

Using OCLC Connexion

<http://connexion.oclc.org/> is the link to the web version of OCLC Connexion

- Enter your OCLC authorization (what precedes the / in your SmartPort login)
- Enter your password (what follows the / in your SmartPort login)

Best search key patterns to use...

- **4,4/format/dlc/pubyr** (this is your author,title search)
 - First four letters of author's surname. If fewer than 4 letters, then you add a ^
 - First four letters of the first word of the title. If fewer than 4 letters, then you add a ^
- **3,2,2,1/format/dlc/pubyr** (this is your title search)
 - First three letters of the first word of the title (excluding a, an, the). If the first word has fewer than three letters, then you add a ^.
 - First two letters of the second word of the title. Add a ^ if the second word has fewer than two letters or you're dealing with a one-word title.
 - First two letters of the third word of the title. Add a ^ if the third word has fewer than two letters or you're dealing with a two-word title.
 - First letter of the fourth word of the title. Add a ^ if your title is only three words in length.
 - Limit your search by format (ex. bks for books, vis for visual materials, ser for serials, com for computer files)
 - Limit your search to look for DLC copy (dlc for Library of Congress)
 - Limit your search by pubyr (enter the date published or copyright date)
- **ISBN search**
 - Just scan or type the ISBN in the search box
- **LCCN search**
 - Use the **ln:** prefix then type in your LCCN in the search box
- **ISSN search**
 - Use the **sn:** prefix then type in your ISSN in the search box
- **Publication number search (Originally used for music, it also works for visual materials!)**
 - Use the **mn:** prefix then type in your publication number in the search box
- **Combination keyword search in Command Line Search window**
 - Enter search terms using Boolean operator AND as you would in WorldCat
- **Keyword/Numeric search window**
 - Use the down arrow to search by ISBN, LCCN, name, personal name, publisher, publisher number, series, standard number (ISSN), or title. Uses the Boolean operator AND. Can also limit your results by: language, material type, source (DLC), format, years, microform, Internet, or holdings.

This is what your search key would look like for Z Brewer's *Eleventh grade burns*, published in 2010.

- 4,4 search pattern = brew,elev/bks/dlc/2010
- 3,2,2,1 search pattern= ele,gr,bu,^/bks/dlc/2010

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This is what the display looks like in Connexion when you open a record:

The screenshot shows the OCLC Connexion interface. At the top, there's a navigation bar with 'Home | Help | Diacritics | Contact | Logoff'. Below that, there are tabs for 'Cataloging', 'Authorities', 'Dewey Services', 'General', and 'OCLC'. A search bar is visible with 'Search Results' and 'Record 12 of 14'. The main area displays a bibliographic record for 'Eleventh grade burns' with OCLC# 428027744. The record includes fields for Type (a), BLvl (m), Desc (a), and various control fields like ELvl, Form, Cont, Ills, Ssrc, Conf, GPub, Fest, Audn, Biog, LitF, DtSt, Ctrl, MRec, Indx, Dates, Lang (eng), and Ctry (nyu). The record is highlighted in red. Below the record, there are several rows of data, including 010, 040, 019, 020, 050, 082, 090, 049, 100, 245, 250, 260, 300, 336, 337, 338, and 400.

- Notice that you see the OCLC# in the upper left corner. From here you can easily see that the title has classification #s (050 for LC, 082 for Dewey—in this case, [Fic]). And the 040 field is where you see that it's DLC copy.
- Then it's just a case of highlighting the OCLC #428027744 (like you would in WorldCat) and using SmartPort to import the record you select.

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- Notice the Action window? If you click on the down arrow, as shown in the screen shot below, you see that the last choice is to **Update Holdings**. That means you can immediately update your holdings so that it appears in WorldCat and OCLC you're your library owns a copy of this title. Notice also the fourth choice in the dropdown list: Delete Holdings. So, if you have a title they decide to weed from its collection, they can go on Connexion, look up the record by its OCLC#, then select the Action to **Delete Holdings**, so that your holdings can be removed from that title in WorldCat and OCLC.

The screenshot displays the OCLC Connexion interface. At the top, there are navigation tabs for 'Cataloging', 'Authorities', 'Dewey Services', and 'General'. Below these are buttons for 'Search', 'Browse', 'Create', and 'Show'. A search bar shows 'WorldCat' and various options like 'Browse Options', 'Create Options', and 'Show Options'. The main content area shows 'Record 12 of 14' for 'WorldCat: Eleventh grade burns'. A table lists bibliographic records with columns for OCLC, Rec Stat, Entered, and Action. A dropdown menu is open over the 'Action' column, listing various actions such as 'Delete All Local Holdings', 'Delete Holdings', and 'Update Holdings', which is highlighted in blue. The table also includes fields for Type, BLvl, Desc, and various MARC fields like 010, 040, 050, 082, 090, 049, 100, 245, 250, 260, 300, 336, and 337.

OCLC	428027744	No holdings in NR	
Books	Rec Stat	c	Entered
Type	a	ELvl	Srcce
BLvl	m	Form	Conf
Desc	a	Cont	GPub
		Ills	Fest
010		2009025090	
040		DLC †b eng †c DLC †d IG# †d BTCTA †d T †d YDXCP †d OCLCQ †d OCLCO †d OCLC †d OCL †d CHY †d TXFMR †d GRR †d IGA †d AZZPT †d JZE †d OCLCO †d IIO †d OCLC	
019		732947658	
020		9780525422433	
020		0525422439	
020		9780142416471	
020		0142416479	
050	0 0	PZ7.B75695 \$b Ele 2010	
082	0 0	[Fic] \$2 22	
090		\$b	
049		NRMA	
100	1	Brewer, Z. †d 1973-	
245	1 0	Eleventh grade burns / \$c Heather Brewer.	
250		1st ed.	
260		New York : \$b Dutton Children's Books, \$c ©2010.	
300		309 pages ; \$c 22 cm.	
336		text \$b txt \$2 rdacontent	
337		unmediated \$b n \$2 rdamedia	