

## Use SCIPRO Records

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## 1 About SCIPIO records

- About SCIPIO records in WorldCat**
- **SCIPIO: Art and Rare Book Sales Catalogs** is the only online union catalog of auction catalog records in existence.
  - SCIPIO: Art and Rare Book Sales Catalogs describes art auction and rare book catalogs for sales from the late sixteenth century to scheduled auctions not yet held. Records include the dates and places of sales, the auction houses, sellers, institutional holdings, and titles of works.
  - SCIPIO bibliographic records in WorldCat are the result of incorporating the SCIPIO database, formerly available from the Research Libraries Group (RLG), into WorldCat during the integration of RLG into OCLC.

### Retrieving SCIPIO records

- Connexion provides a scoped view, allowing the SCIPIO records to be searched as a separate database. The scoped view enables users to search new, SCIPIO-specific indexes in addition to the standard WorldCat indexes. With these new indexes, current SCIPIO users can retrieve needed records using familiar search methods.
- All authorized WorldCat catalogers can retrieve SCIPIO records using standard WorldCat indexes or SCIPIO-specific indexes, and can choose to use the scoped view by selecting the check box labeled **Retrieve Only SCIPIO Records** on the Search WorldCat screen.

### Identifying SCIPIO records

- **Authentication code (field 042).** In a SCIPIO record, field 042 always contains the code **scipio**.

**Required for SCIPIO scoped view**> To be included in the SCIPIO scoped view, a record must contain **scipio** in field 042, subfield a.

**Note for SCIPIO contributors:** When creating a new record you want included in the SCIPIO scoped view within WorldCat, make sure that you include the **scipio** code in field 042. To do so, you must be profiled to use SCIPIO records.

- **Other distinctive content.** SCIPIO records include two distinctive fields: 024 (Sale code) and 033 (Date of sale). In SCIPIO records, field 110 normally contains the name of an auction house, 510 contains a citation note, and field 518 contains the a place of sale.

### Permissions and limitations for using SCIPIO records

All Connexion catalogers can use SCIPIO records in the same way you use WorldCat records, with the following exceptions.

- You must be an authorized SCIPIO cataloger to:
  - Create a new SCIPIO master record (a record containing field 042, with the code **scipio** in subfield a)
  - Add the SCIPIO designation (field 042, with the code **scipio** in subfield a) to an existing master record

—Note: Although you cannot remove the SCIPPIO designation from a master record, you can request that it be removed using a WorldCat Record Change Request.

- You must be authorized for both SCIPPIO and bibliographic institution records (IRs) to:
  - Create a new SCIPPIO IR to attach to a SCIPPIO master record.
  - Add the SCIPPIO designation to one of your own existing IRs.
  - Remove the SCIPPIO designation from one of your own IRs.
  - Move one of your own SCIPPIO IRs from one SCIPPIO master record to another.
- You cannot move a SCIPPIO IR to a non-SCIPPIO master record, but you can attach or move a non-SCIPPIO IR to a SCIPPIO master record.
- There are no other special restrictions on editing or replacing SCIPPIO master records.
- There are no other special restrictions on editing SCIPPIO IRs.

**Is this a SCIPPIO record?**

| View  | IR indicators   |
|---|---|
| Master bibliographic record or institution record | Field 042 contains the code <b>scipio..</b>   |
| WorldCat brief list                               | Each brief entry shows the highlighted text <b>SCIPPIO.</b>   |
| WorldCat truncated list                           | <p><b>WorldCat search</b><br/>                     Each truncated entry:<br/>                     In column 6, Contributing Library (heading <b>L</b>), contains the code <b>S</b> for SCIPPIO.</p> <p><b>Scoped view</b><br/>                     If you searched the scoped view (by selecting the <b>Retrieve Only SCIPPIO Records</b> check box):</p> <ul style="list-style-type: none"> <li>• Column 5 has the heading <b>Date of Sale</b> and contains the sale date from field 033. Dates appear in <b>yyyy-mm-dd</b> format.</li> <li>• Entries are sorted by sale date, beginning with the most recent date.</li> <li>• Column 6, Contributing Library (heading <b>L</b>), contains the code <b>S</b> for SCIPPIO</li> </ul> |

