

April 10, 2019

Virtual Ask QC Office Hours

An overview of OCLC training resources

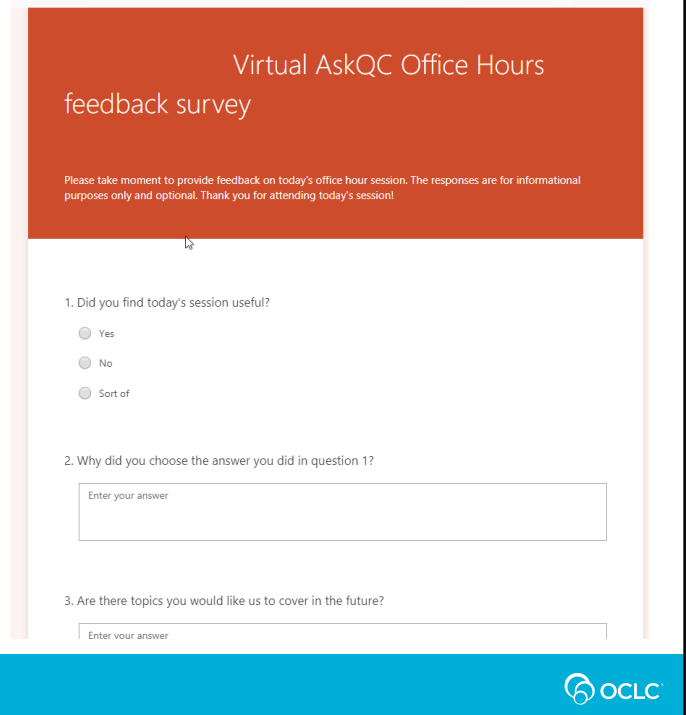
presented by OCLC Member Education



Hello .

Housekeeping

- After the session you will be directed to a quick, optional survey



Virtual AskQC Office Hours
feedback survey

Please take moment to provide feedback on today's office hour session. The responses are for informational purposes only and optional. Thank you for attending today's session!

1. Did you find today's session useful?

Yes

No

Sort of

2. Why did you choose the answer you did in question 1?

Enter your answer

3. Are there topics you would like us to cover in the future?

Enter your answer

OCLC

Housekeeping

- After the session you will be directed to a quick, optional survey
- All session recordings, slides, and notes are available at oc.lc/askqc

The screenshot shows the OCLC website's AskQC page. At the top, there is a search bar with the text "How can we help you?". Below the search bar is a navigation menu with links for Home, WorldCat, and Metadata Quality. The main heading is "AskQC" with a sub-heading "Last updated: Sep 7, 2018". A paragraph states: "Find AskQC office hour information, recordings, and supporting materials." Below this is a description of AskQC@oclc.org as a long-standing email address for catalogers to ask questions about cataloging policies, standards, and practices. The section "AskQC office hours" invites users to join OCLC Metadata Quality staff to discuss WorldCat quality issues and cataloging questions. A sub-section titled "Time and call-in information for AskQC office hours" includes a note: "AskQC office hours. Return here for notification of time and date changes." Below this is a table with four columns: TOPIC, DAY/TIME (EASTERN), TOLL-FREE CALL-IN NUMBER, and REGISTRATION LINK.

| TOPIC | DAY/TIME (EASTERN) | TOLL-FREE CALL-IN NUMBER | REGISTRATION LINK |
|--|---|---|-------------------|
| Provider neutral cataloging, presented by Robert Bremer | Wednesday, February 13, 2019 1 PM Eastern Time | US/Canada: 1-877-668-4490 UK: 08-002061177 <ul style="list-style-type: none"> Global call-in numbers Toll-free dialing restrictions | Register |
| Intro to the Virtual International Authority File (VIAF), presented by Hayley Moreno | Wednesday, March 13, 2019 1 PM Eastern Time | US/Canada: 1-877-668-4490 UK: 08-002061177 <ul style="list-style-type: none"> Global call-in numbers Toll-free dialing restrictions | Register |
| An overview of OCLC training resources presented by OCLC Member Training | Wednesday, April 10, 2019 1 PM Eastern Time | US/Canada: 1-877-668-4490 UK: 08-002061177 <ul style="list-style-type: none"> Global call-in numbers | Register |

