INTRODUCTION TO GUI CAT

TOPICS:
- III Record structure
- Login and Access
- Displays
- Help
- Searching
- Terminology

OBJECTIVES:
Participants will be able to:
1. Understand III record structure
   a. Define each type of III record.
   b. Identify which records are linked to each other.
2. Search GUICAT for bib and item records
3. Move from Bib to Item record
4. Understand GUICAT functions and terminology

INTRODUCTION

1. What is GUI Cat (The Cataloging Workstation)?
GUI CAT is an application that is used to create and maintain MARC records in the INNOPAC database. It is functionally similar to the "staff side" of NOTIS. GUI stands for graphical user interface; this means that GUI Cat looks and behaves like many Windows applications you are used to, such as MS Word. There is also a character-based cataloging system available through Telnet; it looks more like NOTIS and is command-driven like NOTIS. Some functions, such as certain catalog maintenance tasks, can only be done in the character-based system. For day-to-day cataloging tasks, you will use GUI Cat. It is much easier to use than the character-based system. There is no "public side" equivalent in GUI Cat. Instead, the Public Catalog is available on the Web: http://swan.missouri.edu . The character-based cataloging system includes a public catalog; we will not be using it.

2. GUI Cat Features
- Customized desktop displays
- Multiple open records or browse windows
- Cascaded or tiled displays, including side-by-side OCLC and GUI Cat windows
- Cut, copy, paste, drag and drop within a record or across records
- User-defined templates (including variable field information)
- Undo and Undelete functions
- Find and Replace within a record and across records
- Ability to edit attached records (item, checkin, order records) on the summary screen
- Overlay and export records from other library catalogs using the Z39.50 protocol

III RECORD STRUCTURE (see accompanying diagram)

III's record structure is similar to NOTIS. The main difference is that there is no copy holdings record in III. These functions are handled in the item record instead. Another difference is that each bib must have an attached item record. The bibliographic record is the "hub" to which other types of records are permanently attached. These include

- Order records: for acquisitions purposes
- Item records: which store location, itype, call no., barcode for circulation and identification, and other elements
- Checkin records: which contain holdings information (similar to NOTIS MHLD). Checkin cards are added as needed.

Other record types are temporarily attached to the item record:

- Patron record: when an item is checked out, the patron record of the borrower is linked to the item record until the item is discharged.
- Course reserves record: linked to the item record while the item remains on reserve

The final type of record is the **authority record**, which controls the form of headings and the display of cross-references to the public.

ACCESSING GUI Cat

1. Login to GUI Cat
- Double-click on the GuiCat icon or go to Start – Programs – Cataloging and Scanning Workstation
- At login-prompt, use initials and password, not a system login
- Each of you will receive your own authorizations/passwords, just like in NOTIS

2. Getting Resources
- PC is loading resources from the SWAN server housed in the MU Systems Office in Columbia.
- "Getting Resources" is slowest the first time your PC runs GUI Cat. After that, it checks and loads only those things on the server that have changed.

