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## MARConnect

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# Using MARConnect

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MARConnect is an Internet cataloging program. With MARConnect and a browser, you can search and catalog Internet web sites, which become additional patron resources when added to your catalog database.

You search the Internet for informational and educational web sites. When you find a site you want to catalog, click the MARConnect button. MARConnect takes the URL and title of the site and creates the MARC record for you. You can then add other descriptive information about the site. After you save your information, MARConnect generates a MARC record for you. The records are stored in a MARC file that can be imported into your catalog database. You can also copy and paste MARConnect records directly into Spectrum CIRC/CAT using your computer's clipboard.

After the records are imported or pasted into your catalog database, your patrons can access them while searching the online catalog. These sites will appear as additional patron resources in future catalog searches and can be accessed with Spectrum WebConnect, a program that links patrons to electronic resources cataloged in the MARC 856\_u tag.

MARConnect is installed automatically with the Windows version of Spectrum CIRC/CAT client and single-user. *Note:* MARConnect is not available for Macintosh.

## To start the MARConnect program

If you're using the client/server version of Spectrum CIRC/CAT, from the **Start** menu, choose **Programs > Winnebago Spectrum Client > MARConnect**.

If you're using the single-user version of Spectrum CIRC/CAT, from the **Start** menu, choose **Programs > Winnebago Spectrum Single User > MARConnect**.

The MARConnect window opens. Your default browser also opens and displays a list of helpful Internet links.

For information on the elements of the MARConnect program, see "Understanding the program elements in MARConnect" in the *MARConnect* chapter in the *Spectrum CIRC/CAT Reference Manual*.

# Setting MARConnect options

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Before you use MARConnect to catalog web sites, you need to set your options. If you don't set your options, MARConnect uses the default settings to configure your MARC records. You can accept the default options as your settings, but Sagebrush recommends that you set specific options for your library before you use MARConnect to catalog web sites.

## How to set MARConnect options

Example scenario: You want your MARConnect records to have unique material type numbers so that you can exclude them from the inventory process. You also want to switch your call numbers to Library of Congress (LC).

- 1 In the toolbar, click the **Options** button. The Options window opens
- 2 In the **Material type** text box, enter a value unique from your other material types.
- 3 Next to the **Call number** option, select **LC**.
- 4 Click **OK**.



**Set Options  
button**

For more information on the Options window, see "About the Options window".

# Cataloging a site

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When you catalog a site, MARConnect takes the URL and title of the site currently displayed in your browser and automatically catalogs them as well as other automatically cataloged fields (for more information, see "About automatically cataloged fields"). You can then add other information to be cataloged. A record of the site is created and saved in a MARC file.

## About the cataloging process

When you catalog a web site using MARConnect, you perform the following steps:

- 1 Start the MARConnect program.
- 2 Make sure that the file to which you want to add the record is active. If you want to save MARC records to a new MARC file, move your current file to a backup folder. If you want to append MARC records to the active MARC file, you can go on to the next step.
- 3 Using your browser, locate the site you want to catalog.
- 4 Click the MARConnect button. The site's title and URL are captured and placed in the correct fields in the MARConnect window for you.
- 5 Enter additional site data into the correct fields, as necessary.
- 6 Save the record.

After you save the MARC record, you can catalog other sites. When you finish cataloging sites, you may import the MARC records into your database. After you import the records, move the MARC file to a MARConnect backup folder.

## Viewing a site and capturing its title and URL

Before you catalog a web site, you need to view it using your browser. To view a web site, make sure your computer has Internet access and a Web browser, such as Microsoft Internet Explorer or Netscape Navigator. For information about the software requirements, see "Program requirements" in the *Spectrum CIRC/CAT Installations Guide*.

When you start the MARConnect program, your browser is launched. Using your browser, you search the Internet for information and educational sites. When you find a web site you want to add to your library's resources, you're ready to start cataloging the site's information. Viewing the site you want to catalog also lets you refer to it when entering your additional catalog information.

For more on viewing web sites, see the documentation or Help that came with your browser software.

## How to view a site and capture its URL and title

Example scenario: You found a web site titled Abraham Lincoln. Its URL is <http://www.geocities.com/SunsetStrip/Venue/5217/lincoln.html>. You decide you want your patrons to be able to access this site while searching the online catalog.

Before you begin cataloging a web site, you should make sure that the MARC file you want to add the MARC record to is active.

