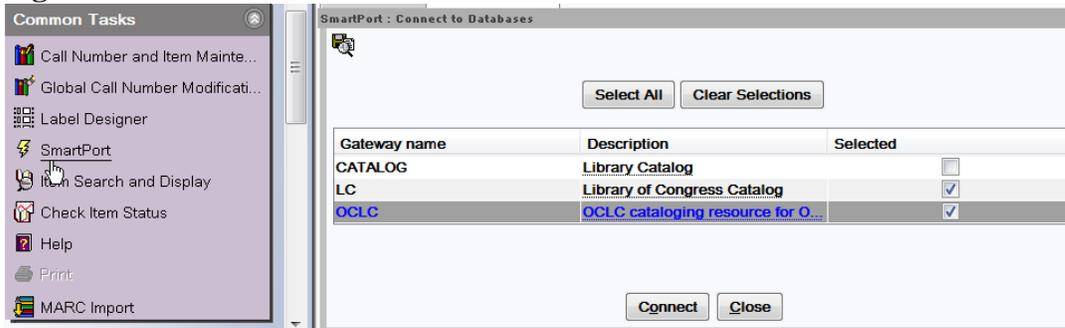


WYLD TECHNOTE: SmartPort Search Options

Access SmartPort by clicking on the **SmartPort** wizard.

Fig. 1



Select the database from which you wish to retrieve cataloging by clicking on the box next to that option: LC or OCLC. You may choose only one database or you may search multiple databases at once. Click the **Connect** button.

****Note:** Access to OCLC requires a username and password.

The default search screen in SmartPort appears with many of the same search options regardless of which gateway is being used...LC or OCLC. However, the search options may not all work the same in each database.

Fig. 2 (A) SmartPort Search Screen in LC

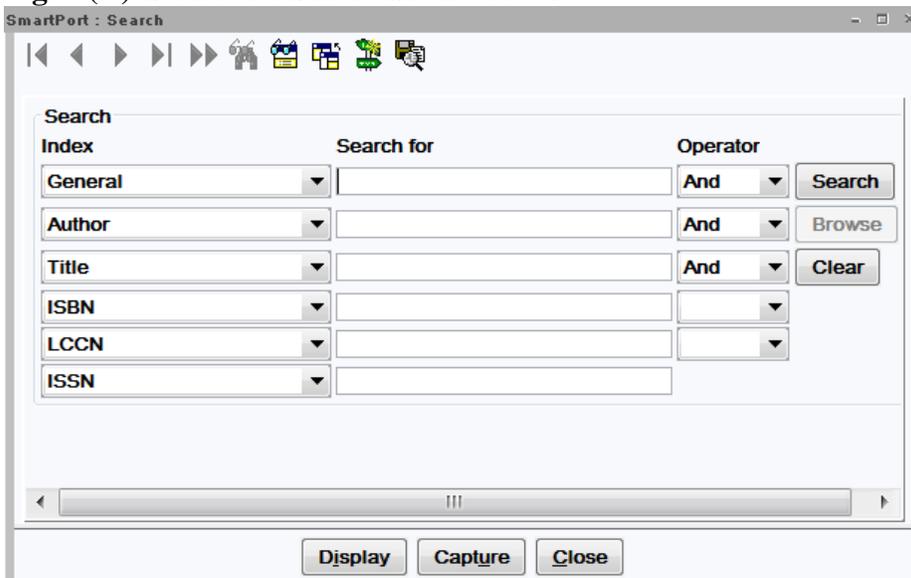
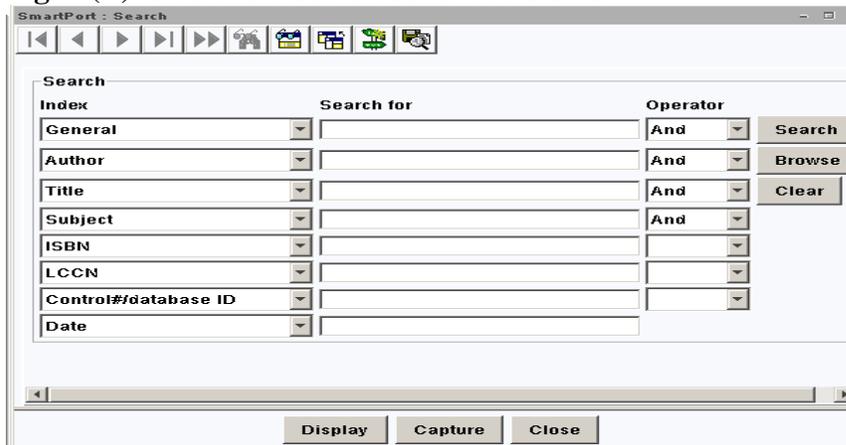


