OCLC Connexion Implementation Task Group Report

Executive Summary

The Connexion Implementation Task Group\(^1\) was charged in February with investigating the implications of OCLC's migration from CatME to Connexion and recommending a timeline and training strategies for the implementation of Connexion throughout CUL Technical Services. The final report is due April 15, 2005.

The Task Group inventoried the current uses of CatME, performed a functional analysis of the Connexion Windows client, and compared the capabilities of Connexion to the current needs. Based on our findings, we feel confident that the Connexion client offers all the capabilities needed to perform the tasks for which we are currently using CatME.

The Task Group tested the advanced bibliographic and authority search features and functions and found them to be reliable and offering improvements over the search capabilities of CatME. When migrating from CatME to Connexion, the Task Group recommends keeping the settings unchanged, with the exception of installation of Ariel MS Unicode as the default font. Customizing of options for font size and colors is available.

The Task Group finds that the only change to workflows that is required is the revision of authority record uploading. However, Connexion's bibliographic and authority searching and local authority file management features are more advanced than the capabilities of CatME. These features enhance searching options rather than call for new or revised workflows. For future planning purposes, we would like to point out that if we were to adopt a new workflow, OCLC's Connexion will support CJK cataloging that we traditionally have performed in RLIN.

The Task Group recommends implementing Connexion in early June. We also recommend bringing a NYLINK trainer to campus for June 7th. We suggest four training sessions (1-1.5 h each) that are customized to meet CUL's needs and will cover basic and advanced searching and authority work.

Findings of the Task Group are presented below. The bulleted headings represent the charges the Task Group worked on and the non-bulleted headings break down the functional analysis.

\(^1\)Members: Jim Alberts, Music, Anna Korhonen, CTS, chair, Joe McNamara, CTS, Margaret Nichols, RMC, Jim Spear, Mann, and Pamela Stansbury, CTS.
• **Inventory the current uses of CatME throughout CUL TS**
  
  The Connexion Task Group started its work by assessing current uses of CatME throughout the library system. The principal use of CatME is searching and exporting bibliographic records, although some catalogers also use CatME for CONSER work and OCLC Enhance. Currently, catalogers also use CatME for editing existing authority records.
  
  A comprehensive inventory of current uses is attached (Appendix A).

• **Perform a functional analysis of Connexion Windows client (version 1.2 or higher), comparing its capabilities to the needs of CUL TS**

  We find that Connexion will support the needs of CUL TS in terms of bibliographical searching, batch searching, acquisitions functions, authority searching, and import and export of bibliographical and authority records. We also find that the metadata options offered in the Connexion browser interface will probably not significantly affect current CUL metadata work. Although an improvement over CatME, Connexion still poses problems for archival cataloging.

  **Bibliographic Searching**

  Connexion fully supports bibliographic record searching and exporting, and provides a much more powerful and flexible search interface than CatME. The overall look and feel of Connexion is different from CatME and there have been some syntax rule changes. The accompanying Appendix B provides further details. The Connexion client sometimes runs slightly more slowly than CatME, but we have found no appreciable difference overall.

  **Authority Searching**

  Connexion also provides a more powerful and flexible authority searching mechanism, supplementing the "browse only" interface of CatME with the ability to search keywords within authority records, as was possible in RLIN. The accompanying Appendix C provides further details in searching authority records.

  **Batch Searching**

  The batch searching functionality of Connexion is very similar to that of CatME. The batch searching and exporting functionality of the Connexion client make it preferable to the web browser interface for most types of work.
Metadata Support
Connexion offers several metadata options in the web browser interface, including some potential for creating records in Dublin Core, EAD and other formats. Also, the Connexion browser offers certain options for creating records for online resources by automatically harvesting information from the web site into a MARC record. It is not immediately clear to us how Connexion will affect metadata processing in CTS and Mann, since most metadata librarians report using CatME only for routine cataloging work. Because harvesting uncontrolled metadata directly from Web resources, which is what the Connexion browser allows, is so unreliable and inaccurate, it is unlikely that the switch to Connexion will have an immediate or direct impact on current metadata work in CUL.

