

Connexion Client Authorities Quick Reference

Introduction

This Quick Reference provides brief instructions for:

- Controlling headings in bibliographic records.
- Creating, editing, saving, exporting, and importing authority records.
- Batch-processing searches and actions on authority records.
- For NACO* authorized catalogers only:** Adding new records to the LC Names and Subjects authority file and replacing master authority records.

Note: Under some conditions, those with Full or higher authorizations can replace bibliographic records to add newly controlled headings. See details on p. 2.

See other supplementary Quick References for instructions not provided here:

- [Connexion Client Cataloging Quick Reference](#) (how to work with bibliographic records)
- Coming soon in 2009:* [Connexion Browser Authorities Quick Reference](#) (how to use the Connexion browser interface for authorities)
- [Connexion: Searching Authorities Quick Reference](#) (how to search the LC Names and Subjects authority file (referred to hereafter as the LC authority file) using either the client or the browser).


















*NACO = **Name Authority Cooperative** program. See a quick reference, [Cataloging Authorization Levels for Record Actions and Upgrades](#), for details.

Note on multiscrypt support for non-Latin script variant headings: The following non-Latin scripts are supported for adding variant name headings and notes in authority records: Arabic, Chinese, Cyrillic, Greek, Hebrew, Japanese, and Korean. See more on p. 3.

Menu commands, keystrokes, and toolbar buttons

The following table shows menu commands that you may need for working with authority records, along with the equivalent default keystroke shortcuts and toolbar buttons.

- Buttons.** Only buttons that are on the **default** toolbar are included. Hyphens (---) in the Toolbar button column indicate that the button is not on the default toolbar. All commands have toolbar buttons, however. You can add or remove buttons in **Tools > Toolbar Editor** using drag and drop.
- Keystrokes.** Those in the table are pre-assigned (defaults). You can unassign or re-assign keystroke shortcuts using **Tools > Keymaps**.

Client menu > command	Keystroke	Toolbar button
Authorities > Search > LC Names and Subjects	<Shift><F2>	
Authorities > Search > Online Save File	<Alt><F3>	
Authorities > Search > Local Save File	<Shift><F3>	---
Authorities > Browse > LC Names and Subjects	<Alt><F2>	
Edit > Validate	<Shift><F5>	
Edit > Control Headings > All	<Shift><F11>	---
***Edit > Control Headings > Single	<F11>	
***Edit > Control Headings > Uncontrol Single	<Ctrl><F11>	---
***Edit > Cut Copy Paste > Cut	<Ctrl><X>	
***Edit > Cut Copy Paste > Copy	<Ctrl><C>	
***Edit > Cut Copy Paste > Paste	<Ctrl><V>	
Edit > Find/Replace	<Ctrl><F>	
Edit > Enter Diacritics	<Ctrl><E>	
Edit > Reformat	<Ctrl><R>	
Action > Lock Master Record	<Alt><F8>	---
Action > Release Record Lock	<Alt><F9>	---
Action > Replace Record	<Alt><F10>	---
Action > Save Record to Online File	<Ctrl><Alt><V>	---
Action > Save Record to Local File	<F4>	---
Action > Delete Record	<Ctrl><Alt><D>	
Action > Export	<F5>	
View > Navigate Records and Lists > Back	<Shift><F9>	
View > Navigate Records and Lists > Forward	<F9>	
View > Pinned	<Shift><F4>	---
Tools > Check Spelling	<F7>	---
Help > Client Help	<F1>	
***Help > MARC Field Help	<Ctrl><F1>	

*****Note:** These commands are also available on a right-click pop-up menu. To access the menu, right-click in the record, and on the pop-up menu, click a command.

Example: Right-click, and on the pop-up menu, click **Copy Control Number** to copy the ARN without having to select it.

Control name headings in bibliographic records


- When you control a heading in a bibliographic record, you retrieve a matching authority record and insert the heading into the bibliographic record as a link.
- The system uses the link to maintain future changes.

If the heading changes in the authority record, the bibliographic record is automatically updated.

