

Cataloging: Use SCIPIO Records

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Revision History

Date	Section title	Description of changes
March 2012	2 Find SCIPPIO records in WorldCat	Added a section to describe SCIPPIO search results with the GLIMIR option selected in the Search WorldCat window
September 2007	New Connexion client guide to using specialized bibliographic records in WorldCat	<ul style="list-style-type: none">• Information about SCIPPIO: Art and Rare Book Sales Catalogs.• SCIPPIO records describe art auction and rare book catalogs for ongoing sales and past sales dating back to the late 16th century.• Provides information about the records and brief how-to's, tips, and notes for SCIPPIO catalogers.• For SCIPPIO cataloging guidelines, see <i>SCIPPIO Cataloging Formats and Standards</i> at: http://www.oclc.org/support/documentation/connexion/client/cataloging/SCIPPIOformatsandstandards.pdf
September 21, 2007	1 About SCIPPIO records	Corrected misinformation. See revised section titled "Permissions and limitations for using SCIPPIO 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 records describe 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.
- Connexion provides a scoped view, allowing the SCIPIO records to be searched as a separate database. The scoped view enables you to use new, SCIPIO-specific indexes in addition to the standard WorldCat indexes for finding SCIPIO records only. The new indexes were implemented to provide current SCIPIO users with familiar search methods.
- All Connexion catalogers can retrieve SCIPIO records using standard WorldCat indexes or SCIPIO-specific indexes.
- All Connexion catalogers can select the option to search for SCIPIO records only (**Cataloging > Search > WorldCat**; click **Options**, and then select the check box labeled **Retrieve only SCIPIO records**).
- **SCIPIO institution records (IRs)**. SCIPIO records support the same IR functions as other WorldCat master records, if you are profiled to use institution records.

What determines a SCIPIO record?

The system identifies only master and institution records with the code **scipio** in field 042 ‡a as SCIPIO records.

Caution for SCIPIO record contributors:

- To be included in the SCIPIO scoped view (limiting searches to SCIPIO-only records), a record must contain the code **scipio** in field 042 ‡a (enter the code in lowercase).
- The system **does not** automatically add the field and code to new SCIPIO master records. You must add it manually or by applying a constant data record that contains it. However, the system does add the field and code to new SCIPIO IRs.

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 the code **scipio** in field 042 ‡a)
 - Add the SCIPIO designation (the code **scipio** in field 042 ‡ 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** opened from within the client using **Help > Useful Web Links**.

- 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 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
 - Editing SCIPIO IRs

WorldCat records and lists: Is this a SCIPIO record?

View	SCIPIO indicators
Master bibliographic record or institution record	Field 042 contains the code scipio .
WorldCat brief list	Each brief entry shows the highlighted text SCIPIO .
WorldCat truncated list	<p>With Retrieve only SCIPIO records option selected:</p> <ul style="list-style-type: none"> • Column 5 has the heading Date of Sale and contains the sale date from field 033. Dates appear in yyyy-mm-dd format. • Entries are sorted by sale date, beginning with the most recent date. • Column 6, labeled L (contributing library), contains the code S for SCIPIO <p>With SCIPIO-only option not selected:</p> <p>Column 6, labeled L (contributing library), contains the code S for SCIPIO.</p>

Unique characteristics of SCIPIO records

- **Authentication code (field 042).** Field 042 with the code **scipio**. distinguishes SCIPIO records from non-SCIPIO records.
- **SCIPIO records include distinctive fields/content:**
 - Field 024 (Sale code)
 - Field 033 (Date of sale)
 - Field 110, normally containing the name of an auction house
 - Field 510, containing a citation note
 - Field 518, containing the place of sale

**SCIPPIO cataloging
guidelines**

See *SCIPPIO Cataloging Formats and Standards* at <http://www.oclc.org/support/documentation/connexion/client/cataloging/SCIPPIOformatsandstandards.pdf>.

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.
- You can also restrict searches to SCIPPIO records only.

However, the restriction applies only to guided searches. Neither command line searching nor command line or guided browsing can be limited to SCIPPIO records. See more about command line versus guided searches below.