Acquisitions Functions
Batch searching, ISBN extracting and batch importing have been tested successfully in the Connexion client. We found that after the search is finished in Connexion, a complete report displays on the screen, which eliminates the need to look for the report elsewhere. For batch searching, version 1.3 seems to be slightly faster than version 1.2.

Special Collections Processing
For special collections work such as cataloging manuscript or archival collections, Connexion does accommodate long records (up to 20,000 characters, with a maximum of 4,095 characters for a single field). On the other hand, OCLC documentation notes that "Currently, large records continue to be truncated during batch processing." More to the point, Connexion does not allow for the use of the privacy indicator (first indicator zero) to prevent the display of the information in 541 or 583 fields in the OPAC. RLIN 21 does allow us to tag these fields so that they do not display in the OPAC or to other RLIN institutions. This suggests that it would not be worth it to explore inputting manuscript or archival records in Connexion rather than RLIN21, because Connexion would not allow us to input donor information, deaccessioning plans, or other collection management information without displaying it to the public.

CJK/Arabic Cataloging
Version 1.3 will offer capabilities to process CJK and Arabic materials if we decide to utilize this feature in the future, although this seems unlikely at this point.

Conclusions--Functional Analysis
Since many members of the CUL TS staff are accustomed to using Voyager - or, in certain cases, RLIN - for most cataloging and editing activities, the various
cataloging features of Connexion will remain largely unused, or be used in very limited circumstances. Therefore, the relatively extensive training that might be required in order to learn to catalog in Connexion will not be an issue. Jim Spear monitors the OCLC-Cat listserv and reports on comments relevant to CTS Connexion implementation. Based on our findings, we feel that the Connexion client offers all the capabilities needed to perform the tasks for which we are currently using CatME.

● **Test any new functionality in the client that could optimize CUL TS work**

We have tested the advanced bibliographic and authority search features of Connexion and found them to be reliable, and in many ways a great improvement over the search capabilities of CatME. Also, although some aspects of the search screens and the search options are initially confusing, even users unfamiliar with CatME could learn Connexion basics in a very short period of time, and those already familiar with CatME could begin searching at a relatively advanced level from the beginning. The exposed search options eliminate the need to memorize search commands, although they are still available.

Joe McNamara and Jim Alberts have tested Connexion's capabilities for authority work and report that import, export, and lock and replace functions all work well in the Connexion client. We have not encountered problems with diacritics in uploading records from Voyager to Connexion. All diacritics we have encountered flip automatically (from before the appropriate letter to after it). With the Unicode conversion, this issue should become moot. Also, we have tested the authority search functions and found them to be far superior to those available in CatME.

● **Recommend settings and other options in Connexion for campus-wide use**

The presenter at the *OCLC Connexion Migration Strategies* workshop during ALA Midwinter strongly recommended keeping the settings unchanged when migrating from CatME to Connexion; otherwise they might not work. For users who have opted for a custom setting of font size and colors in CatME, the same customization capabilities exist in Connexion. Due to problems with display of diacritics, we recommend installation of the MS Arial Unicode font, as OCLC recommends. The netadmins will be able to install it to the workstations.

We have found that the client interface is closer in functionality to CatME than the browser and offers certain features (the most important being batch searching and exporting) currently unavailable in the browser interface. Also, the metadata cataloging tools available through the browser are not currently robust enough for CUL TS purposes. Therefore, we recommend that all CUL TS staff use the client interface.
Connexion's out-of-the-box settings and options for authorities are largely the same as those in CatME. Since Cornell currently contributes authority records through NACO and the NACO music funnels, we need only two accounts on the computers of users who upload records directly to OCLC.