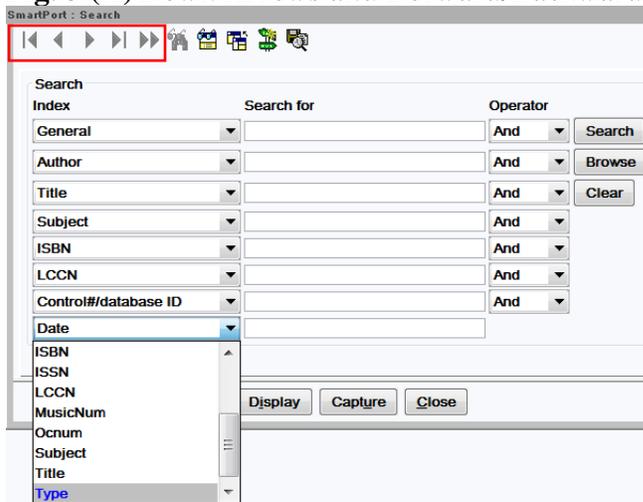
Fig. 2 (B) SmartPort Search Screen in OCLC



General Search Tips

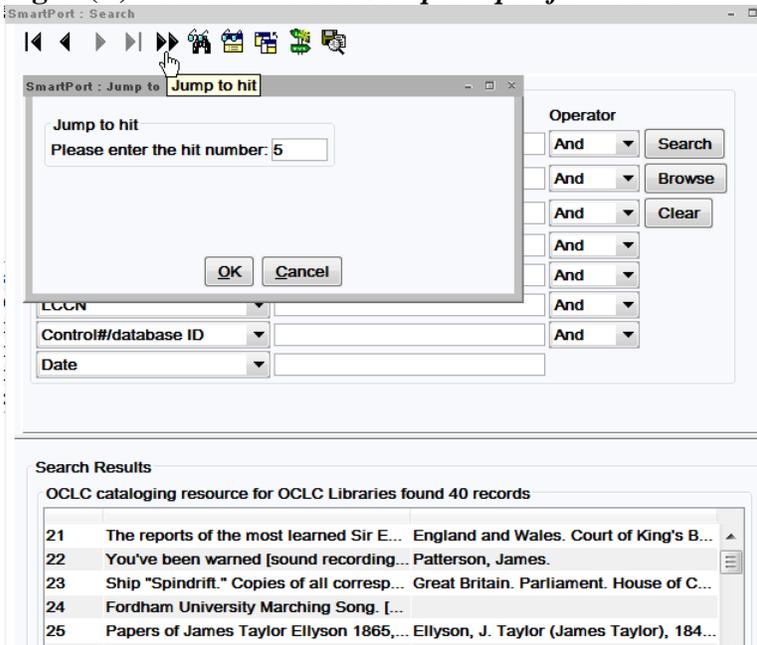
Use the down arrows next to each search prompt to find additional search options.