### To view a site and capture its URL and title

- 1 In MARConnect, choose **Open** from the **File** menu, locate the MARC file you want to add the MARC record to, and click **Open**. *Note:* This is not necessary if you always use the default MARC file, Marc\_001.
- 2 Using your browser, locate and display the site you want to catalog. You can type the URL *http://www.geocities.com/SunsetStrip/Venue/5217/lincoln.html* into the **Address** or **Location** box of your browser.
- 3 Click the **MARConnect** button. The MARConnect window opens and the site's URL and title, *Abraham Lincoln: An Educational Site*, are placed in the correct fields for you. The title is the text displayed in the title bar of the browser window.

In addition, MARConnect automatically catalogs other MARC tags for you.

Now you can enter the rest of the site's information.



You can also capture web site information from the MARConnect program without using the MARConnect button. In the toolbar of the MARConnect window, click the "Update URL and Title" button. The URL and title from the web site displayed in your browser are automatically placed in the MARConnect window. This button may also be useful if you accidentally change or delete the URL or title in the MARConnect program.

## Entering site information

After you find a site you want to catalog and click the MARConnect button, you can enter additional bibliographic data that your library may require. This information is cataloged along with the automatically cataloged fields when you save your record. *Note:* You can use shortcut key combinations to navigate through the MARConnect window when you enter your site data.

Some fields in the MARConnect window don't apply to all web sites. In these cases, you can leave the field blank.

## Entering author information

MARConnect reserves the first Author–personal or Author–corporate for main entries. Because of MARC standards, you can only enter one main entry for author, either personal or corporate but not both. As soon as you type an author in either the Author–personal box or Author–corporate box, the other box is unavailable. Additional boxes can be added for additional authors.

## How to enter author information

Example scenario: You want to enter two authors for the Abraham Lincoln site that you are cataloging, Michael Donovan and Pat Nielsen. Both authors are personal authors rather than corporate.

### To add author information

- 1 In the **Author – personal** box, enter *Donovan, Michael*. The **Author – corporate** box becomes unavailable.

*Note:* Because the MARC standard only allows one main entry, MARConnect does not let you enter a value into both the first Author – personal and the first Author – Corporate boxes. As soon as you type something in one of the main author boxes, the other box becomes unavailable.

- 2 Click the **Add Author** button located to the right of the **Author – personal** box. This creates another **Author – personal** box.
- 3 In the second **Author – personal** box, enter *Nielsen, Pat*.

## Entering title information

MARConnect automatically enters the title of the site for you when the MARConnect button is activated. However, you can change the title. You can also enter a subtitle and/or an alternate title for the site. The title is stored in tag 245\_a, subtitle in 245\_b, and alternate in 246\_a of a MARC record.

### How to change a title and add a subtitle and/or alternate title

Example scenario: For the Abraham Lincoln web site that you are cataloging, you want to change the title from *Abraham Lincoln: An Educational Site* to *President Abraham Lincoln: An Educational Site*. Then you're going to add a subtitle, *Biography of a President*.

#### To change the title and add a subtitle and/or alternate title

- 1 In the **Title** box, edit the title that was automatically entered, *Abraham Lincoln: An Educational Site* to read *President Abraham Lincoln: An Educational Site*.
- 2 In the **Subtitle** box, enter *Biography of a President*.

## Entering publication information

The following publication information can be cataloged and saved to a MARC record: publisher, place of publication, and date of publication. Some web sites may not supply all of the publication information. These areas can be left blank. Some sites list a *host* name but not a publisher name. In this case, you could substitute the publisher's name with the host name.

The place of publication is stored in tag 260\_a, publisher's name in 260\_b, and the date of publication in 260\_c of a MARC record.

### How to enter publication information

Example scenario: The Abraham Lincoln web site that you are cataloging is hosted on GeoCities and was created in 1997.

#### To enter publication information

- 1 In the **Publisher** box, enter the host name, *GeoCities*.
- 2 Press the **Tab** key on your keyboard twice.

3 In the **Date of publication** box, enter 1997.

## Entering notes information

In the Notes group, you have the option of rating the quality of a site and entering information for a general note, summary, public note, and target audience fields.

## How to enter notes information

Example scenario: You want to enter some notes for the Abraham Lincoln web site that you are cataloging.

