CLIR Cataloging Gateway

Cataloging

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Cataloging Examples

Pathe

- Pathe X 3918
- Pathe 4544

Gramophone

- Gramophone P 681
- Gramophone GY 546
- Gramophone GY 565
- Gramophone K 555
- Gramophone K 370
- Gramophone K 2579
- Gramophone K 6046

Victor

- Victor 79665
- Victor 79505
- Victor 79675
- Victor 79066
- Victor 79360

Disco Nacional

- Disco Nacional 11014
- Disco Nacional 18002
- Disco Nacional 18438

Discography and Dating

Discographies for CLIR

Dating Gramophone and Zonophone discs

Dating Pathe discs

Dating Disco Nacional discs

Dating APGA discs

Dating Columbia Discs

Other Useful Resources for French and Spanish and Portuguese Language discs

http://www.dutempsdescerisesauxfeuillesmortes.net/

  -Helpful for finding French artists, composers and lyricists from 1870s to 1945

http://comedie-musicale.jgana.fr/

  -Database of all musical comedies produced in France from 1918 to 1940, with singers, composers, lyricists, etc.

http://musique-de-films.blogspot.com/

  -Provides information on French film music from early sound era

http://www.artlyriquefr.fr/dicos/Opera%20chrono%20chanteurs.htm

  -Comprehensive list of singers with l'Opéra de Paris up to 1971

http://www.elartedevivirelflamenco.com/inicio.html

  -Extensive list of singers, guitarists and composers in the flamenco tradition

http://www.todotango.com/english/home.aspx

  -An informational clearinghouse on all things tango

http://frontera.library.ucla.edu/

  -An online repository of Mexican and Mexican American 78 rpm phonograph recordings

CLIR 78 RPM RDA Cataloging Guidelines

[Section 1] 2. Identifying manifestations and items

2.2.2.4. Preferred source of information–other resources

- this rule applies to all audio carriers

2.3.6.3. Recording variant titles

- Follow LC-PCC PS. Input titles in 246 or 740 as appropriate

2.8.2 Place of Publication

- Follow LC-PCC PS

2.8.4. Publisher's name

- Input in 264 (2nd indicator 1) $b

2.8.6.6. Date of publication not identified in a single-part resource

- Follow LC-PCC PS

2.15. Identifier of manifestation

- Issue number (sound recordings) (028 (1st indicator 0)
- Matrix number (sound recordings) (028 (1st indicator 1)

2.20.2.3 Title source

- Note that this rule applies to all audio recordings. Routinely supply this element, regardless of where the title is taken.

[Section 1] 3. Describing carriers

3.2. Media type

- Follow LC-PCC PS. Record media type associated with primary content of a resource in all cases.
- [Record in MARC 337 using vocabulary supplied in **table 3.1** under **3.2.1.3. Recording media type**]

3.22.2. Note on Extent of Manifestation

- See Chapter 3 appendix for guidance on making notes and recording other elements for specific types of audio recordings.

3.3.1.3. Carrier type

- [Record in MARC 338 using vocabulary supplied in list under **3.3.1.3**]

[Section 2] 6. Identifying works and expressions

6.9. Content type

- [Record in MARC 336 using vocabulary supplied in **table 6.1** under **6.9.1.3. Recording content type]**

6.11. Language of expression

- Sung or spoken text (sound recordings) (008/35-35, 041 $d)
- Original language of printed, sung or spoken text (041 $h)
- See also 7.12. **Language of the content**
- Optionally, explain the language content in a 546 field (for primary language content)

6.14.2.8.6 Compilations of Musical Works—Incomplete compilations

- Generally follow LC-PCC PS for the alternative.
- [Append *Selections* to one of the conventional collective titles formed according to 6.14.2.8.2-6.14.1.8.5]
- [Record individual works as well, if useful for identification and access]
- See example under 6.2.2.9.2 Recording the preferred title for a part or parts of a work—Two or more parts

[Section 2] 7. Describing content

7.23. Performer, narrator, and/or presenter

- For audio and video recordings, routinely give performers, narrators and/or presenters in a 511 field.

[Section 6] 18. General guidelines on recording relationships to persons, families and corporate bodies associated with resource

18.5.1.3 Recording relationship designators

- MLA recommendation: Generally give relationship designators for all persons and corporate bodies for which access points are given. Give terms in $e rather than codes in $4

[Section 6] 19. Persons, families, & corporate bodies associated with a work

19.2 Creator

- MLA recommendation: if feasible, give separate access points for all creators (beyond the first) for each work for which an access point is given

[Section 6] 20. Persons, families, & corporate bodies associated with an expression

20.2 Contributor

- *MLA recommendation:* If feasible, give access points for all arrangers, solo performers, conductors, and performing ensembles. Generally do not give access points for the members of a performing ensemble if already giving an access point for the ensemble.

Works, Expressions, Manifestations, Items

WEMI (a record disc example)

Work: Verdi's Rigoletto. Donna e mobile

Expression: Recorded in French by Carlo Albani ("Comme la plume au vent" matrix 4911) for Disque Pathe

Manifestation: Disque Pathe issue of a pressing of Carlo Albani recording, "Comme la plume au vent" (matrix 4911, Catalog number 10)

Item: Copy of Disque Pathe issue of Carlo Albani recording (matrix number 4911, Catalog number 10) assigned barcode and call number and filed in UCSB Performing Arts record stacks (see Updating Holdings and Items).