Fig. 3 (A) Down Arrows and Forward/Backward Arrows



If your search retrieves more records than is specified in the SmartPort Properties to display on one screen, use the back and forth arrows at the top of the search window to move to the previous or the next screen of displayed entries. The arrow with the line before it moves you to the beginning of the hit list. The arrow with the line behind it moves you to the last entries of the hit list. The two arrows in the middle move you from screen to screen, forwards and backwards, so if there are 40 hits retrieved by the search and you've specified that the display will be for 20 records per screen, you will see the next 20 record or if you want to see the first 20 records again you'd use the backwards arrow. The double arrows will jump you to a record that you can specify....so if the record you want to import is record 5 on the first screen, with the double arrows you can go directly to that record.

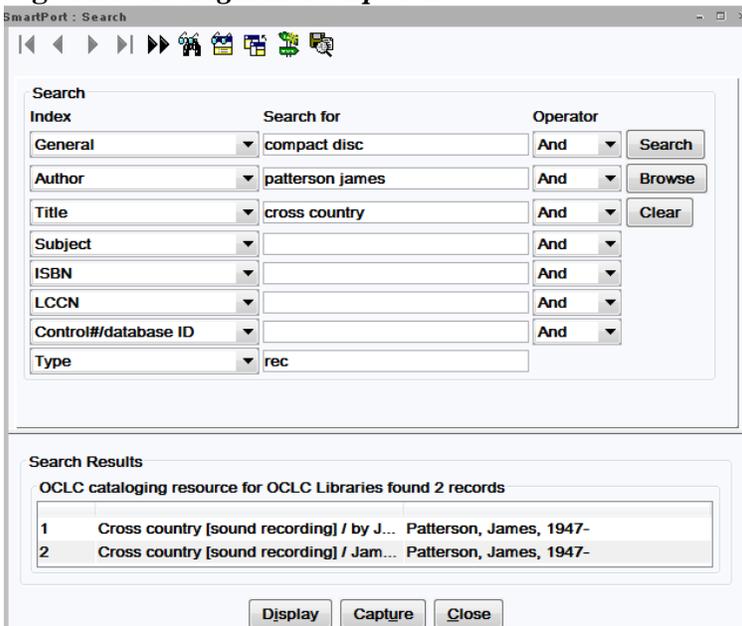
Fig. 3 (B) Double Arrow to Jump to Specific Record



Use Ctrl C and Ctrl V to copy and paste search elements into SmartPort.

Use combination searches to help limit search results.

Fig 4. Combining Search Options



If another search option is needed, for instance there might be a desire to have two GENERAL prompts, change one of the unused prompt to another GENERAL one.

Searching Tips for LC Searches - Use LC for print materials

GENERAL possible options to use in combination with another search to help limit results:

names in 700 tags (joint authors, illustrators, translators, editors)

Examples: General: **paetro** Author: **patterson**

retrieves titles jointly authored by these two individuals

General: **wenzel** Author: **minarik**

retrieves titles authored by Minarik and illustrated by Wenzel

Use General also for publishing dates, board book, board pages; large print

Example: General: **large print** Title: **21 proms**

These general terms can all help limit the search.

AUTHOR single author with last name entered first. A comma between last name and first name is unnecessary. Capitalization is unnecessary.
thorpe stephen Can be used as a separate search but can be used successfully in conjunction with other search options such as a title search.

TITLE omit initial articles (a, an, the) and their equivalents in foreign languages (in German those initial articles are: der, die, das, ein, eine). Enter keywords of the title phrase. **Gone with the wind** Search this title in conjunction with the author **Mitchell**. You may also add publication date to limit the search further.

ISBN searches both 10-digit and 13-digit ISBNs; enter without the hyphens:
0385159005 or **9780385159005**

LCCN enter the LC number without the hyphen: **61009765**
In this example the hyphen in the LC number is replaced with enough zeros to make the entry 8 characters long. Ten digit LC numbers are entered as they appear: **2008011496**

ISSN include the hyphen: **0199-3097**

Search Options found in the drop down arrows:

DATE use in combination with other searches: Date: **1980** Title: **walking wounded**

SUBJECT use in conjunction with another search option to limit search results.
folk songs English as a subject search alone retrieves over 5000 hits.

