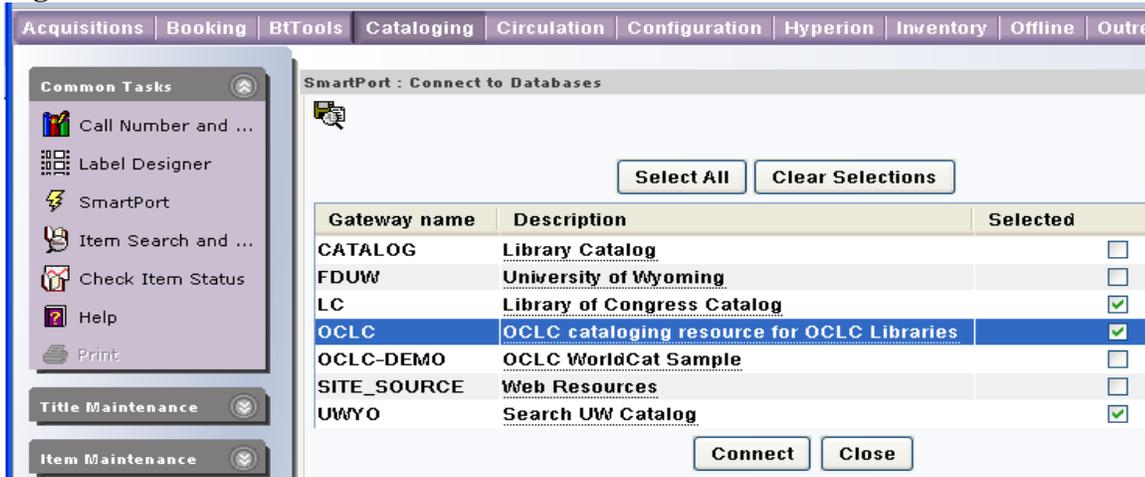


SmartPORT Search Options

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

Fig. 1

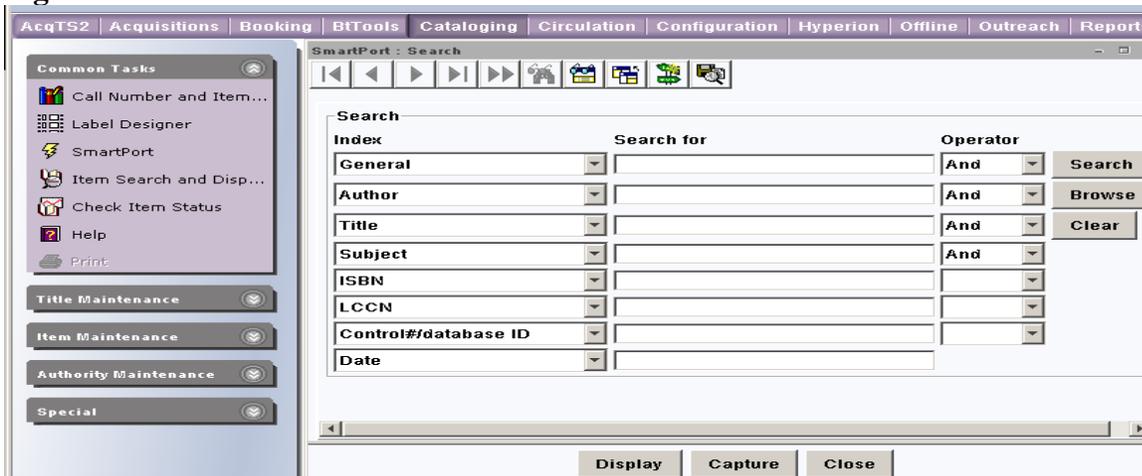


Select the database from which you wish to retrieve cataloging by clicking on the box next to that option: LC, OCLC, or UW. You may choose only one database or you may search multiple databases at once. Click the **Connect** button.

****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, OCLC, or UW. However, the search options may not all work the same in each database.

Fig. 2



General Search Tips

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

If your search retrieves more records than is specified in the 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.

Use the copy and paste feature accessed through the EDIT function in Workflows to enter search elements in SmartPORT.

Searching Tips for LC Searches

- GENERAL** possible options to use in combination with another search to help limit results: names in 700 tags (joint authors, illustrators, translators, editors), Example:
 General: **paetro** Author: **patterson** retrieves titles jointly authored by these two individuals, or
 General: **wenzel** Author: **minarik** retrieves titles authored by Minarik and illustrated by Wenzel; publishing dates, ISBN (without hyphens), LCCN (replace hyphen with one or more zeros to equal 8 digits for older LC numbers), board book, board pages; large print
 Example: General: **large print** Title: **21 proms**
- DATE** use in combination with other searches: Date: **1980** Title: **walking wounded**
- ISSN** include the hyphen: **0199-3097**
- 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**
- 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 **mittell** May also add publication date to refine the search even more.

SUBJECT use in conjunction with another search option to limit search results. **folk songs English** as a subject search alone retrieves over 4000 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. Use for ISBN (both 10-digit and 13-digit; with or without hyphens), publisher name, publishing date, words to limit searches such as: 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.

TITLE keyword searching capabilities so not always necessary to enter entire title.

SUBJECT use in conjunction with other search options: Subject: **folk songs english united states** plus Title: **old lady fly**

ISBN enter 10-digit or 13-digit ISBN without hyphens or with hyphens:
0-345-28652-9

LCCC enter with or without hyphen **61-9765** or **61009765**

ISSN use hyphen **0147-8478**

MUSICNUM music numbers (028 tag of the bib record) **28964 VF1548** (not case sensitive)

OCNUM OCLC number search without the ocm or ocn prefix, omit leading zero **85857100**

CONTROL#/use for searching OCLC record number in same way as OCNUM search
DATABASE ID

DATE enter publication date in conjunction with one of the other search options

CLAS-GOVT Federal documents classification number, entered with no spaces **A1.105:Y1 I19.1:**

TYPE record types: rec (music), vis (visual materials such as dvds, slides, etc), ser (serials/periodicals), bks (books), com (computer file), mix (mixed media), sco (music scores), map (maps). Use in conjunction with other search options.

Searching Tips for UW Searches

GENERAL use for place of publication, publisher, publication date, videorecording, dvd, vhs, added author or illustrator, sound recording, ISBN (omit hyphens), LCCN (replace hyphen with one or more zeros to equal 8 digits for older LC numbers), OCLC control number (should include "ocm" or "ocn" prefix), ISSN (include hyphen)

AUTHOR last name then first name. Capitalization is unnecessary, use of comma is unnecessary.

TITLE best results if entire title is entered

ISBN enter 10-digit or 13-digit ISBNs without hyphens

LCCN enter LC number without hyphen; for older LC numbers replace hyphen with enough zeros to equal 8 digits

ISSN include hyphen

DATE use in conjunction with other search options

SUBJECT use in conjunction with other search options
Example: Subject: **dinosaurs** Author: **gibbons**