On the call today



Hayley Moreno
Database
Specialist II



Rick Newell
Senior Training
Coordinator



Shanna Griffith
Database
Specialist II



Robert Bremer
Senior Consulting
Database
Specialist



Bryan Baldus
Consulting
Database
Specialist



Jay Weitz
Senior Consulting
Database
Specialist



Member Education staff



Kathy Kie
Senior Training
Coordinator



Rick Newell
Senior Training
Coordinator



Mindy Tran
Senior Training
Coordinator



Mary Alice Robinson
Senior Training
Coordinator



OCLC training – purpose and goals

- Our purpose is to help our member libraries achieve effective use of our products and services
- Our goal is to offer training at no cost to OCLC member libraries in a variety of formats to meet our learners where and when they need assistance:
 - Through online and recorded instructor-led training
 - Through point of need tutorials and exercises
 - Through supplemental training resources that can help you build foundational skills.

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3/22 - update

Use Supplemental training resources to help you build foundational skills

OCLC training – purpose and goals

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3/22 - update

Use Supplemental training resources to help you build foundational skills

Online instructor-led courses

Metadata Services

Build, manage, and share data about your collections while making your library more visible.

WorldShare Collection
Manager

WorldShare Record
Manager

Connexion

CatExpress

- Metadata services ... training on how to use cataloging interfaces such as:
 - CatExpress
 - Connexion
 - WorldShare Record Manager

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 OCLC

Demo how to find training under Metadata

Look at Collection Manager pages... use phrases about OCLC training from the librarians toolbox

Navigate to training guide <https://help.oclc.org>

1 Select a category

Metadata Services

2 Metadata Services

WorldShare Collection Manager

WorldShare Record Manager

3 WorldShare Record Manager

WorldShare Record Manager allows you to create new and enrich existing items in WorldCat with efficient, record-at-a-time materials using either a MARC 21 editor or a Text View editor. Plus, with Record Manager, you can set and delete World

Get started

Record Man

4 WorldShare Record Manager training

Find training on WorldShare Record Manager.

- Live classes
- Editing bibliographic data in WorldShare Record Manager
- Policies for adding original records to WorldCat
- Policies for replacing WorldCat records
- Exercises
- Videos
- ...

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oclc

3/22 = To find all available training options for a product, visit the [Support home page](#).

Use the **All products and services** list at the bottom of the page to navigate to your product or service area of interest, then look for the **Training** guide within that product.

- Visit the Support home page at <https://help.oclc.org>
- Use link at page bottom to all products and services
- Or, select the category such as Metadata
- Review the product/service areas under metadata services
- Select Record Manager and navigate to the Training guide (lower left of page)
- Click the ... ellipsis at the bottom of the list to expand it and see all the options

Training related to WorldCat quality

OCLC offers several courses designed to help learners gain a working knowledge of the rules and procedures for editing and replacing master records in WorldCat and how to find resources and detailed information about upgrading records and creating original cataloging.

These courses are for staff that have sufficient knowledge of cataloging rules to contribute quality metadata to WorldCat.

WorldShare Record Manager

Policies for replacing WorldCat records

This recorded course will help learners gain a working knowledge of the rules and procedures for editing and replacing master records in WorldCat.

Policies for adding original records to WorldCat

This recorded course explains OCLC policies and standards for original bibliographic records in WorldCat, regardless of OCLC cataloging interface (Connexion or WorldShare Record Manager) used.

These courses are designed to be interface neutral so regardless of your cataloging service, the information presented is applicable.

product training isn't the only type of learning you need to be effective.