Name Access Point Guidelines

Personal Name Access Points

Access points for personal names should be taken from authority files when this is possible. To find the authorized form of a personal name, search for the name in the LC Name and Subjects database in Connexion: **Shift + F2**.

If we search "Whiteman, Paul" in the Personal Names (pn:) field in the LC Name and Subjects Database, we get three authority records:

Let's select and double click on record 3, since this matches our personal name search.

This brings up the name authority file for Paul Whiteman.

To add this personal name as an access point to our record, we copy the name from the 100 1_ field in the authority file, and paste it into the either the 100 1_ field or a 700 1_ field, depending on how you are arranging the access points. Right click on the field and choose control single field. This "controls" the field and collates the record with all other records containing that name.

BEFORE controlling the single field, however, we need to show the relationship of the personal name to the resource we are describing. **We do this by adding the relationship designator.**

If the personal name cannot be found in the LC Name and Subjects Database

Look for the personal name in records in WorldCat: **F2**. Are there other records with that name in the access point? If you turn up a number of records, copy the must frequently used form of the name. As above, remember to include a relationship designator, to show the relationship between the personal name access point and the work. You will not have the option of right clicking and controlling this field.

In this case we are adding unauthorized access point to our record. Do not do this if you have only a last or first name. You must enter at least a surname and a first initial for a personal name access point--whether it's authorized or unauthorized. The only exception to this would be is if the artist was known by one name (like "Charlus" or "Mariola").

Corporate Name Access Points

Access points for corporate name should be taken from authority files when this is possible. To find the authorized form of a corporate name, search for the name in the LC Name and Subjects database in Connexion: **Shift + F2**.

If we search "paul whiteman orchestra" under Corporate/Conference Names field (cn:) in the LC Name and Subjects Database, we get the following authority record:

RN   5929047

Rec stat   c   Entered   20021209   Replaced   20050804140402.0
Type   z   Upd status   a   Enc lvl   n   Source   c
Roman   ■   Ref status   a   Mod rec   Name use   a
Govt agn   ■   Auth status a   Subj   a   Subj use   a
Series   n   Auth/ref   a   Geo subd n   Ser use   b
Ser num   n   Name   n   Subdiv tp n   Rules   c

010			no2002111258
040			WaBeW ǂb eng ǂc WaBeW ǂd VtMiM-Mu ǂd DLC
035			(OCoLC)oca05929047
110	2		Paul Whiteman Orchestra
410	2		Whiteman Orchestra
410	2		Paul Whiteman's Orchestra
500	1		Whiteman, Paul, ǂd 1890-1967
670			A tribute to George Gershwin, 1938, p1977: ǂb container (Paul Whiteman and his orchestra)
670			Paul Whiteman's Orchestra featuring Bix Beiderbecke, 1950-?

To add this corporate name as an access point to our record, we copy the name from the 110 2_ field in the authority file, and paste it into the 710 2_ field. Right click on the field and choose control single field. This "controls" the field and collates the record with all other records containing that

name. BEFORE controlling the single field, however, we need to show the relationship of the personal name to the resource we are describing. **We do this by adding the relationship designator.**

If the corporate name cannot be found in the LC Name and Subjects Database

Look for the corporate name in records in WorldCat: F2. Are there other records with that corporate name in the access point? If you turn up a number of records, copy the must frequently used form of the corporate name. As above, remember to include a relationship designator, to show the relationship between the personal name access point and the work. You will not have the option of right clicking and controlling this field. Please note that a format like "Paul Whiteman and his Orchestra" may never be used as corporate name access point. This format will appear on many discs from this era. Do not use this form of the corporate name even if you find it in other records in World Cat.

