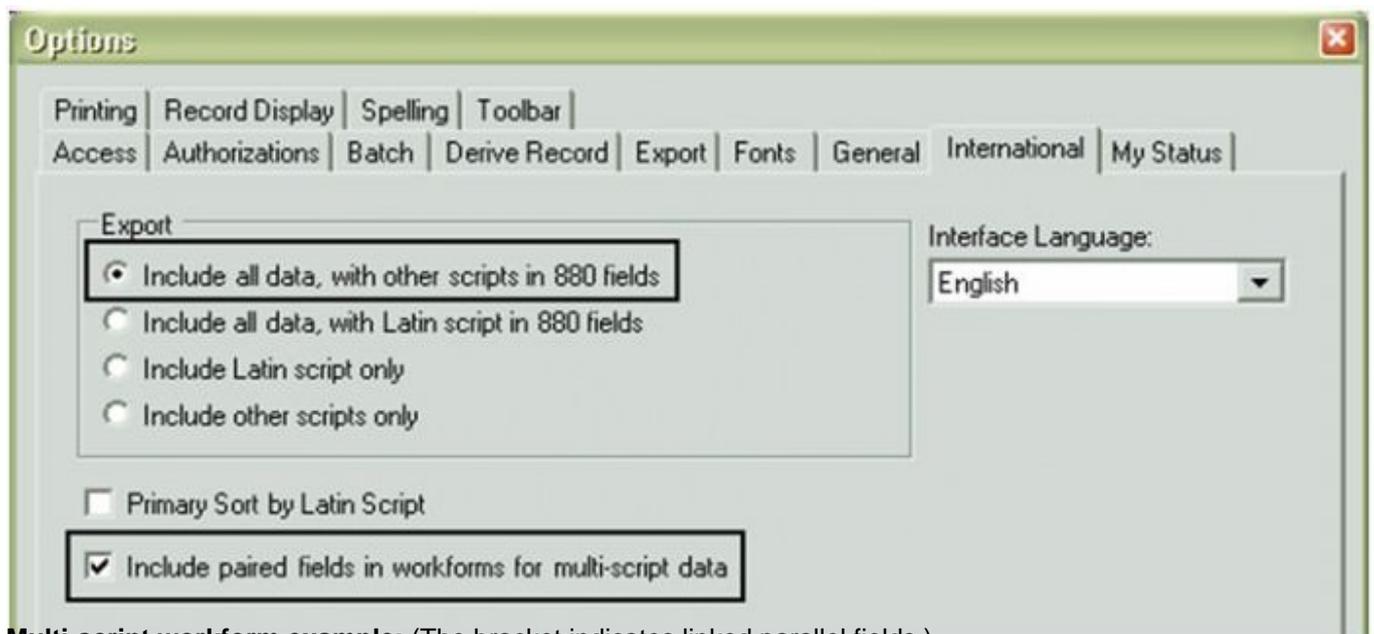


OCCL Non-Latin Script Cataloging Key Points

Settings for export and workforms:

Under *Tools > Options > International menu*,

- Select "Include all data, with other scripts in 880 fields."
- Select "Include paired fields in workforms for multi-script data."



Multi-script workform example: (The bracket indicates linked parallel fields.)

1	■	■	■	
1	■	■	■	
245	■	■	#h #b #c	
245	■	■	#h #b #c	

Enter non-Latin script fields above romanized fields (unlike Voyager).

100	1		李其荣.
100	1		Li, Qirong.
245	1	0	美国文化解读 : #b 美国文化的多样性 / #c 李其荣著.
245	1	0	Meiguo wen hua jie du : #b Meiguo wen hua de duo yang xing / #c Li Qirong zhu.

- Use the Microsoft IME or other appropriate input keyboards to enter non-Latin characters.

OCLC Non-Latin Script Cataloging Key Points

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- If a character you need is not in the MARC-8 approved character sets, enter the **name** of the character or the **reading** with brackets (e.g., [**schwa**] or [**yin**]) instead of geta (?).

The Connexion Client automatically adds links (upon validate, reformat, save, or update, etc.) when you create two fields with the same tag number and the romanized field follows the non-Latin script field. You may also use the *Edit > Linking Fields* menu to link or unlink the fields--place the cursor in the first field of the pair.

If you modify the tag of one of the linked fields, the tag for the other field changes, too. However, the indicators do not change and have to be manually edited.

If the cursor is in a linked field when you add a new field, the new field is added above or below the set of linked fields. Linked fields cannot be separated.

Moving a linked field moves the set of linked fields.

If you delete one field in a linked field set, the client keeps the other field and removes the link indicator (bracket).

If your record does not include romanized fields, the Client adds a placeholder field "<>." and a "500 Non-Latin script record." to the record. Our current cataloging practice is not to create records only in non-Latin scripts. Romanization should be entered with parallel non-Latin script fields. Exceptions may be given to special collection materials such as rare books (Records cataloged by the Chinese Rare Books Project in Princeton contains notes only in Chinese texts.)

When you validate, reformat, save, or update, etc, the Client automatically adds an 066 field to indicate which character set the record contains: Example:

(3 Basic Arabic

(4 Extended Arabic

\$1 CJK script

(N Basic Cyrillic script

(Q Extended Cyrillic script

(S Greek script

(2 Hebrew script

TamI for Tamil

Thai for Thai

You may search by romanization or non-Latin scripts. The following truncation symbols can be used for CJK, Tamil, and Thai phrase searches (e.g., ti=, tiw=, etc.):

* -- ending truncation to retrieve variant endings, e.g., "???"

? -- internal truncation to replace multiple unknown characters in the middle "????"

(#--internal truncation to replace a character in the middle--does not work.)

To display Arabic and Hebrew scripts aligned to the right, select *View > Align right*.

There is an automatic transliteration feature for Arabic language. See the International Cataloging document listed below for information.

Yale-specific points:

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Do not add field 852 in the OCLC bib record. Input our local call no. in the MFHD (852) of the Orbis record.

Delete 994 from exported records (Orbis does not take it) via *Tools > Options > Export > Field Export Options* and enter 994 in the Bibliographic Records window.

For an overview of non-Latin script cataloging in OCLC, see the [online tutorial](#) [1].

For detailed instructions on cataloging materials in specific non-Latin languages, see "[International Cataloging: Use Non-Latin Scripts](#) [2]"

Source URL: <https://web.library.yale.edu/cataloging/oclc-nonlatin>

Links

[1] <http://www5.oclc.org/downloads/tutorials/connexion/client/nonlatin.html> [2]

<http://www.oclc.org/content/dam/support/connexion/documentation/client/international/internationalcataloging.pdf>