OCLC Connexion Client Guides

Cataloging:

Use SCIPIO Records

Last updated: May 2021

Revision History

Date	Section title	Description of changes
September 2007	New Connexion client guide to using specialized bibliographic records in WorldCat	• Information about SCIPIO: Art and Rare Books Sales Catalogs. • SCIPIO records describe art auction and rare book catalogs for ongoing sales and past sales dating back to the late 16th century. • Provides information about the records and brief how-to's, tips, and notes for SCIPIO catalogers. • For SCIPIO cataloging guidelines, see SCIPIO Cataloging Formats and Standards
	1 About SCIPIO records	Corrected misinformation. See revised section titled "Permissions and limitations for using SCIPIO records."
March 2012	2 Find SCIPIO records in WorldCat	Added a section to describe SCIPIO search results with the GLIMIR option selected in the Search WorldCat window.
July 2016	1 About SCIPIO records	Removed references to institution records
	2 Find SCIPIO records in WorldCat	Removed references to institution records
	4 Cataloging SCIPIO records	Removed references to institution records
May 2021	1 About SCIPIO records	Added note pointing to Connexion client version 3.0 documentation.

Contents

1. About SCIPIO records

Note: If you are using Connexion client version 3.0 or newer, see Connexion client for applicable documentation.

About SCIPIO records in WorldCat

- **SCIPIO: Art and Rare Book Sales Catalogs** is the only online union catalog of auction catalog records in existence.
- SCIPIO records describe art auction and rare book catalogs for sales from the late sixteenth century to scheduled auctions not yet held. Records include the dates and places of sales, the auction houses, sellers, institutional holdings, and titles of works.
- SCIPIO bibliographic records in WorldCat are the result of incorporating the SCIPIO database, formerly available from the Research Libraries Group (RLG), into WorldCat during the integration of RLG into OCLC.
- Connexion provides a scoped view, allowing the SCIPIO records to be searched as a separate database. The scoped view enables you to use new, SCIPIO-specific indexes in addition to the standard WorldCat indexes for finding SCIPIO records only. The new indexes were implemented to provide current SCIPIO users with familiar search methods.
- All Connexion catalogers can retrieve SCIPIO records using standard WorldCat indexes or SCIPIO-specific indexes.
- All Connexion catalogers can select the option to search for SCIPIO records only (**Cataloging > Search > WorldCat**; click **Options**, and then select the check box labeled **Retrieve only SCIPIO records**).

What determines a SCIPIO record?

The system identifies only bibliographic records with the code **scipio** in field 042 ‡a as SCIPIO

records. **Caution for SCIPIO record contributors:**

- To be included in the SCIPIO scoped view (limiting searches to SCIPIO-only records), a record must contain the code **scipio** in field 042 ‡a (enter the code in lowercase).
- The system **does not** automatically add the field and code to new SCIPIO bibliographic records. You must add it manually or by applying a constant data record that contains it. However, the system does add the field and code to new SCIPIO IRs.

Permissions and limitations for using SCIPIO records

- All Connexion catalogers can use SCIPIO records in the same way you use WorldCat records, with the following exceptions.
  - o You must be an authorized SCIPIO cataloger to:
    - Create a new SCIPIO bibliographic record (a record containing the code **scipio** in field 042 ‡a)
    - Add the SCIPIO designation (the code **scipio** in field 042 ‡ a) to an existing bibliographic record
    - **Note:** Although you cannot remove the SCIPIO designation from a bibliographic record, you can request that it be removed using a **WorldCat Record Change Request** opened from within the client using **Help > Useful Web Links**.

- You cannot move a SCIPIO IR to a non-SCIPIO bibliographic record, but you can attach or move a non-SCIPIO IR to a SCIPIO bibliographic record.
- There are no other special restrictions on:
    - Editing or replacing SCIPIO bibliographic records
    - Editing SCIPIO IRs

WorldCat records and lists: Is this a SCIPIO record?