To denote that the system automatically updated heading(s) in a record, the system adds the text **OCLCA** in field 040 #d

- Only the following fields are controllable (x = any number):
 - 1xx
 - 6xx with second indicator 0 or 4
 - 7xx
 - 8xx

Control a single heading

	Action
1	Optional. Lock the master bibliographic record: Click Action > Lock Master Record (or press <Alt><F8>).
2	With the cursor in a heading field, click Edit > Control Headings > Single (or use  or <F11>). This command is also available on the right-click pop-up menu. Results: If the system finds: <ul style="list-style-type: none"> • Exact match—Either the heading is controlled and hyperlinked automatically to the matching authority record, or the Control Headings window opens showing a name you can select and link. • No exact match—The system opens the Control Headings window, which may show a list of the closest matching headings.
3	If the Control Headings window opens, use it to: <ul style="list-style-type: none"> • View an authority heading in the list: Click the heading link. • Select a heading: Click Insert Heading next to the heading you want to use. • Look for a better match: In the Normalized Query Terms box, edit the existing text or enter new text, and then click Match Best to do a phrase search, or click Match All to do a broader word search. • Add a subfield to a heading in the list: Click Modify Heading to begin. • Cancel controlling the heading.

Control all headings

	Action
1	Optional. Lock the master record: Click Action > Lock Master Record (or press <Alt><F8>).
2	Click Edit > Control Headings > All (or press <Shift><F11>).

Uncontrol headings

You must uncontrol a heading to edit the text. Uncontrol heading(s) by removing the link:

Action
Uncontrol a single controlled heading: Put the cursor in the tag or indicator cells of the field you want to uncontrol (to avoid clicking the active link). Then click Edit > Uncontrol Single (or press <Ctrl><F11>). (This command is also available on the right-click pop-up menu.) Or Uncontrol all controlled headings: Click Edit > Uncontrol All (or press <Alt><E><H><N>).

About replacing master bibliographic records to preserve controlled heading(s)

You must replace a master record in WorldCat to preserve headings you control.

The minimum authorization to replace master records depends on the results of controlling headings:

- If there is **no change** to the text of the heading or to the normalized heading, you can replace the record with a Full cataloging authorization or higher.
- If the text of a heading is **changed**, you need an Enhance or higher authorization to replace records.

Note: With a less than Full-level authorization, although you cannot replace a record, you can save the record for review and later completion under a higher authorization.

Edit authority records

About record limits:



- No limits on the number of variable fields or total record length.
- Theoretical limit on the number of characters: Up to 99,999.

Name versus subject authority records

The OCLC system supports creating, adding, or replacing master **name** authority records only. For **subject** authority headings, you are limited to:

- Editing an existing subject authority record.
- Saving an existing record online or in a local file.
- Exporting an existing record (as is or with your editing)

Tools for navigating and editing


Click this...	To...
Edit > Reformat (<Ctrl><R>)	Restore MARC tag order in records.
Tools > Check Spelling (<F7>)	Check spelling in a record.
View > Navigate Records and Lists > Forward ( or <F9>) Or View > Navigate Records and Lists > Back ( or <Shift><F9>)	With a record open from a list, move to the next or previous record without having to return to the list.
View > OCLC Fixed Field > Top (default) [or > Bottom or > As Variable Field]	Change the way the fixed field displays. Note: Top or Bottom displays specific fixed field elements.
View > Pinned (or press <Shift><F4>)	Keep a record open before opening another record of the same type. Example: An LC authority record and an online authority save file record stay open at the same time, but opening another online save file record replaces the first online save file record.

Tips for using lists

- **Re-size columns:** Place the cursor over the vertical border of a column. When the cursor becomes a horizontal arrow, click, hold, and drag the border to the left or right.
- **Re-sort a list:** Click a column heading to sort the list by the data in that column.
- **Right-click menu:** Right-click anywhere in a list to:
 - Copy selected data in a list
 - Select all data in a list
 - Change column settings: Select columns to display and their order
 - Reset column sizes (occurs when the list is re-opened)


Open MARC field descriptions

To open MARC Field Help for a specific field or fixed field element:

Action
Place the cursor in a variable field or a fixed field data element, and click Help > MARC Field Help (or use  or <Ctrl><F1>). This command is also available on the right-click pop-up menu.
<ul style="list-style-type: none"> • For fixed field elements, a description opens in appendix C.3, Fixed Field Element Definitions of the <i>OCLC Authorities User Guide</i>. • For a variable field, click the redirect link on the Library of Congress Web page that opens. On the MARC 21 Format for Authority Data page, click the Table of Contents link for the variable field you want to see.

