

Using SmartPORT to Obtain a New Record

OCLC TEMPL

LC

- 1. Click on Cataloging Wizard.
- Click on SmartPort Wizard. 2.
- Select the database(s) to search. 3.
- 4. *Click* the connection button at the bottom of the screen.
- 5. In the Search window Search area, select an Ind and type the Search string.
- 6. Click Search to display search results.
- 7. Use the next and previous arrows to navigate through the search list.
- 8. Select a title and click the display button to revie the bibliographic record.
- 9. When you have found a record you want to capture, Click the Capture button at the bottom of the screen.

Gateway name	Description	Selected					
CRC	INFOhio Catalog						
LC	Library of Congress						
OCLC	WorldCat Subscription						
TEMPL	INFOhio Template (for Original Cata	aloging of Materials)					
6.0		Connect					
	Search Results						
<i>lect</i> an Index	INFOhio K-12 UC (SuperMARC) found 1344 r 4 Sarny [sound recording] : a life ren 5 Dogsong 6 The cookcamp / Gary Paulsen.						
ovianto	Library of Congress Catalog found 571 record	rd(s)					
avigate	1 175 Jahre pfälzisches Oberlandesge	verlandesgericht : 1815 Ape					
	2 Afrika : natur, samfunn og bistand / Nils Chr. Stens						
on to review	3 Afsvovlingsanlæg for røggas : refer	at af høring afh					
nt to	L	Display Capture Close					

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- 10. *Click* OK to accept the defaults for load bibliographic record options or enter new changes here.
- 11. **DO NOT** edit the call number at this time. *Click* the Save button to save this record in your database.

(If you decide NOT to load this record, *click* Close and No to save – record will not be loaded.)

- 12. When the Save button grays out *click* the Close button.
- After capturing all the records you wish, *close* the SmartPort wizard. Connected servers remain connected until you disconnect them or the server times out.

Continue to SmartPort: Completing the Cataloging Process

		angs	Call N	umber/Item						
Rec_Type		Bib_Lv	d	m	TypeCtrl		Enc_Lvl	к		
		Entrd		050105	Dat_Tp	s	Date1	1998		
		Ctry		mdu	Comp	nn	Format	n		
Audience	j	Repr			Accomp		Ltxt	f		
Lang	eng	Mod R	ec		Source	d				
✓ ISBN [Rep.]		020 020 028	02	1402549474 21402519474 C2095 bRecorded Books						
		040		EOW cEOW dOCLCQ dJPL dMECDC dOLmIUC SuperMARC						
		042	14	PZ7.P2843 bSar 1998c						
Dewey class number [Rep.]		082	04	[Fic]]221						
Personal Author		100	1	Paulsen, Gary.						
Title		245	10	Sarny h[sound recording] : ba life remembered / cby Gary Paulsen.						
Publication info [Rep.]		260		Prince Frederick, MD : bRecorded Books, cp1998.						
Physical descrip [Rep.]		300		4 sound discs (4.25 hrs.) : bdigital ; o4 3/4 in.						