## 2 Find SCIPPIO records in WorldCat

### About searching for SCIPPIO records

- SCIPPIO records (master records and institution records) are fully integrated into WorldCat. All standard WorldCat indexes apply to SCIPPIO records. You can also use SCIPPIO-specific indexes. Any list of WorldCat search results may include SCIPPIO records.
- Connexion also provides a scoped view (a subset of WorldCat), allowing you to restrict searches to SCIPPIO records as if located in a separate database. The scoped view enables users to search new, SCIPPIO-specific indexes in addition to the standard WorldCat indexes. With these new indexes, current SCIPPIO users can retrieve needed records using familiar search methods.
- All authorized WorldCat catalogers can retrieve SCIPPIO records using standard WorldCat indexes or SCIPPIO-specific indexes, and can choose to use the scoped view by selecting the check box labeled **Retrieve Only SCIPPIO Records** on the Search WorldCat screen.
- **Browse WorldCat for SCIPPIO records**
  - You **cannot** choose to browse the SCIPPIO scoped view.
  - You **can** browse the SCIPPIO-specific indexes from the command line in the Search WorldCat screen or the guided browse on the Browse WorldCat screen.
  - Browsing a SCIPPIO-specific index retrieves **primarily** SCIPPIO records. Browse results may include non-SCIPPIO records because browsing is not restricted to the scoped view.

### Search the scoped view to facilitate retrieval of SCIPPIO records

- To retrieve SCIPPIO records conveniently and efficiently, use the scoped view by selecting an option on the Search WorldCat screen:
  - The **Retrieve Only SCIPPIO Records** option lets you limit your search to SCIPPIO records and more easily find data likely to occur in fields that are indexed in SCIPPIO-specific indexes.
  - The option appears below the guided search entry boxes. The setting applies to guided searches only, not to command-line searches.
- With the **Retrieve Only SCIPPIO Records** setting selected, you search only records designated as SCIPPIO. You can search for terms in all standard WorldCat indexes and/or SCIPPIO-specific indexes. Connexion retains the setting for subsequent searches, until you change it.
- With the option **not selected** (default setting), Connexion searches all WorldCat records (including SCIPPIO records) and presents search results using standard WorldCat record views and results lists. You can use all WorldCat indexes and/or SCIPPIO-specific indexes.

|   | Action   |
|---|--|
| 1 | Enter your search in the guided search area.   |
| 2 | Find the Retrieve Only SCIPIO Records option (below the guided entry search area).<br>Select (check) the <b>Retrieve Only SCIPIO Records</b> check box.<br><b>Default</b> Check box not selected. All WorldCat master records are searched.  |
| 3 | Click <b>Search</b> .  |
| 4 | <b>Results</b><br><b>Retrieve Only SCIPIO Records</b> selected <ul style="list-style-type: none"> <li>• Connexion searches only SCIPIO records, using both standard indexes and SCIPIO indexes.</li> </ul> <b>Retrieve Only SCIPIO Records</b> not selected (default setting) <ul style="list-style-type: none"> <li>• Connexion searches all WorldCat records, including SCIPIO records. SCIPIO-specific indexes are available.</li> <li>• All WorldCat records are searchable using all WorldCat indexes, including indexes that target unique data in SCIPIO records. However, when you want to find SCIPIO records, the best approach is to restrict your search to SCIPIO records.</li> </ul> |

**Use SCIPIO-specific indexes**

| Search entry area   | Procedure   |
|---|---|
| Command line<br><b>Note:</b> Searches or browse queries from the command line cannot be restricted to the SCIPIO scoped view. | To specify a SCIPIO index, type the index label, the correct punctuation (: or =), and then the search term. Do not type a space after the index label.<br><br>Examples: <b>ah:bloomsbury</b> or <b>ah:sotheby*</b> and <b>ds:1999</b><br>Browse (scan) a SCIPIO-specific index. You can use the scan command to browse a SCIPIO index. Example: <b>sca ah=bloomsbury book auctions</b> |
| Guided search (Keyword/Numeric)   | To specify a SCIPIO index:<br>1. Click the <b>More Indexes</b> button (below the guided search entry boxes).<br>2. Type a search term in an entry box.<br>3. Click to open the index list next to the entry box.<br>4. Scroll to the <b>SCIPIO</b> index names.<br>5. Click the name of the index you want to use.  |
| Tip: Check an index label   | To see index labels for SCIPIO indexes (and for all available WorldCat indexes), click the <b>More Indexes</b> button (below the guided search entry boxes). Then click to open an index list and scroll to the <b>SCIPIO</b> index names The Index label, enclosed in parentheses, follows each index name..   |