### To enter notes information

- 1 Next to **The quality of this page or site**, select a rating for the quality of the site. For the Abraham Lincoln site, select 4.
- 2 In the **General note** box, enter the following general note information for this site: *This site is hosted by GeoCities.*
- 3 In the **Summary** box, enter the following summary information for this site: *Contains general research information about Abraham Lincoln, including his childhood, his family members, his life as president, and his famous speeches.*
- 4 In the **Public note** box, enter the following public note information: *For more information on Abraham Lincoln or related topics, see the library's Reference staff.*
- 5 Select an audience characteristic and an audience type from the appropriate drop-down box. From the first box, choose **Audience**. From the second box, choose **General**.



## Entering call number information

You have the option of entering either Library of Congress (LC) or Dewey call number information. You select the type of call number information to be cataloged when setting your MARConnect options. For more on setting your options, see "Setting MARConnect options". If you choose LC call numbers, this information is stored in tag 050\_a of a MARC record. Dewey call numbers are stored in tag 082\_a.

You can also enter local call number information. This number is stored in tag 090\_a of a MARC record.

## How to enter call number information

Example scenario: For an Abraham Lincoln web site you are cataloging, the Dewey call number is 921. You enter that information in the Dewey call number box. Remember, you can either enter Dewey call number or an LC call number. You choose the call number to use in the Options window.

Libraries use the Local call number box in different ways. Some enter WWW so that they know that this is a web site rather than a book or other physical material in their library. Some enter local information that indicates where the web site would be shelved if it were a physical material. For this example, enter WWW.

### To enter call number information

- 1 In the **Dewey call number** box, enter *921*.
- 2 In the **Local call number** box, enter *WWW*.

## Entering subject information

You can enter a first subject with up to three subdivisions in the Subject group. Up to five additional subject boxes can be added as needed. All subjects and subdivisions can have different classifications based on the options displayed in the list next to each text box.

Your first subject and subdivision combination are stored in one of the following tag fields in the MARC record, depending on the list selection: tag 600, tag 610, tag 650, tag 651, and tag 690. Each subsequent subject and subdivision combination that you enter can be stored in any of those tags. The subfield values for these tags are variable. The tag and subfield combinations are repeatable.

## How to enter subject information

For the Abraham Lincoln web site that you are cataloging, you want to add two subjects. The first subject is Abraham Lincoln, with a subdivision called Childhood and youth. The second subject is Presidents, with two subdivisions, Biography and United States.

### To enter subject information

- 1 In the **First subject** box, enter *Abraham Lincoln*, and select **Personal Name** from the list next to it.
- 2 In the first **Subdivision** box, enter *Childhood and youth*, and select **General** from the list next to it.
- 3 Click the **Add Subject** button. Another set of subjects and subdivisions is displayed.
- 4 In the **Second subject** box, enter *Presidents*, and select **Topical** from the list next to it.
- 5 In the first **Subdivision** box under **Second subject**, enter *Biography*, and select **General** from the list next to it.
- 6 In the second **Subdivision** box under **Second subject**, enter *United States*, and select **Geographical** from the list next to it.
- 7 Repeat steps 3 – 6 for each additional subject added.
- 8 If you are done entering all information for the web site, click the **Save** button. The record saves and closes, and a new, blank record opens so that you can catalog another web site.



**Important!** Before you save a record, make sure you have completely and accurately entered all of the cataloging information. After you save a MARC record, you cannot edit it again in MARConnect.

## Checking the spelling of MARC records

After you capture a web site's URL and title and enter additional information about the site, you can check the spelling of the record. It is a good habit to check every record before you save it. The program checks the spelling of the title, note, and subject fields. The spell checker program works similar to a spell checking program typically provided with common word processing programs.

## How to check the spelling of a MARC record

After you finish cataloging a web site, you should check the spelling.

### To check the spelling of a MARC record

- 1 After you have entered all of the catalog information, click the **Check Spelling** button. The Check Spelling window opens and displays the first word that is not listed in the dictionary.
- 2 Click **Ignore** or **Ignore All** to skip the word. Click **Change** or **Change All** to accept the suggested correction. Click **Add** to add the word to the dictionary. Click **Cancel** to close the Check Spelling window.



Check  
Spelling  
button

## Saving a MARC record

After you have finished cataloging a web site, you should save it. MARConnect saves the information as a MARC record and appends it to the active MARC file.

MARConnect lets you work with multiple MARC files, saving different records to different files. However, in most cases, you can continue to save all of your MARC records to the default MARC file (Marc\_001).