View	SCIPIO indicators
bibliographic bibliographic record	Field 042 contains the code **scipio**.
WorldCat brief list	Each brief entry shows the highlighted text **SCIPIO**.
WorldCat truncated list	**With Retrieve only SCIPIO records option selected:** • Column 5 has the heading **Date of Sale** and contains the sale date from field 033. Dates appear in **yyyy-mm-dd** format. • Entries are sorted by sale date, beginning with the most recent date. • Column 6, labeled **L** (contributing library), contains the code **S** for SCIPIO **With SCIPIO-only option not selected:** Column 6, labeled **L** (contributing library), contains the code **S** for SCIPIO.

Unique characteristics of SCIPIO records

- **Authentication code (field 042).** Field 042 with the code **scipio** distinguishes SCIPIO records from non-SCIPIO records.
- SCIPIO records include distinctive fields/content:
    - Field 024 (Sale code)
    - Field 033 (Date of sale)
    - Field 110, normally containing the name of an auction house
    - Field 510, containing a citation note
    - Field 518, containing the place of sale

SCIPIO cataloging guidelines

See SCIPIO Cataloging Formats and Standards.

2. Find SCIPIO records in WorldCat

About searching for SCIPIO records

- SCIPIO records are fully integrated into WorldCat.
    - All standard WorldCat indexes apply to SCIPIO records.
    - You can also use SCIPIO-specific indexes.
    - Any list of WorldCat search results may include SCIPIO records.
- You can also restrict searches to SCIPIO records only.

  However, the restriction applies only to guided searches. Neither command line searching nor command line or guided browsing can be limited to SCIPIO records. See more about command line versus guided searches below.

- You can use SCIPIO-specific indexes in any type of searching or browsing.

  Note: Although browsing (scanning) a SCIPIO-specific index retrieves **primarily** SCIPIO records, browse results may also include non-SCIPIO records, since browsing cannot be restricted to SCIPIO-only records.

Search for SCIPIO records only

To retrieve SCIPIO records conveniently and efficiently, set an option to limit results to SCIPIO records only.

Note: Anyone can set the SCIPIO-only search option.

	Action
1	Click **Cataloging > Search > WorldCat**, or click 🔍, or press <F2>.
2	In the Search WorldCat window, click **Options**.
3	In the Search Options window, click to select the **Retrieve only SCIPIO records** check box. **Results:** - Option selected: Connexion searches only SCIPIO records, that is, those with the code **scipio** in field 042, using both standard WorldCat indexes and SCIPIO indexes. - Option not selected (default setting): Connexion searches all WorldCat records, including SCIPIO records. **Notes:** - The client keeps your setting when you close and reopen or upgrade the client software until you change it. - The client applies this option only when you enter guided searches.

For general information on searching, see Cataloging: Search WorldCat.

See the next section of this guide for a list of SCIPIO-specific indexes and the fields and subfields included for each one.

For comprehensive information on WorldCat indexes, see [Searching WorldCat Indexes](#).

Construct a search using SCIPIO-specific indexes

As for any WorldCat search, you can construct a search using SCIPIO indexes in two ways:

- **Command line search:** Construct a full syntax search (index label, punctuation, search term, Boolean operators combining additional search terms in different indexes, and/or qualifiers, all in correct order and format) using the **Command Line Search** area of the Search WorldCat window or using the WorldCat quick search tool on the toolbar.

    Or

- **Guided search:** Enter term(s) and select indexes; if needed, select Boolean operators to combine search terms in different indexes, and/or select qualifiers using the **Keyword/Numeric Search** area of the Search WorldCat or Browse WorldCat window. When you send the search, Connexion constructs the search using the elements you selected.

    Always use a guided search if you select the option to retrieve SCIPIO records only.

Note: Anyone can use SCIPIO-specific indexes.

