

# Introduction to Cataloger's Desktop

**Cooperative and Instructional Programs Division  
The Library of Congress  
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# Introduction to Cataloger's Desktop

## Course Summary

Cataloger's Desktop provides searchable, online access to over three hundred cataloging, metadata, and automation resources in over a dozen languages. Catalogers use these resources to process materials in a variety of formats. This 3-hour course will explore the major features of Cataloger's Desktop and enable bibliographic control staff to access the tools they need for their work.

Participants will learn how to search and access content in Cataloger's Desktop and how to set preferences, create bookmarks, and save searches.

## Learning Objectives

At the end of this course, participants will be able to:

- Access the Cataloger's Desktop tools they need for their work
- Set up their general and personal preferences
- Search for terms in a variety of Desktop resources
- Navigate search results
- Use facets to refine searches
- Save and retrieve searches
- Create and retrieve personal and shared bookmarks
- Save and retrieve search histories
- Create alerts

## Training Methods:

Lecture, hands-on active learning activities, and exercises

## Duration:

3 hours

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## Unit 1: Introduction and Account Setup

### 1.1 Overview

Library staff from around the world use Cataloger's Desktop system to access 330+ cataloging tools and resources that cover almost every aspect of the methods involved in bringing resources under bibliographic control. Included are electronic manuals, policies, and procedures as well as several metadata standards. Users can search across discussion lists such as AUTOCAT and for MARC. Desktop contains resources in about a dozen languages, primarily in English with many in French, German, Spanish, and Italian.

Desktop provides access to authoritative, up-to-date information for bibliographic control staff. Paper copies of major cataloging tools are frequently outdated, accessible only in certain areas, or being phased out. Cataloger's Desktop provides online, on-demand access to the resources and provides mechanisms for users to create a personal list of resources so they search within only the tools they need.

Desktop was created by, and is maintained and distributed by the Library of Congress. It is updated quarterly by the Policy and Standards Division in the Acquisitions and Bibliographic Access Directorate.

### 1.2 Initial Login

Cataloger's Desktop requires all users to have an account to log in. There is no IP authentication for institutions. **If you need a log-in, contact your Cataloger's Desktop account administrator.**

#### To log in:

1. Open your web browser and navigate to URL: <http://desktop.loc.gov>
2. Enter your **User ID** (*your email address*) and **Password**

The screenshot shows the login interface for Cataloger's Desktop. At the top, there is a header with the logo and navigation links. Below that, a dark blue bar contains 'Administer Account' and 'Training & Tutorials'. The main content area has a welcome message on the left and a login form on the right. The login form includes two input fields for 'User ID' and 'Password', a 'Remember me on this computer' checkbox, and several links: 'Login', 'Help', 'Forgotten your user name or password?', and 'Change your password'. The footer contains copyright information for The Library of Congress.

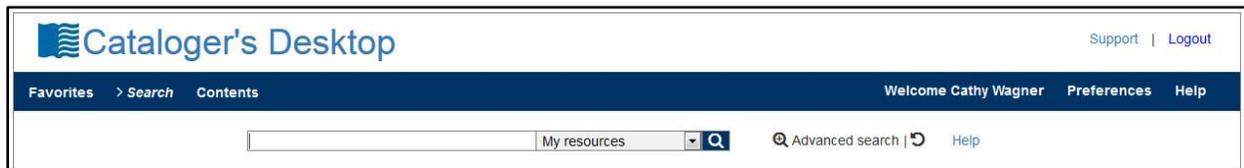
3. Click **Login**
4. If this is the first time you have logged in, you will be asked to reset your password.

The password you create needs to meet the following rules:

- Minimum length of 16 characters
- Must meet **three** of following four rules:
  - At least one upper case letter
  - At least one lower case letter
  - At least one number
  - At least one special character (**only these**: ! @ # \$ % ^ & + =)
- Must not have consecutive repeated characters
- You cannot use your last 11 passwords
- You can only change your password once a day

**Note:** If you have forgotten your username or password, you can click “Forgotten your username or password?” for an automated system to request a temporary password via email. Your email must be used as your User ID for your Cataloger's Desktop account. Password reset will not work if you do not use your email address as your User ID. You can change your password at any time from the login screen, by selecting “Change your password”.

### 1.3 Home Screen



When you first log in, you have a simple interface from which to access the many features of Desktop. The menu at the top of the screen provides static access to certain features no matter where you have navigated to within Desktop.

1. **Favorites** – (Covered in [Unit 4](#) and [Unit 5](#))  
Access your saved searches, bookmarks, folders, alerts, and shortcuts from this section
2. **Search** – (Covered in [Unit 4](#))  
Link will take you back to the home page to restart a search
3. **Contents** – (Covered in [Unit 3](#))  
Provides complete lists of the contents within Desktop, and options to browse by Title, Material Type, and Task
4. **Preferences** - (Covered in [Unit 2](#))  
Allows users to set their preferences for their account in Desktop

**5. Help - (Covered in [Unit 6](#))**

Opens a pop up window that provides basic instructions for search, Boolean operators, wild cards, and descriptions of core and personal resources

**1.4 Content Processing and Metadata Enhancements**

Cataloger's Desktop includes content in a variety of formats, including MS Office documents, Acrobat PDFs, websites, listserv messages, and databases. Desktop harvests website content and ingests other content formats. Developers create navigation and hierarchy metadata used for browsing and document linking in the resource.

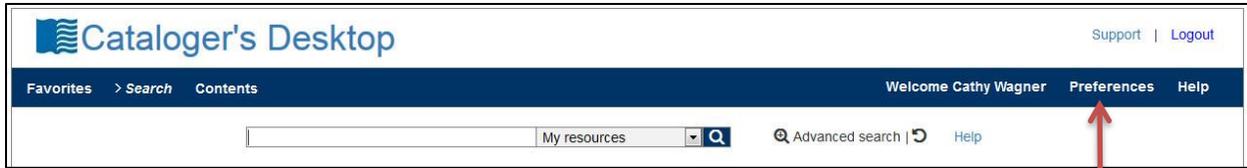
Desktop managers have implemented a "metadata enhancement" project. The enhancements make Cataloger's Desktop searches narrower, better focused, and more precise by increasing the metadata attached to Desktop resources. Metadata now exists at the paragraph level and supports dramatically improved access without requiring users to use the correct terminology. Vocabulary has also been added to Desktop's suggested search feature, which enables Desktop to anticipate what the searcher is looking for. Metadata enhancements will continue as future updates are released.

## Unit 2: Managing Preferences

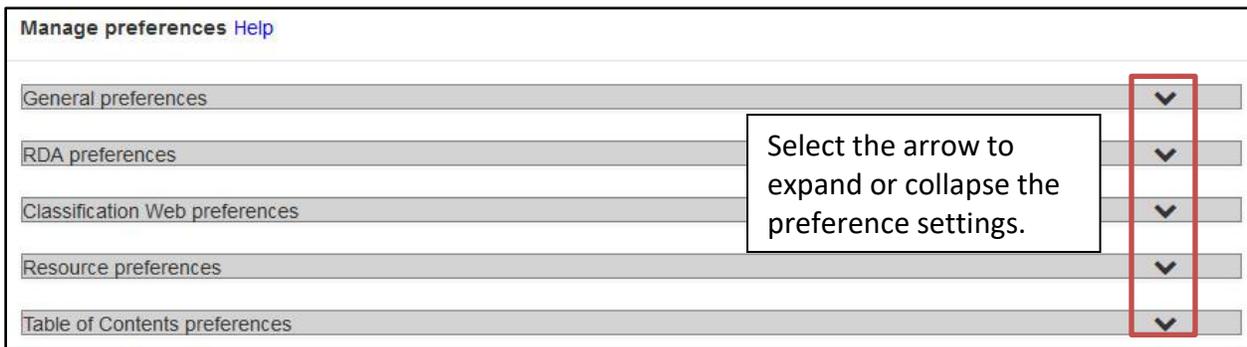
### 2.1 Access preferences menu

Cataloger's Desktop allows users to set preferences on their account to access their chosen cataloging resources.

1. To access your account preferences, click on "Preferences" in the menu.



2. A window will pop up with options to adjust your preferences.



### 2.2 General preferences

1. Enter your name, select language and set various options
2. Click **apply**
3. After you apply your settings, the preference menu will automatically close

#### Setting options

- **Language** selects the user interface language. Options are English, Spanish, French, and German.
- **Number of hits** selects how many search results to display on each page (10, 20, 50, or 100).
- **Inactivity timeout** will set how long you stay logged into a session of Cataloger's Desktop before the system will time you out.
- **Warn before timeout** sets how many minutes before the timeout a warning will display.
- **Default homepage** sets the page that displays after login. You can set the search box page as default, or start on the contents section where you can browse resources.