SCREEN DESCRIPTION
The screen is divided into 3 sections: toolbars at the top, search and record display in the middle, and status bar at the bottom.
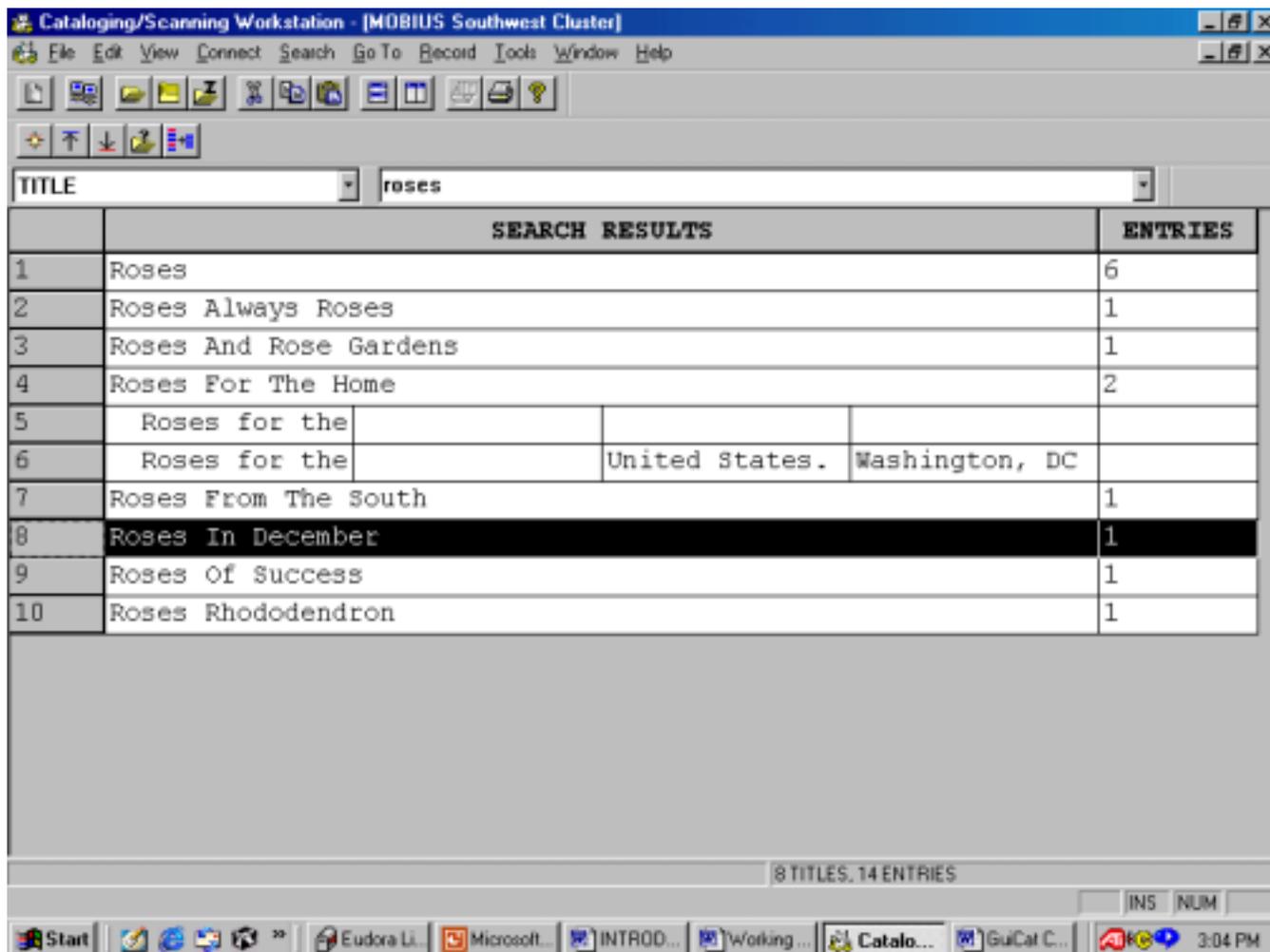
1. Tool Bars and Windows
- Top Bar is application title bar and displays library name
- Menu bar with general GUI Cat tools: FILE, EDIT, TOOLS, etc.
- Below it is the main GUI Cat tool bar. The second smaller toolbar below it is specific to session or record type you are currently in (Searching in this case). By placing the mouse over a button, you will get a "tool tip" describing the button's function.
- Middle of screen for search and browse windows
- Status bar at bottom of screen

2. Windows buttons (at upper right corner of screen)

    Minimize

    Maximize

    Restore (appears after you've maximized a window)

    Close

3. Main Toolbar

New record: creates a new record

Connect to Innopac

Search Innopac: brings up search menu

Open review files: view review files created on character-based side in "create list" (if you have authorization)

Search Z39.50 Libraries

Cut selected text

Copy selected text

Paste selected text

Tile windows horizontally

Tile windows vertically

Spine label printing (do not use)

Print record

Help topics

HELP

Help Topics
- Contents: includes table of contents and how to use Help. Select one line to see the Help Display and see Glossary and See Also choices.
- Index: either start typing the words you are looking for or scroll down list with the scroll bar.
- Find: builds a keyword list.