The following table gives details and examples for using SCIPIO-specific indexes in command line and guided searches:

Type of search	Procedure
Use a command line search: Click **Cataloging > Search > WorldCat** and use the Command Line Search area. Or Use the WorldCat quick search box on the toolbar (. **Note:** The option to limit searches to SCIPIO records does not apply to command line searches or browse queries.	1. To enter a search in the command line, type the SCIPIO index label, the correct punctuation (**:** or **=**). and then the search term. Do not type a space after the index label. Or To enter a browse query, precede the search string with the scan (**sca**) command. 2. Optionally, for searches only, include Boolean operators followed by different index labels and search terms to combine searches, or add qualifiers. 3. When ready, click **OK** to send the search. Command line search examples: **ah:bloomsbury ah:sotheby* and ds:1999** Command line browse example: **sca ah=bloomsbury book auctions** See next section for index labels. **Tip:** In the Search WorldCat window, if you do only command line searches, click **Expand/Collapse** to show only the command line search box.

Type of search	Procedure
Use a guided search: Click **Cataloging > Search > WorldCat** and use the Keyword/ Numeric Search area. Or Click **Cataloging > Browse > WorldCat**. Note: You must use the Browse WorldCat window to enter a guided browse query.	1. To select a SCIPIO index, be sure to expand the index list from a default short list to a comprehensive list: Click the ⊞ button (to the right above the index dropdown list). 2. Type a search term in an entry box. 3. Click to open the index list next to the entry box. 4. Scroll in the alphabetized list to **SCIPIO**. 5. Click the name of the SCIPIO index you want to use. 6. Optional. Enter a search term in another entry box, select a different index and a Boolean operator to combine searches. Or Select or enter qualifiers. 7. When ready, click **OK** to send the search. **Tip:** Add the SCIPIO indexes to the short index list: Click the ⊠ button next to the ⊞ button to open the Customize Short List of Indexes window. Add SCIPIO indexes and/or move them to the top for quicker access.

For comprehensive information on WorldCat searching and browsing in the client, see Cataloging: Search WorldCat.

Results of searching WorldCat without using the SCIPIO-only option

- WorldCat search results remain the same.

  Note: Because SCIPIO records are included in all WorldCat indexes, search results from any search may include SCIPIO records.

- WorldCat brief lists and truncated lists include indicators that identify SCIPIO records, as described in the "About SCIPIO records" section of this guide.

Results of searching WorldCat using the SCIPIO-only option

Type of WorldCat list	SCIPIO-specific characteristics
Group list	Records are divided into groups by date of sale rather than by publication date. The date column is labeled **Date of Sale**. Otherwise, the group list is the same as for other WorldCat search results.
Brief list	Remains the same as for other WorldCat search results.
Truncated list	Entries are sorted by sale date, beginning with the most recent date. Column 5 has the heading **Date of Sale** and contains the sale date from field 033. If field 033 represents a range or more than one date, only the first date is shown. Dates appear in **yyyy-mm-dd** format. Column 6, labeled L (Contributing Library), contains the code **S** for SCIPIO.

Use SCIPIO search results

With some restrictions, you can use SCIPIO records much as you use other WorldCat records. For details, see "Permissions and limitations for using SCIPIO records" in the first section of this guide.

Check the SCIPIO status of your authorization in **View > User Information**.

SCIPIO search results with GLIMIR option selected

- GLIMIR = Global Library Manifestation Identifier. A unique GLIMIR number is assigned to records for the same work using different languages of cataloging. These records are also called "parallel" records. The grouped records are called GLIMIR "clusters."
- If you have selected both of the following options, only SCIPIO records are retrieved:
-
    - **Retrieve only SCIPIO records** in the Search WorldCat Settings window (**Cataloging > Search > WorldCat**; click **Settings**)
      And
    - **Display using GLIMIR clustering** in the Search WorldCat window (**Cataloging > Search > WorldCat**)

- However, each SCIPIO record retrieved is a representative record (the one that has the most holdings) for a GLIMIR cluster.
- When you select an item in the SCIPIO/GLIMIR results list, all records in the cluster display, whether they are SCIPIO or non-SCIPIO records.