- **Default resource set** will set the default selection of resources to search for the search box on the home page, as well as on the Contents search page.
  - **My Resources** – a list you create when you select your Table of Contents preferences
  - **Core Resources** – the 25 most commonly used cataloging tools. This set is static and is set by the LC administrators who oversee Desktop.
  - **All Resources** – Sets the default search across all 300+ resources included in desktop

Manage preferences [Help](#)

General preferences

Language: English

First Name: Jane

Last Name: Doe

Number of hits: 20

Inactivity timeout: 60 minutes

Warn before timeout: 5 minutes

Default homepage: Search  Contents

Default resource set: Core Resources

Apply Cancel Restore to default

**Note:** You can change which set of resources to search from the drop down menu on the search box before executing your search, no matter which is set as your default.

Core resources

Core resources

My resources

All resources

Advanced search

## 2.3 RDA preferences

The RDA Toolkit is included as a resource in Cataloger's Desktop; however, it requires an additional login for access. Contact your library's RDA Toolkit account administrator to obtain your login and password. If your library does not subscribe to RDA Toolkit, subscription information is available online at <http://www.rdatoolkit.org/>.

RDA preferences

RDA Username:

RDA Password:

Open RDA within Cataloger's Desktop:

Open RDA in a new browser window:

Apply Cancel Restore to default

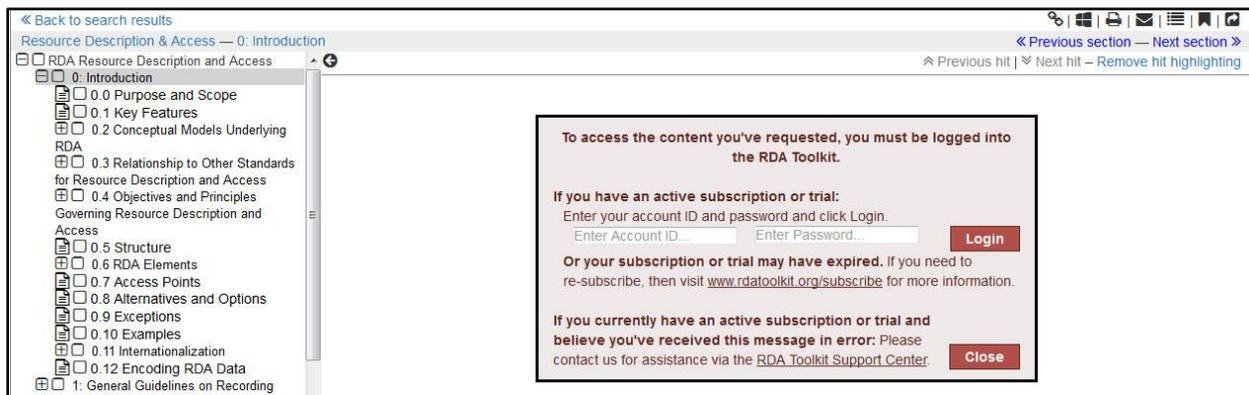
You can choose to navigate search results in the Toolkit within Desktop, or to open results in a new browser window.

**Note:** Although RDA will open in a new window if that option is selected, access and navigation is still contained within Cataloger's Desktop. To use RDA Toolkit outside of Cataloger's Desktop, you would need to open the resource directly at <http://access.rdatoolkit.org/> in another tab or browser and navigate directly to the section indicated in your search results.

After you set your preferences, select **apply**. The RDA preferences menu will automatically close.

### Known RDA Access Issue:

If you input your RDA username and password, but are asked to log in again when you try to view RDA, you are experiencing a known RDA bug. Some web browsers prevent RDA from opening within Cataloger's Desktop.



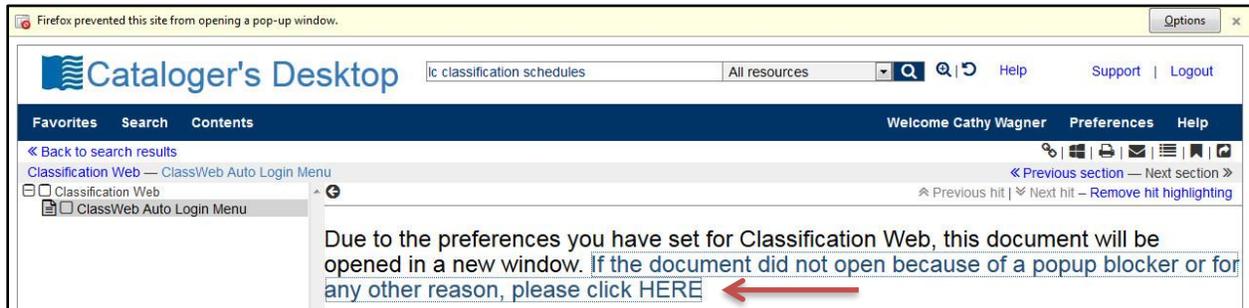
If this occurs, follow the instructions to change your browser settings (for Firefox and IE) on page 3 of the “Getting started with RDA Toolkit in Cataloger's Desktop” document (<http://desktop.loc.gov/help/docs/RDA.pdf>).

## 2.4 Classification Web preferences

This section allows you to specify if you want to access Classification Web within Cataloger's Desktop, or in a new browser tab. Note: your library must have a subscription to Classification Web to be able to use this feature. Subscription information is available at <http://www.loc.gov/cds/classweb/>.



**Note:** Selecting “Open Classification Web in a new browser window” will open Classification Web in a new tab, and allow you to use the resource independently of Cataloger's Desktop. You may see this message if you choose to open Classification Web in a new tab. Click the link provided to open Classification Web in another tab or window.



After you set your preferences, select **apply**. The Classification Web preferences menu will automatically close.

## 2.5 Resource preferences

Your selections in this section will help Cataloger's Desktop limit searches to resources that best meet your needs. Choices in this section will also affect what is shown on the Table of Contents preferences section. Uncheck any languages you do not use, or types of material you do not routinely catalog. You can make changes to your preferences at any time.

**Note:** select your preferences in this section before setting your Table of Contents preferences.

Resource preferences

This page allows you to make basic choices about the resources you routinely consult. ?

**Language of resources(choose all that apply)**

English     Deutsch     Español     Français     Italiano     Korean  
 Português     Suomi     Svenska

**Classification(choose all that apply)**

LCC     Dewey     NLM     UDC

**Subject headings**

LCSH     MeSH

**Material type(choose all that apply)**

Books     Cartographic materials     Electronic resources  
 Graphic materials     Metadata     Moving images  
 Music & sound recordings     Rare materials     Serials & integrating resources

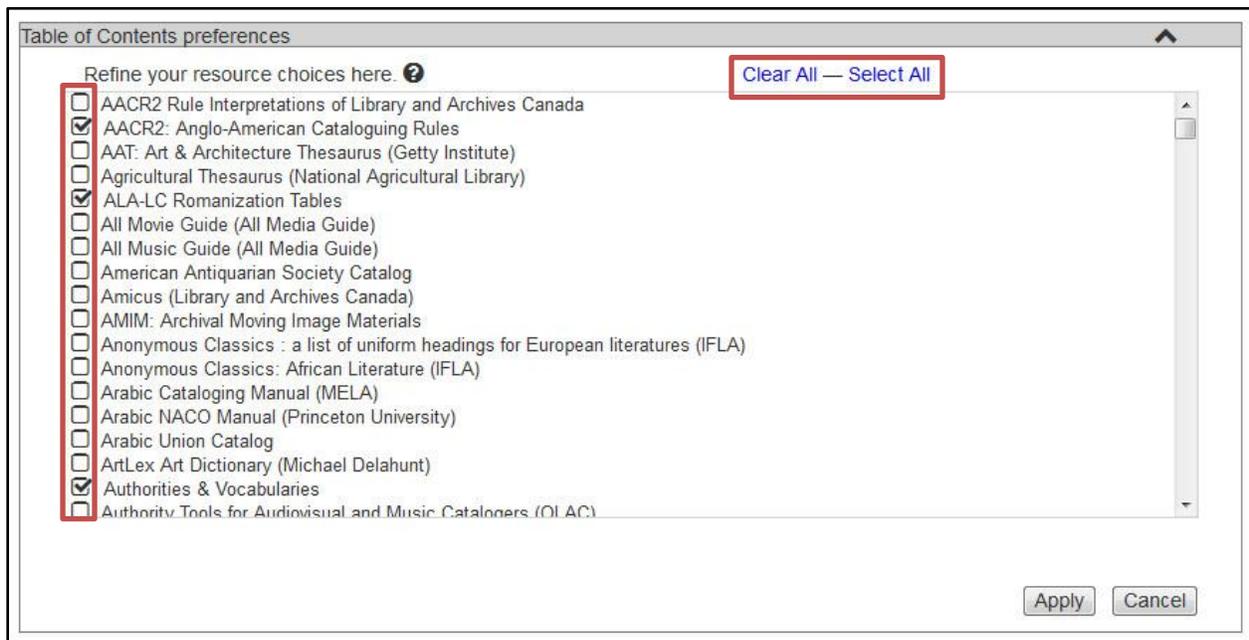
- **Language of resources** allows you to limit your search to resources available in only one language, or a selection of languages.