- You can use SCIPPIO-specific indexes in any type of searching or browsing.

Note: Although browsing (scanning) a SCIPPIO-specific index retrieves **primarily** SCIPPIO records, browse results may also include non-SCIPPIO records, since browsing cannot be restricted to SCIPPIO-only records.

Search for SCIPPIO records only

To retrieve SCIPPIO records conveniently and efficiently, set an option to limit results to SCIPPIO records only.

Note: Anyone can set the SCIPPIO-only search option.

	Action
1	Click Cataloging > Search > WorldCat , or click  , or press <F2>.
2	In the Search WorldCat window, click Options .
3	In the Search Options window, click to select the Retrieve only SCIPPIO records check box. Results: <ul style="list-style-type: none"> • Option selected: Connexion searches only SCIPPIO records, that is, those with the code scipio in field 042, using both standard WorldCat indexes and SCIPPIO indexes. • Option not selected (default setting): Connexion searches all WorldCat records, including SCIPPIO records. Notes: <ul style="list-style-type: none"> • The client keeps your setting when you close and reopen or upgrade the client software until you change it. • The client applies this option only when you enter guided searches.

For general information on searching, see Cataloging, Search WorldCat, “Search WorldCat interactively” at:

<http://www.oclc.org/support/documentation/connexion/client/cataloging/searchworldcat/>.

See the next section of this guide for a list of SCIPPIO-specific indexes and the fields and subfields included for each one.

For comprehensive information on WorldCat indexes, see *Searching WorldCat Indexes* at:

<http://www.oclc.org/support/documentation/worldcat/searching/searchworldcatindexes/default.htm>.

Construct a search using SCIPPIO-specific indexes

As for any WorldCat search, you can construct a search using SCIPPIO indexes in two ways:

- **Command line search:** Construct a full syntax search (index label, punctuation, search term, Boolean operators combining additional search terms in different indexes, and/or qualifiers, all in correct order and format) using the **Command Line Search** area of the Search WorldCat window or using the WorldCat quick search tool on the toolbar.




Or

- **Guided search:** Enter term(s) and select indexes; if needed, select Boolean operators to combine search terms in different indexes, and/or select qualifiers using the **Keyword/Numeric Search** area of the Search WorldCat or Browse WorldCat window. When you send the search, Connexion constructs the search using the elements you selected.

Always use a guided search if you select the option to retrieve SCIPPIO records only.

Note: Anyone can use SCIPPIO-specific indexes.

The following table gives details and examples for using SCIPPIO-specific indexes in command line and guided searches:

Type of search	Procedure
<p>Use a command line search:</p> <p>Click Cataloging > Search > WorldCat and use the Command Line Search area.</p> <p>Or</p> <p>Use the WorldCat quick search box on the toolbar (.</p> <p>Note: The option to limit searches to SCIPPIO records does not apply to command line searches or browse queries.</p>	<ol style="list-style-type: none"> 1. To enter a search in the command line, type the SCIPPIO index label, the correct punctuation (: or =), and then the search term. Do not type a space after the index label. Or To enter a browse query, precede the search string with the scan (sca) command. 2. Optionally, for searches only, include Boolean operators followed by different index labels and search terms to combine searches, or add qualifiers. 3. When ready, click OK to send the search. <p>Command line search examples: ah:bloomsbury ah:sotheby* and ds:1999</p> <p>Command line browse example: sca ah=bloomsbury book auctions</p> <p>See next section for index labels.</p> <p>Tip: In the Search WorldCat window, if you do only command line searches, click Expand/Collapse to show only the command line search box.</p>
<p>Use a guided search:</p> <p>Click Cataloging > Search > WorldCat and use the Keyword/Numeric Search area.</p> <p>Or</p> <p>Click Cataloging > Browse > WorldCat. Note: You must use the Browse WorldCat window to enter a guided browse query.</p>	<ol style="list-style-type: none"> 1. To select a SCIPPIO index, be sure to expand the index list from a default short list to a comprehensive list: Click the  button (to the right above the index dropdown list). 2. Type a search term in an entry box. 3. Click to open the index list next to the entry box. 4. Scroll in the alphabetized list to SCIPPIO. 5. Click the name of the SCIPPIO index you want to use. 6. Optional. Enter a search term in another entry box, select a different index and a Boolean operator to combine searches. Or Select or enter qualifiers. 7. When ready, click OK to send the search. <p>Tip: Add the SCIPPIO indexes to the short index list:</p> <p>Click the  button next to the  button to open the Customize Short List of Indexes window. Add SCIPPIO indexes and/or move them to the top for quicker access.</p>

