OCLC searching cheat sheet

Music Cataloging at Yale [1] **?** **Orbis and OCLC** [2]

Note: this page was created with music cataloging in mind.

Commands | Searches | Authority file searching | Other things to remember

Commands
command

help

send command

next screen or page up

previous screen or page back

go to first screen

go back to previous screen

next record

next screen in submenu

return to submenu

previous screen in submenu

print record

export

[Searches](#)
[Phrase searches](#) | [Number searches](#) | [Search qualifiers](#)
[Phrase searches](#) (See also [Phrase searches](#) [3] from OCLC)

type	sca/fin	derived	notes
personal name	sca pn [last first]	4,3,1	**Surnames with a Mc or Mac prefix:** If the prefix is followed by an uppercase letter, search the prefix as the single letter m. If the prefix followed by a lowercase letter, include the entire prefix in the search key. If in doubt, search both ways. Precede the derived search with a "[" to search the authority file.
corporate name	sca co [name]	4,3,1	Precede the derived search with a "[" to search the authority file.
corporate name	sca cn [name]	4,3,1	Precede the derived search with a "[" to search the authority file.
title	sca ti [title]	3,2,2,1	For uniform titles (130), precede the derived search with a "[" to search the authority file.
subject	sca su [subject]	5,3	Precede the derived search with a "[" to search the authority file.

[Number searches](#) (see also [Numeric Searching](#) [4] from OCLC)

type	sca/fin	derived	notes
LCCN	fin in [LCCN]	[number]	**sca/fin**: include the entire number with or without the hyphen **derived**: includes the first 2 numbers, hyphen, and the last 6 numbers. Precede the derived search with a "[" to search the authority file.
ISMN	fin nn [number]		**sca/fin**: include the initial "m"; do not include the hyphens example: fin nn m008058417
ISSN	fin sn [number]	[number]	**sca/fin**: include the entire number with or without the hyphen **derived**: include the hyphen between the 4th and 5th digits
ISBN	fin bn [number]	[number]	omit hyphens
Music number	fin mn [number]	mn: [number]	include only 2 letters and up to 10 numbers (see also [Music publisher number search](#) [5] from OCLC)
OCLC control number	fin an [number]	#[number]	

[Search qualifiers](#) (not used in searching the authority file)

type	qualifier
format	books: /bks scores: /sco recordings: /rec visual materials: /vis serials: /ser
cataloging source	Library of Congress: /DLC
year of publication	mcdy: m=millennium c=century d=decade y=year

type of date:		qualifier:	example:
single year:		/mcdy	/2002
single year and all later years:		/mcdy-	/2000-
single year and all previous years:		/-mcdy	/-2000
range of single years:		/mcdy-y	/2000-2
decade:		/mcd?	/200?
range of decades:		/mcdy-dy	/1980-91
century:		/mc??	/20??
range of centuries:		/mcdy-cdy	/1880-920
millennium:		/m???	/2???

