

# Cataloger's Desktop

## 1. Login & Setting Preferences At-a-Glance



### Login for Returning Users of Desktop

#### Steps:

1. Point your web browser at: <https://desktop.loc.gov>
2. Enter your **User ID** and **Password**.

A screenshot of the login interface for returning users. It features a light gray background with the following elements: a "User ID:" label followed by a text input field containing "username"; a "Password:" label followed by a password input field with black dots; a "Remember me on this computer:" label with an unchecked checkbox; a blue "Login" button with a mouse cursor over it; a blue "Help" link; a blue link "Forgotten your user name or password?"; and a blue link "Change your password".

### Login for New Users of Desktop

New subscribers must set up a personal login.

#### Steps:

1. Enter your institution's *Cataloger's Desktop* institution administrative user name and read-only password. Select **Login**
2. 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). The password must be at least 16 characters long, Include upper- and lower-case letters, numerals, and a special character. Confirm your password. Select **Login**

A screenshot of the registration interface for new users. It features a light gray background with the following elements: a paragraph of instructions: "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. Passwords must be at least 6 characters long. Passwords must contain at least two out of the three following features: lower case letters, upper case letters, numbers."; an "Email address:" label followed by a text input field containing "you@yourlibrary.org"; a "Password:" label followed by a password input field with black dots; a "Confirm password:" label followed by a password input field with black dots; a "Remember me on this computer:" label with a checked checkbox; a blue "Login" button with a mouse cursor over it; and a blue "Help" link.

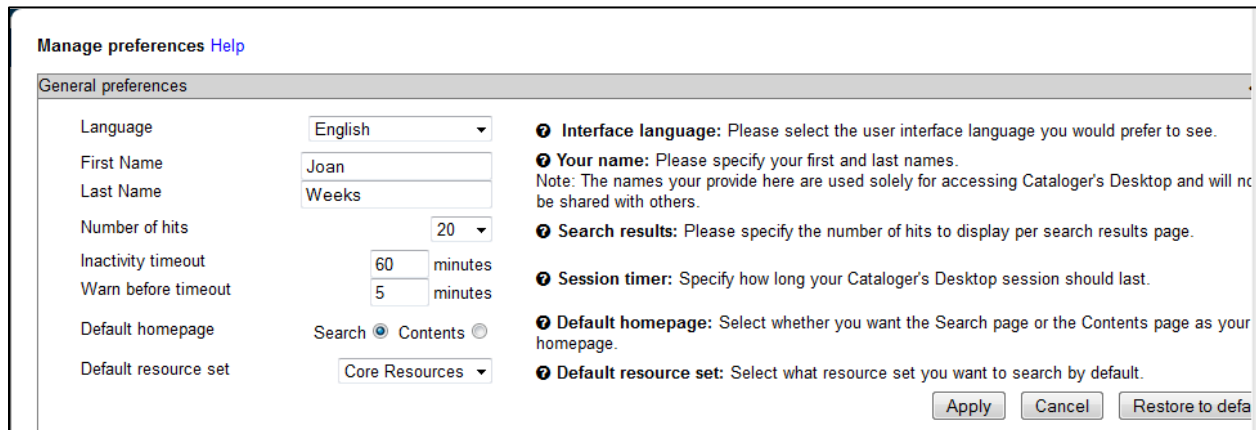
## Setting up Preferences

### Steps:

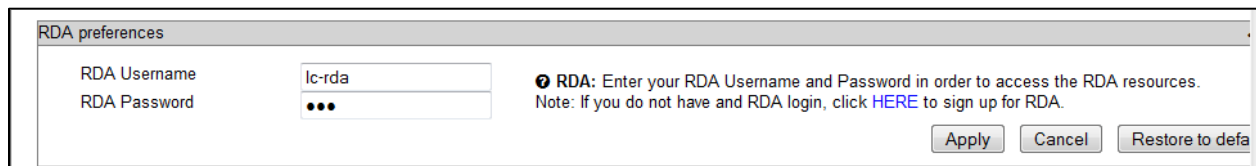
1. Select **Preferences** on the ribbon.



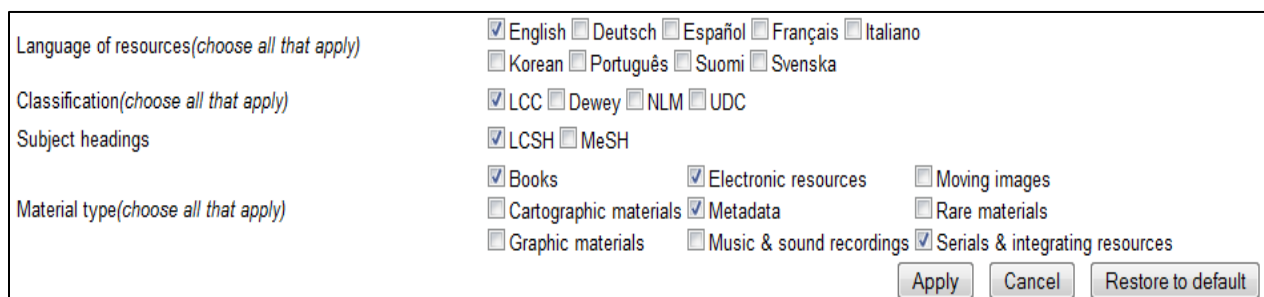
2. Select **General preferences** and make your selections. When finished select the **Apply** button.

