

The background features a dark blue gradient with a subtle pattern of white dots. Overlaid on this are several circular and semi-circular graphic elements in a lighter blue color. These include solid and dashed lines, some with arrows indicating direction. A prominent feature is a large circular scale on the left side, with numerical markings from 140 to 260 in increments of 10. The scale is partially obscured by other circular patterns.

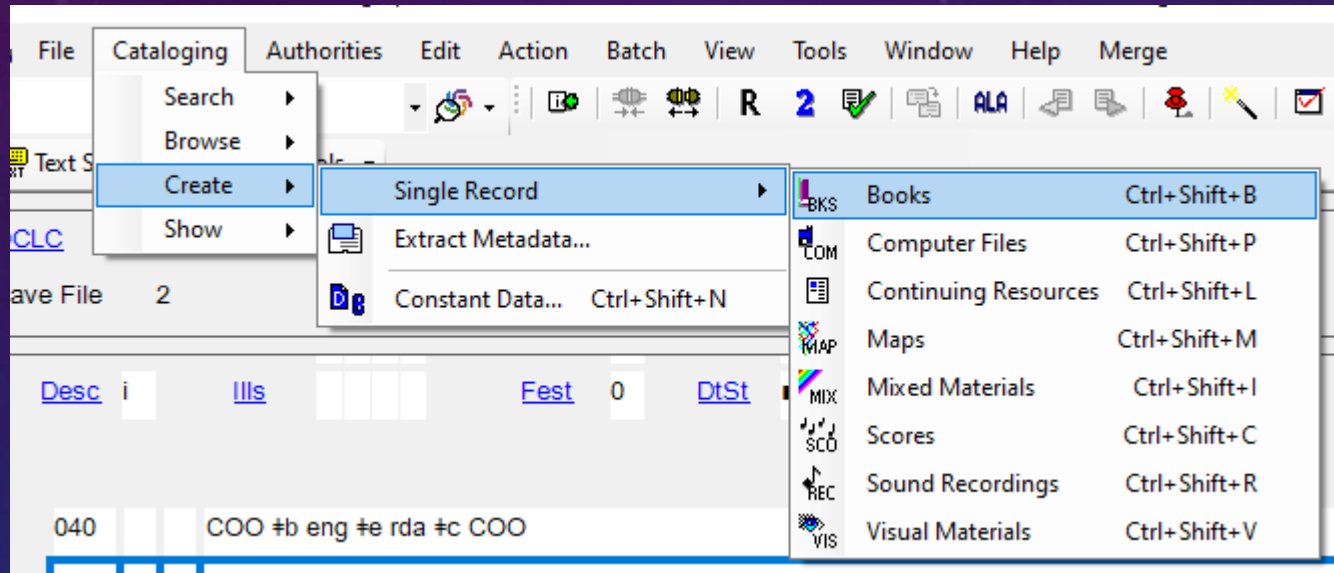
CREATING BIBLIOGRAPHIC RECORDS IN OCLC CONNEXION

OCTOBER 2020

THREE (AND SEVERAL HALVES) DIFFERENT METHODS

- Create a new record from a blank template
 - Create a new record and apply constant data
- Derive a new record from an existing record
 - Derive a new record from constant data
- Import a record from an existing file (e.g., Voyager)
 - You can also apply constant data once the record is in the OCLC save file