Insert diacritics

Enter Latin script diacritics and special characters that are included in a standard set of valid characters adopted by the American Library Association (ALA):

	Action
1	In a record: Place the cursor where you want to insert, and click Edit > Enter Diacritics (or click  or press <Ctrl><E>). Or In a search term or a "find" or "replace" term: Click Enter Diacritics in a Search, Browse, or Find/Replace window.
2	In the Enter Diacritics and Special Characters window, select a character from the chart of images or from the list of names, and then click Insert or Insert and Close .

Notes:

- Insert a diacritic after the letter it modifies.
- Optionally, use default assigned keystrokes to insert characters. Click **View > Assigned Keys** for a complete list.

Insert MARC-8 non-Latin script variant headings

For NACO contribution and distribution, the client supports the following MARC-8 character sets for adding variant name headings to fields 4xx and 7xx and to various note fields (for example, 67x):

Arabic (including Persian), Chinese, Cyrillic, Greek, Hebrew (including Yiddish), Japanese, and Korean

To enter scripts in the client, install languages and keyboards using Windows® settings. In the browser, copy and paste scripts from other software programs or use the Windows Character Map utility. See [client](#) or [browser](#) documentation or see Windows Help for details.

See general information in [Use Non-Latin Scripts for Cataloging](#).

Create and use constant data records

Create MARC-formatted constant data to add standard content repeatedly to authority records without having to re-key:

	Action
1	Create a constant data record: Click Authorities > Create > Constant Data (<Ctrl><Shift><Q>) and select a blank record or a MARC format.
2	Add or edit data.
3	Save the new constant data record: Click Action > Save Record to Online File (<Ctrl><Alt><V>) (must be logged on), or click Save Record to Local File (<F4>), and then: <ul style="list-style-type: none"> • Required. Assign a name to the constant data record. • Optional. Click the check box to set the new constant data record as the default, if you use it exclusively or most often. • Optional. Add a free-text My Status to help retrieve the record (see Tip in "Save records" below for instructions).
4	In the Fields to Apply window, click a button to determine which fields in the constant data record to apply: Fixed , Variable , or Both .


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To apply default constant data:


Action
With an authority record open, click Edit > Constant Data > Online > Apply Default (or press <Ctrl><A>) (must be logged on), or click Edit > Constant Data > Local > Apply Default (or press <Ctrl><Y>).

Create and use text strings

Text strings supplement constant data for entering frequently used content anywhere in a record. To create a text string:

Action
1 Click Tools > Text Strings . Or Click the arrow in the text strings quick tool on the toolbar—  . In the drop-down list, click Manage .
2 In the Text Strings window, click Add and then: <ol style="list-style-type: none"> Enter a unique description to identify the text string. Enter a string of text to insert in: <ul style="list-style-type: none"> A data cell in a field A field (omit spaces between tag, indicators, and field data) Multiple fields (enter each field on a separate line)

To insert a text string in a record:


Action
Place the cursor in an insertion point in the record, and then: Click Tools > Text Strings . Select a text string and click Apply . The client inserts it. Click Close to close the Text Strings window.
Or Click the arrow in the text strings quick tool—  . In the list, click the name of the text string you want to insert. The client inserts it.

Validate records

Automatic validation. Taking a final action on a record interactively or via batch automatically validates the record, **except**, by default, when you export records. To change validation for exported records:

Action
1 Click Tools > Options > General . Then click Validation Level Options .
2 In the Export Authority Record list, select one of the following: <ul style="list-style-type: none"> None (no validation for export) (default) Full (basic validation and verifies relationships among elements) Basic (verifies MARC record structure, including elements, length, repeatability, type of data and codes)

Separate validation. To validate records before taking actions:

Action
With a WorldCat record or local or online save file record open, or with records selected in a list of local or online save file records, while logged on or offline: Click Edit > Validate (or click  or press <Shift><F5>).