For comprehensive information on WorldCat searching and browsing in the client, see Cataloging, Search WorldCat at:

<http://www.oclc.org/support/documentation/connexion/client/cataloging/searchworldcat/>.

Results of searching WorldCat without using the SCIPIO-only option

- WorldCat search results remain the same.
- **Note:** Because SCIPIO records are included in all WorldCat indexes, search results from any search may include SCIPIO records.
- WorldCat brief lists and truncated lists include indicators that identify SCIPIO records, as described in the “About SCIPIO records” section of this guide.

Results of searching WorldCat using the SCIPIO-only option

Type of WorldCat list	SCIPIO-specific characteristics
Group list	Records are divided into groups by date of sale rather than by publication date. The date column is labeled Date of Sale . Otherwise, the group list is the same as for other WorldCat search results.
Brief list	Remains the same as for other WorldCat search results.
Truncated list	<ul style="list-style-type: none"> • Entries are sorted by sale date, beginning with the most recent date. • 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. • Column 6, labeled L (Contributing Library), contains the code S for SCIPIO.

See more about the characteristics of WorldCat lists in Cataloging, Search WorldCat, “Use WorldCat search results.”

Use SCIPIO search results

With some restrictions, you can use SCIPIO records much as you use other WorldCat records. For details, see “Permissions and limitations for using SCIPIO records” in the first section of this guide.

Check the SCIPIO status of your authorization in **View > User Information**.

SCIPIO search results with GLIMIR option selected

- GLIMIR = Global Library Manifestation Identifier. A unique GLIMIR number is assigned to records for the same work using different languages of cataloging. These records are also called "parallel" records. The grouped records are called GLIMIR "clusters."
- If you have selected both of the following options, only SCIPIO records are retrieved:
 - Retrieve only SCIPIO records** in the Search WorldCat Settings window (**Cataloging > Search > WorldCat**; click **Settings**)
 - And
 - Display using GLIMIR clustering** in the Search WorldCat window (**Cataloging > Search > WorldCat**)
- However, each SCIPIO record retrieved is a representative record (the one that has the most holdings) for a GLIMIR cluster.
- When you select an item in the SCIPIO/GLIMIR results list, all records in the cluster display, whether they are SCIPIO or non-SCIPIO records.

3 SCIPIO indexes

In the tables below, word, phrase (entire subfield) and whole phrase (entire field) versions of indexes are distinguished by whether the two-letter index label is followed by a colon (:), or by an equal sign (=), or by a letter "w" and an equal sign. For a detailed explanation of word, phrase, and whole phrase indexes, see Cataloging, Search WorldCat at <http://www.oclc.org/support/documentation/connexion/client/cataloging/searchworldcat/>.

SCIPIO-specific indexes

The following SCIPIO-specific indexes are available for searching both WorldCat records and SCIPIO-only records.

Index Name	Index label(s)	Fields and subfields indexed	Notes
Auction house name	ah: ah= ahw=	110 a-e n u	Indexes a subset of the existing WorldCat Corporate/conference name index.
Citation	ci: ci= ciw=	510 a c	
Date of sale	ds:	033 a	<p>How to enter</p> <p>Enter a month, day, year in the format mmddyyyy. Example: To find April 15, 1995, enter ds:04151995 Note: Also retrieves records with date of sale expressed as a range that includes the specific date.</p> <p>To search for any day within a month, enter in the format mmyyyy. Example: To find any date in May 1975, enter ds:051975</p> <p>To search for any date within a year, enter in the format yyyy*. Example: To find any date in 2002, enter ds:2002* Note: The asterisk truncation symbol (*) tells the system to search for the specific year and retrieve all records for sale dates within that year.</p> <p>To search for any date within two or more years, enter in the format yyyy-yyyy. Example: To find any date in 1970 through 1975, enter ds:1970-1975</p> <p>To search for any date between two known months, enter in the format mmyyyy-mmyyyy. Example: To find any date from July 2005 to September 2006, enter ds:072005-092006</p> <p>To search for any date between two known dates, enter in the format mmddyyyy-mmddyyyy. Example: To find any date from October 29, 1947 to November 4, 1947, enter 10291947-11041947</p>