NEW BLANK RECORD



OCLC NEW

Books Rec stat n Entered 20201008 Replaced 20201008

Type a ELvl ■ Srce d Audn ■ Ctrl ■ Lang ■■■

BLvl m Form ■ Conf 0 Biog ■ MRec ■ Ctry ■■■

Cont ■■■■ GPub ■ LitF 0 Indx 0

Desc ■ Ills ■■■■ Fest 0 DtSt ■ Dates ■■■■

040 ■■■ COO #b #e rda #c COO

020

041 ■ ■ #h #b

050 ■ ■ #b

090 ■ #b

049 COOO

1■■ ■ #e #4

245 ■ ■ #b #c

246 ■ ■

250

26■ ■ ■ #b #c

300 ■ #b #c

336 ■ #b #2

337 ■ #b #2

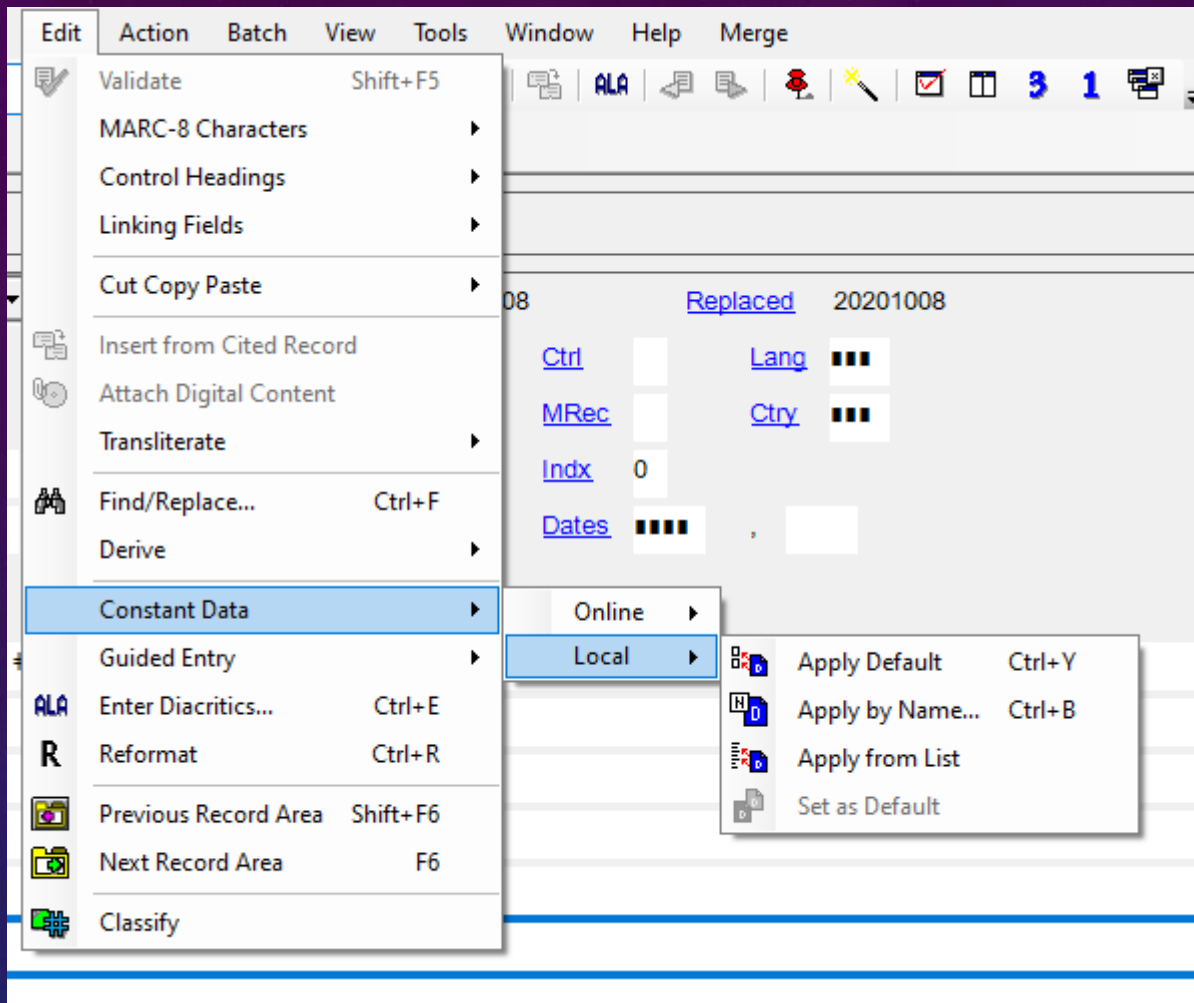
338 ■ #b #2

490 ■ ■ #x #v

5■■

There is no OCLC number, because this record does not exist yet

You can configure your settings so that new records use an RDA template



You can create, save, and then apply constant data to a blank record to fill in fields you commonly use, or to remind yourself of required fields for a format you catalog infrequently.

