




AUTHORITIES QUICK REFERENCE

OCLC CATME® FOR WINDOWS

Access the Authority File

- Use one of the methods below:
 - On the Search menu click **OCLC Online**.
 - On the toolbar click .
 - Press <F2>.

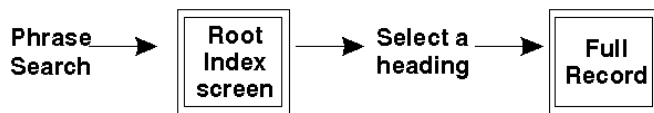
Result: The Search OCLC Online dialog box opens.
- Use one of the methods below to access the Authority File:
 - Open the Default Database list and click **Authority File**.
 - Type [(left bracket) as the first character in the Query box.
 - Type **af**:

- Type *[index label] [phrase]* and press <Alt><S> (or click **Scan**).
Result: The system displays the Root Index.
- Press <Alt><S><S> or in the Search menu, click **Authority Expanded Scan**.
Result: The Authority Expanded Scan dialog box opens.
- In the Subheading box, type the subheading you want to scan for under the selected heading and press <Alt><S> (or click **Scan**).
Result: The system displays the Expanded Index beginning at the subheading you typed.
- Double-click the desired subheading.
Result: The system displays the full record.

Phrase Searching

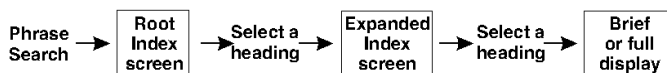
Paths to Authority File Records

Path 1: Headings on the Root Index list with one record:



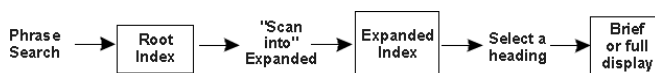
- Type *[index label] [phrase]* and press <Alt><S> (or click **Scan**).
Result: The system displays the Root Index.
- Double-click the heading with one record.
Result: The system displays a full record.

Path 2: Headings on the Root Index list with many records:



- Type *[index label] [phrase]* and press <Alt><S> (or click **Scan**).
Result: The system displays the Root Index.
- Double-click the heading with multiple records.
Result: The system displays the Expanded Index list.
- Double-click the desired heading.
Result: The system displays the full record.

Path 3: Retrieve records with Authority Expanded Scan:



Index labels

Access Point	Index Label
Personal name	pn
Corporate name	co
Conference name	cn
Title	ti
Subject heading	su
Genre	ge*
Children's subject	sc
Subdivision heading	sb

*Although MARC 21 established fields 155/455/555 as genre form headings, the Library of Congress has yet to establish any genre/form terms for the OCLC index label *genre* (ge).

Examples:

pn sayers, dorothy l	su west indies
co great britain forestry council	sc best friends
cn united states japan auto	sb anatomy
ti little pieces	

Searching Hints

- Type enough of the initial words of a heading to place you near the heading on the Root Index list.
- There are no stopwords in phrase searches.
- Phrase searches are limited to 128 characters on the Root Index, 58 characters on the Expanded Index.

- Use the first comma with inverted headings from subfield ‡a for fields 100, 150 and 151. In all other situations, use a blank space instead of a comma.
- Include Roman letters and numerals, blank spaces, parentheses, and symbols: # & and b.
- Geographic root terms (tag 151, ‡a) are indexed in both corporate and subject indexes.

The system links indexed headings on the Root Index with specific types of subheadings on the Expanded Index.

If the Root Index is	The Expanded Index is
Personal name (pn)	Titles
Corporate name (co)	Titles
Conference name (cn)	Titles
Title (ti)	Personal, corporate, conference names
Subject heading (su)	Subject subdivisions
Children's subject (sc)	Subject subdivisions
Subdivision heading (sb)	N/a - not further divided

Numeric Searching

Type *[index label] [number]* and press <Enter> (or click **Find**).

Or

Type *[number]* and press <Enter> (or click **Find**).

Result: The system displays a quickview, truncated, or brief list, or a full record.

Access Point	Index Label
OCLC-assigned Authority Record Number	an
LC-assigned Authority Record Control Number	ln
International Standard Book Number	bn
International Standard Serial Number	sn

Examples:

an 1559187 **bn 0806945923**

ln 88-00255 **sn 03266220**

ln 2001-102

Or

#[1559187 or ***1559187** ARN searches require a left bracket and number sign (#) or asterisk (*).

[88-002555 LCCN search (hyphen required).
[2001-102

[0415131154 ISBN search.

[03266220 ISSN searches

Searching Hints

- Zeros between the year and the record number of an LCCN are optional.
- A hyphen is required between the two- or four-digit year and the record number.
- Alphabetic prefixes in LCCNs are optional, but they make the search more specific.
- If the first digit in an ISBN is 0, it is optional.
- If the ISBN has a check digit x, you can use an uppercase **X** or a lowercase **x**.
- Hyphens in ISSN search are optional when using the Find (**fin**) command.
- Some records contain more than one valid ISBN or ISSN.

Derived Search Key Searching

Type *[index label] [derived search key]* and press <Enter> (or click **Find**).

Or

Type *[derived search key]* and press <Enter> (or click **Find**).

Result: The system displays a quickview, truncated, or brief list, or a full record.