In terms of search options, we would recommend that authority searchers use the "search authority file" rather than "browse authority file." While the browse function works, it essentially replicates CatME search functionality and it is somewhat difficult to navigate the screens. The "search authority file" function has no such limitations and allows for keyword searching across the 1xx, 4xx, and 5xx fields.

- **Propose new or revised workflows for TS tasks that will make use of Connexion**

Connexion's bibliographic and authority searching and local authority file management features are more advanced than the capabilities of CatME. Connexion's search screen incorporates multiple dialogue boxes, allowing users to perform simultaneous searches across multiple indexes, while retaining the derived-key and command-line searches used in CatME. This allows even relatively inexperienced Connexion users to perform complex searches, which were only accessible through command-line searching in CatME. This will facilitate all searching functions and could shorten training times for staff and students using Connexion.

We strongly recommend that all users experiment with Connexion after training in order to find searches and search combinations that suit their needs or could facilitate work within their units. Connexion allows users to customize search options and shortcut keys for frequently used tasks. It also allows users to employ macros, including those in MacroExpress. We should incorporate these advances in the training to enhance and optimize searching and inputting workflows. Two handouts explaining differences in bibliographic and authority searching in Connexion have been prepared and are attached to the report (Appendix B and C).

The Task Group finds that the only change to workflows is the revision of authority record uploading. This workflow change has been documented in CTS Procedures #56, *Uploading authority records into OCLC*, available at: [http://www.library.cornell.edu/cts/56uploadingauth.htm](http://www.library.cornell.edu/cts/56uploadingauth.htm)

OCLC has online documentation for the searching features at their web site where the *Searching Worldcat* tutorial can be accessed at: [http://www5.oclc.org/downloads/tutorials/connexion/client/clsearch.html](http://www5.oclc.org/downloads/tutorials/connexion/client/clsearch.html)

In addition, the Connexion client offers an online help feature.
- **Recommend a timeline for system-wide implementation**
  
  We cannot postpone the Connexion client implementation beyond June, when CatME will no longer be supported by OCLC and will be retired on July 1. In fact, the more user-friendly search interface and advanced features for authority work would suggest an early adoption and implementation.

  At this point, since a firm date for the migration to the Unicode version of Voyager has not yet been set, we recommend implementing Connexion in early June, before the ALA meetings and fiscal year rollover, and shortly before or after the training. A training date has tentatively been reserved for June 7th. Also, to ensure smooth implementation, the Task Force recommends a brief transition period from the training to the end of June in order to accommodate staff members who cannot attend the training.

- **Recommend a training strategy for all users**
  
  We recommend that a trainer from NYLINK be brought to campus for one day so that all users campus wide are presented with the high quality training at the same time, which enhances a feeling that we are doing this together. We estimate that four 1-1.5 hour training sessions are needed: one for basic training in searching (1.5 h for staff with no prior CatME experience), two one-hour sessions for staff with prior OCLC/CatME searching experience, and one session for authorities work and other options. The training will focus on searching, importing, and authorities features and will be customized for CUL needs. The Task Group estimates that the staff count for training does not exceed 75, and among those, a dozen would be interested in NACO functionality.

  The NYLINK trainer, Lauren Pinsley, is fully booked through May but is holding the dates June 1, 2, 3, and 7 for us if we decide to use this option. June 7th would be the optimal date to accommodate the CUL staff that may be on vacation during the Memorial Day week before. Lynda Bryan from Library Human Resources has agreed to cover the training cost that we estimate at $1,135, which covers the OCLC training fee and the trainer's mileage, meals, and hotel cost. LHR has offered to help with training arrangements.
• **Regularly present findings to WGC and TSEG as work progresses**

In February, a preliminary inventory of CatME uses was communicated to the WGC meeting. A live demo of Connexion (version 1.2) searching, importing, and authorities features was presented on the March 9th WGC meeting, in part to solicit input from TS users. The feedback was very positive, with the majority of staff present feeling that a demo type of training would meet their needs. The final report was communicated to the April 13th WGC meeting.