range of millenniums:	/mcdy-mcdy	/1999-2002

Authority file searching

The **browse search** is the best way to get to name/uniform title headings.
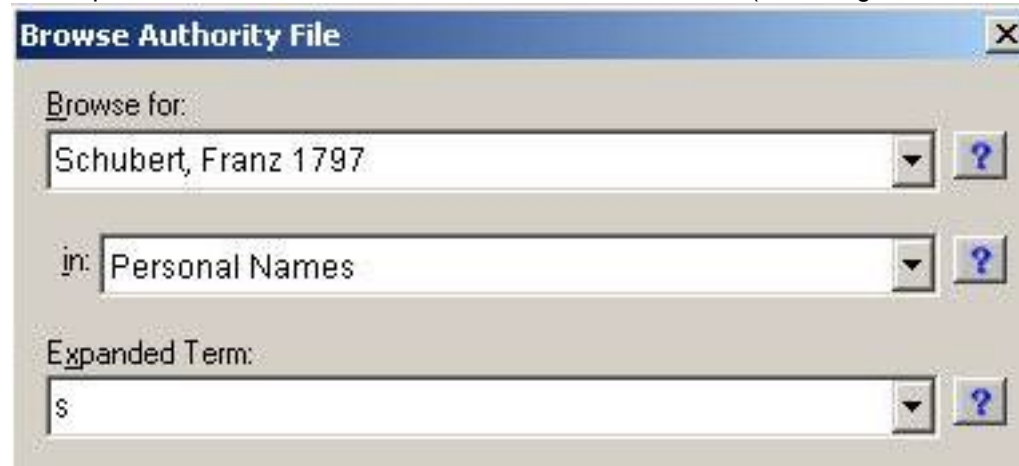
Type in the name, ***with a comma separating the last and first names***.
If there are no other persons with that name, you can include an expanded term with no further additions to the search.
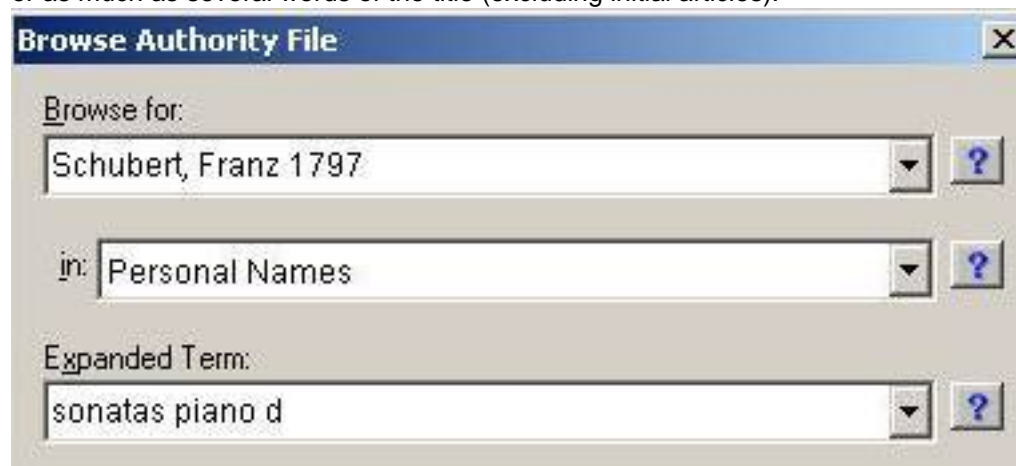If there are other persons with that name, include at least the first year in the date portion of the heading ***with no comma before date***.

The expanded term can be as little as the first initial of the title (excluding initial articles):

or as much as several words of the title (excluding initial articles):

When using more than one word of the title as the expanded term can be as little as the first initial of the title (excluding initial articles). Remove all commas or the search will take you to the end of the alphabet for the first word in your exanded term.
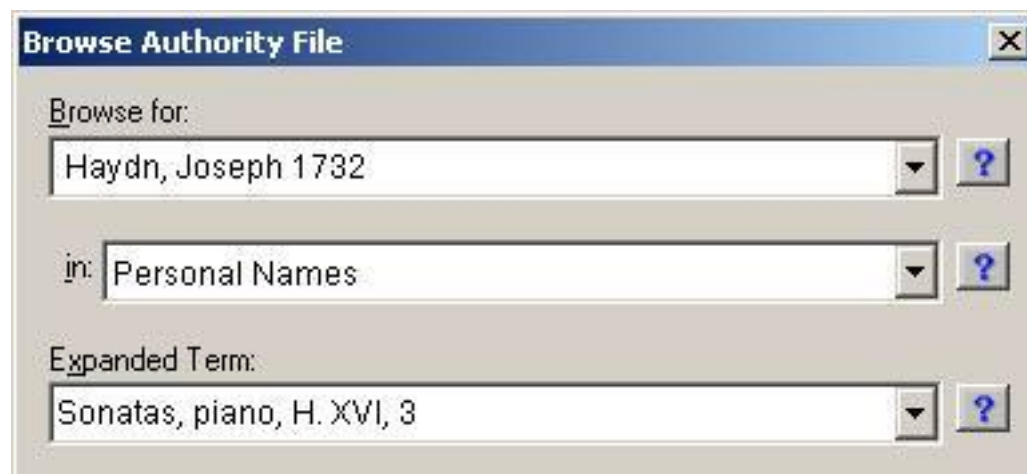This search, with punctuation included:
sonatas**,** piano**,** h**.** xvi**,** 3
will take you to the end of Haydn's sonatas:

This s
sonata
will tak

[Other things to remember]

If you will not be using OCLC for a substantial amount of time, logoff so that other catalogers will be able to access OCLC.

Source URL:https://web.library.yale.edu/cataloging/music/oclcsear

Links
[1] http://web.library.yale.edu/cataloging/music [2] http://web.library.yale.edu/cataloging/music/orbis-oclc [3] http://www.oclc.org/support/documentation/worldcat/authorities/userguide/phrase_srch_aug/phrase_srch_aug.htm [4] http://www.oclc.org/support/documentation/worldcat/authorities/userguide/num_srch_aug/num_srch_aug.htm [5] http://www.oclc.org/oclc/man/9798sbr/chap3.htm#(MPN)