3. SCIPIO indexes

In the tables below, word, phrase (entire subfield) and whole phrase (entire field) versions of indexes are distinguished by whether the two-letter index label is followed by a colon (**:**), or by an equal sign (**=**), or by a letter "w" and an equal sign. For a detailed explanation of word, phrase, and whole phrase indexes, see Cataloging: Search WorldCat.

SCIPIO-specific indexes

The following SCIPIO-specific indexes are available for searching both WorldCat records and SCIPIO-only records.

Index Name	Index label(s)	Fields and subfields indexed	Notes
Auction house name	**ah:** **ah=** **ahw=**	110 a-e n u	Indexes a subset of the existing WorldCat Corporate/conference name index.
Citation	**ci:** **ci=** **ciw=**	510 a c	
Date of sale	**ds:**	033 a	**How to enter** Enter a month, day, year in the format **mmddyyyy**. **Example:** To find April 15, 1995, enter **ds:04151995** **Note:** Also retrieves records with date of sale expressed as a range that includes the specific date. To search for any day within a month, enter in the format **mmyyyy**. **Example:** To find any date in May 1975, enter **ds:051975** To search for any date within a year, enter in the format **yyyy***. **Example:** To find any date in 2002, enter **ds:2002*** **Note:** The asterisk truncation symbol (*****) tells the system to search for the specific year and retrieve all records for sale dates within that year. To search for any date within two or more years, enter in the format **yyyy-yyyy**. **Example:** To find any date in1970 through1975, enter **ds:1970- 1975** To search for any date between two known months, enter in the format **mmyyyy-mmyyyy** **Example:** To find any date from July 2005 to September 2006, enter **ds:072005-092006** To search for any date between two known dates, enter in the format **mmddyyyy-mmddyyyy** **Example:** To find any date from October 29, 1947 to November 4, 1947, enter **10291947-11041947**

Index Name	Index label(s)	Fields and subfields indexed	Notes
Individual auctioneer	**ia:** **ia=** **iaw=**	700 a-d l q u 796 a-d j q u	
Place of sale	**ps:**	500 a 518 a	Place of sale or auction usually appears in field 518 in the form: **Place of sale: London** or **Place of auction: Overland Park, Kansas**. Some records include place of sale in a 500 note (instead of 518) in the form: **Place of sale: Cairo**. For this index, the system matches data following the words **Place of** in 518 subfield a or 500 subfield a. **Examples:** **ps:London** **ps:Overland** **ps:Overland Park** **ps:Kansas**
Sale code	**sl:** **sl=**	024 a	
Seller/subjects	**cx:** **cx=** **cxw=**	600 a-d j q 653 a 696 a-d j q	

Existing WorldCat indexes helpful for retrieving SCIPIO records

Index Name	Index label(s)	Fields and subfields indexed	Notes
Authentication code	**au:**	042 a scipio	This existing WorldCat index now includes the code for SCIPIO records. The code **scipio** in 042 a is the identifier that tells the system to include records in the SCIPIO scoped view (searches a subset of WorldCat records limited to SCIPIO only when you set the option). Connexion does not automatically add the field or code to new SCIPIO bibliographic records. SCIPIO catalogers must add it by entering manually or by applying a constant data record that contains it.
Notes	**nt:**	501 a 502 a 504 a 505 a r t 508 a 511 a 518 a 520 a b 521 a 533 a b c d e f n 534 a t 536 a-h 538 a 545 a 550 a 590 a (IRs only) 753 a b c	An existing WorldCat index that can be used to search for notes pertinent to SCIPIO sale and for local notes.

