

**Cataloger's Desktop on the Web:**  
**With an emphasis on AACR2r, LCRI, SCM**  
**Class Script/Outline**  
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**Handouts:**

- ✓ Script/outline
- ✓ Cataloger's Desktop web site
- ✓ Search tips

**1. Logging on**

<http://desktop.loc.gov/>

- Cataloger's Desktop is available in English, French, and Spanish interfaces
- Choose appropriate interface before logging on
- Logging on opens up three windows. Can close two underlying windows

**2. Types of display**

- Browse
- Document
  - Default display; upon opening, shows search window
  - Click on [Browse] tab to set Browse display (shows Table of Contents on left, and Document on right)
- Results
- Doc/Results

**3. General notes**

- Help: very general
- Login screen: Quick start tutorial: has Quick tips
- Quick tips: brief online tutorials; several available already, others being developed
- Searching: unless specific tools have been chosen in the Table Of Contents (TOC), any search issued will search all documents listed in the TOC

**4. Setting preferences**

- Preferences
  - First need to: Set personal email (type in email address; click [Set])
  - "Personal email set!" appears; click [OK]
  - Default view: all resources
  - [Clear all] to clear all resources
  - Choose preferred resources by clicking appropriate boxes
  - Set view
  - "Default view changed" appears; click [OK]

- Other options (Exclude all Web-only resources; Select all; Clear all)
- [Start over] to set main display to selected preferences
- [Browse] to set Browse display
- Limit by “My preferences” to set default to Preferences
- Can also Limit by: Full site, Type of material, etc.
- Can also use [Reset]; [Use non-web] OR [Use full site] to change default temporarily
- Preferences saved on Cataloger’s Desktop server (per email message from L.C. sent Oct. 2007). Preferences remain set until Internet browsing history is cleared (then will need to re-set)

**Example:**

- [Preferences]
- [Set personal email]
- [email address] [Set]
- “Personal email set!” [OK]
- [Clear all]
- Select: Anglo-American Cataloging rules, LCRI, SCM
- [Set view]
- “Default view changed!” [OK]
- [Start over]
- [Browse]
- Limit by “My preferences”
- Note new Table Of Contents
- [Reset]
- [Use Non-web]
- Note new TOC
- Can toggle between different sets of resources by using [Reset] button

**5. [Setting bookmarks]**

- Steps:
  - Search for specific document/portion of document
  - [Document] view
  - [Bookmark] to save bookmark
  - [Bookmarks] to see available bookmarks
  - [Delete] to delete bookmark

**Example:** Setting up a bookmark for LCRI 21.30J

- In Search box (upper right): 21.30j
- Click box in front of : Library of Congress Rule Interpretations
- [Search] (upper right)
- Click on (left column): [21.30J Titles / LCRI]
- [Document] tab
- [Bookmark] icon
- “Bookmark has been added”; [OK]

- [Browse] to get back to Browse display
- [Bookmarks] to see available bookmarks
- [Delete] to delete a bookmark

## 6. Setting categories

- Place mouse pointer over [Categories]
- Choose from pull-down menu by clicking on appropriate category
- Choose from resulting list by clicking on appropriate category
- Note change to TOC
- [Reset] to change back to [Use LC Resources], [Use Personal Prefs], [Use Full Site]
- OR [Categories] to choose another category

**Example:** Change categories to Subject heading resources

- [Categories]
- [Type of activity]
- [Subject headings]
- **Example of a basic keyword search:** Click box in front of [Subject Cataloging Manuals]; in Search box, type “call number?” date?; [Search]
- Choose [G140 dates] from left column by clicking on it
- Information from source appears on right-hand side
- Use [Prev hit] and [Next hit] to move from specific hit to specific hit within the same document listed in results display (on left)
- Use [Prev Hit doc] and [Next Hit doc] to move from document to document listed in the results display
- Use [Prev section] and [Next section] to move from section to section within a specific document (disregards actual hits)
- Click on an item in the TOC to move to that section of results
- “Words around hits” (upper left): click on [Short] to see display of words appearing around each specific hit
- “Open in new window” (upper right): opens additional window with document information in it
  - Remember to close windows when done with them
- [Clear search] to clear an active search and its results
- OR [Start over] to close document, reset TOC to most recent default display