**SCIPIO-specific indexes: details**

Use SCIPIO-specific indexes to assist you in retrieving SCIPIO records. These indexes are available either for searching all WorldCat records or for searching within the SCIPIO scoped view. The following table lists index names, labels, included fields and subfields, notes, and examples.

| Index Name   | Index label        | Indexed fields   | Notes |
|--|--------------------|--|-------|
| <b>SCIPIO Indexes</b>                              |                    |  |       |
| Auction house name<br>(Word, phrase, whole phrase) | ah:<br>ah=<br>ahw= | 110 a-e n u<br>(Subset of the Corporate/<br>conference name index) |       |
| Citation<br>(Word, phrase, whole phrase)           | ci:<br>ci=<br>ciw= | 510 a c  |       |

| Index Name                | Index label | Indexed fields | Notes   |
|---------------------------|-------------|----------------|---|
| Date of sale (Word index) | ds:         | 033 a          | <p><b>Search types</b></p> <p>1. Specific month, day, year, such as April 15, 1995<br/> search as <b>mmddyyyy</b><br/> Example: <b>04151995</b><br/> <b>Note:</b> Also retrieves records with date of sale expressed as a range that includes the specific date.</p> <p>2. Any day within a specific month during a specific year, such as May 1975.<br/> search as <b>mmyyyy</b><br/> Example: <b>051975</b></p> <p>h</p> <p>3. Any date within a particular year such as 2002:<br/> search as <b>yyyy*</b><br/> Example: <b>2002*</b><br/> <b>Note:</b> The truncation symbol (*) tells the system to search for the specific year, retrieving all records for sale dates within that year.</p> <p>4. Any date within two or more years, such as 1970--1975.<br/> search as <b>YYYY-YYYY</b><br/> Example: <b>1970-1975</b></p> <p>5. Any date between two known months, e.g., from July 2005 to September 2006.<br/> search as <b>MMYYYY-MMYYYY</b><br/> Example: <b>072005-092006</b></p> <p>6. Any date between two known dates, e.g., from October 29, 1947 to November 4, 1947.<br/> search as <b>MMDDYYYY-MMDDYYYY</b><br/> Example: <b>10291947-11041947</b></p> |

| Index Name  | Index label        | Indexed fields  | Notes  |
|---|--------------------|---|--|
| Individual auctioneer<br>(Word, phrase, whole phrase)                           | ia:<br>ia=<br>iaw= | 700 a-d l q u<br>796 a-d j q u  |  |
| Place of sale<br>(Word index)   | ps:                | 500 a<br>518 a  | <p>Place of sale or auction usually appears in field 518 in the form: <b>Place of sale: London</b> or <b>Place of auction: Overland Park, Kansas</b>.</p> <p>Some records include place of sale in a 500 note (instead of 518) in the form <b>Place of sale: Cairo</b>.</p> <p>The index contains data following the words <b>Place of</b> in 518 subfield a or 500 subfield a</p> <p>Find these records with Place of Sale searches such as:<br/><b>London, Overland, Overland Park, or Kansas.</b></p> |
| Sale code<br>(Word and phrase)  | sl:<br>sl=         | 024 a   |  |
| Seller/subjects<br>(Word, phrase, whole phrase)                                 | cx:<br>cx=<br>cxw= | 600 a-d j q<br>653 a<br>696 a-d j q   |  |
| <b>Other indexes for SCIPIO searching</b>                                       |                    |   |  |
| Authentication code<br>Established WorldCat index; new code for SCIPIO records) | au:                | 042 a scipio<br>(New code to identify SCIPIO records in WorldCat and include the records in the SCIPIO scoped view) |  |

| Index Name   | Index label | Indexed fields   | Notes   |
|--|-------------|--|---|
| Notes (Word index) (Notes pertinent to sale; local notes)        | nt:         | 501 a<br>502 a<br>504 a<br>505 a r t<br>508 a<br>511 a<br>518 a<br>520 a b<br>521 a<br>533 a b c d e f n<br>534 a t<br>536 a-h<br>538 a<br>545 a<br>550 a<br>590 a<br><b>(institution records only)</b><br>753 a b c | Indexes the same fields and subfields as the established Notes index in WorldCat. |
| System control number (former RLG/SCIPIO record ID) (Word index) | sy:         | 035 a  |   |