Searching Tips for OCLC Searches

- GENERAL** use for illustrator, joint authors (700 tags in bib records) when primary author is entered in the AUTHOR search option. Enter words to limit searches: abridged, unabridged, dvd, vhs, mp3, playaway, full screen, widescreen. Example: General: **dvd** Title: **oceans twelve**
- AUTHOR** single author with last name entered first. No capitalization or punctuation required. Example: **patterson james**
- TITLE** keyword searching capabilities so not always necessary to enter entire title. Omit initial articles in all languages and articles (a, an, the) within the title.
- SUBJECT** use in conjunction with other search options:
Subject: **folk songs english united states** plus Title: **old lady fly**
Retrieves title: There was an old lady who swallowed a fly
- ISBN** enter 10-digit or 13-digit ISBN without hyphens or with hyphens:
0-345-28652-9 or **9780345286529**
- LCCC** enter with or without hyphen **61-9765** or **61009765**
Replace hyphen with one or more zeros to equal 8 digits for older LC numbers. Ten digit LC numbers are entered as they appear: **2008011496**
- CONTROL#/DATABASE ID** use for searching OCLC record number in same way as OCNUM search
- DATE** enter publication date in conjunction with one of the other search options

Search Options found in the drop down arrows:

- GOVT DOC** Federal documents classification number, entered with no spaces
- CALL NUMBER** **A1.105:Y1 I19.1:**
- ISSN** use hyphen **0147-8478**
- MUSICNUM** music numbers (028 tag of the bib record) **28964 VF1548** (not case sensitive)
- OCNUM** OCLC number search without ocm or ocn prefix, omit leading zero
85857100
- TYPE** record types: rec (music), vis (visual materials such as dvds, slides, etc), ser (magazine/periodicals), bks (books), com (computer file), mix (mixed media), sco (music scores), map (maps). Use with other search options.

Additional Searching Tips for OCLC Searches

Do not automatically capture the first record on the hit list. Look at individual records that have been retrieved. A search on the ISBN can result in the retrieval of multiple records. Very often this first record can be the ONLINE version of the title, or it can be a version in a FOREIGN LANGUAGE.

If you have a physical item, do not import the record for the online version of that title. If you have the physical item and want to indicate that the title is also available online, capture the record for the print version and add an 856 tag with the URL for access to the online version. If the material in hand is in English, do not import the record that is cataloged in the foreign language.

Sometimes the record for the online version will have the GMD for [electronic resource] in the 245 tag following the title. Another way to identify the online version is by looking at the 300 tag for the words: “online resource.”

Looking at the 040 tag (Cataloging Source) on the bibliographic record will help identify records created in foreign languages.

This code: **DKDL** is the code for a library in Denmark.

Codes beginning with **NLN** are for libraries in the Netherlands.

The codes **GEBAY** and **DEBSZ** are codes for libraries in Germany.

If there are other records on the hit list, find one that is cataloged in English if there is one.

Looking at the 300 tag will provide hints that the record is cataloged in a foreign language. Do not import a record in a foreign language unless you have the material in that language. A record cataloged in German, or another Germanic language such as Danish or Dutch, will have abbreviations in the 300 tag that aren't in English. For instance this appearing in the 300 tag **347 s.** indicates this record is cataloged in a Germanic language. The lower case letter “s” is the German abbreviation for that language's word for page(s).

Other English speaking countries also add records to OCLC. The 040 tag indicates those libraries as well. The code **AU** is a library in Australia. A code beginning with **UK** is a library in the United Kingdom. Libraries in New Zealand use a code beginning with **NZ**. While these are not generally poorly cataloged records, they do have information in them that isn't the same as US MARC record descriptions. An example of this is how the size is recorded in the physical description (300 tag) for AV material. While US use 4/3/4 in. to describe the size of a CD or DVD, libraries in the UK and Australia use 12 in. to describe the same thing.