Cataloger's Desktop

(Web Version):

A Basic Introduction

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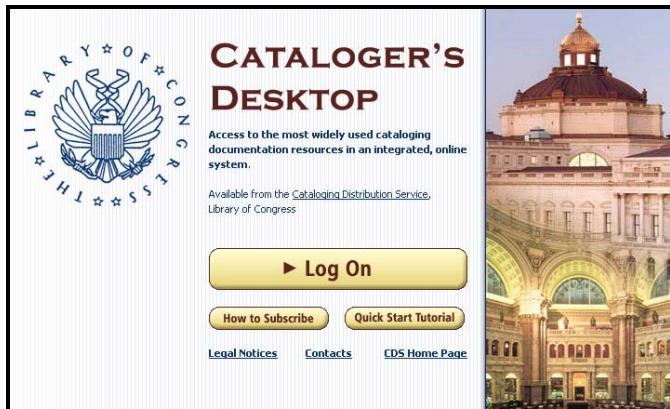University Libraries
University of Colorado at Boulder
Norlin Library, Cataloging Dept.

October 11, 2005

1. Login (http://desktop.loc.gov/)

Cataloger's Desktop uses two login windows. The second requires a pre-assigned user ID and password to open the program.

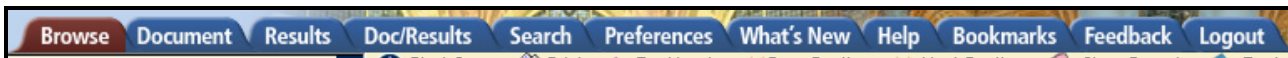|	
Login Window #1	Login Window #2
(This window can be closed once login is completed.)	*Username*: ****** *Password*: _____

2. Views

Tabs at the top of the screen refer to the views that are available in **Desktop**:

The Browse View displays the Table of Contents (TOC) and Document panes together.

TOC pane   Document pane

(Panes may be re-sized by hovering cursor over partition line until double arrows ⟷ appear.)

The Document View displays the text document utilizing the full screen:

The Results View displays the list of search results utilizing the full screen:

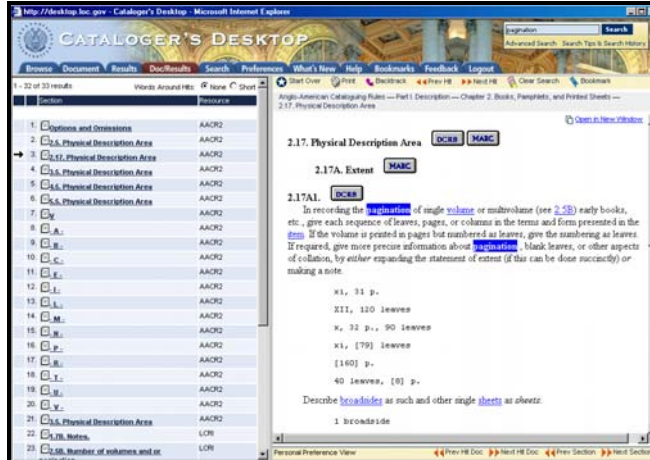**NOTE**: There are two options offered for viewing the search results or "hits:"

1. Out of context, **without** surrounding words *(select NONE)*.

2. In context, **with** surrounding words *(select SHORT)*.

The Doc/Results View displays the list of search results and the Document pane with each of the search results highlighted:
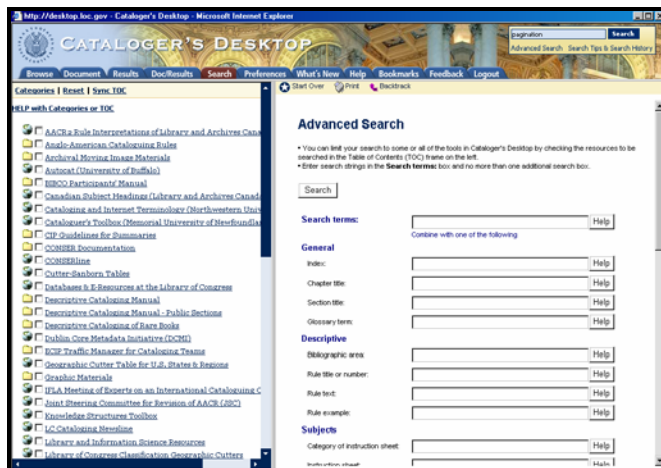