DERIVE A NEW RECORD

The screenshot shows a library cataloging software interface. The 'Edit' menu is open, and the 'Derive' option is highlighted. The 'Derive' submenu is also open, showing options: 'New Master Record', 'New Institution Record', and 'New Constant Data'. The background shows a record with fields like 'Type', 'BLvl', 'Desc', and a list of numbers.

Settings (which can be changed) determine some of what is or is not transferred

The 'Options' dialog box is shown, specifically the 'Derive Record' tab. It has a 'Select fields to transfer' section with a grid of checkboxes for various field codes. A 'Reset' button is at the bottom right.

Bibliographic Records and Constant Data:				
<input type="checkbox"/> 006	<input checked="" type="checkbox"/> 04X	<input type="checkbox"/> 08X	<input checked="" type="checkbox"/> 3XX	<input checked="" type="checkbox"/> 7XX
<input type="checkbox"/> 007	<input checked="" type="checkbox"/> 05X	<input type="checkbox"/> 09X	<input checked="" type="checkbox"/> 4XX	<input checked="" type="checkbox"/> 8XX
<input checked="" type="checkbox"/> 02X	<input type="checkbox"/> 06X	<input checked="" type="checkbox"/> 1XX	<input checked="" type="checkbox"/> 5XX	<input type="checkbox"/> 9XX
<input type="checkbox"/> 03X	<input type="checkbox"/> 07X	<input checked="" type="checkbox"/> 2XX	<input checked="" type="checkbox"/> 6XX	

The screenshot shows a library cataloging application with a menu open over the 'Edit' tab. The 'Derive' option is highlighted. A dialog box titled 'OCLC Connexion' is overlaid on the screen, asking 'Transfer fixed field values to new record?' with 'Yes', 'No', and 'Cancel' buttons.

Menu Items:

- Validate (Shift+F5)
- MARC-8 Characters
- Control Headings
- Linking Fields
- Cut Copy Paste
- Insert from Cited Record
- Attach Digital Content
- Transliterate
- Find/Replace... (Ctrl+F)
- Derive**
- Constant Data
- Guided Entry
- ALA Enter Diacritics... (Ctrl+E)
- R Reformat (Ctrl+R)
- Previous Record Area (Shift+F6)
- Next Record Area (F6)
- Classify

Dialog Box:

OCLC Connexion

Transfer fixed field values to new record?