- **Classification** allows you to limit searches to resources for the classification scheme(s) you primarily use.
- **Subject headings** allows you to limit searches to resources for subject heading sources that you primarily use.
- **Material type** allows you to limit searches to resources for formats and types of materials that you primarily work with or create bibliographic description for.

After you set your preferences, select **apply**. The Resource preferences menu will automatically close.

## 2.6 Table of Contents preferences

The menu allows you to select which resources you want to search when you select “My Resources” in the search menu or table browse. Check the boxes next to the resources you want to include in your “My Resources” search, as well as what will display in the Table of Contents when you select this option from that drop down menu.



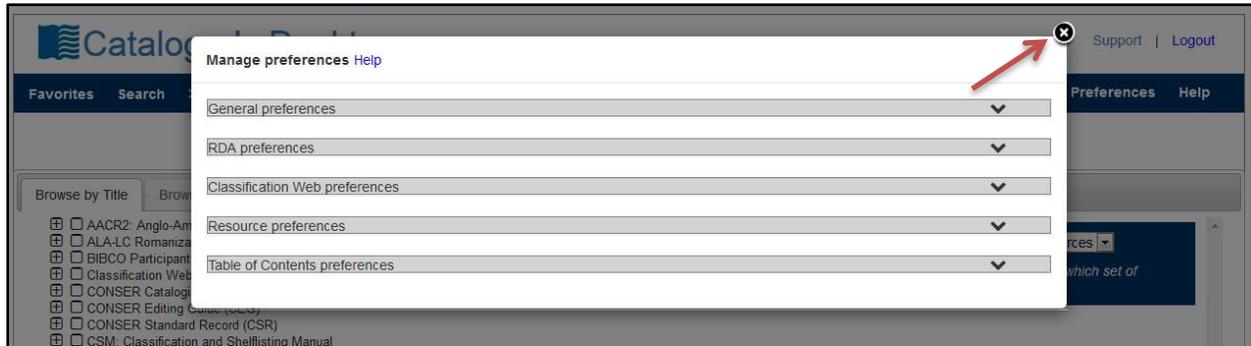
You can **clear all** selections or **select all** (not advised). You can search all resources from the search box, so selecting all resources for your “My Resources” set is redundant.

Think about which resources you use most often. It is advised to use this preference menu to create a concise list of the resources you specifically need for your work. This will assist in limiting search results to the resources you determine are most relevant to the work that you do. You can make changes to this set at any time. See [Unit 3](#) for resource information.

After you set your preferences, select **apply**. The Resource preferences menu will automatically close.

## 2.7 Exit Preferences

After you have made your preference selections, click on the 'x' in the upper right corner of the preference box.



## Unit 3: Resources in Cataloger's Desktop

The contents section of Cataloger's Desktop lists all of the resources contained in Cataloger's Desktop, and provides browse access by Title, Material Type, and Task.

There are 330+ resources accessible through Cataloger's Desktop. Those resources are in several different languages and cover a broad spectrum of resources useful to cataloging. It is understood that not all resources will be relevant to all catalogers, or to each situation. Cataloger's Desktop provides tools to limit search to those resources that are most relevant to each user.

There is not a single source that describes each title and its contents. This manual does not describe each resource in detail. The "Contents" section provides a list of the resource, which are all available to browse. Users can review the titles and the contents to make a determination if the resource would be useful to their work.



The resources included in Cataloger's Desktop are accessed in a variety of ways. Most are contained within the resource itself, and navigation and use are contained within the Cataloger's Desktop browser. Some resources are delivered to users by accessing the live website where the content is hosted and served up to users within Cataloger's Desktop. A few resources, such as Classification Web, allow users to access the resource outside of Cataloger's Desktop in its native environment.

The update schedule for content depends on the content itself. Some resources, such as LCSH Approved Lists and Autocat, are updated monthly. Some resources do not change often. Those are set on a regular schedule for web crawling. An image of the website is created monthly, quarterly, or annually, depending on the resource, and served up to Desktop users within the Desktop tool. In general content is kept current and is the most recent available version of the content contained within the resource.

For more about browsing the resources see [Unit 4.5 Browse Search](#).

### 3.1 Browse by Title

The title list provides an alphabetical listing of the resources with a browse navigation to expand or collapse each resource. The list of title is controlled by the "Resource Filter" which allows you to choose '**Core Resources**', '**My Resources**', or '**All Resources**'.

The list displayed will either be whatever list you have designated as your default in your general preferences, or whichever list you have selected if you have executed a search using a

list other than your default before navigating to the contents section. You can change the lists to display by selecting the list in the “Resource Filter”.

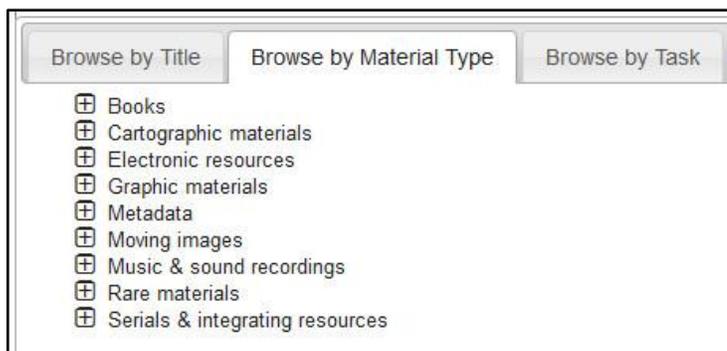
- **My Resources** – a list you create when you select your Table of Contents preferences
- **Core Resources** – the 25 most commonly used cataloging tools. This set is static and is set by the LC administrators who oversee Desktop.
- **All Resources** – Search across all 300+ resources included in Cataloger's Desktop



### 3.2 Browse by Material

Cataloger's Desktop has added metadata to each title to identify the material type that is covered in the resource in Desktop. There are nine types identified.

- Books
- Cartographic materials
- Electronic resources
- Graphic materials
- Metadata
- Moving images
- Music & sound recordings
- Rare materials
- Serials & integrating resources



All of the resources included in Cataloger's Desktop have been tagged to fall into one or more of these material types. The categories are broad, but do help provide some context for what each of the resources covers. Some resources appear in multiple categories, such as MARC 21 format, RDA, and AACR2 rules.

### 3.3 Browse by Task

There are four tasks under which the titles in Cataloger's Desktop have been tagged. These are broad categories to provide a starting point if users are browsing the titles by specific task, or making decisions about which resources to include in their "my resources" list.