Cataloging: Use SCIPIO Records

Index Name	Index label(s)	Fields and subfields indexed	Notes
Individual auctioneer	ia: ia= iaw=	700 a-d l q u 796 a-d j q u	
Place of sale	ps:	500 a 518 a	Place of sale or auction usually appears in field 518 in the form: Place of sale: London or Place of auction: Overland Park, Kansas . Some records include place of sale in a 500 note (instead of 518) in the form: Place of sale: Cairo . For this index, the system matches data following the words Place of in 518 subfield a or 500 subfield a. Examples: ps:London ps:Overland ps:Overland Park ps:Kansas
Sale code	sl: sl=	024 a	
Seller/subjects	cx: cx= cxw=	600 a-d j q 653 a 696 a-d j q	

Existing WorldCat indexes helpful for retrieving SCIPIO records

Index Name	Index label	Fields and subfields indexed	Notes
Authentication code	au:	042 a scipio	This existing WorldCat index now includes the code for SCIPIO records. The code scipio in 042 a is the identifier that tells the system to include records in the SCIPIO scoped view (searches a subset of WorldCat records limited to SCIPIO only when you set the option). Connexion does not automatically add the field or code to new SCIPIO master records. SCIPIO catalogers must add it by entering manually or by applying a constant data record that contains it.

Cataloging: Use SCIPIO Records

Index Name	Index label	Fields and subfields indexed	Notes
Notes	nt:	501 a 502 a 504 a 505 a r t 508 a 511 a 518 a 520 a b 521 a 533 a b c d e f n 534 a t 536 a-h 538 a 545 a 550 a 590 a (IRs only) 753 a b c	An existing WorldCat index that can be used to search for notes pertinent to SCIPIO sale and for local notes.
System control number	sy:	035 a	A WorldCat index added specifically for retrieving institution records. The index includes former RLG/SCIPIO record ID numbers.

4 Cataloging SCIPIO records: How-to's, notes, and tips

SCIPIO cataloging in Connexion client

The following table includes aspects of common cataloging activities that are specific to SCIPIO records. For comprehensive instructions for these activities, see Help (**Help > Client Help** or <F1>) or consult Connexion client guides, such as Search WorldCat, on the OCLC Web site (see URLs below).

Cataloging activity	How-to's, notes, and tips
Check your logon authorization for SCIPIO	<ol style="list-style-type: none"> 1. Click View > User Information. 2. Check to see if the display for Profiled for SCIPIO is Yes.
Creating new SCIPIO records (SCIPIO authorization required)	<p>Method 1 - Use a workflow:</p> <p>Connexion does not provide a SCIPIO-specific workflow, but you can use one of the available MARC format workflows, such as Books:</p> <ul style="list-style-type: none"> • Click Cataloging > Create > Single Record > Books [or another MARC format]. <p>Method 2 - Derive a new record:</p> <ul style="list-style-type: none"> • With an existing bibliographic master record or institution record (IR) open, click Edit > Derive New Master Record. <p>Notes on the SCIPIO authentication code:</p> <ul style="list-style-type: none"> • Whether or not the record you use to derive a new SCIPIO master record is itself a SCIPIO record, the system does not transfer field 042 with the authentication code scipio to a new master record. • Neither does the system automatically add the scipio authentication code to SCIPIO records you create using a workflow. • You must add the field and authentication code to new SCIPIO master records. • If you derive a new SCIPIO IR from a SCIPIO record, field 042 containing code scipio does transfer.