Connexion

- For foundational cataloging information, Connexion client and browser offer modules that review policies and steps for editing and replacing master records and contributing original records to WorldCat.

Connexion client:

- Module 6: Editing master records
- Module 8: Original Cataloging

Connexion browser:

- Module 5: Editing master records
- Module 7: Original Cataloging

Courses are offered at intervals throughout the year.

Links to recordings are available on training pages in each product area.

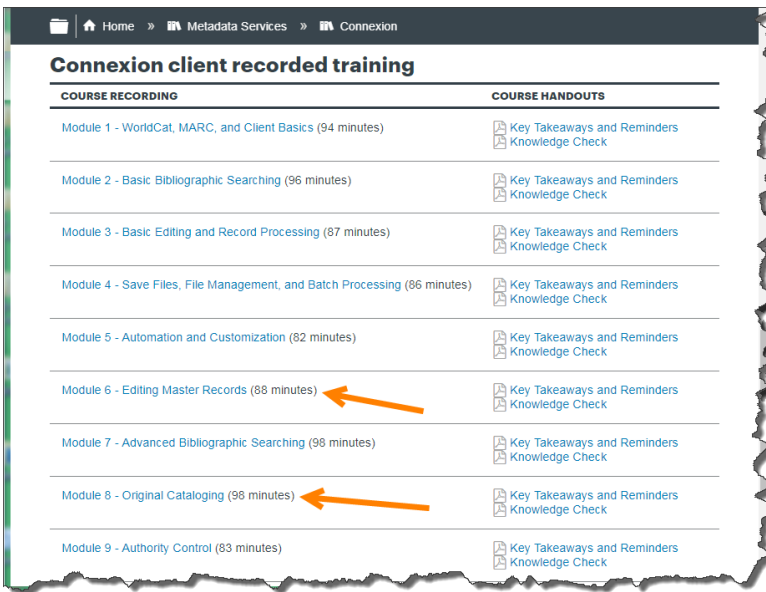
Connexion

Connexion recorded training and links to handouts are under that service.

You will be asked to register to view the recording.

By registering, you can offer feedback about the session.

Registration also enables Member Education to track our training reach.



Live training is also available on this page...

WorldShare Record Manager

Course page has schedule for live sessions and link for a recorded session

Editing bibliographic data in WorldShare Record Manager

Course description

This course covers how to use WorldShare Record Manager to edit existing records and create original WorldCat records. This course is intended for original and copy catalogers at OCLC member libraries who will be using WorldShare Record Manager.

Register for live, online training ←

| DATE | TIME | REGISTRATION LINK |
|---------------------------|---|--------------------------|
| Wednesday, April 17, 2019 | 2:00 PM - 4:00 PM Eastern Daylight Time, North America [UTC -4] | Register |
| Wednesday, May 8, 2019 | 2:00 PM - 4:00 PM Eastern Daylight Time, North America [UTC -4] | Register |
| Wednesday, June 19, 2019 | 2:00 PM - 4:00 PM Eastern Daylight Time, North America [UTC -4] | Register |

View a recorded session ←

[View a recorded session \(101 minutes\)](#)

Course handouts

[Class handout - Editing bibliographic data in WorldShare Record Manager](#)

Policies for adding original records to WorldCat

Course description

This recorded course explains OCLC policies and standards for original bibliographic records in WorldCat, regardless of OCLC catalog (Connexion or WorldShare Record Manager) used. It includes guidelines on when to use an existing record or contribute a new record, requirements for records contributed using common encoding levels and fields unique to OCLC. This course does not cover the mechanics of adding original records to WorldCat, nor does it cover RDA, AACR2, or other cataloging rules, MARC, subject headings, or authority files.


This course is intended for staff at member libraries who are familiar with current cataloging rules (such as RDA or AACR2) and MARC catalogers who have experience with creating original bibliographic records but have not yet contributed records to WorldCat, and to those who are new to original cataloging operations.