Yes No Cancel

You'll be prompted each time about the fixed fields

OCLC NEW

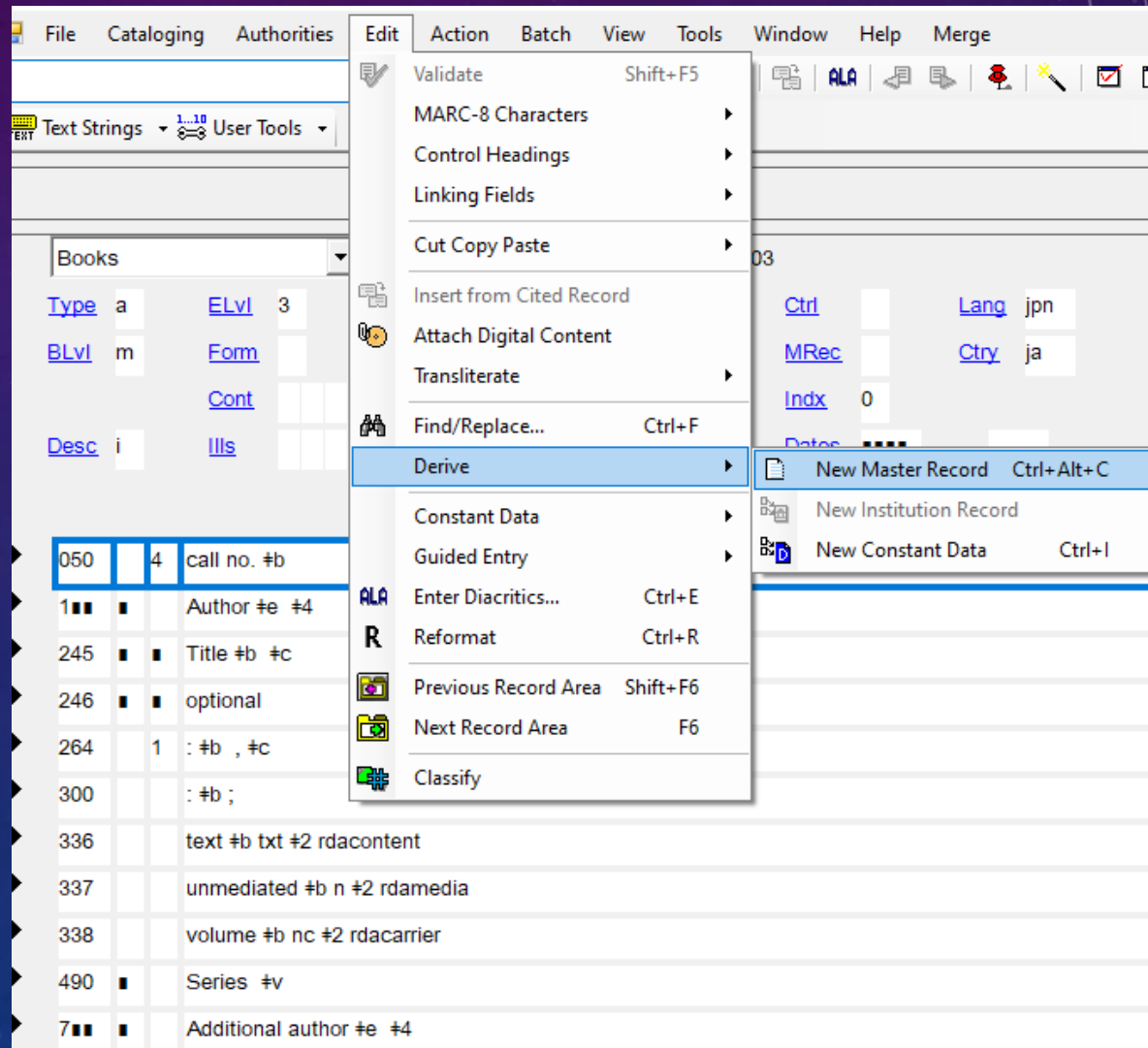
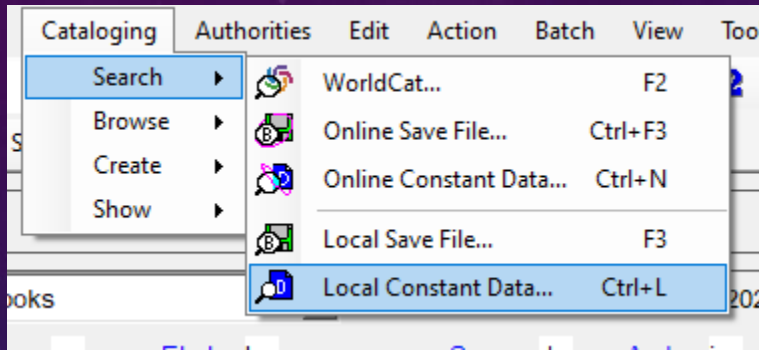
Books Rec stat n Entered 20201008 Replaced 20201008
Type a ELvl l Srce d Audn j Ctrl Lang eng
BLvl m Form Conf 0 Biog MRec Ctry ohu
Cont GPub LitF 0 Indx 0
Desc i Ills a Fest 0 DtSt s Dates 1977

040			COO #b #e rda #c COO
020			4998788779
020			9784998788775
050	4		JK1369.43 1971 #b .O65 1977 .I13 no. 1
055	0	0	DS598 S7 #b B34 1977
090			#b
049			COOO
100	1		OCLC, A. M. E. #q (Author Main Entry), #d 1900-
240	1	0	Uniform title. #l English
245	1	0	Test record, title : #b used to produce test cards / #c by OCLC.
246	1		#i Caption: #a Title a.e.
250			1st ed.
260			Columbus, Ohio : #b OCLC, #c 1977.
300			200 pages : #b illustrations ; #c 30 x 30 cm.

