

Searching for the Bibliographic Record Prior to Copy Cataloging

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These instructions show a few different ways to perform a search for a bibliographic record in Aleph prior to copy cataloging. The search tab can be found in each module. Different divisions may prefer one method over another; consult your supervisor for clarification.

Browse searching

Browse, a left-anchored string search, allows you to scan various indexes of headings to find records. It opens the list at the point you specify.

1. In the **Cataloging module**, choose the **Search** tab via the Binoculars icon or **F9**.
2. To perform a Browse search, click on the word Browse on the Navigation Pane or via **<Ctrl><Alt>B**
3. Select the **Titles** index from the **Headings list** by using the drop down arrow or by pressing **F4**.
 - Typing the first letter of a heading will bring you to that section of the heading list (e.g. typing the letter t will bring you to Titles)
4. Enter the starting text of the phrase you are searching in the **Enter starting text box**.
5. Click on **Go** or press **<Alt>G** or just hit **<Enter>**
6. The index entry that most closely matches your search term will appear as the second line on the **Browse list**. The system automatically displays the heading immediately preceding your term at the top of the list to help you orient yourself within the index.
 - The number on the left of each entry indicates how many bibliographic records match
 - You can navigate upwards and downwards by scrolling up and down the list
7. Click on the entry that matches your book and choose **Show**, or **<Alt>W**
 - You can also choose the entry that matches, by tabbing down into the **Browse list**, and then the arrow keys, followed by **<Alt>W**
 - You can automatically push the highlighted record to the **Show** node by double clicking on the entry
8. **Show** will bring the record into the **Show Node** where you will see the **Brief list** in the Upper window pane, and the **Full+Link Display** of the highlighted record in the Lower window pane

Find searching

Find, a keyword search, comes in three varieties: Basic Query, CCL (Common command language) Query and Fixed Query. This document will only discuss the **Fixed Query** variety. The result of a **Find** search is a set of records.

1. In the **Cataloging module**, choose the **Search** tab via the Binoculars icon or **F9**.
2. To perform a **Find** search, click on the word Find on the Navigation Pane or via **<Ctrl><Alt>F**
3. To access the **Fixed Query** search, click on **Fixed Query** in the upper window, or use **<Alt>3**.
4. Enter the keywords that you wish to search in the appropriate category. You can enter text in more than one category and the search will automatically combine them.
5. Click **OK** or hit **<Enter>** or press **<Alt>O**
6. If the search results in less than 5 hits, the records will automatically open in the **Show** node.
7. If the search results in more than 5 hits, the search result set will display in the bottom window. Choose **Show** or **<Alt>W**
8. **Show** will bring the record into the **Show Node** where you will see the **Brief list** in the Upper window pane, and the **Full+Link Display** of the highlighted record in the Lower window pane

Show Node: Full+Link Display

Whatever record is highlighted in the **Brief list** in the Upper pane, the **Full+Link** display of that record can be seen in the Lower pane.

- It is possible to put the **Full+Link** display into Full screen mode by highlighting the Lower pane and clicking on the Full Screen Icon in the upper right corner or by pressing <Ctrl>J. This function will toggle between three different screen sizes.
- If you have a number of records in your **Brief list**, you can navigate forward and backwards through the **Full+Link** displays of the records by using the Right and Left arrow buttons.

The display is called **Full+Link** because it gives you five fuller versions of the bibliographic record plus holdings and item information.

This is where the first part of the record evaluation will occur. Watch out for the following "red flags," which should be set aside:

- Duplicate records: two or more records for same edition of the same book:
- Record does not match the book (consult: *Copy Cataloging Procedures: DLC/PCC Appendix A*)
- Multi-volume sets (usually identified by 300 |a v. or 3 v.)
- A copy already fully cataloged, indicated by the presence of one of the following:
 - **Sublibrary/Coll Widener | WID-LC | BT28 .D78 1985** *or*
 - **Sublibrary/Coll Widener | Harvard Depository | BL2480.G36 1990** *or*
 - **Sublibrary/Coll Widener | Harvard Depository**

Once it has been determined that the title is ready to be copy cataloged:

1. Push the record to the **Records tab** via the **Catalog** button or <Alt>C

Alternate search strategy

This search strategy involves identifying the record by its system number and checking for duplicates, etc. via a title headings search in the **Records** tab of the **Cataloging module**

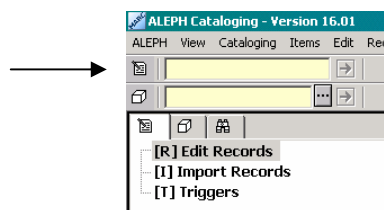
All the books should have either a HULPR printout or an Aleph arrival slip. There should be a barcoded system number on the top of each slip.

HULPR printout:

1. On the **Search tab** of the **Cataloging module**, choose the **Find node** on the navigation pane or use <Ctrl><Alt>F.
2. To access the **Fixed Query** search, click on **Fixed Query** in the upper window, or use <Alt>3.
3. With your barcode scanner, wand the HULPR number into the **Numbers all** category
4. Click **OK** or hit <Enter> or press <Alt>O
5. The record will open up in the **Show node, Full+Link** display
6. Check to make sure that it has not been cataloged and push it to the **Records** tab via the **Catalog** button or <Alt>C
7. In the **Records** tab, place the cursor on the title (245) field and hit **F3** or **Edit/Search/Search field headings of current library**. Use the browse list to identify duplicates

Aleph arrival slip:

1. Follow 1-7 above but use the **Aleph Sys. No.** category
OR
1. Wand in the Aleph system number in the Search bar and hit **Enter**



2. In the **Records** tab, place the cursor on the title (245) field and hit **F3** or **Edit/Search/Search field headings of current library**. Use the browse list to identify duplicates