- Authority Control
- Classification
  - LCC (Library of Congress Classification)
  - Dewey (Dewey Decimal Classification)
  - NLM (National Library of Medicine Classification)
  - UDC (Universal Decimal Classification)
- Descriptive Cataloging
- Subject Headings
  - MeSH
  - LCSH

### Unit 3 Exercises

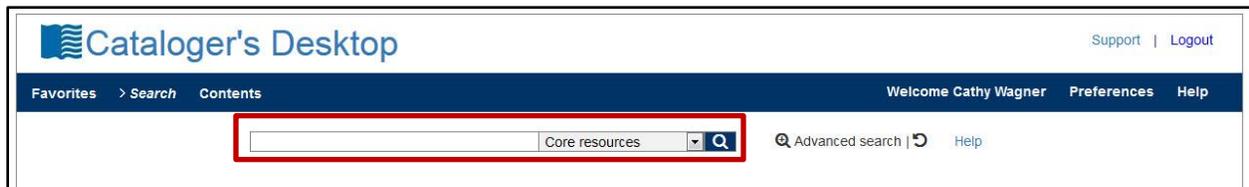
1. Open the Contents section
2. Change the filter to Core resources
3. Find the MARC code list for countries
4. Expand the list and Open the Code list for Countries
5. What is the code for Alberta? \_\_\_\_\_
6. Open the Contents section
7. Browse by Task
8. What are the two subject headings lists provided in Browse?  
\_\_\_\_\_
9. How many Classification schemes are listed in browse? \_\_\_\_\_

## Unit 4: Bookmarks, Favorites, and Searching

### 4.1 Searching

Searching across resources is a primary function of Cataloger's Desktop. Desktop allows users to search from a basic search box, advanced search option, and by browsing.

When you first log into Desktop, you are presented with a search box, and a selected set of resources (which depends on your set preferences).



1. Type a search term into the box
2. Select the resource set you want to search (or leave your default setting)
3. Click the magnifying glass icon to execute the search. (or press enter)

Operator	Example	Result
And	one two one & two one and two	Finds documents with both 'one' and 'two'
Or	me   you me or you	Finds documents with either 'me' or 'you'
Not	^him not him	Finds documents that do not contain 'him'
Phrase	"to be or not to be"	Finds documents with the exact phrase 'to be or not to be'
Single character wildcard	wom?n th??	Finds 'woman', women, etc. Finds 'this', 'that', 'them', etc.
Multiple character wildcard	a*n work*	Finds 'an', 'addition', 'assign, etc. Finds 'work', 'works', 'working', etc.

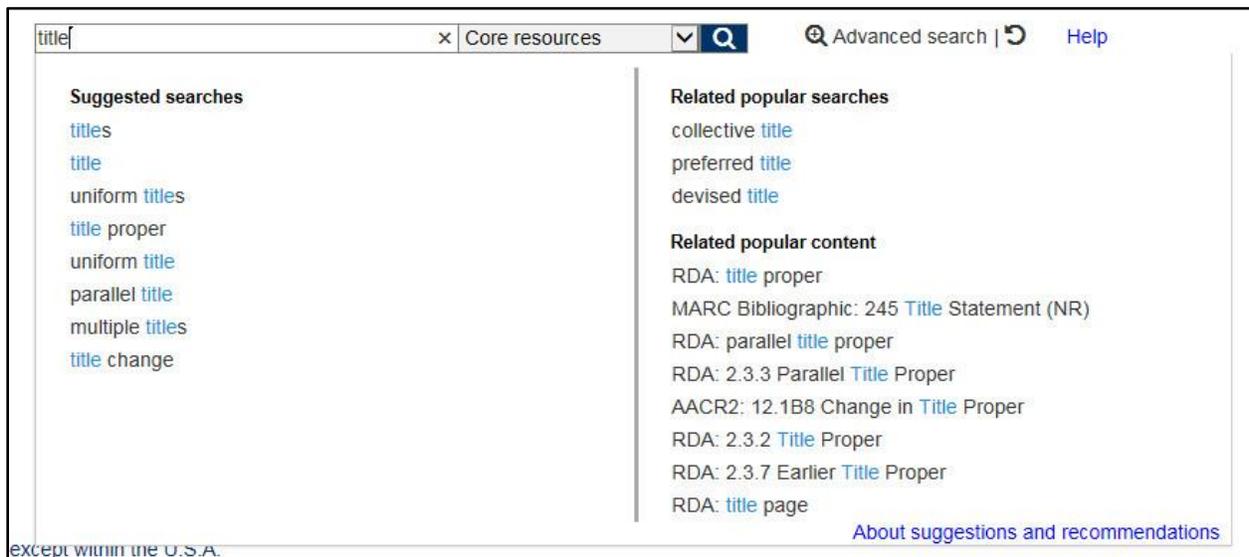
## 4.2 Suggested and Related Searches

Once you have typed at least three characters into the search box, you will be provided a number of suggestions to refine or redirect your search. You will see suggested searches and suggested titles.

You will also see related popular searches and related popular content. These recommendations come from analyzing past searches carried out by all Cataloger's Desktop subscribers and suggesting related searches or content that successfully answered user questions. The related content are based on user search behavior and not keyword indexing and are listed in order of relevance.

The suggestions and related searches are continuously updated as you continue typing in the search box.

This feature is available from all Cataloger's Desktop search boxes.



## 4.3 Search results

The search results provide a number of ways to access content, refine a search, or conduct additional searches. There are three core areas of the search result page that you will use to navigate through your results.

The result list shows the content contained within Cataloger's Desktop that meets the search criteria that you specify when you conduct your search. Each result provides basic information about that document within this results view.

The screenshot shows a search result for '2.3.2 Title Proper'. At the top, it indicates 'Results found : 581' and 'Sort by: Relevancy'. The result itself is numbered '1' and includes a breadcrumb trail: 'Resource Description & Access — 2: Identifying Manifestations and Items — 2.3 Title Proper'. A snippet of the document is shown, starting with '2.3.2 Title Proper ... Title Proper 2.3.2.1 Scope title proper: A chief name of a manifestation ... that is ... a title normally used when naming a manifestation. An alternative title is treated as part of a title proper ...'. The source and date are listed as 'RDA Steering Committee (RSC) February 14, 2017'. Red boxes with numbers 1 through 4 point to these specific elements: 1. Title of the document, 2. Breadcrumbs, 3. Snippet, and 4. Source and Date.

1. The title of the document
2. A breadcrumb trail to show how you which resource and where to browse to the document within Cataloger's Desktop
3. A snippet of the document to provide context of where your search terms are found within it.
4. The document creator and date associated with the document or resource.

### 4.3.2 Faceted Navigation

Faceted Navigation allows users to apply filters to a set of search results, to narrow their results or expand results based on their information needs. The facets available in Cataloger's Desktop depend on the search results found. Facets function based on metadata associated with documents within Cataloger's Desktop. Each resource in this box has one or more search hits, with the number of hits noted in parentheses after the resource title.

The **Source Document** box allows you to limit your search by cataloging resource.

The **Cataloging Task** box allows you to limit your search by cataloging resources that are relevant for a specific type of cataloging activity.

The **Material Type** box allows you to limit your search by the type of resource you are cataloging.

The **Publisher** box allows you to limit your search by the resource publisher or provider.

The **Resource Type** box allows you to limit your search by the type of cataloging resource.

The **Language** box allows you to limit your search to resources by language.

The 'Refine your search' panel contains several filter boxes. The 'Source Document' box is expanded, showing a list of resources with their hit counts: AACR2: Anglo-American Cataloguing Rules (203), CONSER Cataloging Manual (109), RDA Resource Description and Access (89), Library of Congress Rule Interpretations (76), LC-PCC PS Library of Congress - Program for Cooperative Cataloging Policy Statements (36), and Descriptive Cataloging Manual (25). Other filter boxes include 'Cataloging Task', 'Material type', 'Publisher', 'Resource type', 'Language', 'Country', and 'New resources', each with a right-pointing arrow.

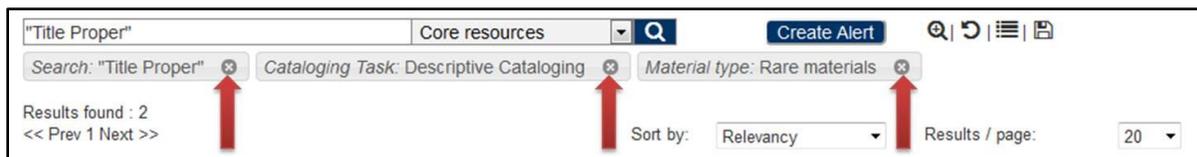
The **Country** box allows you to limit your search to resources that are particularly relevant to a specific country.

The **New Resources** box allows you to limit your search to resources that have been either recently added or updates.

Each facet box can be collapsed by clicking the collapse facet at the end of the facet title, or expanded by clicking the expand facet at the end of the facet title. 

Selecting a facet will limit your search by the facet, in effect performing an 'and' Boolean search.