Access Point	Index Label
Name (personal, corporate, conference, or geographic) (4,3,1)	dn
Topical subject (5,3)	ds
Uniform title (3,2,2,1)	dt

Examples:

world wildlife fund **dn worl,wil,f** or **[worl,wil,f**

cost effective **ds cost,eff** or **[cost,eff**

women's studies monograph series **dt wom,st,mo,s** or **[wom,st,mo,s**

Searching Hints

- Type the first segment of any access point. Segments following the first are optional, but must include all commas.
- Type the maximum number of characters or fewer in each segment.
- If a word has fewer characters than the maximum for the segment, type the full word.
- Use a circumflex (^) to make the search more specific.
- If the surname is a multiple surname or begins with an article or preposition, treat the surname as a single word.
- If the personal name is a forename only, treat the entire name as a single word.

Stopwords. Do not use the following stopwords in corporate- and conference-name derived search keys:

Names of all states in the U.S.


a	Congress	Institute	State
A.	Council	Institution	Subcommittee
American	Department	International	Symposium
an	Dept.	Joint	the
Association	East	National	U.N.
Australia	for	North	U. N.
Bureau	France	of	United Nations
Canada	Great Britain	on	United States
Colloquium	Gt. Brit.	Seminar	University
Commission	Gt.Brit.	Senate	U. S.
Committee	House	Society	U.S.
Conference	India	South	West

Revise Searches

To revise the search:

1. Type the correct text in the Query box.
2. Choose search.
 - Phrase search: press <Alt><S> (or click **Scan**).
 - Numeric or derived search: press <Enter> (or click **Find**).

Review Search History

1. Use one of the methods below:
 - On the Search menu click **OCLC Online**.
 - On the toolbar click  .
 - Press <F2>.

Result: The Search OCLC Online dialog box opens.
2. Click **History**.

Result: The list of previous searches appears.
3. Double-click the search you want to repeat.

Result: The search appears in the Query box.
4. Revise the search if needed, then press <Enter> (or click **Find**).

Interact with the System

Move Cursor in Variable Fields

Press	Move to
<Home>	The start of the current line.
Arrow keys	One space to the right, left, up or down.
<Ctrl><→ >	The start of the next word.
<Ctrl><← >	The start of the previous word.
<Tab>	The start of the next line or subfield delimiter.
<Shift><Tab>	The start of the previous line or subfield delimiter.
<Enter>	The start of the next line.
<Ctrl><End>	The end of the variable fields.
<Ctrl><Home>	The start of the variable fields.
<End>	The end of the current line.

Edit

Technique	Instruction
Overwrite	Place cursor where you want to edit and type.
Insert	Press <Insert> to go into insert mode. When finished typing, press <Insert> again to return to overwrite.
Delete	Place cursor on text and press <Delete>. Press <Backspace> to delete text to the left of the cursor.

Insert Characters

Press	To create
<Ctrl>< >	A Start-of-Message symbol
<Ctrl><D>	Subfield delimiters
Keys on keyboard	Letters, numbers, symbols

Navigate Lists

Action	Result
Scroll bar	Display information at top or bottom of screen.
Press < ↓ >	Select (highlight) next line of list.
Press < ↑ >	Select (highlight) previous line of list.
Click	Select (highlight) any line of list.
Double-click	In Root Index: <ul style="list-style-type: none"> • Display Expanded Index (multiple records retrieved) • Display full record (single record retrieved) In Expanded Index: Display full record
Press <Enter>	In Root Index: <ul style="list-style-type: none"> • Display Expanded Index for selected line (multiple records retrieved) • Display full record for selected line (single record retrieved) In Expanded Index: Display full record for selected line

Editing

Fixed field elements


Action	Result
Press <F6>	Toggle cursor between fixed and variable fields.
Press <Tab>	Move cursor to next editable element.
Press <Shift><Tab>	Move cursor to previous editable element.
Click fixed-field element	Select any element for editing.
Press <↓> or Click down arrow	Display list of valid element values.
Press <↓> <↑> then press <Enter> or Click a value	Select desired value.

Variable fields

If you want to...	Do this...
Add new text	1. Put the cursor at the insertion point. 2. Type the new text.
Change existing text	1. Highlight the text you want to change. 2. Type the replacement text.
Delete existing text	1. Highlight the text you want to delete. 2. Press <Delete>.
Add a new variable field	New field below current field. 1. Put the cursor at the end of the line below which you want to add the field. 2. Press <Enter>. New field above current field. 1. Put the cursor on the SOM of the field above which you to add the field. 2. Press <Enter>.
Delete an existing variable field	1. Highlight the entire field. 2. Press <Delete>. Or 1. Put the cursor in the first position of the field. 2. Press <Ctrl><F7>.

Help system

Access help system

On the Help menu click **Index** or **Contents**, or on the toolbar click .

Context-sensitive help


In any dialog box, press <F1> (or click **Help**).

Export Records


Before exporting you must:

- Select a destination for exported record(s).
— On the Tools menu click Options>**Export Tab**.
- Choose either batch or immediate mode.
— On the Tools menu click Options>**Batch Processing Tab**.

Export single record

1. Retrieve the authority record you want to export.
2. Use one of the methods below to export the record:
— On the Action menu click **Export**.
— Click  on the toolbar.
— Press <F7>.

Export from list

1. Retrieve a local file list that contains the records you want to export.
2. Highlight the entries you want to export.
3. Use one of the methods below to export the record:
— On the Action menu click **Export**.
— Click  on the toolbar.
— Press <F7>.

User and Network Support

Contact your OCLC regional service provider.

Contact OCLC for support in English, Spanish and Portuguese.
Hours: 7 am-9 pm US Eastern time, Monday through Friday. 8 am-8 pm US Eastern time, Saturday.

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:
<http://www.oclc.org/oclc/forms/support.htm>