Personal and Corporate Name Resources

Library of Congress Authorities

Virtual International Authority File

Encyclopedic Discography of Victor Records
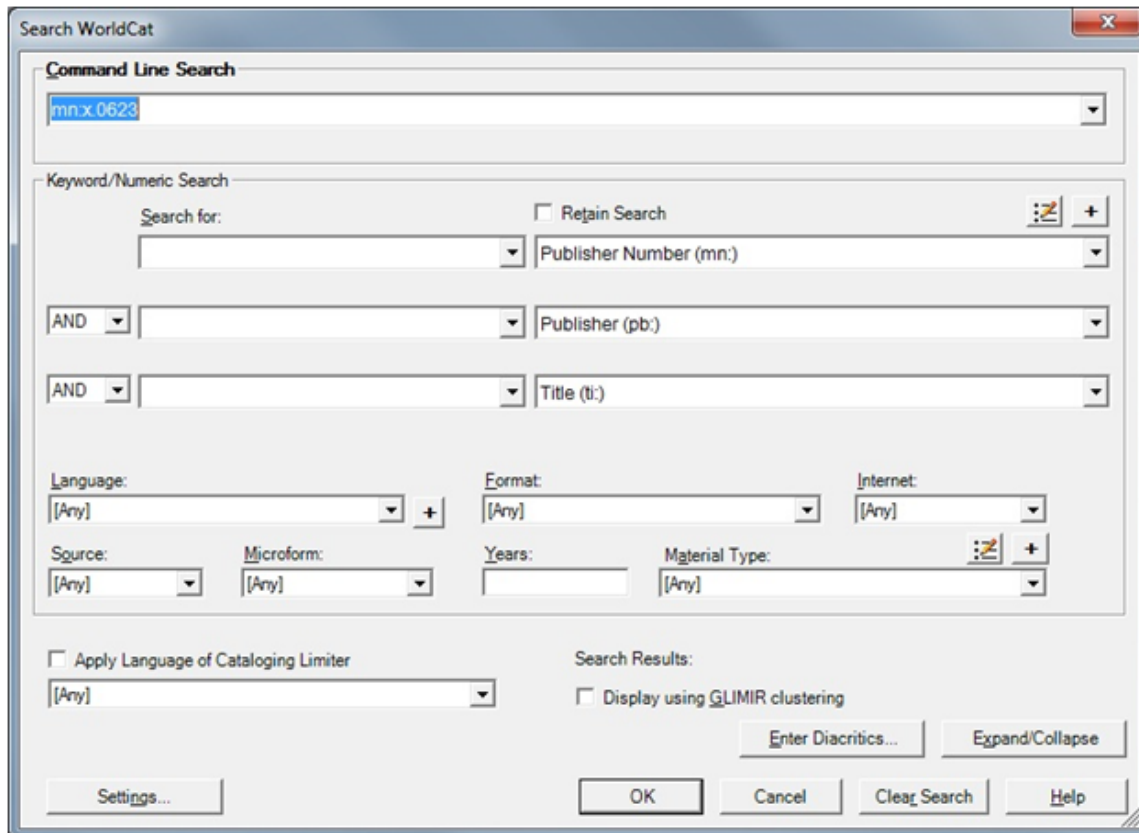
Oxford Music Online

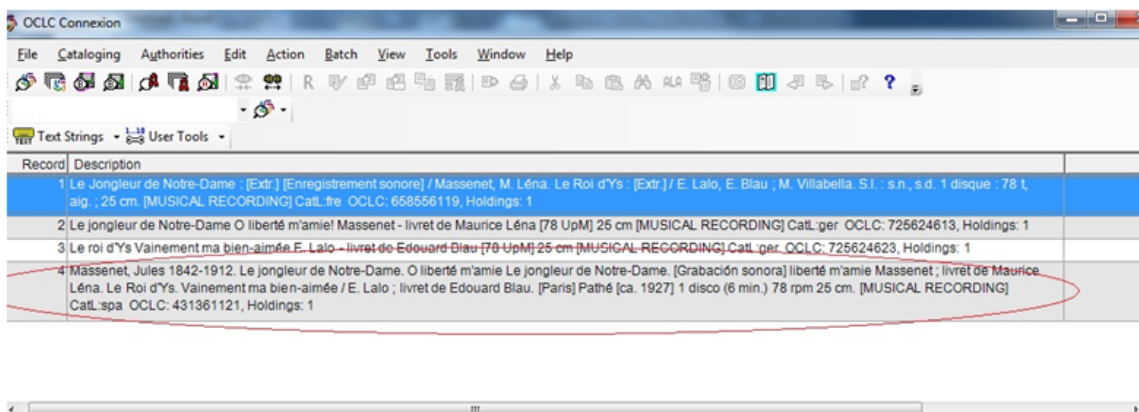# Foreign Language and Rigler Deutsch Records in OCLC

Foreign Language Records in OCLC

Log into OCLC Connexion and open a search window. **F2**

For this example, we are searching by disc number (mn: disc number). In this case, the disc number is X.0623**.**

Our search turns up the following result:

Let's click on entry 4.

Here is the record we get:

007			s ǂb d ǂd d ǂe m ǂf s ǂg d ǂh n ǂi n ǂj m ǂk s ǂl l ǂm u ǂn b
040			BNM ǂe rdc ǂb spa ǂc BNM
016	7		bisoBNE20050112699 ǂ2 SpMaBN
028	2	0	N 200708 Heugel, N 200710 Heugel
028	2	0	X 0623 ǂb Pathé Actuelle
084			5 ǂ2 mu
090			ǂb
049			CUTM
100	1		Massenet, Jules ǂd 1842-1912.
240	1	3	Le jongleur de Notre-Dame. ǂp O liberté m'amie
245	1	3	Le jongleur de Notre-Dame. ǂh [Grabación sonora] ǂp liberté m'amie ǂc Massenet ; livret de Maurice Léna. Le Roi d'Ys. Vainement ma bien-aimée / E. Lalo ; livret de Edouard Blau.
260			[Paris] ǂb Pathé ǂc [ca. 1927]
300			1 disco (6 min.) ǂb 78 rpm ǂc 25 cm.
500			Etiqueta verde y negra.
500			En etiqueta: "Chant acc. orchestre"
511	1		M. Villabella.
550		7	Óperas ǂx Fragmentos. ǂ2 embne
700	1	2	Lalo, Édouard ǂd 1823-1892 ǂt Le Roi d'Ys. ǂp Vainement, ma bien-aimée!
700	1	2	Blau, Édouard ǂd 1836-1906.
700	1	2	Léna, Maurice ǂd 1859-1928.
700	1		Villabella, Miguel ǂd 1892-1954 ǂe int.
740	3	2	Le roi d'Ys.
029	0		BNM ǂb biso0000741557

This record corresponds to our disc. It was, however, created by the Spanish National Library, and is not an English language OCLC record. We would therefore ignore this record and create an original catalog record of our own. This goes for all non English records in OCLC.