View a recorded session

[View a recorded session \(89 minutes\)](#) ←

Course handouts

[Class handout - Policies for adding original records to WorldCat](#)

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Same registration applies to these recorded sessions...

Class example: Replacing master records

Recognize the encoding levels in records to determine the type of record replacement that may be applied to records in WorldCat:

1. Minimal-level upgrade
2. Database enrichment
3. Expert Community

Most functions can be done based on the encoding level in the record and the authorization level of the cataloger

Review these records to determine the circumstances for replacing them

This is an example of what information is reviewed during the enriching master records session:

Minimal-level upgrade definition: Records that meet the requirements of first-level description (AACR2, rule 1.0D1). Correspondence between data in Minimal-level records and data required for first-level description is not exact. Data required for online cataloging may not be required by cataloging rules.

Database enrichment: implemented in 1991, this capability allowing full mode and higher authorizations to add subject headings and call numbers to records. The ability to add 505 contents notes became part of Database Enrichment in August 1992. Also in 1992, it became possible for full and higher authorizations to add 300 physical description fields to CIP records. Allowing Enhance participants to upgrade any CIP record, except for its Encoding Level value of 8, was introduced in 1993. Database Enrichment was further expanded in March 1996 when fields 006 and 007 were added, and yet again in August 2002 with the addition of over two dozen 0xx, 5xx, and 6xx fields.

The Expert Community is an expansion of master record editing capabilities to all full level cataloging users. OCLC's Expert Community provides Connexion users who have a full level authorization or higher more flexibility in making changes to WorldCat master bibliographic records. Maintenance of WorldCat is shared more equally between OCLC staff and member libraries. The additional capabilities provided are a powerful expansion of those that have been available especially through Database Enrichment since 1991.

Recognize Encoding Levels in Records

Record 1 of 1

Edit | Editing Bibliographic Record | Action | Action

WorldCat: Art and cultural heritage

OCLC 60245454 No holdings in OCL - 446 other holdings
No OCL holdings in GLIMIR cluster; 494 other holdings in

| Books | Rec Stat | c | Entered | 20050429 |
|-------|----------|------|---|----------|
| Type | a | ELvl | 4 | Srcn |
| BLvl | m | Form | | Conf |
| | | Cont | b | GPub |
| Desc | i | Ills | ab | Fest |
| | | | | |
| 010 | | | 2005012017 | |
| 040 | | | DLC: 1b eng 1e rda 1c dlc 1d BAKER 1d C#P 1d UKM 1d ONA 1d YDXCP 1d BTCTA 1d TKF 1d MUG 1d ZP2 1d NZAUC 1d OCLCO 1d WAU 1d OCLCO 1d OCLCA 1d IOD 1d UXD 1d NJR 1d DHA 1d OCLCQ 1d AU@ 1d UK | |
| 015 | | | GBA592531 \$2 bnb | |
| 016 | 7 | | 013326289 \$2 Uk | |
| 019 | | | 62225407 \$a 183927648 \$a 1002050286 \$a 1004466634 | |
| 020 | | | 9780521857642 \$q (hardback) | |
| 020 | | | 0521857643 \$q (hardback) | |
| 020 | | | 9780521122979 \$q (paperback) | |
| 020 | | | 052112297X \$q (paperback) | |
| 024 | 3 | | 9780521857642 | |
| 042 | | | pcc | |
| 050 | 0 0 | | K3791 \$b .A97 2006 | |
| 082 | 0 0 | | 344/ 09 \$2 22 | |
| 084 | | | KC236.4 \$b A78 2005 \$2 moys | |
| 090 | | | \$b | |
| 049 | | | OCLC | |
| 245 | 0 0 | | Art and cultural heritage : \$b law, policy, and practice / \$c edited by Barbara T. Hoffman. | |
| 264 | 1 | | Cambridge ; \$a New York : \$b Cambridge University Press, \$c [2006] | |
| | 4 | | \$c \$2006 | |

Can you replace this record through:

1. Minimal-level upgrade?
2. Database enrichment?
3. Expert Community?

Record example: using Connexion browser... LOCK record before editing

OCLC # 60245454

Minimal Upgrade? No

Database Enrichment? Yes

Expert Community? No

Notes Upgrade/change record with special authorization

Recognize Encoding Levels in Records

Can you replace this record through ...