A screenshot of the 'Manage preferences' dialog box. The 'General preferences' tab is active. It contains several settings: Language (English), First Name (Joan), Last Name (Weeks), Number of hits (20), Inactivity timeout (60 minutes), Warn before timeout (5 minutes), Default homepage (Search selected, Contents unselected), and Default resource set (Core Resources). To the right of these settings are explanatory notes for each. At the bottom right, there are three buttons: 'Apply', 'Cancel', and 'Restore to default'.

3. Select **RDA preferences** and enter your *RDA Toolkit* Username and Password if you are subscribed to that product. Select the **Apply** button.

A screenshot of the 'RDA preferences' dialog box. It contains two input fields: 'RDA Username' with the value 'lc-rda' and 'RDA Password' with masked characters '•••'. To the right, there is a note: 'RDA: Enter your RDA Username and Password in order to access the RDA resources. Note: If you do not have an RDA login, click HERE to sign up for RDA.' At the bottom right, there are three buttons: 'Apply', 'Cancel', and 'Restore to default'.


4. Select **Resource preferences** to begin the process of choosing which resources you will routinely consult. Uncheck any types of materials you do not routinely catalog. Select the **Apply** button.

A screenshot of the 'Resource preferences' dialog box. It lists several categories with checkboxes: Language of resources (English checked, Deutsch, Español, Français, Italiano, Korean, Português, Suomi, Svenska), Classification (LCC checked, Dewey, NLM, UDC), Subject headings (LCSH checked, MeSH), and Material type (Books checked, Electronic resources, Moving images, Cartographic materials, Metadata checked, Rare materials, Graphic materials, Music & sound recordings, Serials & integrating resources checked). At the bottom right, there are three buttons: 'Apply', 'Cancel', and 'Restore to default'.

5. Select the **Table of Contents preferences** page. This will show you the Desktop resources that match your **Resource preferences** choices. You now have an opportunity to check or uncheck the resources you want to use.

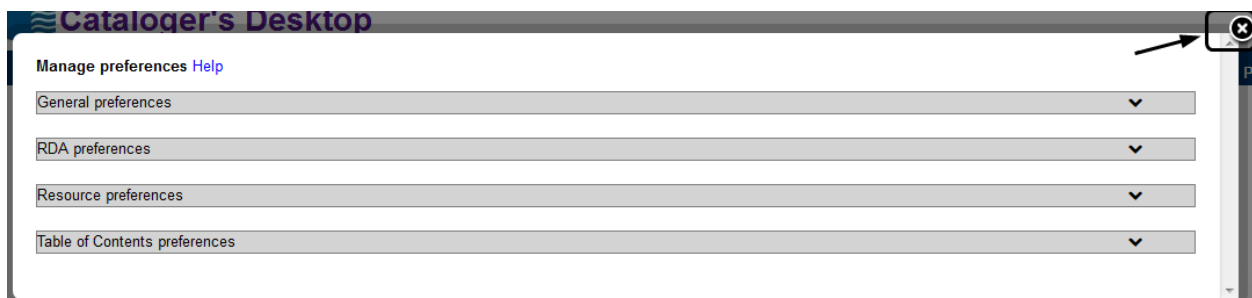
The **All Resources** selection includes over 318 cataloging tools, many, if not most, you will not use. If you have chosen the material type/s you catalog in the **Resource preferences** above, you will see there are fewer resources checked centered on the types of materials you selected.

In the Resources preferences section, you described the type of cataloging that you do. The list shows what resources match that configuration. If you would like to adjust that selection, make your choices and click on the apply button at the bottom of this panel.



- Anonymous Classics : a list of uniform headings for European literatures (IFLA)
- Arabic Cataloging Manual (MELA)
- Arabic Cataloging Manual (Princeton University)
- Arabic NACO Manual (Princeton University)
- Arabic Union Catalog
- ArtLex Art Dictionary (Michael Delahunt)
- Authorities & Vocabularies
- Authority Tools for Audiovisual and Music Catalogers (OLAC)
- Autocat (Syracuse University)
- BC Geographical Names (BC Integrated Land Management Bureau)
- Best Practices for Cataloging Streaming Media (OLAC)
- Best Practices for Music Cataloging (MLA)
- Beyond Bookmarks: Schemes for Organizing the Web (Iowa State University)
- BIBCO Participants' Manual
- BIBFRAME
- BIBFRAME.ORG
- Bibliography of the Hebrew Book (Institute of Hebrew Bibliography)
- BISAC Subject Headings (Book Industry Study Group)
- Canadian Literacy Thesaurus (Canadian Literacy Thesaurus Coalition)

6. When you have completed selecting all of your chosen resources, select the **Apply** button. Close the Preferences dialog by clicking the **X** in the upper right corner of the **Manage preferences** box. You are ready to use *Cataloger's Desktop*!



**Cataloger's Desktop**

Manage preferences [Help](#)

General preferences ▼

RDA preferences ▼

Resource preferences ▼

Table of Contents preferences ▼