The following record (the first on our list above, actually) was created by the French National Library:

007			s ǂb d ǂd d ǂe m ǂf s ǂg u ǂh n ǂi n ǂj m ǂk s ǂl l ǂm z ǂn z
040			BDF ǂe ncafnor ǂb fre ǂc BDF ǂd OCLCQ
016	7		FRBNF379680080000007 ǂ2 FrPBN
019			761782558
028	0	1	X0623 ǂb Pathé
090			ǂb
049			CUTM
245	0	3	Le Jongleur de Notre-Dame : ǂb [Extr.] ǂh [Enregistrement sonore] / ǂc Massenet, M. Léna. Le Roi d'Ys : [Extr.] / E. Lalo, E. Blau ; M. Villabella.
246	3		Roi d'Ys : [Extr.]
260			S.l. : ǂb s.n., ǂc s.d.
300			1 disque : ǂb 78 t, aig. ; ǂc 25 cm.
856	4	2	ǂ3 Notice et cote du catalogue de la Bibliothèque nationale de France ǂu http://catalogue.bnf.fr/ark:/12148/cb37968008t
886	1		ǂ2 intermrc ǂa 009 ǂb ge--x-----1---aza
886	2		ǂ2 intermrc ǂa 723 ǂb -- ǂ3 13976079 ǂw ... b ... ǂa Pathé
886	2		ǂ2 intermrc ǂa 917 ǂb -- ǂo OPR ǂa R02064420
886	2		ǂ2 intermrc ǂa 919 ǂb -- ǂp FR ǂo CRA ǂa PH23200550PB
029	1		BDF ǂb FRBNF379680080000007

The language code in subfield $b in the 040 field tells you what language the record was created in ("spa" in the first example, "fre" in the second).

After checking all four records in our list (the other two are in German), and confirming that they were not created in English, we could go ahead and create an original record for our disc, "ignoring" the non English records for the same disc in OCLC.

Rigler-Deutsch Records in OCLC

Besides non English records, we also ignore "Rigler-Deutsch" (RDI) records—minimal records that have "ARSC" in the 040 field

Log into OCLC Connexion and open a search window. F2

For this example, we are searching by disc number (mn: disc number). In this case, the disc number. In this case, the disc number is h60 --link to example--

Our search turns up the following result:

Record	Music Pub	Main Entry	Title	Publisher	Date	L	Held
1	H60	Raisner, Albert, 1922-2011. (FrPBN)140...	Album Trio Raisner [Musique imprimée] : 10 nouveaux succès pour...	Hohner,	1956		
2	H60		Hortensia [Enregistrement sonore] /	s.n.,	19uu		
3	H60		Let all mortal flesh keep silence : Old French carol--Picardy /	Michael Cambern : Ca...	1966		
4	H-60	Burakoff, Gerald.	Music making in the elementary school [electronic resource] : base...	Hargail Music Press,	1968		
5	H-60	Burakoff, Gerald.	Music making in the elementary school : based on the concepts of...	Hargail Music Press,	1968		
6	H.60	Solomon, Edward, 1855-1895.	Pickwick /	Boosey & Co,	1889		
7	H.60	Solomon, Edward, 1855-1895.	Pickwick [microform] /	Boosey ; W.A. Pond,	1889		
8	H.60	Solomon, Edward, 1855-1895.	Pickwick /	Boosey & Co,	189u		
9	H.60	Solomon, Edward, 1855-1895.	Pickwick; [dramatic cantata.	Boosey	19uu		
10	H60	Williams, William, 1675?-1700?	Sonata for a single flute [& continuo] /	Stainer & Bell,	1970		
11	H 60		Tosca "E lucevan le stelle"	Columbia Graphophon...			
12	38587	Puccini, G	Tosca. E Lucevan Le Stelle	Columbia	1900		
13	H60	Puccini, Giacomo, 1858-1924.	Tosca. E lucevan le stelle [sound recording] ; Tosca. Recondita ar...		1913		
14	H 60		Tosca "Recondita armonia"	Columbia Graphophon...			
15	H.41--H.64		Twenty-four short pieces for the organ /	Hutchings and Co.,	1884		

By clicking on record 12 in our set, we bring up the following:

007			s ǂb d ǂd d ǂh n ǂi n ǂj m ǂk s ǂm n
040			ARSC ǂc RLINP
028	1	2	38587 ǂb COLUMBIA
028	0	2	H60 ǂb COLUMBIA
090			ǂb
049			CUTM
100	1		Puccini, G
245	1	0	Tosca. ǂn E Lucevan Le Stelle ǂc G Puccini.
260			ǂb Columbia ǂc [19--]
300			[on 1 side of 1 sound disc :] ǂb [78 rpm.]
500			H60; mx 38587
500			This catalog entry was made possible by a grant from the National Endowment for the Humanities and by a grant from Lloyd E. Rigler and Lawrence E. Deutsch.
511	0		Alessandro Bonci; Acompanamiento De Orquesta
700	1		Bonci, Alessandro ǂ4 prf
700	1		De Orquesta, Acompanamiento ǂ4 prf

This is a Rigler-Deutsch (RDI) minimal level record. You can tell because of the "ARSC" in subfield "a" of the 040. We "ignore" this record. In other words, if this were the only record for this disc in OCLC, we would go ahead and create an original record for this disc anyway

Relationship Designators (Resources to Persons and Corporate Bodies)

To convey the relationship between a person or group and the resource being cataloged, choose a relationship designator from the following list of terms:

- composer
- singer
- instrumentalist
- performer (use for band leaders and directors)
- lyricist
- arranger

Relationship designator terms are placed in sub-field $e, and appear after the personal or corporate name, preceded by a comma.

511	0		Mariola, vocals ; with Orquesta Demon (side A) ; Carlos Pujalete, vocals ; with vocal quartet and Orquesta Demon (side B).
500			Issue date from The Gramophone Company Limited / His Master's Voice: The Spanish catalog (including Portugese recordings) / Alan Kelly, 2006.
561			Bruce Bastin/Interstate Music collection. +5 CU-SB
700	1		Pujalete, Carlos, +e singer.
700	0		Mariola, +e singer.
700	1		Vidal, M., +e composer.
710	2		Orquesta Demon, +e instrumentalist.
740	0	2	Maracas.

700 1_ Pujalete, Carlos, $e singer.

700 1_ Mariola, $e singer.

700 1_Vidal, M., $ composer.

710 2_Orquesta Demon, $e instrumentalist.

Note field order (5xx) for sound recordings

500_ _Publisher name, catalog, matrix and other numbers

500_ _Genre note

500_ _ ""--On label.

500_ _ Title from label. Required in RDA

546_ _Language note (if vocal)

511 0_Performers and summary

500_ _Source of issue date (and matrix numbers if not on disc)

561_ _Collection name

RDA cataloging resources

AACR2 to RDA (includes terminology)

RDA cataloging resources (Library of Congress)

Library of Congress documentation for RDA

RDA Best Practices for Music Catalogers

RDA Music-Related Revisions

RDA End of Field Punctuation Cheat Sheet

RDA-I Mail Archive

Music Cataloging at Yale

Initial Articles (RDA 11.2.2.8)

RDA Complete Examples

RDA Basics

040 Order of Subfields

Corporate body authorized access point conventions

Spanish:

Aníbal Troilo y su Orquesta Típica

becomes

710 Orquesta Típica (Aníbal Troilo)

Guillermo Posadas y su Orquesta Tropical

becomes

710 Orquesta Tropical (Guillermo Posadas)

Efrain Orozco y su orquesta

becomes

Orquesta (Efrain Orozco)

Osvaldo Fresedo y su Gran Orquesta Argentina

becomes

710 Gran Orquesta Argentina (Osvaldo Fresedo)

Orquesta Típica Augusto P. Berto

stays

710 Orquesta Típica Augusto P. Berto

Note:

Reflect this distinction in the 511: if the label reads "Guillermo Posadas y su Orquesta Tropical," then write "Guillermo Posadas and his Orquesta Tropical" or "Guillermo Posadas and his Orchestra Tropical." If the label reads Orquesta Típica Spaventa, then write "Orquesta Típica Spaventa."

Note:

Orchestra in Spanish is "Orquesta," in Portuguese, it's "Orquestra."

Note:

For a label with something like "Edmundo Rivero (canta) con Orquesta dirigida por Victor M. Buchino," there would be no 710 corporate name, and the 511 would read "Vocals by Edmundo Rivero ; with orchestra accompaniment ; directed by Victor M. Buchino."

Note:

For corporate names like Pepe y Elvira, only list as a corporate name if explicitly listed as such on the label. If first names are listed parenthetically on the label like, Grupo "X" (Hector y Juan) do not make "Hector y Juan" a corporate name, but rather, "Grupo X."

Note:

For more on corporate names, such as when to use qualifiers, as in a corporate name like "Rondalla Catala?n (Musical group)," see:

http://www.library.yale.edu/cataloging/music/cornames.htm

"LCRI 24.4B (p. 3) instructs that if the name of the group contains a word which specifically designates a performing group or a corporate body in general, such as Band, Consort, Society, etc., or which contains a collective or plural noun such as Ramblers, Boys, Brothers, Hot Seven, etc., or,

in the case of performing duos, contains two forenames or surnames, a qualifier should not be added."