### To save a MARC record



**Important!** Before you save a record, make sure you have completely and accurately entered all of the cataloging information. After you save a MARC record, you cannot edit it again in MARConnect. (However, you can still edit the record in Spectrum CIRC/CAT after you import it.)

After you have entered all of the catalog information, click the **Save** button in the toolbar. A new, blank record is displayed and the browser is reactivated. The MARC record is saved to the active MARC file (the default file is Marc\_001).

For more information on the MARC file, see "About MARC files".

# Copying MARC records to the clipboard

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A new feature of MARConnect lets you copy an entire MARC record to your computer's clipboard. Then you can paste the record into the Edit MARC part of Spectrum CIRC/CAT. *Note:* Holdings information in tags 852 and 961 are not copied into Spectrum CIRC/CAT.

This feature lets you quickly copy and paste individual records rather than saving all of the MARC records into a file and then importing the file into Spectrum CIRC/CAT.



**Copy Record to Clipboard button**

## How to copy a MARC record to the clipboard

Example scenario: You have finished cataloging a web site titled Abraham Lincoln. Now you want to copy the record directly into Spectrum CIRC/CAT using the clipboard.

### To copy a MARC record to the clipboard



**Important!** Do *not* save the record. Saving the record closes it and opens a new, blank record. After you save a MARC record in MARConnect, you cannot edit it again in MARConnect.

After you have entered all of the catalog information, click the **Copy Record to Clipboard** button. The entire MARC record is copied to the clipboard.

You can now paste the MARC record into the Edit MARC part of the Spectrum CIRC/CAT program.

## Pasting MARC records into Spectrum CIRC/CAT

After you copy a MARC record into the clipboard in the MARConnect program, you can paste the record directly into Spectrum CIRC/CAT. The Edit MARC part of the program has a new paste feature that places the data from the MARC record into the appropriate MARC tags, subfields, and indicators. See the *Materials* chapter in the user and reference manuals for more information on this feature.

*Note:* Holdings information in tags 852 and 961 is not copied into Spectrum CIRC/CAT.

## How to paste a MARC record into Spectrum CIRC/CAT

Example scenario: You have finished cataloging a web site titled Abraham Lincoln and copied the entire MARC record to the clipboard. Now you want to paste the MARC record into the Spectrum CIRC/CAT program.

### To paste a MARC record into Spectrum CIRC/CAT

- 1 Start the Spectrum CIRC/CAT program.
- 2 Open the Material Edit part of the program by clicking the **Materials** button in the Navigator toolbar and choosing **Edit**. The Easy Entry window opens.
- 3 Click the **Show Edit MARC** button. The Edit MARC window opens.
- 4 Click the **New Record** button. A blank MARC record opens.
- 5 From the **Edit** menu, choose **Select All**.
- 6 From the **Edit** menu, choose **Paste**.
- 7 Click the **Save Record** button.



You can switch between the MARConnect and Spectrum CIRC/CAT programs by pressing and holding down the **Alt** key on your keyboard and pressing the **Tab** key simultaneously until the appropriate program icon is selected.

See the *Materials* chapter in the user and reference manuals for more information on the Edit MARC part of the program and the paste feature.

Now that the MARC record is in your materials database, your patrons can access it while searching the catalog. These sites will appear as additional patron resources in future catalog searches and can be accessed with Spectrum WebConnect, a program that links patrons to electronic resources cataloged in the MARC 856\_u tag. *Note:* Before you can search for web sites in Spectrum CIRC/CAT, you must enable Spectrum WebConnect in Catalog Setup. In the Catalog Setup window, click the Details tab and select the WebConnect option.

# Importing MARConnect records

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After you catalog and save your web sites, you need to import the MARConnect records into your library's catalog database. The records MARConnect creates adhere to the MARC standard, so they can be imported into any industry-standard library automation system. The method that you use to import MARConnect records depends on your library automation system. If you're using Spectrum CIRC/CAT, you can import your MARConnect records using Material Import. After the records are imported into Spectrum CIRC/CAT, your patrons can view the web sites in future searches by accessing them using Spectrum WebConnect, a program that links patrons to electronic resources cataloged in the MARC 856\_u tag.

MARConnect stores your saved cataloged records in a MARC file. The MARC file, by default, is stored in the same folder as your MARConnect program. You must select this file to import your cataloged MARConnect records into your database. For further instructions on importing materials, see the documentation or online Help that came with your library's automation system.

