Using Cataloger’s Desktop
(http://desktop.loc.gov)

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Using Cataloger’s Desktop

This document is a handout developed by Libraries@Cambridge to train librarians from Cambridge University libraries.

It was developed with advice from Bruce Johnson at the Library of Congress and in the light of feedback from Cataloger’s Desktop userlist members and Cambridge Librarians.

Contents (with hyperlinks)

1. About this course
2. What is ‘Cataloger’s Desktop?’
3. When would you use ‘Cataloger's Desktop?’
4. Logging on
5. Popup blockers
6. The 'Start' page
7. The View bar
8. The Toolbar
9. The hyperlinks on the 'Start' page
10. Opening a view from the View bar
11. The 'Browse' view
12. Selecting a resource in 'Browse'
13. The ‘Synch TOC’ hyperlink
14. Categories
15. Preferences
16. The 'Document' view
17. The 'Search' view
18. Results of a search: the 'Doc/Results' view
19. Results of a search: the Results view
20. Icons
21. Printing
22. Bookmarks and notes
23. The 'What's new' page
24. Miscellaneous notes about some resources
25. Benefits of using a web-based resource
26. Where to find more help
1. About this course

This course is designed to be a quick overview of Cataloger’s Desktop. It shows how the program works, not what the contents are.

The version of Cataloger’s Desktop on which this training is based was released in May 2006.

Cataloger’s Desktop is an American resource, developed by the Library of Congress. It uses American English, but this training was developed for British cataloguers, and uses British spelling.

2. What is Catalogers’ Desktop?

- Provides **online** access LC’s most heavily used cataloguing publications:
- Anglo-American Cataloguing Rules (AACR2)
- Library of Congress Rule Interpretations
- LC Subject Cataloging Manuals and schedules
- Latest editions of all MARC standards

3. When would you use it?

- To understand why a copied record was done that way and to check if it is correct
- In cataloguing original material e.g. Theses, published slides, videos, foreign etc.

4. Logging on

To log on to Cataloger’s Desktop on the Web, open a browser session and go to http://desktop.loc.gov/ (there are details in the FAQs about creating a desktop icon to Cataloger’s Desktop). Click ‘Log On’ to start a session.
5. Pop up blockers

If this message appears, you will need to click here to open the site.

It is helpful to allow pop-ups on the site http://desktop.loc.gov.

6. The ‘Start’ page

If you have a popup blocker installed, please click to open the site.

By using this site, you agree to its terms and conditions of use.

Note the ‘Start Over’ button. This always returns you to this screen.

Site view reminders tell you whether you are searching a selection of resources or at the full site.

Search boxes with text ‘Find’, which was though to be more positive than the former ‘Search.’

Desktop Classic/Basic switch hyperlink
7. The View bar

View tabs, e.g. 'Browse' and 'Search' lead to screens with different displays and functions.

8. The Toolbars

8.1 Top toolbar

'Backtrack' takes you to the information you looked at last

'Previous Section' and 'Next Section' take you to the next or previous section of the text you are reading, rather like turning over a new page or chapter in a book. These icons are duplicated at the bottom of the page for ergonomic reasons.

8.2 Bottom toolbar
9. Hyperlinks on the ‘Start’ page

Three of the hyperlinks above the search box duplicate the tabs in the viewbar (for ergonomic reasons.)

- ‘Desktop classic’ leads to the Browse view, which was formerly the way the home page displayed.
- ‘Advanced search’ leads to the Advanced search view.
- ‘My preferences’ leads to the My preferences view.
- ‘Help’ leads to the Help view.

The hyperlinks below the search box set limits to select which resources are being searched, (e.g. ‘My preferences,’ would limit any search by preferences set by you.)

This hyperlink is therefore not the same as the other ‘My preferences’ hyperlink, which sits just above it (!)

10. Opening a view from the ‘View bar’

To open a view, press the relevant tab e.g. the ‘Browse’ tab in the ‘View bar’
11. The Browse view

11.1 The two panes

The tag of the View in the Viewbar has changed colour to show that the ‘Browse’ view is displayed.

This part of the display is called the ‘Document’ pane. It displays text.

This part is the ‘Table of Contents’ pane. It displays a list of resources.
11.2 Types of resource

Resources represented by a globe are external sites: these resources will open in a new window if you click on them.

Resources represented by a folder are integrated into Cataloger’s Desktop, and will open up in the Document pane if you click on them.

11.3 Selecting resources by clicking in their boxes

Clicking in the box next to integrated resources will select that resource to be searched (in this case, AACR2.)

You can then enter a search term, for instance, ‘Law’ into the search box and press ‘return’.)
11.4 Results of a search

The results of the search now display in the Doc/Results tab.

The term you searched for is highlighted.

The list of returns is displayed in the pane on the left. Note that in this example all are from AACR2.

The document is displayed in the document pane on the right.
12. Selecting a Resource in ‘Browse’

- Scroll down the resources: note ‘MARC Standards’ folder is closed.
- Click on the folder to open it.
Once the folder is open it displays subfolders.

These subfolders may in turn contain subfolders and documents.