1. Minimal-level upgrade?
2. Database enrichment?
3. Expert Community?

| OCLC | | 779696233 | | No holdings in OCL - 184 other holdings | |
|-----------|---|-----------|-----------------------|--|---|
| Save File | | 31 | | No OCL holdings in GLIMR cluster; 184 other holdings in GLIMR cluster of 1 | |
| Books | | Rec:stat | c | Entered | 20120307 |
| | | Replaced | | | 20140701161818.4 |
| Type | a | ELvl | M | Srcs | d |
| | | Audio | f | Ctr | |
| | | Lang | eng | | |
| BLvl | m | Form | o | Cont | 0 |
| | | Blpg | | MRec | |
| | | Ctrv | nyu | | |
| | | Cont | a | GPub | 0 |
| | | Lif | 0 | Indx | 1 |
| | | Desc | a | Dates | 2012 . |
| | | Fast | 0 | Dist | s |
| 006 | | | m | eo | d |
| 007 | | | c | rb | r |
| 040 | | | NYBEP | fb | eng |
| 020 | | | 9781606494127 | (electronic bk.) | |
| 020 | | | 1606494120 | (electronic bk.) | |
| 020 | | | z2 | 9781606494110 | (pbk.) |
| 024 | 7 | | 10.4128/9781606494127 | #2 | doi |
| 060 | 4 | | HF1379 | hb | C952 |
| 072 | 7 | | BUS | *x | 026000 |
| 072 | 7 | | BUS | *x | 035000 |
| 072 | 7 | | BUS | *x | 043030 |
| 072 | 7 | | POL | *x | 011020 |
| 082 | 0 | 4 | 382 | #2 | 23 |
| 090 | | | | hb | |
| 049 | | | OCLC | | |
| 100 | 1 | | Czinkota, | Michael | R. |
| 245 | 1 | 0 | As I was saying | hb | [electronic resource] : hb observations on international business and trade policy, exports, education, and the future. |
| 250 | | | | | 1st ed. |
| 260 | | | [New York, N.Y.] | (222 East 46th Street, New York, NY 10017) : | hb Business Expert Press, hc ©2012. |

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using Connexion client or Record Manager, it is not necessary to LOCK record before editing

OCLC #779696233

Minimal Upgrade? Yes

Database Enrichment? Yes

Expert Community? Yes

Notes Less than full ELvl; no field 042

Recognizing Encoding Levels in Records

LDR cam 8i

Record Status: c - Corrected or revised

Type of Record: a - Language material

Bibliographic Level: m - Monograph/Item

Type of Control: ** - No specified type of control

Encoding Level: 8 - Prepublication level

Descriptive Cataloging Form: i - ISBD punctuation included

Done Cancel

| | | | | | | | | | | | |
|-----|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|---|
| 055 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | PR6063.C326 \$b S43 2019 |
| 082 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 823/.914 \$2 23 |
| 084 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | cc11cc \$2 lacc |
| 090 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | \$b |
| 049 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | MAIN |
| 100 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | McCall Smith, Alexander, \$d 1948- \$e author. |
| 245 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The second-worst restaurant in France / \$c Alexander McCall Smith. |
| 263 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 201907 |
| 264 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Toronto : \$b Alfred A. Knopf Canada, \$c 2019. |
| 300 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | pages cm |
| 336 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | text \$b txt \$2 rdacontent |
| 337 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | unmediated \$b n \$2 rdamedia |
| 338 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | volume \$b nc \$2 rdacarrier |
| 500 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Stuart, ... |

Can you replace this record through ...