710 Rondalla Catala?n (Musical group)

710 Pepe y Elvira

710 Trío Los Romanticos

710 Sonora Cordobesa (Musical group)

French:

Boris Sarbeck et son Orchestre

becomes

710 Orchestre (Boris Sarbeck)

Francis Alongi et son Orchestre Typique

becomes

710 Orchestre Typique (Francis Alongi)

Orchestre de Tango Sud-Américain José M. Lucchesi

stays

710 Orchestre de Tango Sud-Américain José M. Lucchesi

Jean Vaissade et son Orchestre Musette

becomes

710 Orchestre Musette (Jean Vaissade)

Initial articles are dropped:

Le Jazz du Poste Parisien

becomes

710 Jazz du Poste Parisien

L'Orchestre symphonique du Moulin Rouge

becomes

710 Orchestre Symphonique du Moulin Rouge

Los Chirocos del Tulpo

becomes

710 Chirocos del Tulpo (Musical group)

Los Torrealberos

becomes

710 Torrealberos (Musical group)

For more on corporate names see:

http://www.library.yale.edu/cataloging/music/cornames.htm

Using Key Commands in OCLC

1. **Purpose:** Many actions in OCLC can be completed using key commands, which can help increase cataloging speed.
2. **Format:** This will read as the workflow for creating a new record while incorporating select key commands.
3. **Platform:** OCLC Connexion

Here we go!

Basics

Highlight text

- Hold **<Shift>** and press the **Right and Left Arrow keys** to highlight text
- Hold **<Shift>** and **<Ctrl>** and use the **Right and Left Arrow keys** to highlight whole words
- Hold **<Shift>** and press **<End>** with cursor at the beginning of a field to highlight the whole field
- Hold **<Shift>** and press **<Home>** with cursor at the end of a field to highlight the whole field

Copy text

- **Highlight** the text you want to copy
- Press **<Ctrl> <C>**

Paste Text

- Press **<Ctrl> <V>**

Delete Text

- Press **<Ctrl> <X>**

Undo Previous Action

- Press **<Ctrl> <Z>**

- ***Note: This command does not always work in Connexion.***

Diacritics and Special Characters

Cataloging often involves diacritics; it can be helpful to memorize the key commands for the ones you use most frequently.

Here are some common examples:

- Subfield delimiter (**?**): Press **<Ctrl> <D>**

- Acute (**a?**): Press **<Ctrl> <Alt> <B>**

- Circumflex (**c?**): **<Alt> <Shift> <C>**

- Umlaut (**e?**): **<Ctrl> <Alt> <H>**

View The Keymap to find key commands for specific diacritics:

1. Click **Tools**
   a. Click **Keymaps...**
2. Select **Character**

   - ***See top right corner labled "Display Commands for Category"***
3. Click on a diacritic in the left had box to highlight it
   a. See the field labeled **Current Shortcut Keys** for the key command

   - ***Note: Not all diacritics have key commands.***

If you rarely use diacritics, it may be simpler to use the diacritics pop-up window.

1. Place cursor **directly after** the character to which you will be adding a diacritic
2. Press **<Ctrl><E>**
   a. Click on the desired diacritic
   b. Click **Insert and close**

First Steps

Login

- Press **<Ctrl> <F1>** to login

Search

- Search WorldCat for existing records: **Press <F2>**
- Finding no existing records, create a new one.

Create a New Record

- Create a new blank record: **Press <Ctrl> <Shift> <R>**

  - *Note: Commands with multiple keys require you to press and hold all keys preceding the final key in the sequence.*

  - *For example, here you would hold <Ctrl> and <Shift> then press <R>*

Templates

If you are working on a series of records that require the same template, you can save a lot of time by setting that template as the default.

Set a Default Template

1. Create New Blank Record (above)
2. Click **Edit** on the Menu Bar at the top of the page
   a. Highlight **Constant Data**
   b. Highlight **Online**
   c. Click **Apply from List**
   d. Click **OK** on the pop-up window(s)
3. **Double Click** on the template you wish to use
   a. This will open the template ; do not make any changes to the template.
4. Click **Edit** on the Menu Bar at the top of the page
   a. Highlight **Constant Data**
   b. Highlight **Online**
   c. Click Set as Default
   d. Select **Both** on the pop-up window and click **OK**
5. **Exit** the open template (via the smaller **x** in the top right corner)
6. **Exit** the list of templates (via the smaller **x** in the top right corner)

  - *You should be back at your new blank record now*

  - *If not, simply use the key command above to create a new record*

Apply the Default Template

- Press **<Ctrl> <A>** to apply the default template to a blank record.

  - *Note: Be careful not to accidentally apply the default template while working on the record ; this will overwrite all your work.*

- - *If this does happen, you will have to start again from the first step.*
- Press **<Ctrl> <R>** to reformat the record

    - - *Once you have set it, that template remains the default until you make a different template the default.*

    - - *If Connexion undoes your default template setting for some reason, which is rare, simply follow the process again.*

If you're working on a set of records with various templates, you can bypass the processes of getting to the template list.

- Press **<Ctrl> <U>** to bring up the Apply Constant Data Record window
- Type the name of the desired template
- Select **Both**
- Click **OK**

View Default Template

- Press **<Ctrl> <Shift> <F>** to view the default template

    - - *This is useful if you need to quickly reference the default template without applying it.*

    - - *For example: after accidentally deleting a necessary field, you can reference the template for the field number.*

Imputing Information

Now that you've created a record and applied the template, you're ready to input information!