Hyperlinks within the document, (particularly at the beginning of documents and sections,) can be used for navigation.
13. The ‘Synch Toc’ hyperlink
If you click on the hyperlinks within the document the pane on the right will change, for instance clicking on “Introduction” in the Marc standards document above brings about this screen:

The pane on the right has changed because you clicked on the “Introduction” hyperlink in MARC21 Format for Bibliographic Data (see above.)

You can see from this enlargement that the table of contents pane on the left has not changed and no longer reflects the current document.

To bring up a more appropriate table of contents for this document, click on “synch toc.” The Table of contents will then change to synchronise with the document pane.
14. Categories

The ‘Categories’ hyperlink is to be found at the top of the table of contents in the ‘Browse’ view.

Hovering the cursor over ‘Categories’ brings this dropdown menu.

If ‘Type of Activity’ (for instance,) was selected by clicking, this new menu would display.
The Toolbar changes from displaying “Full site view” to displaying the search limitations now enforced, for instance “Type of activity-.” This shows that all searches are now limited to selected resources only.

In this example the category ‘Subject headings’ was then selected. The name of this category is now displayed.

The list of selected resources on the left has now been reduced (although it does not look very different, note the scroll bar in the middle has changed.) Resources not relating to subject headings have been excluded.

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These are the lists of different categories:

15. Preferences

15.1 Setting preferences

Preferences are set in the ‘Preferences’ view

To remove resources that you seldom use, you can deselect them by clicking ‘Clear all’.

Next click the boxes of the resources you want to select.

If you want to select everything you can click on the ‘Select All’ button and then remove (untick) any you don’t want.

Finally, Click on ‘Set view’ to save your changes.

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Finally, Click on ‘Set view’ to save your changes.
15.2 Setting and removing limits to searches

Once preferences have been selected in the ‘Preferences’ view, they can be used to limit the resources to be searched. These limits are set in the ‘Browse’ view, from the dropdown menu that appears when the ‘Reset’ hyperlink is clicked.

Hovering the cursor over the ‘Reset’ button brings up this display. ‘Use Personal Prefs’ is one of the options.

Again, once limits, for instance ‘Use Personal Prefs’ is clicked, the ‘site view reminder’ displays which limits are in place.

Selecting ‘Use Full Site’ removes all limits: searches will now search all available resources.

Once preferences have been selected in the ‘Preferences’ view, (see above,) they can be used to limit the resources to be searched. These limits are set in the ‘Browse’ view, from the dropdown menu that appears when the ‘Reset’ hyperlink is clicked.
15.3 Doing a simple search limited by Preferences

To do a search in the 'Browse' view, enter a search term, for example 'Swahili', into either of these find boxes.

The site reminder here displays any selected limits.

When you want to start a new search you can click on 'Clear search' and all the details of the old search will clear.

16. The Document view
The document view can be used to better display a document which is already been displayed in the document pane of the Doc/Results or Browse tabs.

To bring up the document view, click on the 'Document' tab.
17. The ‘Search’ view

17.1 The Advanced Search and Table of Contents panes in ‘Search’

In the ‘Document’ view, the document pane takes up the full screen.

The advanced search pane displays on the right.

The Table of contents pane appears on the left. It changes depending on which of the boxes on the right you use. It lists the resources which are searchable for that query.

To return to the ‘Browse’ view, click on the ‘Browse’ tab.
17.2 The ‘Search Tips’ window

Boolean Search

You can search some or all of the tools in Catalogue’s Desktop by making your selection in the frame on the left.

<table>
<thead>
<tr>
<th>Query terms</th>
<th>Search history</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Search Tips

<table>
<thead>
<tr>
<th>Operator</th>
<th>Example</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>And</td>
<td>one &amp; two</td>
<td>Finds documents with both ‘one’ and ‘two’</td>
</tr>
<tr>
<td>Or</td>
<td>any of you, me</td>
<td>Finds documents with either ‘me’ or ‘you’</td>
</tr>
<tr>
<td>Not</td>
<td>not him</td>
<td>Finds documents that don’t contain ‘him’</td>
</tr>
<tr>
<td>Phrase</td>
<td>‘to be or not’</td>
<td>Finds documents with the exact phrase ‘to be or not’</td>
</tr>
<tr>
<td>Multiple character wildcard</td>
<td><em>work</em></td>
<td>Finds documents with ‘an’, ‘addition’, ‘design’, etc., or ‘work’, ‘works’, ‘working’, etc.</td>
</tr>
</tbody>
</table>

• Select the resources that you want to search by marking the relevant boxes, (or leave at the default, which searches all searchable resources.)

Note the Search Tips and Search History hyperlink.

Clicking on this hyperlink brings up the box below.