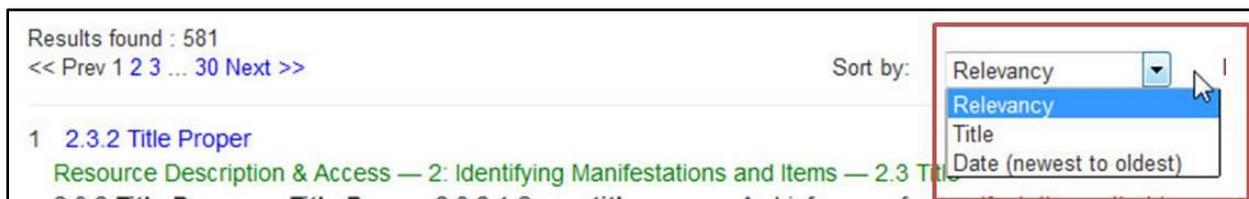
If you need to remove a facet from your search to return to the full search results list, you can do this easily by removing those filters. The filters are visible above the list of titles in your search results. Click the grey x of each filter to remove it from your list.



**Note:** If you remove the "Search: "Title Proper" field, the search will be executive for all the "Cataloging Type" and "Material Type" filters. Removing those filters will return to the results for a search of the term "Title Proper" within the entire Core Resources list.

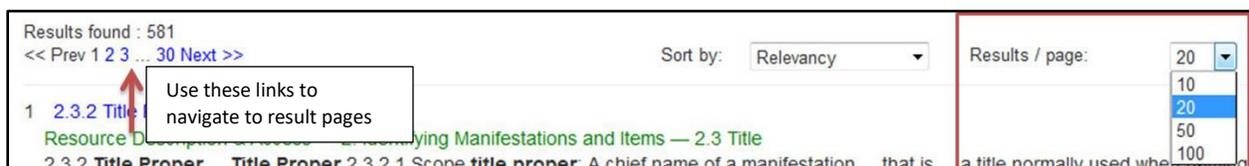
#### 4.3.4 Sort Results

Cataloger's Desktop allows you to sort your search results. The default is to search by **Relevancy**. However, you can also sort by **title**, or by **Date (newest to oldest)**.



#### 4.3.5 Results / page

Cataloger's Desktop also allows you to determine how many results you see per page. This directly affects the number of pages listed in the "Results Found" navigation.



### 4.3.6 Start Over

You may find that you need to start over at some point in your search. There are several options for you to do this. One is to click the “Start Over” button in the search results page:

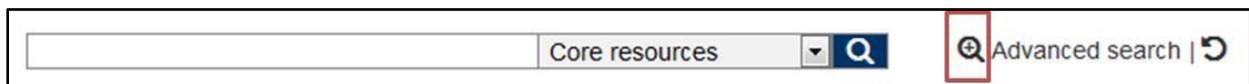


You can also click on the “>Search” button in the top menu bar to return to the basic search box. If you use this link, the most recent search will be displayed in the search box. You can manually clear the search, or click the “start over” icon from the home search page.



### 4.4 Advanced Search

Advanced Search provides a list of categories you can select from to direct your search in a targeted way. To access the menu, click on the magnifying glass next to the phrase “Advanced Search” from the main menu.



You can only select one advanced search function at a time. This search is useful if you know the term or code you are searching for, and which resource you would find it in.

**Select only one advanced search function.** Then type your keyword search in the box at the bottom of the window and click the **Search** button. [Help](#)

Classification number assignment	Select a classification number system ▾
Subject heading assignment	Select subject list ▾
Find a MARC tag	Select MARC format ▾
Find a MARC code	Select MARC code ▾
Search a discussion list	Select a list ▾
Find resources to support a task	<input type="text"/> <input type="button" value="Q"/>

You can also access the advanced search feature from the search results screen.



After executing an advanced search, you can navigate the search results in the same way as described in the basic search section.

## 4.5 Browse Search

The Browse search option allows you to navigate to a section of a resource by navigating through the table of contents of that resource. The resource lists are described in [Unit 3: Resources in Cataloger's Desktop](#).

To access the browse feature, click on “Contents in the desktop menu.



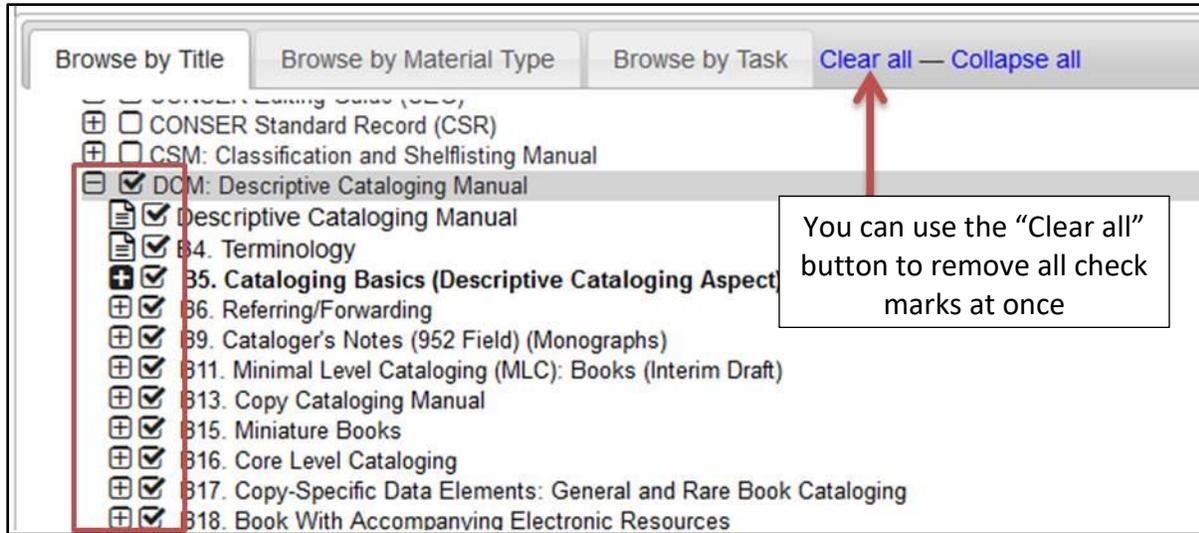
There are three tabs in the browse feature, by title, by material type, and by task.

- For all browse lists, expand the section by clicking on the plus. 
- Collapse the list by clicking on the minus. 
- You can also Collapse all from the menu to close all open browse menus.



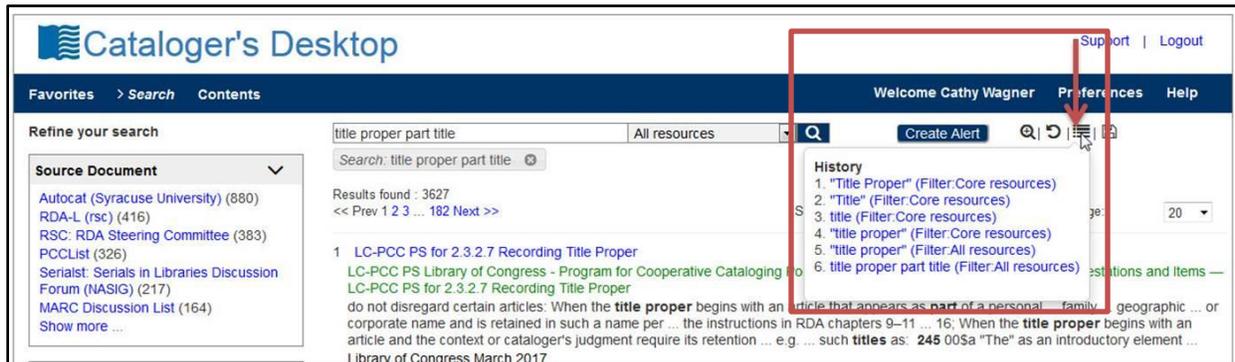
The browse lists also allow you to limit your search to a single resource, select resources, or a section within the resource.

Check the box next to the section of the browse list that you want to use to limit your search. Then type your search term into the box and execute the search.