Fields

- Delete unnecessary fields: Press **<Alt> <Delete>**
- Create new fields: Press **<Enter>** while in any field
- Rearrange fields: Hold **<Alt>** and use the **Up and Down arrow keys** to move fields

Remove sample text from fields; to delete whole words at a time rather than letter by letter:

- Press **<Ctrl> <Delete>** at the beginning of a word to delete it
- Press **<Ctrl> <Backspace>** at the end of a word to delete it

    - - *Note: To clear a whole field, choose either command and simply hold the secondary key.*

        - - *i.e. Hold <Ctrl> then hold <Delete>*

- Hold **<Ctrl>** and press **Right and Left Arrow keys** to jump to the beginning of the next or previous word, respectively.

Authorities

- Open Authorities Search Window:
    - Press **<Shift> <F2>**

- Browse results:
    - Press <Home> to navigate to the first result on the page
    - Press <End> to navigate to the last result on the page
    - Press the **down arrow while highlighting the final result** to navigate to the next 100 records
    - Press the up arrow **while highlighting the first result** to navigate to the previous 100 records

- Move between individual results:

- **Double click** on a result to enter that Authority
- Press **<F9>** while in an open authority file to move to the next record
- Press **<Shift> <F9>** to move to the previous record

    - ***Note: You can only browse this way within the current 100 records.***

    - ***Return to result list and follow procedure above to move to the next (or previous) 100 records.***

- **Combo Move**: Move through results rapidly
    - Enter search in Authorities
    - When list appears press **<End>** then **<down arrow>** to navigate to the next 100 records

        - ***Using this technique you can reach result 500 in seconds.***

- Rearrange fields into alphabetical order:
    - Hold **<Alt>** and use the **Up and Down arrow keys** to move selected field up or down

- Control fields:
    - **Highlight** 700 or 710 field
    - Press **<F11>** to control that field

- Uncontrol fields:
    - Press **<Ctrl> <F11>** to uncontrol a field

Final steps

- Validate Record (green arrow):
    - Press <Shift> <F5>

- Save record to Online Save File:
    - Press **<Ctrl> <Alt> <V>**

- Retrieve Online Save File:
    - Press **<Ctrl> <3>** to open "Online Bibliographic Save File" search window
    - Search using Save **File Number** or **Title**, among other criteria
    - If unsure of the number or title:
        - **Leave all fields blank**
        - Press **OK**
        - **Browse** all online save files

- Print file:
    - Press **<F12>**

Final Note:

The best way to use key commands is consistently, in order to develop muscle memory.
Although it may take some time to learn and memorize key commands, they can save much more time in the long run.
Thank you for reading and good luck!

Falcon Artists and Groups (Ongoing)

CONTROLLED

Aguilar, Luis, ?d 1918-1997

Alegres de Tera?n (Musical group), ?e performer.

Ayala, Pedro, ?e performer.

Benjamin, Bennie, ?d 1907-1989, ?e composer.

Cavazos, Ramiro, ?d 1927-, ?e composer.

Donnen?os (Musical group), ?e performer.

Jime?nez, Jose? Alfredo, ?e composer.

Halcones (Musical group), ?e instrumentalist.

Hermanos Flores, ?e composer, ?e performer.

Marti?nez, Raul, ?d 1925-1978, ?e composer.

Me?ndez, Rube?n, ?d 1911-1983, ?e composer.

Mendoza, Lydia, ?e performer.

Mexicanos (Musical group), ?e instrumentalist.

Ornelas, Mike, ?e singer.

Orquesta Falco?n, ?e instrumentalist.

Rivera, Marco Antonio, ?e composer.

Rose, Fred, ?d 1897-1954, ?e lyricist.

Tres Ases (Musical group), ?e instrumentalist.

Trio San Antonio, ?e instrumentalist.

Valde?s Leal, Felipe, ?e composer.

Williams, Hank, ?d 1923-1953, ?e composer.

Zimmerle, Fred, ?e composer.

UNCONTROLLED

Abrego, Eugenio, ?e composer.

Alvarez, Jose? Luis, ?e composer.

Cabral, Jesus, ?e composer.

Cancioneros del Bajio, ?e performer.

Collazo, Bonifacio, ?e composer.

Conjunto Gonzalo de Leo?n, ?e instrumentalist.

Corte?z, Rogelio, ?e composer.

Cantu?, Pedro, ?e composer.

de la Garza, Rodolfo, ?e composer.

del Villar, Roberto, ?e singer.

Garci?a, Juanita, ?e singer.

Garcia, Marcelo, ?e singer.

Guerra, Oscar, ?e singer.

Herrera, Jesu?s, ?e composer.

Herrera, Johnny, ?e composer.

Marti?nez, Agusti?n, ?e composer.

Marti?nez, Andre?s, ?e composer.

Molina Montes, Mario, ?e lyricist.

Montes, Mario, ?e composer.

Morante, Jose?, ?e composer.

Ortiz, Toma?s, ?e composer.

Perdido, Benjami?n, ?e composer.

Pomia?n, Manuel, ?e composer.

Populares de China, ?e instrumentalist.

Rami?rez, Rafael, ?e composer.