Save records

- You can work with master records directly in an online session. Saving records in an online or local file is optional. Save files are used to store records for later editing, review, and completion.
- When you save records, you are saving copies. You can save to:
 - A single online save file shared by everyone at your library who uses the same OCLC institution symbol
Or
 - A designated default local file on your workstation or on a shared local drive

Save records in an online or local file


Action
Display a record or select records in a list, and click Action > Save Record to Online File (or press <Ctrl><Alt><V>) (must be logged on), or click Action > Save Record to Local File (or press <F4>).
Notes on results: <ul style="list-style-type: none"> Records saved to the online file expire and are deleted from the save file after 90 days, unless you modify or resave them. Note: Locked master records are unlocked when they expire. Records saved to the local file do not expire. Re-save an online save file record after taking a final OCLC action if you want to keep it in the online save file. The client automatically saves local save file records after actions. The maximum number of records for both local and online save files is 9,999.

Tip: Add My Status to saved records


Assign a free-text My Status to help retrieve a related group of records from the online or local save file or from constant data files.

Action
1 Display a record or select records in a list, and click Action > Set Status (<Alt><Shift><S>). Or Set a default My Status in Tools > Options > My Status to add the My Status automatically whenever you save a record.
2 Enter a free-text My Status (limit of 40 characters of free text, including spaces). For example, type your name, a date, or a project name.
3 Click OK or press <Enter>.

Delete records from the online or local save file

Action
Display a save file record or select records in a list, and click Action > Delete Record (or click  or press <Ctrl><Alt><D>).
Note: You cannot delete master authority records from the LC authority file.

Search for specific save file records

	Action
1	Click Authorities > Search > Online Save File (or click  or press <Alt><F3> (must be logged on), or click Authorities > Search > Local Save File (or press <Shift><F3>).
2	Enter a search in a Search for box and select an index from the adjacent list, or enter two search terms, select indexes for each, and combine the terms by selecting a Boolean operator.
3	Limit the search by statuses or other criteria.
4	Click OK or press <Enter>.

See lists of [online and local save file indexes](#) in the Save Authority Records guide on the Web.

Find save file records by statuses or by limits only

	Action
1	Click Authorities > Show > By Online Save File Status (or press <Ctrl><O>) (must be logged on), or click Authorities > Show By Local Save File Status (or press <Alt><C><H><L>).
2	Select status or limit check boxes.
3	Click Show Records or press <Enter>.

Tip: Quick retrieval by grouping records

Retrieve all records in the save file and then sort by data in a column:

	Action
1	Click Authorities > Search > Online Save File or Local Save File .
2	Do not enter any search terms or criteria. Click OK .
3	Sort the results list by clicking a column heading to group the records you need together. For example, sort by My Status or by action status.
4	Click OK or press <Enter>.

Use local files

When you install the Connexion client, you also install default (empty) local files on your workstation for authority records and constant data.

- **DefaultAuth.auth.db** (used to store authority records and/or store LC authority file searches and final actions on authority records for batch processing)
- **DefaultAuthCD.authcd.db** (used to store and apply authority constant data records)
- Default location of the files: **X:\Documents and Settings\[user name]\Application Data\OCLC\Connex\Db** (X = letter of your hard drive)
- Limitation for each local file: 9,999 records

Use the local file manager to create more local files, change the default local file if you use more than one, and troubleshoot problems with local files.

To work with local files:

	Action
1	Click File > Local File Manager (or press <Alt><F><L><F>).
2	Under Choose File Type , click a button next to the type of local file you want to work with. A check mark designates the default file.
3	Click a button, depending on what you want to do: <ul style="list-style-type: none"> • Configure Paths to create or delete a path name. • Auto Back Up to clear or select automatic back up and a location. • Create to create a new file (type the file name only; the client supplies the correct file extension). • Delete to delete the selected file (you cannot delete the default file). • Set as Default to set the selected file as the default. The file currently selected as the default is marked by a red check mark. • Authorization to assign a logon authorization and password to the selected file. • Statistics to show the number of records in the file by specific statuses. • Compact/Repair to remove empty space remaining when records are deleted from the selected file or to repair the selected file when you receive erroneous messages that records are in use by another.

Take final actions on authority records

Interactive. The following sections cover taking a specific action on records while logged on.


Batch process. For instructions on batch processing record actions, see the section, "Batch process LC authority file searches and record actions," below.

Authorization. The final actions you can take on records depend on the cataloging level associated with your logon authorization. See [Cataloging Authorizations Levels for Record Actions and Upgrades](#) for more information.