Help Topics:

Contents | Index | Find

Click a book, and then click Open. Or click another tab, such as Index.

- Getting Help
- Using the Cataloging Workstation
- Additional features
- Reference

Open   Print...   Cancel
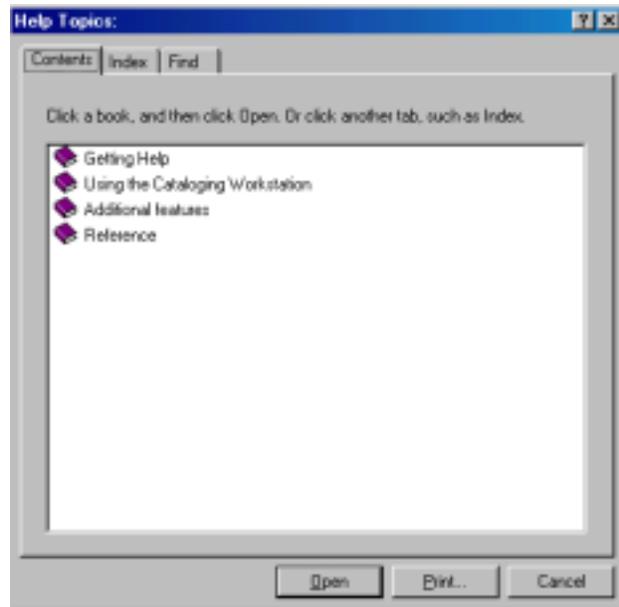
SEARCHING

1. Searching and browsing
Searching in the GUI Cat is different from searching in NOTIS in one significant respect. GUI Cat does not merge indexes as NOTIS does. Therefore it is not possible to do a dictionary search and retrieve all entries, regardless of type, that contain a particular character string. For example if you are searching for a personal name as both an author and a subject, in NOTIS you would type "fi jx godden rumer" to retrieve all items by or about Rumer Godden. The J, or universal view, allows you to see any type of entry containing the string "godden rumer." However, in GUI Cat, you would have to do 2 searches, one in the author index, and one in the subject index, to retrieve both types of entries.
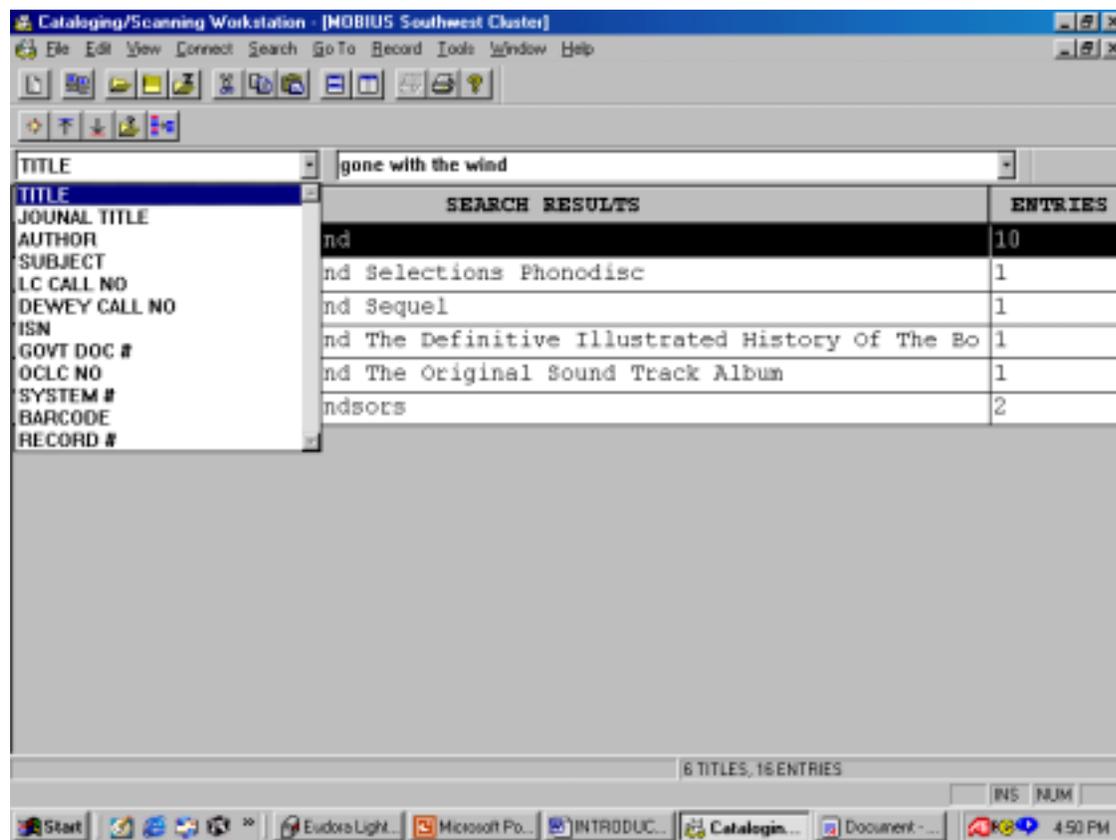
- Begin searching by using the pull-down list to select an index.
- Available indexes include title, journal title (not yet activated), author, subject, LC call no., Dewey call no., ISN (standard number), gov docs no., OCLC number, NOTIS system no., barcode no., record no. Keyword searching is not available in GUI Cat. Use the WebPac if you need to do a keyword search. http://swan.missouri.edu
- Click on the down arrow and choose an index to search with the mouse. You can also type the first letter of the label. Tab to reach the box to type your search once you have selected an index.
- Maximize the search window.
- When results retrieved are greater than 1, you will get a "browse" display. Navigate the browse display by using the scroll bar or Page Up and Page Down.