Rodri?guez Herrera, Carlos, ?e composer.

Sandoval, Genaro, ?e composer.

Torres, Jose, ?e composer.

Trevin?o, Manuel, ?e composer.

No preferred title (Gramophone K 6046)

OCLC Connexion - [Online WorldCat: Alina]

File   Cataloging   Authorities   Edit   Action   Batch   View   Tools   Window   Help

Text Strings ▾   User Tools ▾

OCLC   842395651   Held by CUT - no other holdings

Type	j	ELvl	K	Srce	d	Audn		Ctrl		Lang	fre
BLvl	m	Form		Comp		AccM		MRec		Ctry	fr
		Part	n	TrAr	n						
Desc	i	FMus	n	LTxt		DtSt	s	Dates	1930	,	

007		s ǂb d ǂd z ǂe m ǂf s ǂg d ǂh n ǂi n ǂj m ǂk s ǂl l ǂm n ǂn e
040		CUT ǂb eng ǂe rda ǂc CUT ǂd CUT
028	0 0	K-6046 ǂb Disque Gramophone
028	1 0	BG890 ǂb Disque Gramophone
028	3 0	50-1009 ǂb Disque Gramophone
028	1 0	BG888 ǂb Disque Gramophone
028	3 0	50-1010 ǂb Disque Gramophone
090		ǂb
049		CUTM
245	0 0	Alina : ǂb a quel bon / ǂc P. Bayle-Chamfleury, C. Oberfeld. Voici dimanche : du film "Voice Dimanche" / P. Bayle-Chamfleury, J. Eblinger.
246	3 0	A quel bon
264	1	Nogent s/Marne (Seine) : ǂb Disque Gramophone, ǂc [1930]
300		1 audio disc : ǂb analog, 78 rpm ; ǂc 25 cm
336		performed music ǂ2 rdacontent
337		audio ǂ2 rdamedia
338		audio disc ǂ2 rdacarrier
500		Disque Gramophone: K-6046 (BG890 (matrix) (50-1009) ; BG888 (matrix) (50-1010)).
500		Tango chanté (side A).
546		Sung in French.
500		Title from record label.
511	0	Nicholas Amato, de l'Apollo, vocals.
500		Issue date from His Master's Voice / La voix de son maitre: the French catalogue / Alan Kelly, 1990.
561		Bruce Bastin/Interstate Music collection. ǂ5 CU-SB
700	1	Amato, Nicholas, ǂe singer.

Delete Holdings▾   Export▾   Label▾   Produce▾   Submit▾   Replace▾   Report Error▾   Update Holdings▾   Validate▾

Workflow-In Process   Inst-CUT   INS   37:39

700	1	Bayle-Chamfleury, P., ǂe composer.
700	1	Eblinger, J., ǂe composer.
700	1	Oberfeld, C. ǂq (Casimir), ǂe composer.
740	0 2	Voici dimanche.

Delete Holdings▾   Export▾   Label▾   Produce▾   Submit▾   Replace▾   Report Error▾   Update Holdings▾   Validate▾

Workflow-In Process   Inst-CUT   INS   37:20

Record label PDF

No preferred title (Disco Nacional 11014)

OCLC   838655095   Held by CUT - no other holdings

| Sound Recordings | ▾ | Rec stat | c | Entered | 20130412 | Replaced | 20130808191017.1 |

Type	j	ELvl	K	Srce	d	Audn		Ctrl		Lang	spa
BLvl	m	Form		Comp		AccM		MRec		Ctry	nju
		Part	n	TrAr	n						
Desc	i	FMus	n	LTxt		DtSt	q	Dates	1919	,	1934

007		s ‡b d ‡d d ‡e m ‡f s ‡g d ‡h n ‡i n ‡j m ‡k s ‡l l ‡m n ‡n e
040		CUT ‡c CUT ‡d CUT
028	0 0	11014 ‡b Disco Nacional
028	1 0	2768 ‡b Disco Nacional
028	1 0	2666 ‡b Disco Nacional
090		‡b
049		CUTM
245	0 0	Tierra mia : ‡b de la revista " Adelante con los faroles" / ‡c Novion, Payá. Tembladeral / Camino, Luisi.
246	3 0	Adelante con los faroles
264	1	Buenos Aires : ‡b Disco Nacional, ‡c [between 1919 and 1934]
300		1 audio disc : ‡b analog, 78 rpm ; ‡c 25 cm
336		performed music ‡2 rdacontent
337		audio ‡2 rdamedia
338		audio disc ‡2 rdacarrier
500		Disco Nacional: 11014 (2768 (matrix), 2666 (matrix)).
500		Tango (side A) ; zamba (side B).
546		Sung in Spanish.
500		Title from label.
511	0	Azucena Maizani, vocals ; with accompaniment by Orquesta Típica Francisco Canaro.
561		Edouard Pecourt collection. ‡5 CU-SB
700	1	Maizani, Azucena. ‡d 1902-1970, ‡e singer.
700	1	Canaro, Francisco. ‡d 1888-1964, ‡e performer.
710	2	Orquesta Tipica Francisco Canaro, ‡e instrumentalist.
740	0 2	Tembladeral.

Record label PDF