

## Using Cataloger's Desktop

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2007

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## Contents of this course

- ◆ A quick overview of Cataloger's Desktop
- ◆ An overview of where to find help
- ◆ Concentrates on usability of features rather than contents

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## What is Cataloger's Desktop Desktop?

- ◆ Provides *online* access to AACR2 and LC's most heavily used cataloging publications. With hypertext links, a single click moves you from one tool to the relevant section of others:
- ◆ Anglo-American Cataloguing Rules (AACR2)
- ◆ Library of Congress Rule Interpretations
- ◆ Subject Cataloging Manuals
- ◆ MARC 21 Formats
- ◆ Latest editions of all MARC formats

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## Benefits of using a web-based documentation resource

- ◆ Searches many sources of cataloging information quickly
- ◆ Online material organized and searchable in a variety of ways
- ◆ 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- ◆ Doesn't go out-of-date and good value for money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 PCs at once (unlike a book)

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## When would you use it?



- ◆ In cataloging original materials e.g. theses, published slides, videos, foreign
- ◆ To understand why a copied record was cataloged that way and to confirm that it is correct

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## Where to find Library of Congress help

- ◆ Go to the homepage  
<http://desktop.loc.gov/>



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◆ This is the initial view within Cataloger's Desktop. Click the Help view tab




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◆ There are Quick Tips and other help

◆ <http://www.loc.gov/cds/desktop/web-faqs.html>




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◆ Additional information is available on the LC website at <http://www.loc.gov/cds/desktop/>

◆ Note the Training and FAQs tabs




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◆ Click the FAQs tab



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## Logging on



To log on to Cataloger's Desktop, 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 the **Log On** button to start a session.

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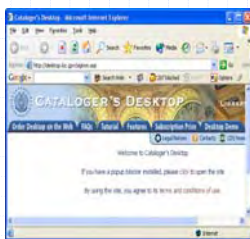
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## Pop up blockers



◆ **N.B. Pop-up blockers**  
◆ You will need to select "please click to open the site." It is helpful to allow pop-ups on the site [http://desktop.loc.gov.](http://desktop.loc.gov/) This will allow you to start a Cataloger's Desktop session without going through this extra step.

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## Creating a Desktop icon (1)



- ◆ Save the address <http://www.loc.gov/ods/desktop/graphics/cdesktop.ico> in a document as a link and, (without left-clicking on the target,) right mouse click on it and **Save target as...** to a place on your computer that you will remember;  
Open your web browser to *Cataloger's Desktop* <http://desktop.loc.gov>  
In your browser's **Address** window, click and hold down the left mouse button on top of the icon to the left of <http://desktop.loc.gov>.  
Drag this icon to your computer's desktop and release the left mouse button; this will create a program item that says **Cataloger's Desktop**.  
Right mouse click on the **Cataloger's Desktop** program item you've just created on your computer's desktop; select **Properties** from the context sensitive menu that pops up;

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## Creating a Desktop icon (2)

- ◆ Ensuring that you are looking at the **Web Document** view tab, click the **Change Icon** button;
- ◆ Select **cdesktop.ico** from the folder where you stored it; once you've selected this file, click the **OK** button at the bottom of this dialog box; this will return you to the **Web Document** view;
- ◆ Click **OK** to close the **Properties** dialog
- ◆ Congratulations! You now have a program item ("icon") for *Cataloger's Desktop* on your computer's desktop



Cataloger's Desktop.url

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## The Table of Contents in the Browse view



The Table of contents pane and the Document pane

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## A Resource folder



◆ Scrolling down categories: note MARC Standards category folder is closed

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## Opening an Resource folder



◆ When clicked on MARC Standards folder opens revealing sub-categories

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## Hyperlinked contents pages



◆ Scrolling down the MARC standards document you can see further hyperlinks to additional resources

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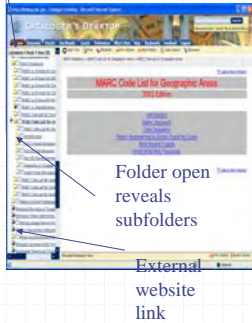
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Categories link

## Nested folders



- ◆ The subfolders may contain further subdivisions
- ◆ Some of the links take you to external websites (marked with a globe)
- ◆ Note the categories hyperlink

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## Browsing categories



- ◆ When you move your mouse over the **Categories** link, a dropdown menu will appear.
- ◆ Click (for example) "Type of activity"

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## Browsing categories (2)



- ◆ A sub-menu appears. Click the "Subject headings" hyperlink
- ◆ Note how the list has only displayed a few resources (rather than the full list.)

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## Browsing categories (3)



◆ The list on the left is much shorter and now only includes material that relates to subject headings (Note the size of the central scroll bar)

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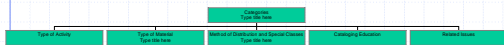
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## Category Structure



### Type of Activity:

Descriptive Cataloging  
Name & Series Authorities  
Subject Headings  
Call Numbers

### Type of Material:

Text  
Cartographic Materials  
Music & Sound Recordings  
Motion Pictures and Videorecordings  
Graphic Materials  
Electronic Resources  
Three-Dimensional Artefacts and Realia

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## Category Structure (continued)



### Method of Distribution & Special Classes:

Monographic Resources  
Continuing Resources  
Archival & Rare Materials  
Manuscripts (including Manuscript Collections)  
Canadian-Related Resources

### Cataloguing Information:

Instruction for Library Science Students  
Continuing Education  
Instruction for Library Technical Staff  
Instruction for Non-Catalogers

Français & Español

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## Category Structure (continued)



### Related Issues:

Community Information  
Discussion Lists  
MARC Code Lists  
MARC Standards  
Metadata Resources  
Online Catalogs

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## Setting preferences



◆ To remove resources that you seldom use, you can deselect them and save your preferred view in Preferences by clicking the “Set view” button.

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## Selecting preferences in Browse



◆ To select only those sources of information pre-selected in the preference view and display them in the table of contents pane, *Select Use personal prefs* from the TOC dropdown menu

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## Other options in the Reset dropdown menu



- ◆ Use Searchable resources
- ◆ Use LC resources
- ◆ Use Personal prefs
- ◆ Use Full site

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## Doing a search limited by Categories



- ◆ Instead of browsing this view you can search the resources in this category by using the simple search box in the upper right corner

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## Restoring the full site view



- ◆ To return to the full site once you have finished searching within a certain category, click the "Reset" TOC dropdown and then select "Use Full Site"

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