

## GENERAL

### **New OCLC Policy on Printed Documentation**

In recent years, OCLC's Documentation Department has made changes in their policies regarding printed documentation in order to bring members the latest documentation in the most easy-to-use formats. OCLC has incorporated more and more reference cards into the list of available documentation because members said that reference cards provide the most essential information about a given service in a format that's handy and easy to use.

Over the years, OCLC has also provided more and more user manuals and reference cards on the Web because Web-based documentation can be updated at any time to reflect system changes, no matter how large or small the changes are. The Web-based documentation is available primarily in multiple formats, for ease of viewing and quick printing.

These two developments, emphasizing easy-to-use reference cards and continuously updated Web documentation, are behind the most recent changes to OCLC's documentation distribution policy.

#### ***User Guides***

Effective Aug. 1, 2003, OCLC will provide updated copies of all OCLC user guides only on the OCLC web site and eliminate printed copies of most user guides, with the following exceptions:

*Bibliographic Formats and Standards*  
*Authorities User Guide*  
*Searching WorldCat User Guide*

These guides will be available at standard prices for all copies including the first.

OCLC will continue to provide printed copies of other user guides and booklets (e.g., Cataloging, ILL, FirstSearch) at no charge until the items are obsolete or until inventory is depleted. They will **not** reprint these once inventory is depleted.

#### ***Reference Cards***

OCLC will continue to provide reference cards at no charge.

#### ***Selected Titles***

OCLC will continue to provide printed editions of *OCLC Selected Titles for University and Research Libraries* for the current subscription price (\$300 per year).

### ***Participating Institutions***

*Participating Institutions* will no longer be printed. OCLC will continue to focus on the online Participating Institutions (updated weekly) and the new OCLC ILL Policies Directory, which provide superior capabilities and more timely information than the printed versions.

Participating Institutions can be found online at:

<http://www.oclc.org/contacts/libraries/>

OCLC ILL Policies Directory can be found at:

<http://www.oclc.org/oclc/ill/illpolicies.htm>

### ***Ordering Documentation from OCLC***

Ordering printed copies of documentation from OCLC is easy. To check status and request a printed copy of any item, simply go to:

<http://www2.oclc.org/documentation/default.asp>

If the “Order hard copy” link is active, you can click the link and follow the instructions for ordering one or more copies.

You may also order printed copies of available documentation by sending an e-mail to [orders@oclc.org](mailto:orders@oclc.org).

**PLEASE NOTE:** For prices and lists of titles in the various categories, see *OCLC Printed Documentation*, enclosed.

[Bruce Crocco, OCLC, *Bits and Pieces*, July 2003: edited]

## **COLLECTIONS AND TECHNICAL SERVICES**

### ***New Recommended Cache Settings to Optimize Connexion Browser Performance***

OCLC recently reviewed recommended browser cache settings for Connexion browser. The following are **new** guidelines. Please review and change your current settings as needed to ensure optimal Connexion performance.

**Please Note:** If you are not currently experiencing problems or slow response time when using OCLC Connexion, you can leave your browser settings as they are.

### ***About cache settings***

Browser cache settings determine how your browser handles redisplaying the Web pages that you have viewed previously.

The browser may display the page as it exists in temporary storage (the browser's cache area) or download the latest version of the page from the server.

Using the recommended settings can improve browser performance.

**Note:** Your browser may already be configured to the recommended settings. Many of these settings are defaults supplied with supported versions of Microsoft and Netscape browsers.

### ***Recommended settings***

Set your browser to refresh Web pages automatically when necessary. Do **not** specify that the browser refresh a page each time you view it.

Allocate adequate disk space for the browser cache. 100 MB is recommended. Do **not** specify zero space for the cache, and avoid allowing it to be larger than 100 MB.

Do **not** clear the cache each time you exit the browser.

Retain the browser's History (log of recently visited sites) for 4 days.

### ***Before changing browser settings***

The recommended settings may not work with certain network security configurations or with some Web-based applications. If you have concerns, please consult your local systems person.

Before changing cache/history settings, write down your current settings so that you can restore them if the new settings cause problems.

**Note:** These new settings can also benefit OCLC ILL Web users.

Detailed instructions for reviewing and changing your cache settings can be accessed from the System Requirements link found in the black bar at the top of the Connexion browser login screen at:

[http://connexion.oclc.org/html/corc/help/en/gc\\_login\\_sysreq\\_hardware\\_software.html](http://connexion.oclc.org/html/corc/help/en/gc_login_sysreq_hardware_software.html)

or from the Connexion booklet titled "Requirements, Access, and Interface Roadmap" the HTML version is at:

[http://www2.oclc.org/connexion/documentation/rec\\_access\\_interface.shtm](http://www2.oclc.org/connexion/documentation/rec_access_interface.shtm)

PDF version:

[http://www2.oclc.org/connexion/documentation/rec\\_access\\_interface.pdf](http://www2.oclc.org/connexion/documentation/rec_access_interface.pdf)

[Chris Grabenstatter and Joanne Murphy, OCLC, *Bits and Pieces*, July 2003: edited]

### **The OCLC PromptCat Service: Public Libraries Get Automated Copy Cataloging from WorldCat**

**BWI** is a full service vendor specializing in public libraries with a unique focus on children's and young adult books and audiovisual materials for all age groups (children's, young adult, and adult). All materials, book and non-book, are available with full custom cataloging and physical processing.