## 7. Searching via Browse display/TOC

- Set to: Browse display
- Click on folder to open folder/close folder
- Click on topic to open up document
- Hot links within documents
- Backtrack
- Prev Section: opens previous section in document
- Next section: opens next section in document
- Start over: to close document, reset TOC to most recent default display

**Example:** Find the Library of Congress cutter table

- Reset: Use Personal Prefs
- Default view: [Browse]
- Click to open folder: Library of Congress Cutter Table
- Information appears on right side

**Example:** Find all of the L.C. cutter tables

- Default view: [Browse]
- Click to open folder: "SCM"
- Click to open folder: "SCM: Shelflisting"
- Click to open "General"
  - "Cutter numbers" is available here
  - "Translations" cutter table is available here
  - "Regions and countries" cutter table is available here
  - "Biography" cutter table is available here
- Click to open any of the tables mentioned above
- Follow some hot-links
- "Sync TOC" synchronizes TOC to location of document on right
- Can open new folder by clicking on appropriate folder (e.g., AACR2r)
- OR Can close all folders by clicking [Start over]

**POP QUIZ A:** Using this technique, how would one find a list of free-floating subdivisions for subject headings?

## 8. Basic keyword searching

- Choose resource(s) to search in from TOC by clicking on appropriate boxes. Can also choose specific section from within resource
- Search (upper right) OR
- Search tips & search history (upper right) OR
- Search box in Documents window (right side)
- Boolean searching (see handout: Search tips)

**Example:** Look for the specific LCRI 1.6 (Series)

- Choose tool: LCRI
- Type in Search box: 1.6 [Search]
- Choose appropriate document using any of several techniques; read information

**Example:** Look for rule which discusses the phrase "Includes bibliographical references"

- Choose tools: AACR2r, LCRI
- Type in any of the three Search boxes (mentioned above): "includes bibliographical references" [Search]
- Choose document from TOC by clicking on it; read information
- Note again how [Prev hit] and [Next hit] move to and from specific hits

**POP QUIZ B:** Using this technique, how would one find the SCM information about dates in call numbers? (hint: instruction sheet is G 140)

## 9. Advanced searching

- Start over
- Search tab
- OR Advanced search (upper right)
- Can specify resource(s) to be searched in TOC
- In most cases, best results occur when Search terms are NOT combined with another search
- Read individual [Help] buttons for each specific search category to learn details about that type of search

**Example:** Find LCRI 21.30J (title added entries)

- **Advanced search** OR **Search** tab
- Note searching categories on right
- Click box in front of LCRI in TOC
- Note change in searching categories
- **Descriptive: Rule title or number: 21.30j** [Search]

**[Example:** Look for rules of how to punctuate titles in bibliographic records]

- **Broadest search**
  - TOC: AACR2r, LCRI
  - Search terms: punctuat\* title
  - More than 40 results, two terms pulled from anywhere
- **Narrower example Number One**
  - TOC: AACR2r, LCRI
  - Search terms: title
  - Descriptive: Rule title or number: punctuat\*
  - 37 results; "title" pulled from anywhere, "punctuat\*" pulled from rule's title or number
- **Narrower example Number Two**
  - TOC: AACR2r, LCRI
  - Search terms: punctuat\*
  - Descriptive: Rule title or number: title
  - 19 results; "punctuat\*" pulled from anywhere, "title" pulled from rule's title or number

**POP QUIZ C:** Using this technique, how would one find SCM g 140?

## 10. Logging out

- Session times out after 60 minutes OR
- Logout (upper right)
  - If Logout does not appear on screen, may need to change monitor resolution. Contact Raphael for help with this