The derived record has no OCLC number, because it is a new record that does not yet exist

You can also apply constant data to a derived record – this could be useful, for instance, if you were cataloging an e-book, and there was already a record for the print

DERIVE A NEW RECORD FROM CONSTANT DATA

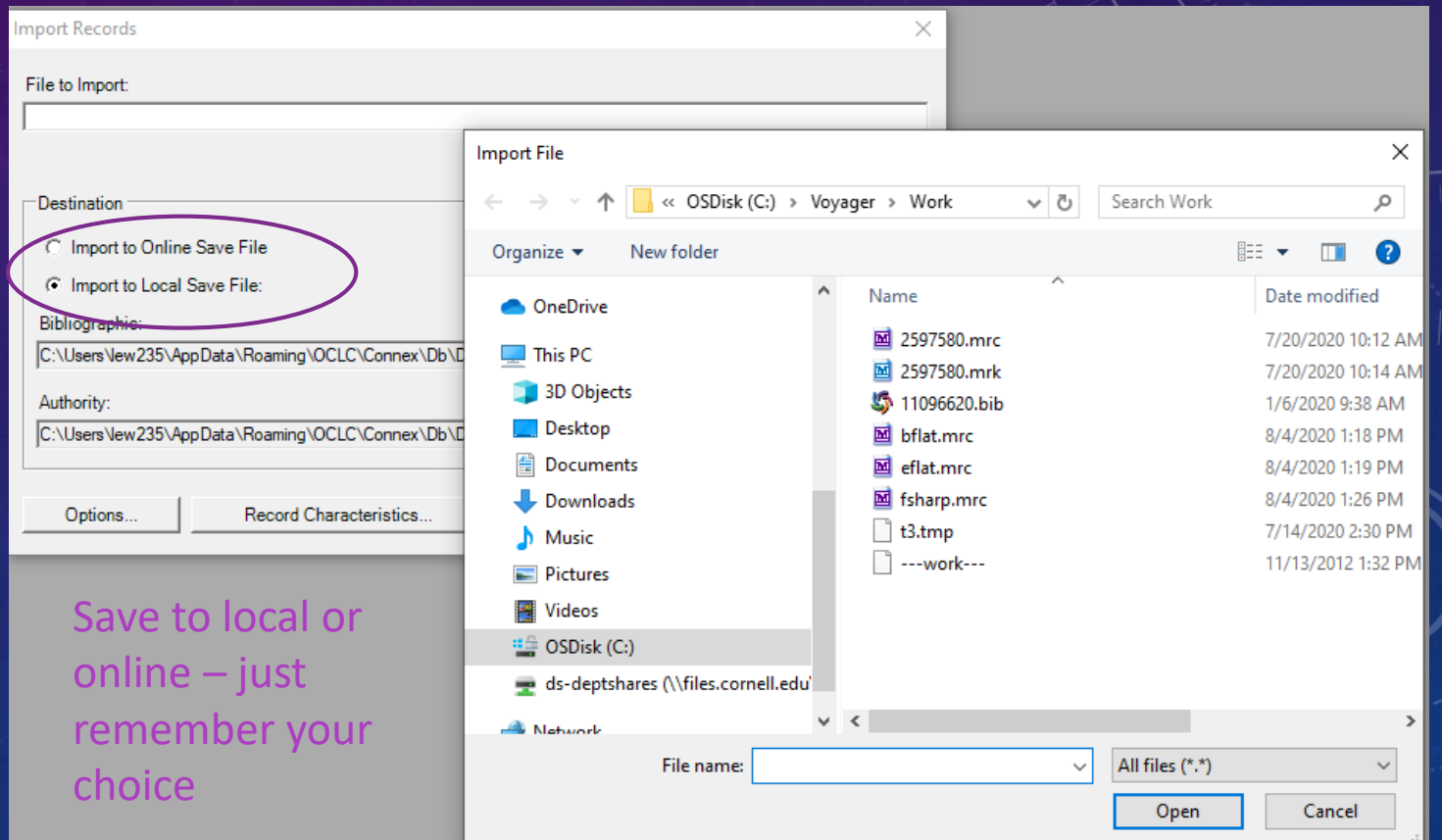
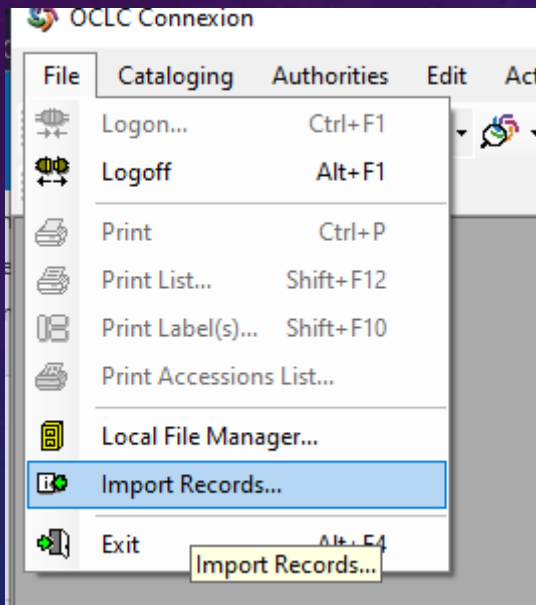