The first time you catalog a web site, MARConnect generates and stores your records in the MARC file named Marc\_001 by default. Each time you quit and restart the program, new records are always appended to the Marc\_001 file. Because the program appends new records to the same file, the program will import *all* records saved to the Marc\_001 file, thus re-importing old records from past imports. If you want to re-import existing records, don't change or move your Marc\_001 file. If you want to import new records without re-importing old records, you need to move and change the name of the Marc\_001 file after each import. By doing this, you make it possible for MARConnect to create a new Marc\_001 file when you start the program, and you're able to save your imported data to one location.

You need to complete two processes in order to import new records without re-importing old records:

- 1 Create a backup MARC file folder
- 2 Import and move the existing MARC file

## Creating a backup MARC file folder

Before you import the Marc\_001 file, you should create a new folder to store backups of your imported data.

The MARConnect program always appends new records to the Marc\_001 file every time you quit and restart the program. If you don't move the Marc\_001 file after you import it into your library, Spectrum CIRC/CAT imports *all* records saved to the Marc\_001 file, thus re-importing old records from your last import to the database.

### How to create a backup MARC file folder

Before you import the Marc\_001 file into Spectrum CIRC/CAT, you should create a new folder to store backups of your imported data. Give the folder a unique name. For this example, let's call the backup folder MARConnect.

#### To create a backup folder:

- 1 In your Spectrum program folder, choose **File > New > Folder**.  
A new folder is created.

- 2 Name the folder *MARConnect*.

This folder will store all of your MARC files that contain imported MARConnect data.

## Creating a MARC file in MARConnect

The first time you catalog a web site, MARConnect generates and stores your records in a Marc\_001 file by default. The program shouldn't change this file unless you tell it to. If you don't change or move the Marc\_001 file, the program always appends new records to the Marc\_001 file every time you quit and restart the program. Because the program appends records to the same file, Spectrum CIRC/CAT imports ALL records saved to the Marc\_001 file, thus re-importing old records from your last import to the database.

To prevent this, you need to move the old Marc\_001 file to a different location. By doing this, you make it possible for MARConnect to create a new Marc\_001 file each time you start the program, and you're able to save your imported data to one location.

## Importing a MARC file into Spectrum CIRC/CAT

The following process outlines how you should import the MARC file. Before you import into Spectrum CIRC/CAT, you should create a new folder to store backups of your imported data. For example, you could create a new folder in your MARConnect folder and name it *MARConnect*. After you import the MARC file, move it to the MARConnect backup folder.

If you use a library automation system other than Spectrum CIRC/CAT, the method that you use to import MARC records may vary. For instructions, refer to the documentation that came with your library automation system.

### How to import a MARC file into Spectrum CIRC/CAT

Example scenario: You've cataloged a number of web sites using MARConnect and saved them to the default Marc\_001 file. Now you're ready to import them into Spectrum CIRC/CAT.

#### To import new records without re-importing old records

- 1 After you're finished cataloging web sites, exit or close MARConnect.
- 2 Start the Spectrum CIRC/CAT program.
- 2 Import the MARC file (the default is **Marc\_001**). See the *Materials* chapter in the user and reference manuals for more information on importing files into Spectrum CIRC/CAT.
- 3 When you're finished importing, locate the MARC file.
- 4 Move (not copy) the MARC file to the folder you created to store your imported data, *MARConnect*.
- 5 Rename the MARC file. You should make the name unique in order to distinguish it from other MARC files that will be stored in this folder. Sagebrush recommends using the date, such as *MARC\_9.8.00*. This can also help determine when each file was imported.

If you follow this process each time you import MARConnect records, the backup folder you create contains each past file of imported data, and the next time you start MARConnect an empty MARC file is created for storing new records.



## After pasting or importing a MARC file

Once the records are imported, your patrons can view the cataloged web sites in further searches by accessing them through any program that can provide a link to electronic resources, such as Spectrum WebConnect, a program that links patrons to electronic resources cataloged in the MARC 856\_u tag.

*Note:* Before you can search for web sites in Spectrum CIRC/CAT, you must enable Spectrum WebConnect in Catalog Setup. In the Catalog Setup window, click the Details tab and select the WebConnect option. For more information, see "Setting details window options" in the *Spectrum CIRC/CAT User Manual* or Help system.