**Conclusion**

In summary, Connexion provides substantial improvements in functionality over CatME. Connexion's search interface clarifies many aspects of bibliographic and authority search processes which previously required extensive memorization of command-strings and derived key searches in OCLC's earlier database products. Since we will not be using Connexion extensively for cataloging or authority work directly in OCLC, the learning curve for becoming competent in Connexion bibliographic searching should be very short. This will result in increased training efficiency and the increased potential for cross-training of TS staff. Thus, Connexion provides a robust platform for batch searching, acquisitions functions, and all of our bibliographic database-related needs, which will help CUL TS become a more effective and efficient operation.
Appendix A: Inventory of current uses of OCLC CatME

1. Searching of individual
   a. Bibliographic records
   b. Authority records

2. Batch-searching of pre-order records

3. Exporting bibliographic records from CatME to Voyager for
   a. Ordering
   b. Inputting
   c. Fastcatting
   d. Cataloging

4. Batch-exporting of bibliographic records
   a. For record creation in ordering
   b. For inputting of approval titles
   c. After ISBN extract of vendor records to batch-search and batch-load of better records into Voyager

5. Authority work for NACO
   a. Updating authority records
   b. Downloading (LC)
   c. Uploading (OCLC)
   d. Correcting/updating authority records

6. Exporting CONSER records from Voyager to CatME, editing CONSER records in CatME, and saving them in the OCLC database (Sarah Ross)

7. Uploading PCC records in real time (Lois Purcell)

8. Enhancing/correcting bibliographic records (Cecilia Sercan)

9. Batch-loading third party (vendor) records into CatME and evaluate them there (David Banush)

10. Batch-searching and batch-loading of aggregator sets (only occasionally – there are other sources)

11. Batch harvest of COR records that are not overlaid by Marcadia after the 2 year search cycle

Appendix B: Connexion Bibliographic Searching
Jim Spear
Connexion can do any search that you were able to do in CatME. The function keys, such as F2, F9, F5, etc., work the same way in Connexion as they did in CatME. However, the overall "look and feel" of the search box you will use in Connexion is new. This document presents a brief overview for using this search box in Connexion. To become familiar with the complete range of searching capabilities, please make use of the online help in Connexion and/or refer to the "Searching Worldcat" tutorial: [http://www5.oclc.org/downloads/tutorials/connexion/client/clsearch.html](http://www5.oclc.org/downloads/tutorials/connexion/client/clsearch.html) [Note: "right-clicking" on this hyperlink and selecting the "Open Hyperlink" option will take you to the tutorial webpage.]

The search screen is actually divided into two separate "search" sections: Command Line Search and Keyword/Numeric Search. Each "search" section is enclosed in a thin-lined border and operates independently of the other. The search that will be executed is the one associated with the section in which the cursor is located when you press the "enter" key. (You can have a search composed in each section, but the only search that will be executed at a given point in time is the one contained in the section where the cursor is.)

In Connexion, you have the option of using pull-down menus to construct your keyword and numeric searches, which can be helpful if you are not familiar with the different command syntax rules and abbreviations that are necessary for a Command Line Search.

- You can compose a "keyword" search by entering multiple keywords in the "Search for" box and then selecting the appropriate search index (Title, Name, etc.) from the pull down menu. No punctuation or special command words are needed when inputting your keywords. You also have the option of stringing together different categories of keywords with the Boolean terms, AND, OR, or NOT, selected from the pull-down menus.

- Take note of the small box with the "+" sign that appears on the upper right side of the "Keyword/Numeric Search" section of the search screen. When the "+" sign is displayed, you can use the pull down menu to chose from one of the 10 "default" indexes. Clicking on the "+" sign will change it to a minus, at which point you have access to the complete list of some 90 available indexes. Changing the "-" back to a "+" returns you to the list of 10.

- It is essential to select the correct index file for the type of search you wish to do. For example, to do a "title" keyword search, you must select the "Title (ti:)" index. Choosing an alternative title index, such as "Title phrase (ti=)" could give unexpected results.