Export records

- Exporting records requires no minimum authorization level.
- Before you export the first time, you must create an export destination. See client Help or [Setup Worksheet](#) for export setup and options.
- You can export existing authority records only (records that have ARNs), not workforms (new records not yet added).

To export records:

	Action
	Display a record or select records in a list, and click Action > Export (or click  or press <F5>).
	Caution: If exporting to an existing file, the first time you export, the client may prompt you to choose to overwrite or append data already in the file or to cancel and use another file. Your choice persists each time you export within the same logon session until you close and re-open the client.

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Result of exporting: Records export immediately, whether you are logged on or offline, unless you set an option to export in batch.

To set batch export:

	Action
1	Click Tools > Options > Batch .
2	In Record Actions , under Perform local actions in batch , select the Authority Record Export check box. The client keeps your setting across logon sessions.

Tip: If the batch export option is set, the **Export** status in the status bar of a local file record or in the **Export** column of a local file list is **R** (ready for batch processing).

Report errors in records

Reporting errors in records requires a Limited or higher authorization.

	Action
1	With a record displayed, click Action > Report Error (or press <Alt><A><E>).
2	Complete required fields: Enter your OCLC symbol, user name, e-mail.
3	Optional. Select a check box to receive a copy of your report (with the record attached).
4	In the large text box, describe the error.
5	Click Report Error . The client automatically attaches a copy of the record to the report and sends the report to OCLC quality control.

Create records and add to the LC authority file

About record limits:

- No limits on the number of variable fields or total record length.
- Theoretical limit on the number of characters: Up to 99,999.

- No minimum authorization is required to create name authority records.
- Adding new records to the LC authority file requires a NACO authorization or higher.
- Always search the LC authority file before creating a new record and again before adding it to prevent duplicate records.
- **Required.** If you use a NACO authorization, before creating or importing records offline, you must enter your MARC organization code in **Tools > Options > General, Offline Cataloging Options**.
- Create a record from a workform, derive a new record from an existing record, generate a new record from a name heading in a bibliographic record, or import records from your local system.
- A new record always displays with the word **NEW** instead of an ARN in the 001 field. The system adds an ARN automatically when the new record is added to the LC authority file.

Create a record from a workform (MARC template)

	Action
1	Logged on or offline, click Authorities > Create > Single Record > Blank Record (or press <Ctrl><Shift><K>). Or Click Authorities > Create > Single Record and then click one of the following MARC formats: Conference Name, Corporate Name, Geographics, Personal Name, Series, or Uniform Title
2	Add or edit data to complete the record.
3	Add the record to the LC authority file (requires a NACO authorization): Click Action > Add to Authority File (or press <Ctrl><Alt><A>). If you are not a NACO participant, you can save or print the record.

Derive a new record from an existing record

	Action
1	Retrieve an LC authority record that closely matches, or is related to, the item you are cataloging.
2	Click Edit > Derive > New Record (or press <Ctrl><Alt><C>).
3	Add or edit data to complete the record, and then add to the LC authority file (see step 3 in the procedure above for using a workform).

Generate a new record from a name heading

	Action
1	Retrieve a bibliographic record with a name heading you want to use.
2	Click Macros > Manage (or press <Ctrl><Alt><Shift><G>).
3	In the Macros list, click the plus sign (+) next to the macro book OCLC to expand the contents of the book.
4	Select GenerateAuthorityRecord , and then click Run . See more about how the system maps and modifies fields in a generated record.
5	Add or edit data to complete the record, and then add to the LC authority file (see step 3 in the procedure above for using a workform).

Import records

Create records in your local system and import them into Connexion as workflows.

	Action
1	Offline or logged on, click File > Import Records (<Alt><F><I>).
2	Type the full path and file name of your import file, or click Browse to navigate to the file. Required. Files must be MARC-compatible, ASCII (plain text) files, for example, with file extension *.dat or *.mrc.
3	Select Import to Online Save File (must be logged on) or Import to Local File .
4	Optional. Click Options to select a check box to apply default constant data to imported records.
5	Optional. Click Record Characteristics to select MARC-8 (default) or UTF-8 Unicode character sets for imported records.
6	Click OK or press <Enter>. When the client asks if you want to delete the original import file, click Yes to delete it or No to keep it.
7	A temporary Import Report displays. Print or copy the report before closing it, if needed.