- If no hits, you will get 100 entries before and 100 entries after the place in the index where the search string would have fallen.
- Searches can be refined by editing in the search box and clicking on the search window rather than rekeying the entire search.
- Use EXPAND ENTRIES button to expand all entries in the browse screen.
- To see a display for a specific entry only, click on that line.

2. Browse Tool Buttons

Expand entries: to 2-line display. Column width can be changed by placing the mouse on the edge of the column, and dragging border to desired place. The fields for display can also be customized.

Up arrow: go to the first entry in the browse.

Down arrow: go to the last entry in the browse.

Display options: select the record type you desire to be displayed most prominently.

Limit search (uses same options for limiting as in the WebPac)

RECORD DISPLAY

As you will notice, record display is quite different in III than in NOTIS. There is a 3-character bib location code (the item record contains the 5 character code.) If more than one library has attached holdings, the location will display as "multi." To see whether item, checkin or order records are attached, look at the tabs on the bottom of the screen.
- A busy record can be displayed but not edited (only 1 person at a time can edit the same record)
- Fixed fields: double click to see drop down menu. These do not show until they are clicked on. Many of the OCLC MARC fixed fields you are used to seeing will appear on one line: the 006, 007 and 008 fields. To see these more clearly, click the mouse in the field, then expand the field by typing ctrl +e. (This is a toggle; do ctrl + e again to unexpand.)
- Variable fields: add, delete, or change text
- Attached record tabs at bottom of window show which types of records are attached. Click on the tab to display the attached record.