**SCIPIO records and WorldCat search results**

- WorldCat search results are unchanged.
  - Note:** Because they are included in all WorldCat indexes, you may retrieve SCIPIO records in search results.
- WorldCat brief lists and truncated lists include indicators that identify SCIPIO records. See the next section for details.

**Appearance and content of SCIPIO records**

- Authentication code (field 042).** In a SCIPIO record, field 042 always contains the code **scipio**.
  - Required for SCIPIO scoped view**> To be included in the SCIPIO scoped view, a record must contain **scipio** in field 042, subfield a.
  - Note for SCIPIO contributors:** When creating a new record you want included in the SCIPIO scoped view within WorldCat, make sure that you include the **scipio** code in field 042. To do so, you must be profiled to use SCIPIO records.
- Other distinctive content.** SCIPIO records include two distinctive fields: 024 (Sale code) and 033 (Date of sale). In SCIPIO records, field 110 normally contains the name of an auction house, 510 contains a citation note, and field 518 contains the place of sale.

### Appearance and content of results lists that include SCIPPIO records

#### Results of searching WorldCat

- **WorldCat group list:** No changes.
- **WorldCat brief list:** Brief entries contain the highlighted test **SCIPPIO**.
- **WorldCat truncated list:** Column 6, Contributing Library (heading **L**), contains the code **S** for SCIPPIO.

#### Results of searching the SCIPPIO scoped view

- **Scoped view group list.** Records are divided into groups by date of sale (not by publication date). Otherwise, the group list is the same as for other WorldCat search results.
- **Scoped view brief list.** Same as for other WorldCat search results.
- **Scoped view truncated list:**
  - Column 5 has the heading **Date of Sale** and contains the sale date from field 033. If field 033 represents a range or more than one date, only the first date is shown. Dates appear in yyyy-mm-dd format.
  - Entries are sorted by sale date, beginning with the most recent date.
  - Column 6, Contributing Library (heading **L**), contains the code **S** for SCIPPIO

### 3 SCIPIO cataloging activities in Connexion browser: tips and notes

[Permissions and limitations for using SCIPIO records](#)  
[Notes and tips for SCIPIO catalogers](#)

#### Permissions and limitations for using SCIPIO records

All Connexion catalogers can use SCIPIO records in the same way you use WorldCat records, with the following exceptions.

- You must be an authorized SCIPIO cataloger to:
  - Create a new SCIPIO master record (a record containing field 042, with the code **scipio** in subfield a)
  - Add the SCIPIO designation (field 042, with the code **scipio** in subfield a) to an existing master record
  - Note: Although you cannot remove the SCIPIO designation from a master record, you can request that it be removed using a WorldCat Record Change Request.
- You must be authorized for both SCIPIO and bibliographic institution records (IRs) to:
  - Create a new SCIPIO IR to attach to a SCIPIO master record.
  - Add the SCIPIO designation to one of your own existing IRs.
  - Remove the SCIPIO designation from one of your own IRs.
  - Move one of your own SCIPIO IRs from one SCIPIO master record to another.
- You cannot move a SCIPIO IR to a non-SCIPIO master record, but you can attach or move a non-SCIPIO IR to a SCIPIO master record.
- There are no other special restrictions on editing or replacing SCIPIO master records.
- There are no other special restrictions on editing SCIPIO IRs.