First open the constant data record, then derive as before

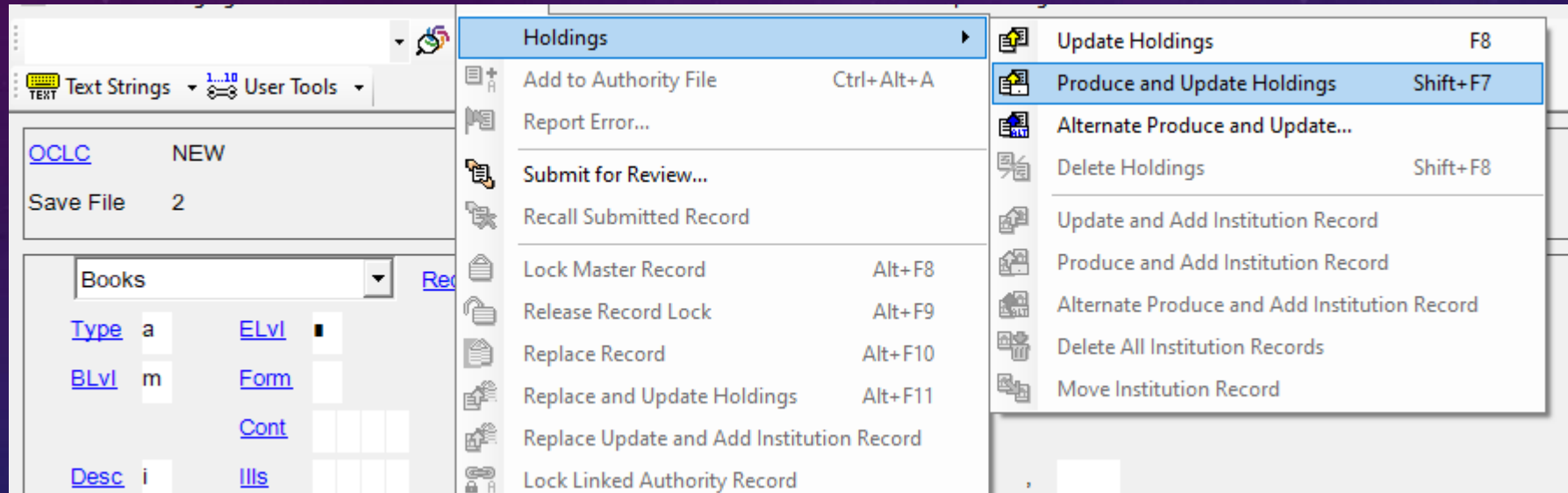
Notice there is no place for an OCLC number in the constant data record

IMPORT A RECORD TO CREATE A NEW RECORD

You might do this if there is a record in Voyager already but no OCLC copy



ONCE YOUR RECORD IS COMPLETE



Update Holdings & Produce and Update Holdings do the same thing – once you've completed this action, an OCLC number will be assigned to the new master record