• The Search tips and Search History window reminders of Boolean search terms

• It explains how to use the "wildcards" ? to replace a single character, or * to replace multiple characters in a word.
17.3 An explanation of the advanced search boxes

‘Search terms’: enter a keyword or Boolean selection of your choice

General:
‘Index’-searches the indexes of resources
‘Chapter Title’ - (if you can remember the names of any,) for example
‘uniform’ for uniform title in AACR2 or Appendi* for AACR A.1 ‘initials and
acronyms’ [which displays, but is not search searchable, under the title
‘capitalization’]

Descriptive:
‘Bibliographic area’ – either title and statement of responsibility, edition,
publication, distribution etc, Physical description, series, note, or standard
number and terms of availability
‘Rule title or number’ e.g. ‘Supplementary items’ or 1.1B9 (does anyone
remember the number of rule 1.1B9 ever?)
‘Rule example’ e.g. ‘Mrs Humphrey Ward

Subjects: Various subject catalogue searches. Does not seem to act as a
thesaurus.
Instruction sheet (if you can remember the number) e.g. H2230
Free-floating subdivisions e.g. ‘periodicals’

MARC Formats:
MARC tag- e.g. 260, 711 etc.

MARC codes: includes
Language e.g. ‘Gaelic’ or ‘Finnish’
Relators e.g. ‘editor’ ‘sculptor’ ‘binder
Citations [not as exciting as it sounds] the only resource searched is 'Standard Citation Forms for Rare Book Cataloging'

Citation searches will find returns e.g. for 'Wing,' or 'Sadleir'

Graphic Materials
Graphics materials terms search the Thesaurus for Graphic Materials (actually a thesaurus for just about anything) e.g. 'comic' 'black eyes'

18. Results of a search: the ‘Doc/Results’ view
The results of a search display automatically in the 'Doc/Results' view.
19. Results of a search: the ‘Results’ View

In the ‘Results’ view the results of a search are displayed across the whole screen.

20. Icons

Various icons display in the top toolbar:

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="start_over.png" alt="Start Over" /></td>
<td>Refreshes both panes</td>
</tr>
<tr>
<td><img src="print.png" alt="Print" /></td>
<td>Prints</td>
</tr>
<tr>
<td><img src="backtrack.png" alt="Backtrack" /></td>
<td>Returns display to the last screen(s) viewed</td>
</tr>
<tr>
<td><img src="prev_section.png" alt="Prev Section" /> <img src="next_section.png" alt="Next Section" /></td>
<td>Returns display to the Section before (similar to turning a page)</td>
</tr>
<tr>
<td><img src="clear_search.png" alt="Clear Search" /></td>
<td>Clears results from the Table of Contents frame</td>
</tr>
<tr>
<td><img src="bookmark.png" alt="Bookmark" /></td>
<td>Adds bookmark for document being viewed to your list of Bookmarks (see below)</td>
</tr>
</tbody>
</table>
21. Printing

As in Word, text can also be selected by highlighting, and this selection can be printed.

22. Bookmarks and notes

22.1 Creating notes and bookmarks
With the document open which you want to bookmark, click on this icon.

Note that in the ‘Browse’ view the bookmark tag displays on the toolbar.

The document which you want to bookmark has been opened.

To bookmark it, click on the Bookmark icon above
This window will appear.

If you want to create a note, click in the radio button. The default setting is ‘bookmark’.

The section title will appear here. You can overtype to change it to one which you will recognise easier.

**MARC 21 Format for Bibliographic Data**

1999 Edition

- Introduction
  - List of All Valid MARC Fields
  - Leader and Directory
  - Variable Control Fields
  - Variable Data Fields
  - Control Subfields
  - Full Level Record Examples
  - Minimal Level Record Examples

- MARC Bibliographic — MARC 21 Format for Bibliographic Data

If you click on the radio button ‘Note’ the window changes.

There is now a box where you can add notes. In this example a note “The first section of MARC 21 Bibliographic Data” has been added.
22.2 Viewing bookmarks

Bookmarks and notes are retrieved in the Bookmarks/Notes view.

To go to the bookmarked document, click on the hyperlink here.

The note appears here.

This facility is useful if there are parts of resources which one uses often, for instance relator or country codes, or a list of all MARC fields. You can then find your favourite parts of documents quickly.

23. The ‘What’s New’ view

The ‘What’s New’ view keeps you up to date with recent developments.

The developers suggest it is checked once a quarter.
24. Miscellaneous notes about some resources

- External resources searched by Cataloger’s Desktop include Autocat discussion list, which one must join in order to read.

- Like Autocat, the Libraries of Congress Subject heading resource is available free to anyone over the web, but Cataloger’s Desktop provides handy links to these resources.

- It is a good idea to join the Catalog Desktop discussion list, which sends out messages when there are any problems or new developments.

- One should be aware of the Graphics Thesaurus, where cataloguing terms are clearly defined. Many incorporated hyperlinks lead to this resource.

25. Benefits of using a web-based resource

- The resource searches many sources of cataloguing information quickly

- Online material can be organised and searchable in a variety of ways at once

- Hypertext links make it easy to move from relevant sections of one publication to another

- Allows you to customize your files to suit your needs and create a personal file of notes and bookmarks.

- Copy-and-paste capability is available to create your own documents

- Doesn’t go out-of-date and good value for money

- Usable from several PC’s at once (unlike a book)

26. Where to find more help

Quick tips are available at:
http://www.loc.gov/cds/desktop/web-faqs.html#Quick_Tips

We hope you have found this training document useful, good luck in your future cataloguing.