1. Minimal-level upgrade?
2. Database enrichment?
3. Expert Community?

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This is a record display from Record Manager

OCLC #1090797793

Minimal Upgrade? No

Database Enrichment? Yes

Expert Community? Yes

Notes CIP upgrade; leave Elvl as is after updating

Point of need tutorials

- Videos are embedded in cataloging documentation to illustrate a concept or provide a brief step-by-step guide to performing a task

Metadata Services » WorldShare Record Manager » Bibliographic records » MARC 21 view


Work with variable fields

Overview

Variable fields:


- Have no required length
- Have up to two single-digit indicators
- Identified by a three-digit numerical tag
- Have tag numbers in the range 0101-999
- Appear after the fixed fields
- Can be added or deleted
- Contain one or more subfields
- Can be reordered (moved)

Watch a video



— Table of contents

1. Overview
- 1.1. Watch a video ←
2. Add a field in a MARC 21 record
3. Copy and paste a variable field
4. Copy and paste nonadjacent fields
5. Delete a field from a MARC 21 record
6. Edit variable fields with guided entry
7. Go to the electronic location in an 856 field
8. Insert information from a cited record
9. Move a variable field in a MARC 21 record
10. Unlink Non-Latin fields

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Videos offer a shorter (5-20 minutes) take on some key concepts. Find videos throughout our documentation or on the [Videos](#) page in this guide.

Playlists in each training guide

- Videos are found on the [Videos](#) page in the product training guide.

WorldShare Record Manager training

Videos offer a shorter (5-20 minutes) take on some key concepts. Find videos throughout our documentation. Exercises provide a chance to reinforce your knowledge through practice. Find hands-on training opportunities.

Instructor-led training, live and recorded

Videos Exercises

Live classes
Register to attend a live training class on WorldShare Record Manager.

Editing
This course covers the basics of editing records in WorldShare Record Manager.

Policies for adding original records to WorldCat
This recorded course explains OCLC policies and standards for original bibliographic records in WorldCat, regardless of OCLC cataloging interface (Connexion or WorldShare Record Manager) used.

Policies
This recorded course explains OCLC policies and standards for original bibliographic records in WorldCat, regardless of OCLC cataloging interface (Connexion or WorldShare Record Manager) used.

All WorldShare Record Manager videos

The screenshot shows a video player interface. The video title is "Introduction to Record Manager" and it is part of "WorldShare® Record Manager" and "OCLC Member Education". Below the video player is a "MORE VIDEOS" section with a horizontal scrollable playlist of related training videos:

- Introduction to Record Manager
- Searching WorldCat: Basic searching
- Searching WorldCat: Advanced searching
- Local bibliographic data
- Original cataloging
- Edit bibliographic data
- Create and edit local holdings records for serials

Supplemental training resources

In order to address broader learning goals to help you build your skills, OCLC is pleased to suggest additional training resources from select organizations with a proven background of serving libraries' training needs.

Supplemental training resources

OCLC offers free training on our products to our members as part of our commitment to keeping library costs down. However, learning you need to be effective.

In order to address the broader learning goals that can help you further build your skills, OCLC is pleased to suggest additional training resources from select organizations with a proven background of serving libraries' training needs.

Interested in cataloging skills training (MARC, RDA, etc.)?

The Library of Congress provides the [Catalogers Learning Workshop \(CLW\)](#), offering information professionals a variety of classification of bibliographic information.

Association for Library Collections & Technical Services (ALCTS) offers an online course in the fundamentals of cataloging. Visit [OhioNET](#) or [Midwest Collaborative for Library Services \(MCLS\)](#) for more training opportunities.

Interested in Digital Preservation Skills Training?

Association for Library Collections & Technical Services (ALCTS) offers an online course in the fundamentals of preservation. Visit [Wisconsin Library Services \(WiLS\)](#) or [OhioNET](#) for more training opportunities.