4. Cataloging SCIPIO records: How-to's, notes, and tips

SCIPIO cataloging in Connexion client

The following table includes aspects of common cataloging activites that are specific to SCIPIO records. For comprehensive instructions for these activities, see Help (**Help > Client Help** or <F1>) or consult Connexion client guides, such as Search WorldCat, on the OCLC Web site (see URLs below).

Cataloging activity	How-to's, notes, and tips
Check your logon authorization for SCIPIO	1. Click **View > User Information**. 2. Check to see if the display for **Profiled for SCIPIO** is **Yes**.
Creating new SCIPIO records (SCIPIO authorization required)	**Method 1 - Use a workform**: Connexion does not provide a SCIPIO-specific workform, but you can use one of the available MARC format workforms, such as **Books**: Click **Cataloging > Create > Single Record > Books** [or another MARC format].
	Method 2 - Derive a new record: With an existing bibliographic bibliographic record opens, click **Edit >** **Derive New bibliographic Record**.
	Notes on the SCIPIO authentication code: • Whether or not the record you use to derive a new SCIPIO bibliographic record is itself a SCIPIO record, the system does not transfer field 042 with the authentication code **scipio** to a new bibliographic record. • Neither does the system automatically add the **scipio** authentication code to SCIPIO records you create using a workform. • You must add the field and authentication code to new SCIPIO bibliographic records. • If you derive a new SCIPIO IR from a SCIPIO record, field 042 containing code **scipio** does transfer.

Cataloging activity	How-to's, notes, and tips

Creating and applying constant data records that have SCIPIO-specific data	**Tip:** To reduce data entry for SCIPIO original cataloging, create constant data record(s) that contain needed fields and sets of standard fixed-field values, variable fields, and/or field content. Then apply the constant data record to the new SCIPIO record (workform or derived record).
	
	SCIPIO-specific data you can include in constant data:
	• **Authentication code (field 042).** To "mark" a bibliographic record as a SCIPIO record in WorldCat, add field 042 with the code **scipio** in subfield a.
	• **Derive constant data record: 042 not transferred.** Connexion does not automatically add the field or code to constant data records. You must add field 042 with the **scipio** code to a constant data record derived from a SCIPIO record.
	• **Other SCIPIO record content.**
	    o Two distinctive fields: 024 (Sale code) and 033 (Date of sale).
	    o Field 110 usually contains the name of an auction house.
	    o Field 510 contains a citation note.
	    o Field 518 contains the a place of sale.
	    o Optional. Add field 852 to identify your location.
	
	Store constant data in the online file or local file. Save records in:
	• The constant data online file (a single file shared by the staff at your library only)
	Or
	• The local constant data file (resides on your workstation or a shared drive; you can create multiple local files).
	You have access to both online and local constant data files when you are logged on.
	
	Tip: To make it easy to find and apply a SCIPIO constant data record:
	• Give a SCIPIO constant data record a SCIPIO-related name when you create it (a unique name is required for any new constant data record, SCIPIO or non-SCIPIO). **Caution:** For online constant data records, avoid using punctuation, special characters and diacritics in the name to prevent system errors.
	Or
	• Create an optional free text **My Status** (limit 40 characters, including spaces) that can help you distinguish constant data records you create for SCIPIO cataloging.
	Example: Create a constant data record that contains field 042 with the code **scipio** and a field 110. Name the record **SCIPIO fields**. Optionally, assign a My Status such as **Myname: fields 042 & 110**.

Records with non-Latin script	The Connexion client supports the following non-Latin scripts for cataloging any type of bibliographic record, including SCIPIO records and IRs: Arabic, Bengali, Chinese, Devanagari, Greek, Hebrew, Japanese, Korean, Tamil and Thai.

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Connexion client guides: Creating records, constant data, and using non-Latin scripts

- About creating records: See Create Bibliographic Records
- About constant data: See Use Bibliographic Constant Data
- About using non-Latin scripts: See Use Non-Latin Scripts for Cataloging

SCIPIO cataloging guidelines

See SCIPIO Cataloging Formats and Standards

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