### 4.6 Session History

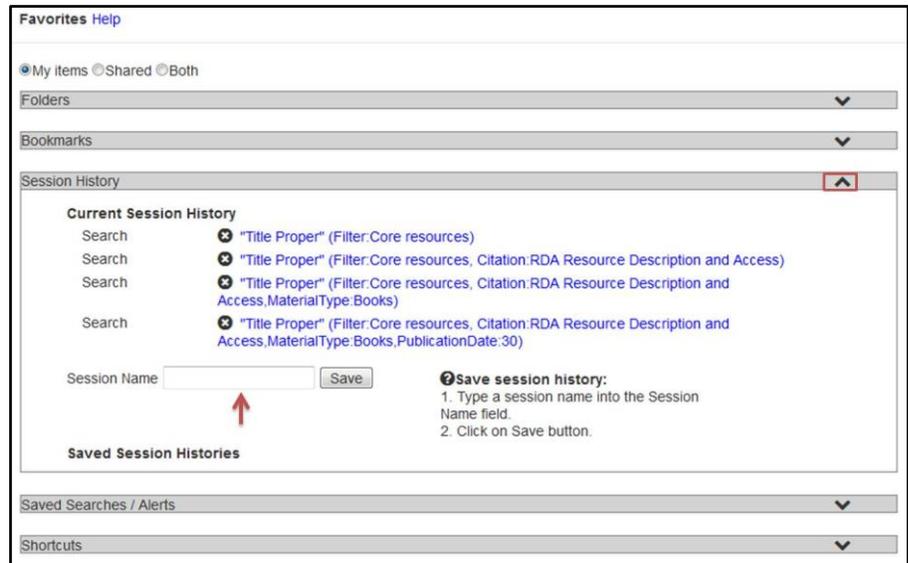
Your search history for a single session of Cataloger's Desktop is stored, and accessed through the "Session History" tab. If you need to run any of your previous searches, within a single session, you can do so by clicking on the blue link in the session history menu.



You can also access your Session History from the Favorites menu of the toolbar.



From the Favorites pop up menu, expand the section for "Session History". This will provide access to the searches you have run during your current session. You can also save this session history to access it later, if there are multiple searches you need to do to get to information you need for your work.



If you save a session history, you will be able to access that history from this section of the Favorites pop up window, under the "Saved Session Histories" section.

## 4.7 Saved Searches

Cataloger's Desktop allows you to save your search, so that you can execute it later. This is helpful if you often use multiple results from a search in the course of your work. Rather than duplicate the search often, you can run your saved search to get to the documents you need.

To save a search, run the search and apply filters until you have a list of results you want to save.

1. Click on the save icon in the menu.



2. A pop up will appear where you can title your search, and apply some settings. Make sure you title your search in a way that will be meaningful to you so you know which search you are running when you look for it again.
3. After you make your selections and title your search, click "Save".

**Save Search / Alert**

The search was successfully saved.

**Provide a title for this search**

**Comments**

**Share this search with colleagues at your institution?**  
 Yes  No

**How often would you like to be notified about updates?**  
 Never  Monthly  Quarterly

**About Cataloger's Desktop Alerts:**

**Sharing Levels:**  
 Saved searches may be shared with colleagues in your library using the same subscription.

**Alerts:**  
 Creating an alert ensures that you receive an email when new documents meeting your search criteria are added to Cataloger's Desktop.

[Help](#)

4. The window will not automatically close. You will need to click the 'x' in the upper right corner to close the window.

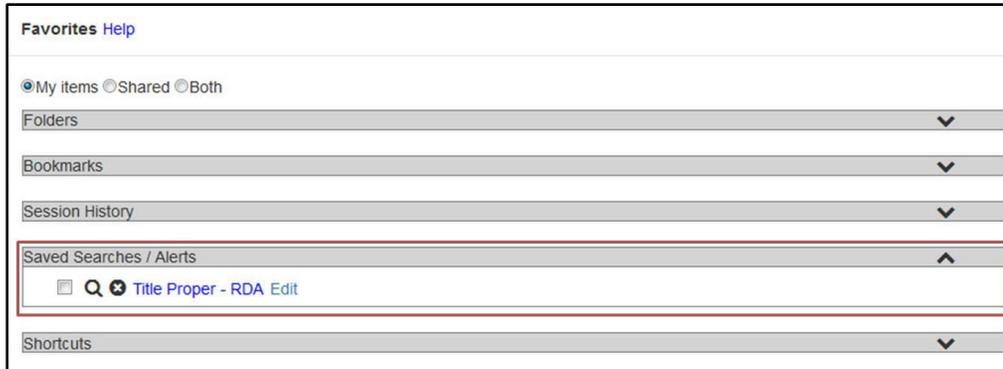


### Access Saved Searches

To Access your saved searches, you will need to open the Favorites Menu from the toolbar.



Use the arrow to open the "Saved Searches/Alerts" section.



From this menu you can:

- Run the search (click on the blue title)
- Edit the search (click on 'edit')
- Delete the search (click on the 'x')

## 4.8 Alerts

Cataloger's Desktop allows users to create an alert, when resources that meet specific search criteria have been added to Cataloger's Desktop.

After a search is run, the "Create Alert" box will be visible next to the search box.



When you select "Create Alert" a box will pop up that will allow you to save the search. You can choose to receive updates monthly or quarterly. Do not choose to share the search with colleagues at LC.

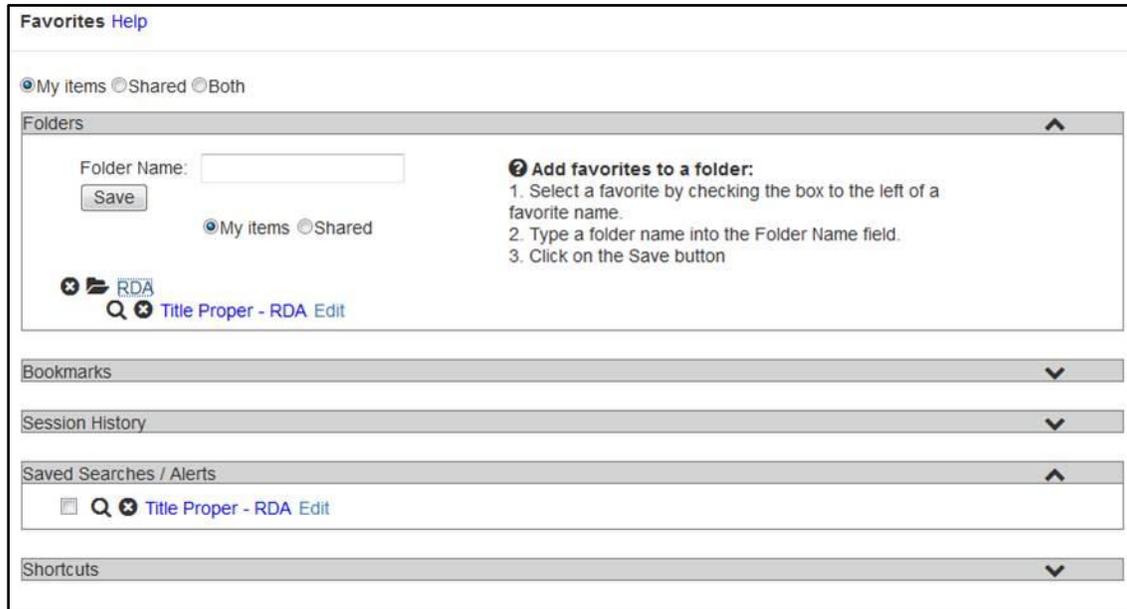
This is the same box that pops up when you click the save button to save your search. You can choose to have an alert about updates for any search you save, and can edit that feature by changing the update selection for any previously saved search/alert.

## 4.9 Folders

Desktop allows you to organize saved searches, alerts, sessions, shortcuts, and bookmarks into folders. This allows you to group together resources you use for various workflows that.

