

List of classes
Offered by Rita Stumps
Training and Documentation Coordinator

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CURRENT OFFERINGS (in alphabetical order)

1. Authorities searching class (taught with Paul Priebe):
 - Searching authority records in CatME
 - Searching authority records in Voyager
 - Focus on series authority records: how to read them, how fields in authority records correspond to fields in bibliographic records
2. Cataloger's Desktop (Web version):
 - Basic construction and display options
 - Setting preferences/bookmarks/categories
 - Search options (Boolean; Advanced searching; viewing the results)
 - Searching in the following tools: AACR2r, LCRI, MARC code lists, Subject Cataloging Manual
3. Classification Web:
 - Explanation of main menu
 - Types of searching: Browse classification schedules, Classification search, L.C. subject headings search, Subject heading and classification number correlations
4. Macro Express:
 - Location of Excel table of Macro Express macros
 - General policies
 - Launching Macro Express
 - Common macros and how to use them
5. OCLC Connexion Client cataloging:
 - General introduction to macros
 - Copy cataloging: editing fields; moving fields; using diacritics; undoing edits; saving records to/deleting records from online/local files; updating records
 - Original cataloging: locking/replacing records; creating original records from workforms or by deriving from existing records
 - Controlling headings
 - Using constant datas: choosing a file; setting up a file; creating, applying, deleting constant datas

6. OCLC Connexion Client searching:
 - Display and customization
 - Searching for bibliographic records
 - Searching for authority records
 - Export function (incl. setting up a file)
7. Outlook (Client and Outlook Web Access):
 - Basic display
 - Reading, writing, searching for, responding to, forwarding email messages
 - Customization (signature files, etc.)
 - Organizing and using message folders
 - Organizing and using address books
 - Using Calendar
8. Overlay:
 - Why overlay?
 - Voyager procedures
 - OCLC Connexion Client procedures
 - Examples of some common situations
9. Voyager editing class:
 - Basic layout: display, menus, icons relevant to editing
 - Adding, editing, deleting fields in bibliographic records, including using various diacritic editing methods
 - Creating new records by using workforms or by copying records
10. Voyager holdings/items class:
 - Basic layout: display, menus, icons relevant to editing holdings/items
 - Adding, editing, deleting fields in holdings and item records
 - Creating new holdings and item records
 - Linking and re-linking holdings and item records
11. Voyager searching class:
 - Basic layout: display, menus, icons relevant to searching
 - How records are related (bibliographic, holdings, items, authorities)
 - Basic searching: keyword, non-keyword, builder