MANAGING WINDOWS IN GUI CAT

It is important to be aware of how many records and windows you have open at one time while working in GUI Cat. Windows do not automatically close when you move to an new record or to an attached record, so it is possible to accumulate open but hidden records rather quickly. To check how many windows are open, open the Window menu at the top of the screen. The search screen always has its own window (called MOBIUS Southwest Cluster in the example below).
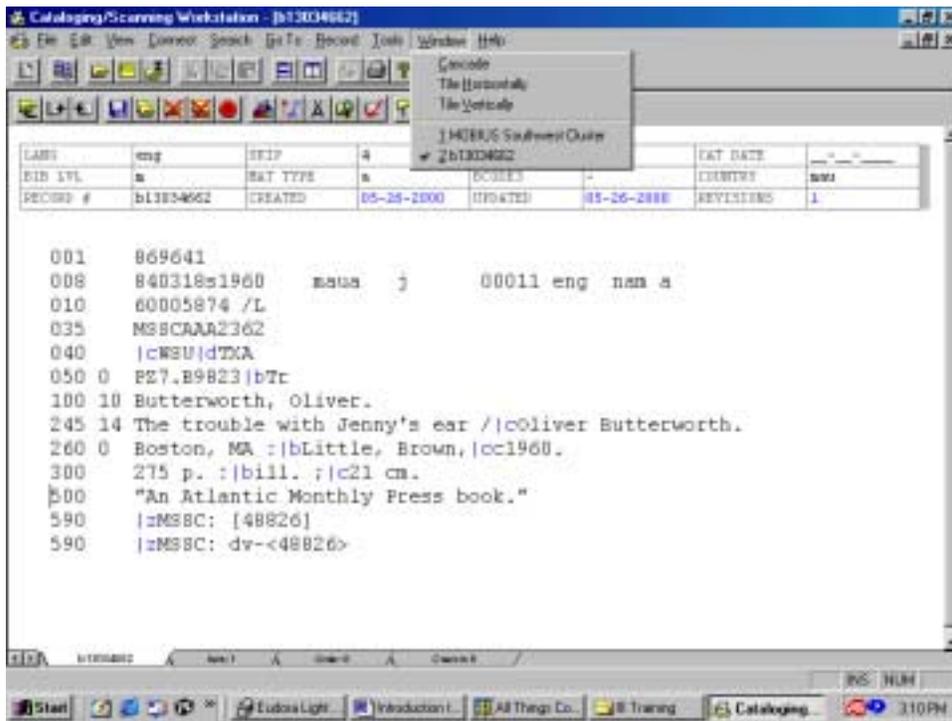
GUI Cat TERMINOLOGY

Search window: the window used to conduct a search for a record. To access, click on the "search" button on the main tool bar. Each search window has its own tool bar, the browse tool bar.

Bibliographic record screen: the view you see when a bib record is open on the GUICat editing desktop. Each bib record has its own toolbar, the bib record tool bar.

Item record screen: the view you see when an item record is open on the GUI Cat editing desktop. Each item record has its own toolbar, the item record tool bar.

Summary screen: the view you by clicking on a tab located at the bottom of the bibliographic record. Each summary screen has its own toolbar, the summary tool bar.

FUNCTION KEY SHORTCUTS

F3   Back to search window

F4   Next record

F5   Previous record

F9   Display bib record

F10   Display item summary

F11   Display order summary

F12   Display checkin summary

SEARCHING EXERCISES

1. Find titles by E.M. Forster. How many entries are there?

2. Expand the entries.

3. Find title: A passage to India. Expand just the entries for line 1. Move column width on browse display so you can see imprint. Which line # shows the copy with a 1924 copyright date?

4. Choose the entry. What is the bib location? How many items are attached? Move to the item record. What is the item location code? Return to the bib screen.

5. Find books on tape by John Grisham, published after 1995. How many? Titles?
6. Do a subject search on cookery. Choose an item from the list and look at bib and item records.

7. Search the call no.: SB449.D7 M5 1967