Notes and tips for SCIPIO catalogers

| Action   | Tips and notes  |
|--|---|
| <p>Authorization for SCIPIO actions</p>        | <p>All Connexion catalogers can use SCIPIO records in the same way you use WorldCat records, with the following exceptions:</p> <ul style="list-style-type: none"> <li>• You must be an authorized SCIPIO cataloger to:                             <ul style="list-style-type: none"> <li>— Create a new SCIPIO master record (a record containing field 042, with the code <b>scipio</b> in subfield a).</li> <li>— Add the SCIPIO designation (field 042, with the code <b>scipio</b> in subfield a) to an existing master record.</li> <li>— Note: Although you cannot remove the SCIPIO designation from a master record, you can request that it be removed using a WorldCat Record Change Request.</li> </ul> </li> </ul> <p><b>Tip: Check your authorization</b><br/>                     On the General tab, on the Admin Options list, click <b>User Information</b>.<br/>                     On the User Information screen, check the setting for <b>Profiled for SCIPIO Records?</b><br/> <b>Yes</b> indicates you are an authorized SCIPIO user.<br/>                     If you are not profiled to use SCIPIO records, this item is not shown on the screen.</p> |
| <p>Derive a new SCIPIO record</p>              | <p>You can derive a new SCIPIO record from any bibliographic master record or institution record. Whether or not the record you derive from is a SCIPIO record, the system <b>does not transfer</b> to the derived record field 042 (Authentication code) containing the <b>scipio</b> identifier: you must add the field and the code. Or, you can apply a SCIPIO constant data record that contains the authentication code.</p>  |
| <p>Create a SCIPIO record using a workflow</p> | <p><b>Note:</b> Connexion does not provide SCIPIO-specific workflows.<br/> <b>Tip:</b> To reduce data entry for SCIPIO original cataloging, you can create constant data records that contain sets of standard fixed-field values, variable fields, and/or field content you use in SCIPIO records. Then apply the appropriate SCIPIO CD record to a default workflow.</p>  |

| Action  | Tips and notes  |
|---|---|
| Create and save constant data records         | <p><b>Note:</b> All bibliographic constant data records, including SCIPIO-specific CD records, for each institution reside in a single constant data file.</p> <p><b>Tip:</b> To make it easy to find and apply a SCIPIO CD record, when saving each CD record, supply a <b>name</b> (required) or a <b>My Status</b> (optional) that identifies records used for SCIPIO cataloging.</p> <p><b>Examples of SCIPIO-specific content</b></p> <ul style="list-style-type: none"> <li>• <b>Authentication code (field 042).</b> In a SCIPIO record, field 042 always contains the code <b>scipio</b>.<br/> <b>Derive CD record: 042 not transferred</b> You can derive new CD records from SCIPIO records. However Connexion does not transfer the SCIPIO identifier (field 042 with the <b>scipio</b> code) to a record (including a constant data record) derived from a SCIPIO record.<br/> <b>Note for SCIPIO contributors:</b> When creating a new record you want included in the SCIPIO scoped view within WorldCat, make sure that you include the <b>scipio</b> code in field 042. To do so, you must be profiled to use SCIPIO records.</li> <li>• <b>Other distinctive content.</b> SCIPIO records include two distinctive fields: 024 (Sale code) and 033 (Date of sale). In SCIPIO records, field 110 normally contains the name of an auction house, 510 contains a citation note, and field 518 contains the a place of sale. Add field 852 to identify your location. You may also wish to include a 590 field to record price list information.</li> </ul> |
| Institution records for SCIPIO master records | <ul style="list-style-type: none"> <li>• You must be authorized for both SCIPIO and bibliographic institution records (IRs) to: <ul style="list-style-type: none"> <li>— Create a new SCIPIO IR to attach to a SCIPIO master record.</li> <li>— Add the SCIPIO designation to one of your own existing IRs.</li> <li>— Remove the SCIPIO designation from one of your own IRs.</li> <li>— Move one of your own SCIPIO IRs from one SCIPIO master record to another.</li> </ul> </li> <li>• You cannot move a SCIPIO IR to a non-SCIPIO master record, but you can attach or move a non-SCIPIO IR to a SCIPIO master record.</li> <li>• There are no other special restrictions on editing or replacing SCIPIO master records.</li> <li>• There are no other special restrictions on editing SCIPIO IRs.</li> </ul>  |
| Records with non-Latin script                 | <p><b>Note: Record with non-Latin script cannot be replaced.</b> In Connexion browser, which does not support adding non-Latin scripts or editing non-Latin scripts in records, you cannot edit non-Latin fields or replace a record that contains non-Latin script. You can edit other fields, update holdings, export, and take other actions.</p>  |