1. To move a saved search (or other saved item) to a folder, open that section in the Favorites pop up window
2. Check the box next to the search (or item) you want to add to a folder

3. Open the folder menu in the favorites window
4. Type a folder name (or click on an existing folder)
5. Click Save in the folder section

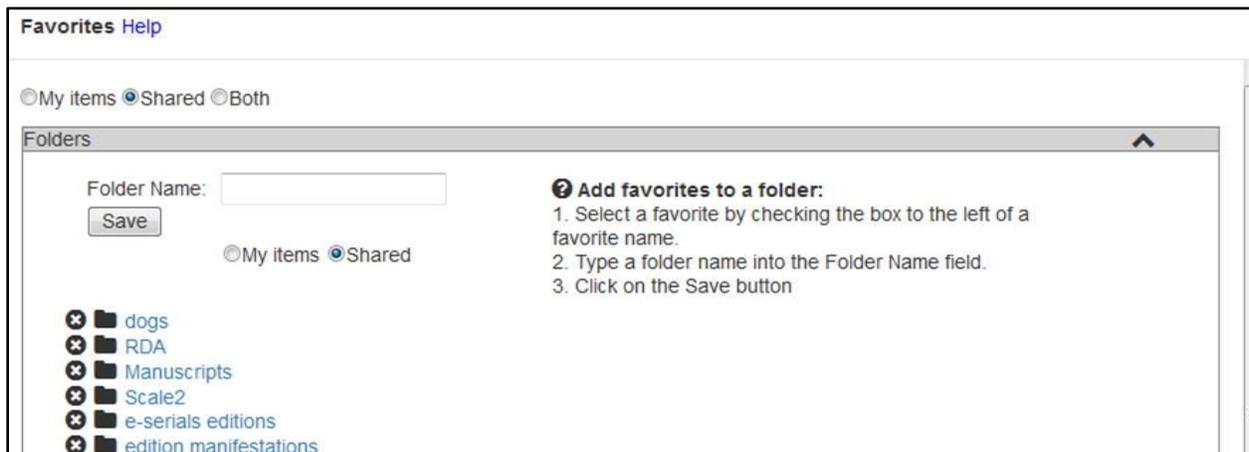


6. To close the pop up, click the 'x' in the upper right corner.



## 4.10 Shared Favorites

If you choose to share your bookmarks, folders, shortcuts, etc. with other users at your institution, they will be visible in the Shared section of your Favorites. To view shared Favorites, open the Favorites pop up menu and click the radial button for "Shared". You can also view both shared and your personal items together.



**Unit 4 Exercises:**

1. Start at the home search box.
2. Select "All Resources" from the list of resources to search
3. Type "Title Proper" into the basic search box on the home screen
4. Press "enter", or click the magnifying glass icon  to execute the search
5. How many results are returned? \_\_\_\_\_
6. Change the resource list to the Core Resources and run the search again
7. How many results are returned now? \_\_\_\_\_
8. Click the "Start Over" icon
9. Open the "Advanced Search" window
10. Search for a MARC tag. Choose "Bibliographic" from the drop down menu.
11. Type "245" into the search box.
12. Click on the magnifying glass icon to execute the search. 
13. What are the filters applied in the search results?  

---
14. Narrow the search results by selecting the "Cataloging Task" "Descriptive Cataloging"
15. What is the title of the result displayed?
16. Remove the "Cataloging Task" filter.
17. Limit the search again by "Material Type". You may need to click "Show More" to expand the list of materials and select "Rare Materials".
18. How many results do you have for this search? \_\_\_\_\_

## Unit 5: Navigating the Documents

### 5.1 Document Navigation

After you open a document from your search results, Desktop opens the resource within the tool and your search terms highlighted on the page.

**Note:** To remove the highlighting, click on the “Remove hit highlighting” text in the upper right corner of the page.

There are many ways to navigate through results once you have clicked on a section.

1. You can navigate back to the search results list, or navigate through each result in the order in which they appear on your results page.
2. You can navigate within the document itself by clicking “Previous Section” or “Next Section”
3. Some of the documents within Desktop contain their own navigation. This example is the RDA: Resource Description and Access guidelines. This resource contains navigation in the form of a browse tree, as well as a page structure within each section. The page numbers on this resource allow users to navigate through sections of these pages. The navigation here is specific to this resource. Other documents may have their own form of navigation within the resource.

The screenshot displays the RDA Resource Description and Access guidelines document. The left sidebar shows a hierarchical navigation tree with sections like 'Introduction', 'General Guidelines on Recording', and 'Identifying Manifestations and Items'. The main content area shows section 2.3.2.1 'Scope' with text about 'title proper'. A red arrow points to the 'title proper' text, and a callout box says 'Click here to remove highlighting'. The top right corner has a 'Remove hit highlighting' link. The top left corner has a 'Back to search results' link. The top center has 'Previous section' and 'Next section' links. The top right corner has a 'Remove hit highlighting' link. The bottom of the page shows an 'EXAMPLE' section with the text 'Pugin's ecclesiastical ornament'.

It is possible to view more than one resource within a single Cataloger's Desktop session.

1. Open the first resource to the location you want to consult
2. Click the "Open in new window" icon in the upper left corner of the toolbar. This will open a new browser instance with your selected resource.
3. Return to the main Cataloger's Desktop session and select a second resource that you can simultaneously consult with the previous resource. Windows shortcut key commands (such as Alt-Tab) will help you navigate from one resource to another.



## 5.2 Find Similar

When you have navigated into a resource, additional options become accessible. One is to 'find similar' hits to the one you are currently in.

The Find Similar button appears in the upper right corner menu, and looks like a link button.



When you click the link, you will run another search for resources tagged as similar to the one you have searched. Notice the filter applied and the search string in the search box.



If you need to return to the search results list for your similar material, after you've clicked into a document, you can select "Back to search results" to return to that list.

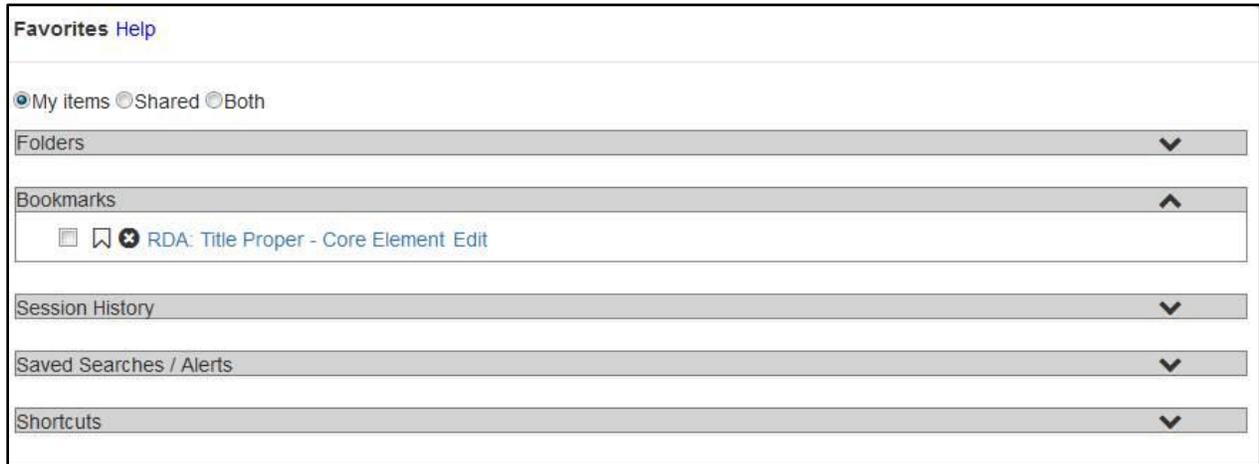
To return to your original search results, you can run that search again by accessing it from the "Session History" section.

## 5.3 Bookmarks

If you need to return to a page within a document at any point, you can create a bookmark within that document. To create a bookmark, navigate to the section of the document that you want to bookmark. Then click on the bookmark icon from the toolbar.



The bookmark pop up window will appear and allow you to label your bookmark. To find your bookmark later, access the “Favorites” pop up window.

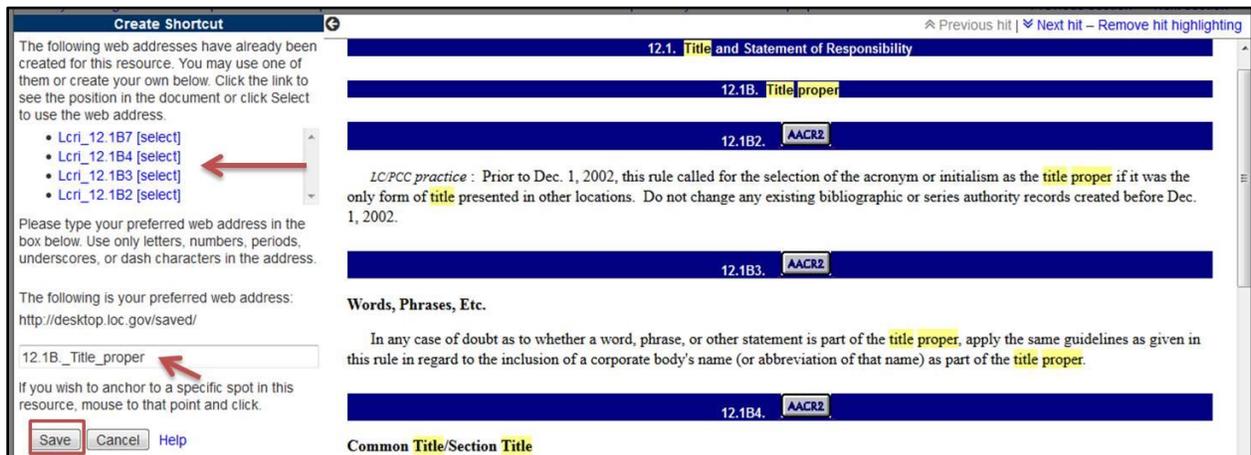


### 5.4 Shortcuts

A shortcut allows you to create a direct web link to a place in the resource. If you click in a document and select the shortcut icon, a menu will pop up for creating your shortcut.