Cataloging activity	How-to's, notes, and tips
<p>Creating and applying constant data records that have SCIPIO-specific data</p>	<p>Tip: To reduce data entry for SCIPIO original cataloging, create constant data record(s) that contain needed fields and sets of standard fixed-field values, variable fields, and/or field content. Then apply the constant data record to the new SCIPIO record (workform or derived record).</p> <p>SCIPIO-specific data you can include in constant data:</p> <ul style="list-style-type: none"> ● Authentication code (field 042). To “mark” a master record as a SCIPIO record in WorldCat, add field 042 with the code scipio in subfield a. ● Derive constant data record: 042 not transferred. Connexion does not automatically add the field or code to constant data records. You must add field 042 with the scipio code to a constant data record derived from a SCIPIO record. ● Other SCIPIO record content. <ul style="list-style-type: none"> — Two distinctive fields: 024 (Sale code) and 033 (Date of sale). — Field 110 usually contains the name of an auction house. — Field 510 contains a citation note. — Field 518 contains the a place of sale. — Optional. Add field 852 to identify your location. — Optional. Include a 590 field to record price list information. <p>Store constant data in the online file or local file: Save records to:</p> <ul style="list-style-type: none"> ● The constant data online file (a single file shared by the staff at your library only) Or ● The local constant data file (resides on your workstation or a shared drive; you can create multiple local files). <p>You have access to both online and local constant data files when you are logged on.</p> <p>Tip: To make it easy to find and apply a SCIPIO constant data record:</p> <ul style="list-style-type: none"> ● Give a SCIPIO constant data record a SCIPIO-related name when you create it (a unique name is required for any new constant data record, SCIPIO or non-SCIPIO). <p>Caution: For online constant data records, avoid using punctuation, special characters and diacritics in the name to prevent system errors.</p> <p>Or</p> <ul style="list-style-type: none"> ● Create an optional free text My Status (limit 40 characters, including spaces) that can help you distinguish constant data records you create for SCIPIO cataloging. <p>Example: Create a constant data record that contains field 042 with the code scipio and a field 110. Name the record SCIPIO fields. Optionally, assign a My Status such as Myname: fields 042 & 110.</p>
<p>Institution records for SCIPIO master records (IR authorization required)</p>	<p>Check the status of your authorization for IRs in View > User Information.</p> <p>If the display for Profiled for Institution Records is Yes, you can add IRs to SCIPIO master records you contributed, edit and replace your IRs, and move IRs to or from SCIPIO master records. You have read-only access to IRs contributed by other libraries.</p> <p>If the display for Profiled for Institution Records is No, you have read-only access to IRs.</p> <p>Note on moving a SCIPIO IR: A SCIPIO-specific IR that contains the scipio authentication code in field 042 cannot be moved to a non-SCIPIO master record. You can move a non-SCIPIO institution record to a SCIPIO master record.</p>

Cataloging activity	How-to's, notes, and tips
Records with non-Latin script	<p>The Connexion client supports the following non-Latin scripts for cataloging any type of bibliographic record, including SCIPIO records and IRs:</p> <p>Arabic, Bengali, Chinese, Devanagari, Greek, Hebrew, Japanese, Korean, Tamil and Thai.</p>

Connexion client guides: Creating records, constant data, IRs, and using non-Latin scripts

- About creating records: See Cataloging, Create Bibliographic Records at: <http://www.oclc.org/support/documentation/connexion/client/cataloging/createbib/>.
- About constant data: See Cataloging, Use Bibliographic Constant Data at: <http://www.oclc.org/support/documentation/connexion/client/cataloging/constantdata/>
- About institution records (IRs): See Cataloging, Use Bibliographic Institution Records at: <http://www.oclc.org/support/documentation/connexion/client/cataloging/IRrecords/>
- About using non-Latin scripts: See Cataloging, Use Non-Latin Scripts for Cataloging at: <http://www.oclc.org/support/documentation/connexion/client/international/>

See more guides linked from the Connexion client documentation Web page at: <http://www.oclc.org/support/documentation/connexion/client/>

SCIPIO cataloging guidelines

See *SCIPIO Cataloging Formats and Standards* at: <http://www.oclc.org/support/documentation/connexion/client/cataloging/SCIPIOformatsandstandards.pdf>.