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

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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

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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.

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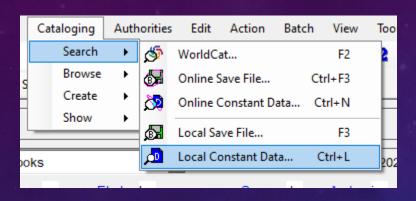
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The derived record has no OCLC number, because it is a new record that does not yet exist

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

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

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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