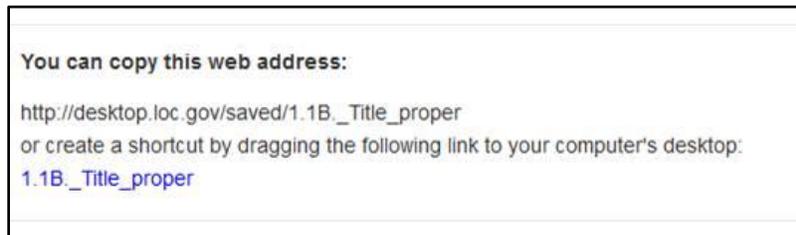
Many of the sections of the resources in Cataloger’s Desktop have already had a shortcut created for them. You can choose to select one of those, or create your own. This can be associated with the section itself, or can anchor to a specific part of the document.



If you select an existing link, a pop up window will provide the link you can use as a web address bookmark. You will need to save this link.

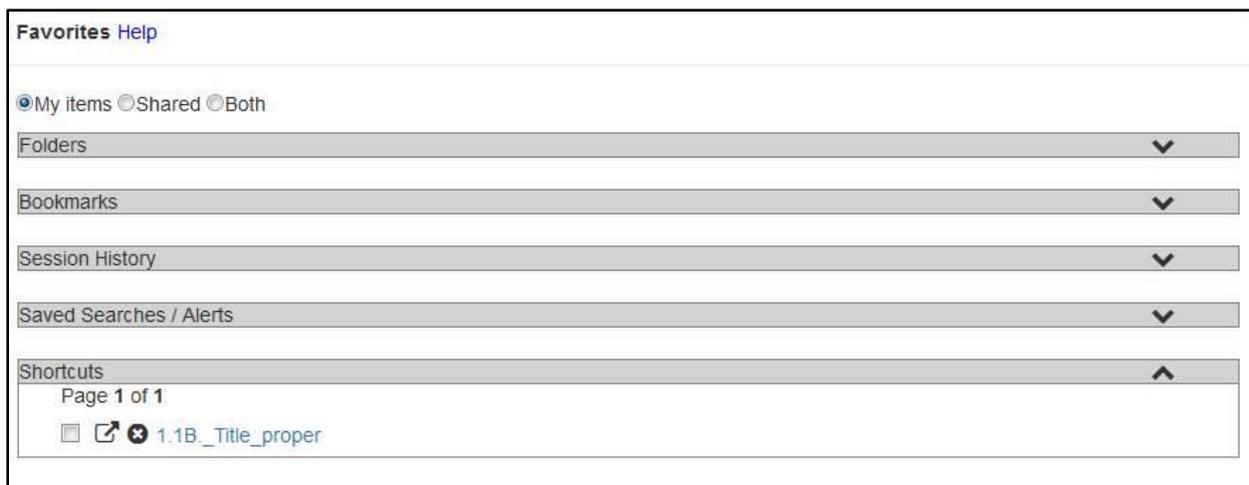


If you create your own web address, the pop up window will appear with that link information, and that link will be saved to your Favorites menu.



It is recommended to use a link that already exists if possible. You can delete your shortcut if needed. All shortcuts can be accessed at the URL:  
[http://desktop.loc.gov/saved/\[titleofshortcut\]](http://desktop.loc.gov/saved/[titleofshortcut])

**Note:** The shortcut should not have a space in the text. The web browser will interpret the space as the end of the shortcut and will not resolve to the correct location.



Note: Only shortcuts that you create will appear in the favorites menu. If you select an existing shortcut, be sure to make a note of it before you close the pop up window.

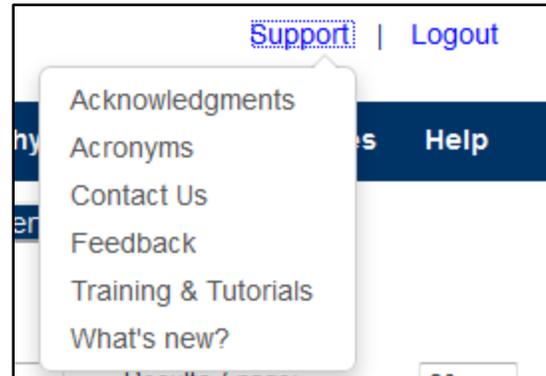
## Unit 5 Exercises

1. Search "Title Proper" without quotes. Select "Core Resources" from the drop down menu and run the search
2. Apply the filter for LC-PCC PS Library of Congress – Program for Cooperative Cataloging Policy Statements
3. Open the first hit, titled \_\_\_\_\_
4. Remove hit highlighting
5. Restore hit highlighting
6. Navigate to the previous section. What is the title of that section?  
\_\_\_\_\_
7. Click "find similar"
8. Open the first result, titled \_\_\_\_\_
9. Create a bookmark
10. Click "Back to search results"
11. Sort results by date
12. Click on the second search result "CONSER Standard Record (CSR)"
13. Navigate through the slides
14. Create a Shortcut
15. Click on one already created
16. Click "Search" to return to the main search menu
17. Click "Start Over" to clear the search

## Unit 6: Other Features

### 6.1 Support

Cataloger's Desktop contains several support features to help you navigate the tool. The Support link in the upper right hand corner has sections.



#### 6.1.1 Acknowledgements

Acknowledgement is a list of the source information for all of the resources included in the desktop. The information can include copyright information, responsible institutions or organizations for the content, or who is responsible for compiling the content. The list is organized alphabetically and is navigable by clicking through the alphabet navigation in the left bar.

#### 6.1.2 Acronyms

Acronyms brings up a pop up menu of the acronyms for all of the resources in Cataloger's Desktop

#### 6.1.3 Contact Us

This section provides contact information for Cataloger's Desktop. The page contains the email address and phone number for technical support, a link to the Cataloger's Desktop discussion list, and a link to the product website.

#### 6.1.4 Feedback

This opens a pop up window that allows you to send feedback and comments about Cataloger's Desktop to the publisher.

#### 6.1.5 Training and tutorials

This section provides Training Webinars, Tutorials, and Quick Tip sheets for navigating Cataloger's Desktop and using the resources contained within it. This page also includes LC contact information, and access to the Desktop Discussion List.

#### 6.1.6 What's New?

What's new opens a pop up window that lists the most important updates and changes with each issue of Cataloger's Desktop. There are four issues per year that update Desktop. There are monthly updates of roughly a dozen resources, as well as unscheduled service improvement updates as needed.

## 6.2 Help

The Help section opens in a new browser window, and provides links to information about Desktop useful for users. This includes links to LC websites, information about the current issue, using Preferences and the support features.



## 6.3 Printing

There are several options for printing resources from within Catalogers Desktop. To print an entire section of a resource, use the print icon in the document menu.



To print only a selection of the resource, use the print option from your web browser.

1. Select (block) the section you want to print
2. Click File - Print to access the menu in your browser (at the top of the screen)
3. In the "Print" dialog box, check the 'selection' box under Page Range
4. Click the OK button.

## 6.4 Email

You can email a resource to any user by clicking on the email icon from the document view. This icon will pop up a window that allows you to send a link to the resource, along with a note via email from the system.



**Email Document**

To:

Subject:

*Note: A reference to the document will be added.*

**\* Bolded fields are required**

## Unit 6 Exercises

1. Find the Descriptive Cataloging Manual Z1. Name and Series Authority Records Document. What is the first MARC tag covered in the Contents? \_\_\_\_\_
2. Find the ALA-LC Romanization Tables. What is the first language listed in the list of tables? \_\_\_\_\_
3. Find the LC Cutter Table. After the initial vowels for the second letter B, what number do you use? \_\_\_\_\_
4. Find the LC-PCC-PS statement for Contributor. What is Core at LC? \_\_\_\_\_