NOTE: Each resource is displayed in pre-defined sections, so scrolling is limited:
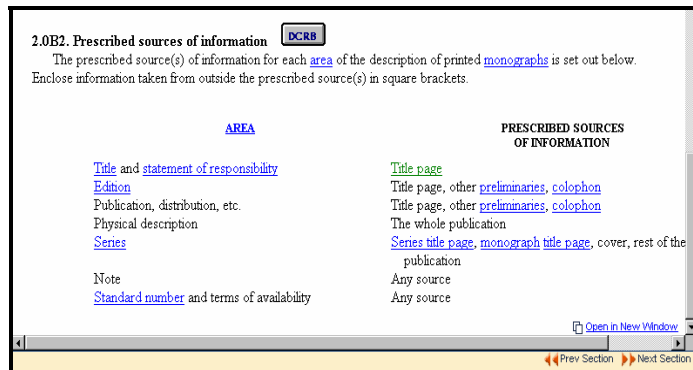
Use the **"Previous/Next Section"** buttons to backtrack or advance to another section.

The Search View displays the TOC pane together with an **Advanced Search** template:

The Preferences View allows users to limit access to the resources they use most frequently:

(Users are advised to "Clear All" the checked boxes before selecting the resources they plan to use.)
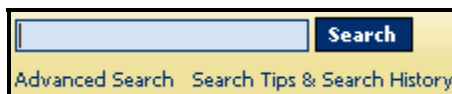
3. Searching

There are two ways to conduct a search in **Desktop**:

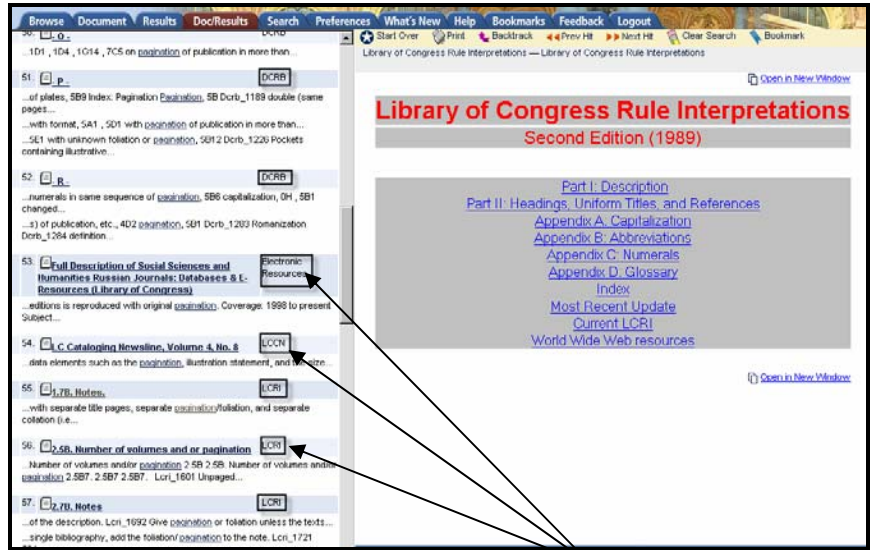1. The **Advanced Search** screen: *(seen here as one continuous search screen)*

2. The **Quick Search** box:

(This box, located at the top right corner of the screen, should be the preferred way to search.)
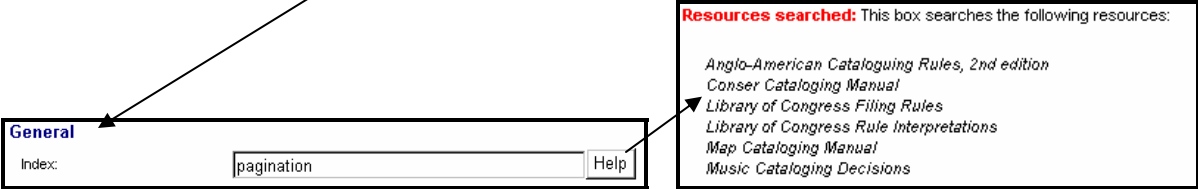
(Search results for the word "pagination" within various resources)