BWI is located on the Web at:

<http://www.bwibooks.com/index.php>

OCLC and BWI are working together through the **PromptCat service**, an effective, affordable way to automate much of the copy cataloging you perform on new materials. PromptCat supplies OCLC-MARC records from WorldCat for the titles you purchase from BWI, and your holdings are automatically set in WorldCat. Records and new materials arrive at your library at the same time, and when physical processing by BWI is combined with the PromptCat service, books arrive shelf-ready. The PromptCat service can be found at:

<http://www.oclc.org/oclc/menu/prompt.htm>

Want options? The PromptCat service can be customized to suit local public library needs, including special options for Dewey libraries, record source selection (such as Cat Source: DLC), and choices about when holdings are set. PromptCat can also create spine and pocket labels for BWI for your library staff to affix. To learn more about special options for Dewey libraries, go to:

<http://www.oclc.org/oclc/prompt/dewey.htm>

#### ***Are you a Dewey library?***

If you are, PromptCat can:

- Supply Juvenile Prefixes for Dewey Call Numbers. PromptCat provides any juvenile prefix that you profile to the front of the Dewey call number for juvenile materials. The prefix can include up to 5 letters, such as Y, YA, Juv, Young.
- Create Cutter numbers when a Dewey number exists in the WorldCat record.
- Build call numbers for biographies and fiction titles.

Book wholesalers and OCLC PromptCat can help you get more done with less staff and fewer resources.

<http://www.oclc.org/oclc/prompt/dewey.htm>

For pricing information and to order PromptCat, contact the MINITEX Bibliographic and Technical Services Unit (BATS, 800-462-5348, 612-624-4002, [mino@othello.minitex.umn.edu](mailto:mino@othello.minitex.umn.edu)).

[Beth Fogler, OCLC, *Bits and Pieces*, July 2003]

## RESOURCE SHARING

### **Migration from the Name-Address Directory to the ILL Policies Directory**

Effective Aug. 24, 2003, ILL Policies will no longer reside in the Name-Address Directory. Beginning on that date, ILL Web will search the ILL Policies Directory and no longer link to NAD. We encourage libraries to enter ILL policies, contacts and site information into the new ILL Policies Directory during June, July and August.

The ILL Policies directory is available within ILL Web, in OCLC ILLiad and directly at:

<https://illpolicies.oclc.org/>

For more information, see the reference card located at:

<http://www.oclc.org/oclc/ill/illpoliciesrefcard.html>

If you have questions, or need help with the ILL Policies Directory, please contact the MINITEX BATS Unit (800-462-5348, 612-624-4002, [mino@othello.minitex.umn.edu](mailto:mino@othello.minitex.umn.edu)).

[Mark Tullos, OCLC, *Bits and Pieces*, July 2003]

## REFERENCE SERVICES

### New Customization Options in FirstSearch

#### *Your library's logo*

You can now add your library's logo to the FirstSearch service by typing the URL of the logo's image file into the administrative module. If you do, your logo appears throughout each FirstSearch session at either the upper left or upper right corner of each FirstSearch screen, depending on the location you designated.

The URL of the logo's image file must begin with *http://* and include the complete address of the file. The file must be located at an address to which your FirstSearch users can gain access.

If you have multiple FirstSearch accounts, you can add your library's logo in the administrative module for each account for which you want the logo to appear.

If you prefer to specify the logo through automatic logon rather than the administrative module, leave the administrative module feature blank. For more information, see:

<http://www.oclc.org/firstsearch/documentation/ip/iplogo.htm>

In the FirstSearch administrative module, click **Your Library Settings** in the Interface Display section of the main menu to go to the screen that contains the **Your Library Logo Image File**.

#### *User interface colors*

You can also use the administrative module to select the color scheme that displays with the FirstSearch interface. You can choose blue, green, gray, FirstSearch classic, or you can design your own custom color combination, perhaps using your institution's colors.

Click **Your Library Settings** in the Interface Display section of the administrative module main menu to go to the screen that contains **User Interface Colors**.

[Mark Cooke, OCLC, *Bits and Pieces*, July 2003]

### Cited References in PsycINFO, PsycFIRST and PsycARTICLES

Users of the PsycINFO, PsycFIRST and PsycARTICLES databases on OCLC FirstSearch now have the option to display or hide the Cited References in the detailed record for the citation(s) they view, export or print. This enhancement, made in response to several requests from libraries, will allow users the option of displaying Cited References by clicking the **Show Cited References** link in the Cited References field of the detailed record. When this option is selected, cited references

will display for all the citations the user elects to view, export or print. Users can elect to turn off the display of Cited References by clicking the **Hide Cited References** link in the detailed record.

[Joan Giglierano, OCLC, *Bits and Pieces*, July 2003]

### **“Hot Topics” in PAIS International**

The PAIS International database on FirstSearch will now feature a box labeled PAIS Hot Topics at the top of the basic and advanced search screens, from which users can view a pull down menu of current, popular search topics. Selecting any of the topics from the menu will generate a search on that topic. Complete terms and search structures will be displayed with the search results, as with other searches on FirstSearch. Hot Topics will provide library users with a quick and efficient means of retrieving relevant results on topics that would have otherwise taken several searches and additional time to perform.

Christa Starck, OCLC, *Bits and Pieces*, July 2003]

### **GeoRefS Database Adds Thesaurus**

As part of an ongoing effort to enhance the search experience of users, OCLC will add the GeoRef Thesaurus to the GeoRefS database in FirstSearch. The Thesaurus is a guide to the index terms used in GeoRefS and contains more than 21,000 terms. It includes broader, narrower and related terms as well as scope notes, map coordinates for place names and the hierarchies as they are in the print version.

Christa Starck, OCLC, *Bits and Pieces*, July 2003]

### **Discontinued FirstSearch Databases**

As announced earlier, the DataTimes, Ethnic NewsWatch and GenderWatch databases have been discontinued on the OCLC FirstSearch service.

[Joan Giglierano, OCLC, *Bits and Pieces*, July 2003]