, hyphen, end date	1994-1997
Exact year	The year	1994

Search for hyphenated terms

Index	Search
Title (ti) Notes (nt) Subject (su)	With the hyphen, as one word or without the hyphen as two words
All other indexes	With the hyphen, as one word

Edit Records

Basic editing

	Action
1	From the Full Record screen, click Edit Record .
2	Type information in boxes according to local practice. Enter key: Do not press <Enter> to move the cursor. <Enter> has the same effect as Save to Catalog in Internet Explorer. (It has no effect in Netscape Navigator.) Note: The OCLC holding library code must be 4 characters. If you add a call number, you must select a call number type.
3	Click Save to Catalog when finished. Or See below to add multiple location fields.

Add multiple location (852) fields

	Action
1	To add the first 852 field, click in the Location box.
2	Type a location and other 852 field information.
3	To add an 852 field for a second copy, click the Add More Locations link (above the Location box).
4	In the new window, type a location for the second 852 field. Click OK .
5	Type other information in other boxes, following local practice.
6	If you are finished typing data, click Save to Catalog .

Delete location (852) fields

	Action
1	From the Catalog screen, select the location you want to delete from the Current Location drop-down box, then click Delete .
2	Click Yes in the new window.

Report errors

Some records you find may have errors. You can correct errors only on data that you enter. You can report any other errors by filling out the forms below.

WorldCat form	Web address
Record change request	https://www3.oclc.org/app/bibchg/
Duplicate record merge request	https://www3.oclc.org/app/bibdup/

Create labels

To create record labels in CatExpress, use the OCLC Label Program, which requires Microsoft Windows.

The Label Program is available at no charge from the OCLC Web site: <http://www.oclc.org/label/ordering/>.

Set label format

	Action
1	On the general tab, under Admin, Options, click Preferences .
2	At the Preference screen, click Express Options .
3	On the Express Options screen, under Default Label Format, click an option: <ul style="list-style-type: none"> ● SL4 (1 spine; 2 single-spaced pockets) ● SL6 (1 spine; 2 double-spaced pockets) ● SLB (1 spine and 1 pocket) ● SP1 (spine label)
4	Click Save as default or Use for this session only .

Create labels

	Action
1	Retrieve the record for which you want to print labels. Click Edit .
2	Edit the record, following local practice. <ol style="list-style-type: none"> 1. In the topmost section of the edit display, type the call number. 2. Type the input stamp in the Holding Library field. 3. Do not add a local call number if you want to use the existing call number in the record.
3	Click View Label . The Label Program will open and display the label.
4	In the Label Program, finish processing the label. <ol style="list-style-type: none"> 1. Edit label text, specify print constants, or change the number of copies to print. 2. Print the label (click Action>Print Now.) 3. Save the label to the Label Program local file (click Action>Save).
5	Type other information in other boxes, following local practice.
6	If you are finished typing data, click Save to Catalog .

Record delivery

You choose record delivery options when you subscribe to CatExpress. You can either export records or get them via Electronic MARC Subscription.

Export records

The Export action produces an authorization-specific file of OCLC-MARC bibliographic records. Records are added to the file as a result of your actions during a session.

	Action
1	On the Express tab, under Other Options drop-down, click Download Export File .
2	Click OK to answer question Continue with Download Export file?
3	Click Save .
4	In the Save As dialog, specify where you want to save your file.
5	Rename the file and supply a file extension according to your local practice.
6	Click Save . Click Close .
7	In the download Export file in Progress window, click Here .

Download Electronic MARC Subscription (EMS) records

Each file is constructed from the previous day's activity, which ends at midnight, Eastern Time, USA. You can retrieve files any time of the day except Sunday 2:00 am to 6:00 am (Eastern Time, USA). EMS record files remain posted for 90 days.

	Action
1	On the Express tab, under Other Options, click Download Records .
2	Click Records and Reports .
3	Click OCLC Electronic MARC Subscription records and reports .
4	Right-click the file of records you want to download. The next step depends on your browser.
5	Internet Explorer: Click Save Target As . Netscape Navigator: Click Save Link Target as .
6	Specify where you want to save your file. Internet Explorer: Click Save to save the file. Netscape Navigator: Click Save this file to disk . Click OK .

Download from Product Services Web

	Action
1	Log on to Product Services Web: http://psw.oclc.org/psw/psw.pway
2	Click Records and Reports .
3	Click OCLC Electronic MARC Subscription records and reports .
4	Type your CatExpress authorization and password, and click OK .
5	Follow steps 4-6 from Download EMS records from CatExpress.

Transaction reports

Reports show the number of records on which you have set or deleted your holdings, the number of searches, and the number of records exported or delivered via EMS. The reports are available for CatExpress subscribers only

	Action
1	Follow steps 1-2 from Download EMS Records from CatExpress and begin this instruction after the list of records and reports appears. Click OCLC CatExpress Transaction Reports .
2	Right-click the report you want to download. The next step depends on your browser.
3	Internet Explorer: Click Save Target As . Netscape Navigator: Click Save Link Target as .
4	Specify where you want to save your file. Click Save to save the report

Support

Contact your OCLC regional service provider.
Contact OCLC for support in English, Spanish and Portuguese.
Hours: 7:00 am—9:00 pm U.S. Eastern time, Monday-Friday.

USA: 1-800-848-5800

International: 1-614-793-8682

Fax: 1-614-764-2694

E-mail: support@oclc.org

Web form for support request: <https://www3.oclc.org/app/contact/>