

Cataloger's Desktop Logging in for the First Time At-a-Glance

CATALOGER'S DESKTOP

Cataloger's Desktop enables subscribers to access their preferred cataloging resources by using a custom login. In order to create the custom login, the first time you access Cataloger's Desktop you will be asked to enter your institution's Cataloger's Desktop user name and password. Obtain this from your Cataloger's Desktop site administrator.

You will then be taken to a second login screen where you create your personal login by entering your **email address** as the "user name" and a **password** of your choice. You **must** create a personal login to access Cataloger's Desktop.

Initial Login

Steps

1. Enter URL: <http://desktop.loc.gov>
2. Enter your institution's Cataloger's Desktop institution user name and password.
3. Select **Login**

Cataloger's Desktop Login

Email address / User name
institution User Name

Password
●●●●●●●●

Log me in automatically

Login

[Forgotten your user name or password?](#)

4. This will take you to second login screen where you will create your personal Cataloger's Desktop login. Enter your email address and a password that is meaningful to you (and that you will remember).
5. Confirm your password.
6. Select **Login**.

Cataloger's Desktop Login

Please type in your Email address and password. If you have not previously set up a login, type in your Email address and your desired password so that a login can be generated for you. Password must be at least 6 characters long. Password must contain at least two out of the three following features: lower case letters, upper case letters, numbers.

Email address / User name

Password

Confirm password:

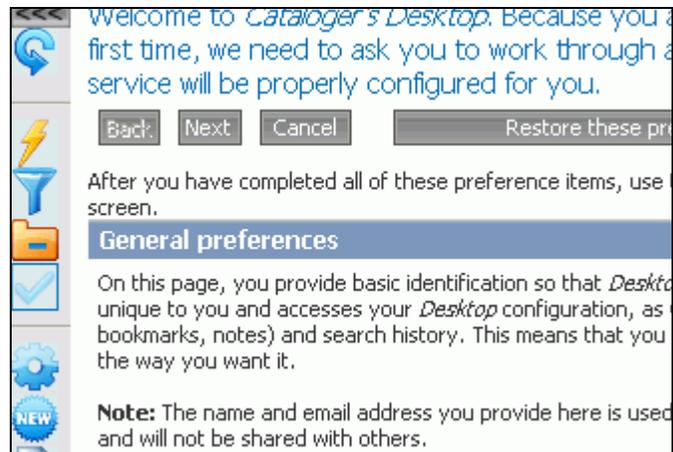
Log me in automatically

Login

Setting General Preferences for All Users

Steps:

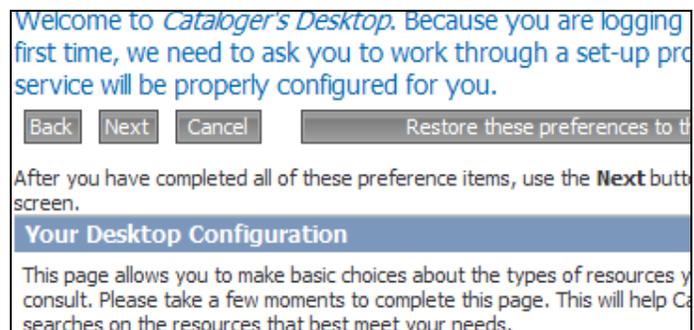
1. Set up your general preferences so that your personal desktop configuration displays each time you login.



2. Select your language choice, your name, number of hits you want to display at one time, and whether you want to see tips when you roll your mouse over various items. You can restore these preferences to the default or select other options in the future, if desired.

3. Select **Next**.

4. You will display a screen where you should spend a few minutes and make decisions about how you will use Desktop.



5. Check the selections on the form and Desktop will present a list of resources based on your choices.

The screenshot shows a preference configuration window with a sidebar on the left containing icons for home, search, star, and clock. The main area is divided into several sections:

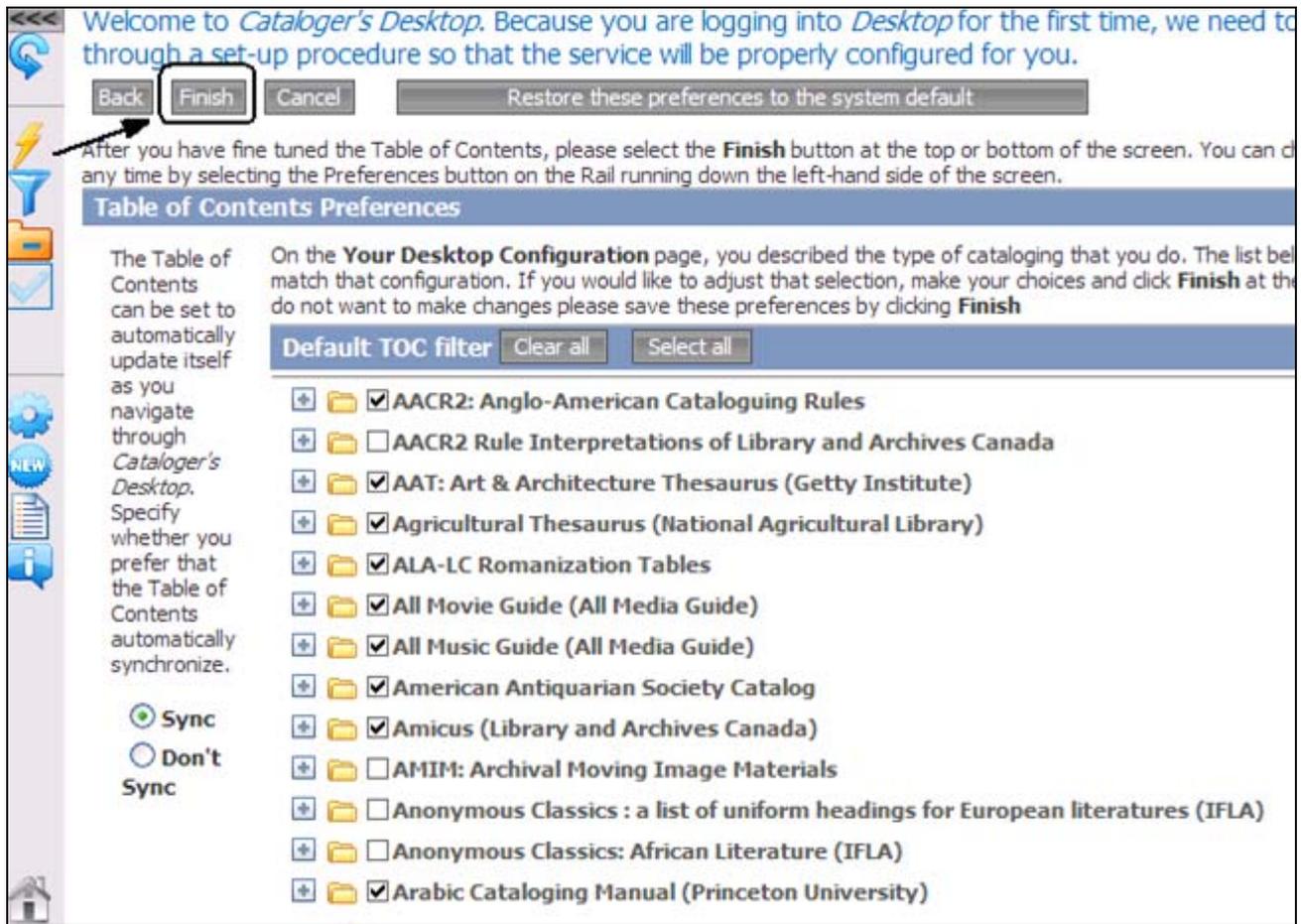
- Language of Resources** (Select all that you wish to routinely consult):
 - English
 - Deutsch
 - Español
 - Français
 - Italiano
 - Korean
 - Português
 - Suomi
 - Svenska
- Libraries/Archives** (Select all that you wish to routinely consult):
 - Library
 - Archive
 - Museum
 - Online
- Encoded Archival Description (EAD) Metadata**:
 - Encoded Archival Description (EAD)
 - Learning Object
 - Metadata Encoding & Transmission Standard (METS)
 - Metadata Object Description Schema (MODS)
- Description Schema (MODS)**:
 - OAI-ORE
 - OAI-PMH
 - ONIX
 - VRA Core
- Activity Type** (Select all that you wish to routinely perform):
 - Descriptive Cataloging
 - Access Points
 - Subject Headings
 - Call Numbers
- Classification** (Select all that you wish to routinely consult):
 - LCC
 - Dewey
 - NLM
 - UDC
- Material Type** (Select all that you wish to routinely catalog):
 - Text
 - Cartographic Materials
 - Music & Sound Recordings
 - Motion Pictures and Video Recordings
 - Graphic Materials
 - Electronic Resources
 - Three-Dimensional Artifacts and Realia
- Other Resources** (Select all that you wish to routinely consult):
 - Discussion lists
 - Online catalogs
 - RSS feeds
- Core Elements** (Select all that you wish to routinely perform):
 - Work/Expression/Manifestation/Item Attributes
 - Name Attributes
 - Work/Expression/Manifestation/Item Relationships
 - Name Relationships with Resource
 - Subjects

At the bottom, there are buttons for **Back**, **Next** (highlighted with a black box and an arrow), **Cancel**, and a button labeled **Restore these preferences to the system default**. Below the buttons, a note reads: "After you have completed all of these preference items, use the **Next** button at the top or bottom of the screen."

6. Select the **Next** button and you will see a warning notice that your choices will change the table of contents you will see on your opening screen. Since you haven't set preferences before in Desktop, click **OK** so you will have an opportunity to set up your specific preferences.



- You will see a screen with selected Desktop resources with some items checked based on your choices. You now have an opportunity to check or unchecked the resources you want to use. You also can go back to change your choices on the previous page or restore everything to the system default.



- Select the **Finish** button when you have completed your selections. You are now ready to use CD3! Please see the other *Cataloger's Desktop* At-a-Glance guides at: <http://www.loc.gov/cds/desktop/web-faqs.html> .