Replace master records

Replacing records in the LC authority file requires a NACO authorization or higher.

	Action
1	Log on and retrieve the record you want to modify (Authorities > Search > LC Names and Subjects).
2	Optional. Click Action > Lock Master Record (<Alt><F8>).
3	Add or edit data in the record.
4	Click Action > Replace Record (<Alt><F10>). Notes: <ul style="list-style-type: none"> The system locks the record automatically before replacing, if you skip step 2, and then unlocks it when the action is completed. If the record replaced is in the online save file, the system automatically deletes it unless you re-save it before you close it.

Batch process searches and actions

- Enter LC authority file searches and/or mark records for actions in the default local file to process all at once in a batch.
- Searches and actions can be stored in the same local file.
- To enter sets of searches and actions in multiple local files, switch the default local file setting each time to the file in which you want to enter.
- When you run batch processing, you can include as many files as you want in a single batch.

Enter LC authority file searches for batch processing

	Action
1	Click Batch > Enter Authority Search Keys (<Alt><A>).
2	In the Query box, enter a full syntax search as you would in the Command Line of the interactive Search LC Names and Subjects window.
3	Click Add or press <Enter>. The search is added to the list.
4	Repeat steps 2 and 3 to enter more searches.
5	Options: <ul style="list-style-type: none"> If you use multiple local files, select a file in the Local File list to change the default to another file to store the searches. Import searches from a text file (*.txt). Click Import and enter the path and file name. To prepare the text file, use a text editor such as Notepad. Type each full syntax search on a separate line.
6	When finished, click Save .
7	When ready, run batch processing. See "Run batch processing" below.

Set actions on records for batch processing

	Action
1	Save records you want to batch process in the default local save file. Log off if you are online.
2	Display a record or select records in the local file list, and then click one of the following actions on the Action menu: Add to Authority File , Export , Replace Record , Submit for Review . Note on exporting: To export in batch, you must set the option for batch export in Tools > Options > Batch . Otherwise, export or print occurs right away. See the procedure in "Export records" above.
3	When ready, run batch processing. See "Run batch processing" below.

Remove actions marked for batch from records

Remove the Ready Status from records to remove from batch processing:

	Action
1	Display a marked record or select records in a local save file list.
2	Click Action > Set Status (<Alt><Shift><S>).
3	Under Remove ready status for batch , select one or more check boxes for actions you want to remove.
4	Click OK or press <Enter>.

Set a default logon authorization for batch processing

- When you run batch processing, the Connexion client automatically logs on.
- **Required:** Set a general default authorization or a file-specific authorization for each file you plan to run.
- The client uses a file-specific logon authorization if there is one. If not, the client logs on with your general default authorization.

To set a general default logon authorization:

	Action
1	Click Tools > Options > Authorizations .
2	Enter your OCLC authorization, password, and, optionally, a name.
3	Click the button under Default next to the authorization and click OK .

To set a file-specific authorization:

	Action
1	Click File > Local File Manager .
2	Under Choose File Type , select the Bibliographic or Authority button.
3	Under Files , select the file for which you want to set an authorization, and then click Authorization .
4	Enter your OCLC authorization and password, and then click OK .

Run batch processing

	Action
1	Click Batch > Process Batch (<Alt><P>).
2	Under Local Files , select check boxes for the local file(s) you want to process in a single batch. <ul style="list-style-type: none"> • There is no limit on the number of files. • You can select both bibliographic and authority files.
3	Under Process , click a check box to select the processes you want to run: Online Searches , Online Record Actions , Exports , or (if bibliographic files are included) Label Printing .
4	Select the order you want record actions to be processed. Select the order separately for authority and, if included, bibliographic files. Default: Date/Time Added (to the save file).
5	Optional. Click Search Options to assign a My Status or to apply the default local constant data to records downloaded from searches.
6	When ready, click OK or press <Enter>.

Support

OCLC regional service providers

See service provider information at:
<http://www.oclc.org/contacts/regional/>.

OCLC support staff

E-mail: support@oclc.org
Telephone: 1-800-848-5800 (USA) or +1-614-793-8682
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