Additional training resources

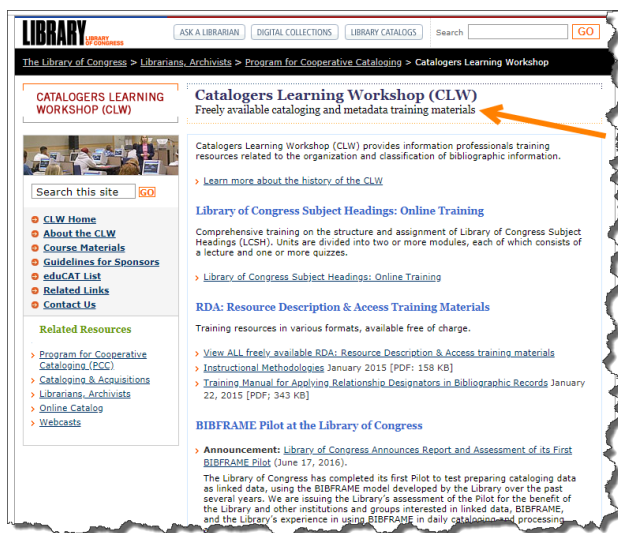
- Amigos
- Minitex
- Wisconsin Library Services (WiLS)
- MCLS
- OhioNET

https://help.oclc.org/Librarian_Toolbox/Supplemental_training_resources

Library of Congress

- Provides training resources for information professionals related to the organization and classification of bibliographic information.
- Library of Congress Subject Headings
- RDA: Resource Description & Access
- BIBFRAME Pilot at Library of Congress

<https://www.loc.gov/catworkshop/>



product training isn't the only type of learning you need to be effective.

ALCTS

Association for Library Collections & Technical Services

- Offers training in the basics for library technical services skill areas
- Fundamentals of Cataloging
- Fundamentals of Metadata
- Fundamentals of Preservation



<http://www.ala.org/alcts/confevents/upcoming/webcourse>

product training isn't the only type of learning you need to be effective.

REVIEW

Start at <https://help.oclc.org>

The screenshot shows the OCLC help page interface. At the top, there are five categories: Discovery and Reference, Library Management, Metadata Services, Resource Sharing, and Librarians' Toolbox. Below these is a section titled '© All products and services' containing a grid of product names. Two orange boxes highlight 'Connexion' in the first column and 'WorldShare Record Manager' in the third column. To the right of the screenshot, two blue boxes with orange arrows pointing to the 'Librarians' Toolbox' category contain the following text:

CATALOGING TOOLS

- Cataloging documentation
- Authorities: Formats and indexes
- Bibliographic Formats and Standards
- Technical Bulletins

TRAINING

- About OCLC training
- Supplemental training resources

How to locate training

select a category to navigate to the specific product and that training page

Or select your product directly from the list of all product and services

Visit the librarians toolbox to view cataloging documentation such as Bib formats and standards as well as general info about OCLC training and the supplemental training resources that are available (and that we discussed today)

Questions?



Kathy Kie
Senior Training
Coordinator



Rick Newell
Senior Training
Coordinator



Mindy Tran
Senior Training
Coordinator



Mary Alice Robinson
Senior Training
Coordinator

Questions?



Hayley Moreno
Database
Specialist II



Rick Newell
Senior Training
Coordinator



Shanna Griffith
Database
Specialist II



Robert Bremer
Senior Consulting
Database
Specialist



Bryan Baldus
Consulting
Database
Specialist



Jay Weitz
Senior Consulting
Database
Specialist



Thank you!

Send cataloging policy questions
at anytime to:

askqc@oclc.org

Session links available at:

oclc.org/askqc

Next Virtual AskQC Office Hours:

Small errors with big consequences

Wednesday, May 8, 2019

1:00 PM Eastern

Register at oclc.org/askqc

**Because
what is
known must
be shared.®**