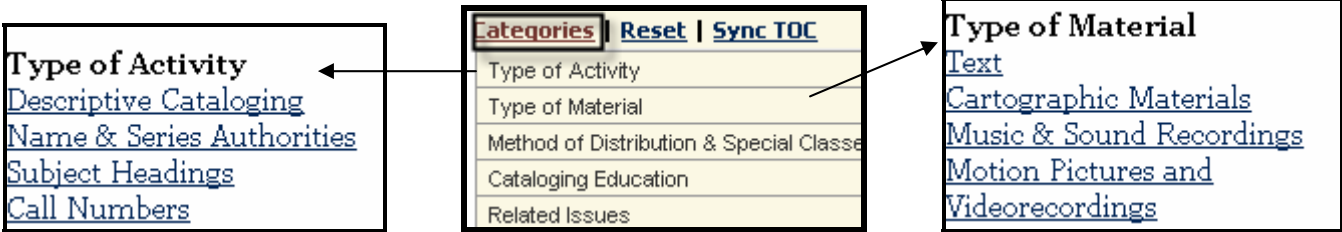A search can be limited by checking the box next to the specific resource(s) to be searched:

Also, depending on which box is used in **Advanced Search**, a different set of resources will be searched:

(Click the "Help" button to view the list of resources.)

Desktop offers pre-defined **Categories** of resources that reflect the functions or types of materials that are most relevant to a cataloger's workflow.

Type of Activity
Descriptive Cataloging
Name & Series Authorities
Subject Headings
Call Numbers

Categories | **Reset** | **Sync TOC**
Type of Activity
Type of Material
Method of Distribution & Special Classe
Cataloging Education
Related Issues

Type of Material
Text
Cartographic Materials
Music & Sound Recordings
Motion Pictures and
Videorecordings

5. Bookmarking

The **Document** view must be opened before adding a bookmark using the [Bookmark] icon. The list of saved bookmarks can then be accessed by using the [Bookmarks] tab.

> **NOTE: Desktop** only offers bookmarking at the document title level. Bookmarking at a paragraph or word level is not yet available.
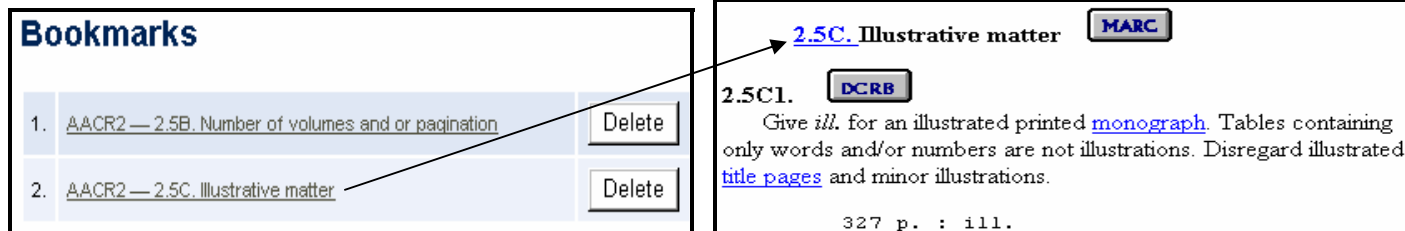
(Bookmarking at document title level)

5. Miscellaneous Web Issues

Certain functions are available with the Web version of **Cataloger's Desktop** because it is a Web application:

1. All customization features (i.e., **Preferences**, **Bookmarks)** are stored as cookies on the cataloger's personal workstation. For this reason, they cannot be shared and they will disappear if cookies are deleted.

2. Many remote databases have been added (e.g., media, movie, theater and music guides, historical society catalogs, government agency websites, Autocat archives, and OCLC documentation) bringing **Cataloger's Desktop** closer to becoming a comprehensive gateway for cataloging resources.

3. A view tab has been added to the navigation bar for customers to send **Feedback** and comments to CDS (alternatively accessed via http://desktop.loc.gov/feedback.asp).

4. Search sessions time out after 60 minutes of inactivity.

5. **Quick Tips** (short specific tutorials) can be found by clicking the **Help** tab (alternatively accessed via http://www.loc.gov/cds/desktop/web-faqs.html).