- You can do "numeric" searches – ISBN, ISSN, LCCN, etc. -- by entering the number string in question, without any special prefix command, and selecting the type of numeric index from the pull-down menu. Note that ISBN and LCCN are part of the 10 index list. To be able to enter other numbers – e.g., ISSN, OCLC, NLM, etc. – you will need to get to access the list of 90 indexes.
You can qualify your "keyword" or "numeric" searches by any of six categories that appear below the "Search for" area on the search screen. Such qualifiers include language, year, and format.

- Use of the **Command Line Search** requires the correct use of command syntax and command abbreviations. The typical "title" scan search that we are used to doing in CatME will now take the form of "scan ti=" followed by the title phrase you wish to search. [Note: the "=" sign is required or the search will not run as intended.] When you wish to do a "keyword" or "numeric" search from the "command line" you must enter, as needed, the appropriate index label(s) and punctuation (ti:, au:, pn:, etc.). For the **Derived** search, which are searches created from title and/or author information, each type of search has its own, unique combination of letter pattern and punctuation. Since these combinations are unique, you can enter the information for a "derived" search without an index label (dt, dp, etc.) as long as it is the first or it is the only search in the command line.

- At the bottom left of the search screen is a section labeled "Display Search Results." Click the radio button by the phrase "Truncated List." When you do a search that results in at least 2 hits (and no more than 50) on your title search, the output will be in a "rectangular / fixed field length" style similar to what CatME produced. This presentation makes it easier to single out a record by author, publisher, or date of publication? (Once you've clicked the radio button for "Truncated List" this display choice will become your default display for multiple hits.)

- The "Expand/Collapse" button lets you reduce the search window to just the "Command Line Search" Pressing the button again restores the search screen to its full size.

- Although you may have never found a need to include diacritics in any OCLC searching, you now have an option to include them. Pressing the "Enter Diacritics" button, brings up a screen that lets you choose to insert a diacritic from a table or diacritics or lets you use pull down menus to specify the name of the diacritic and the language.

- The online "Help" button on the search screen brings up useful information on how to search in OCLC. Also the little "?" symbols bring up small boxes with key information as though it were an answer to an anticipated FAQ.

- Option "6. More Information" on the table of contents page for the Connexion tutorial is a link that takes you to a page with more useful documentation links including a link to Technical Bulletin 251 on WorldCat searching, a link to a list of other tutorials, and a link to the complete OCLC Connexion client documentation.

**Appendix C: Connexion Authority Searching**

Jim Alberts

- Gives “search” and “browse” options.
  - “Browse” is useful primarily if you’re not sure of the spelling that you’re seeking.
  - “Browse” essentially replicates CatME authority searching, although some of the terminology is used differently and navigation options are tricky.
- Authority “search” option is generally more user-friendly than the browse option, and represents a great improvement over CatME searching.
  - Allows for keyword searching on 1xx, 4xx, and 5xx fields, with a clear graphic interface.
  - Interface can be “customized” for repeated searches.
  - Actually “browses” better than the browse interface.
  - Headings displays are long enough to display reasonably full name/title information.

- Allows for name, title, ARN number, and other searches within the local authority file, which represents a big improvement over CatME, although most of us probably won’t use it.
- Automatically checks for duplicates on upload (!!!).
- Gives option of displaying see/see also references on main screen (which can result in a pretty cluttered display).
- “LC Name search” searches personal, corporate, and meeting names, but not geographic names; “topicals” currently searches subject headings and geographic names, but OCLC has indicated that other headings (mainly genre terms) will be added.
- Subject headings can also be searched through this interface (old fashioned scan search; also keyword-searchable through the command boxes). The subject search interface defaults to a display that includes linked see-also references and authorized subdivisions.

**NB:** Currently, diacritics don’t display properly in the authority search screen (the records themselves are fine; it’s just a glitch in the current display mode).