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CATALOGING IEFA MATERIALS: WHERE TO FIND RECORDS

Catalog records for OPI-provided materials may be found in the Montana Shared Catalog (MSC), the Montana State Library's Discover It! and OCLC WorldCat. Search by author/illustrator or title. You can narrow your results by conducting advanced searches using publisher, copyright date, and ISBN.

WHAT TO DO IF YOUR ARE NOT A SHARED CATALOG LIBRARY:

Search WorldCat at <http://www.worldcat.org/>

The Office of Public Instruction (OPI) does its original cataloging in OCLC Connexion. These records can be found on OCLC's free WorldCat website. While you will not be able to see the fixed fields or some of the RDA elements, they can either serve as guides for copy cataloging or you can copy and paste this information into whatever form you use.

Visit the Montana State Library at <http://home.montanastatelibrary.org/>

Using MSL's Discover It! will allow you to search all of the MSC libraries at once, including OPI. As with WorldCat, you can either use these records as guides for copy cataloging or copy and paste. If you click on the Retrieve Catalog Item link on the left, you will see the full, technical record – contains fixed field information and RDA elements.

IF YOU ARE A SHARED CATALOG LIBRARY:

The record has most likely already been imported into the MSC using SmartPort. All you need to do is attach your holdings. Sometimes there may be several records, especially for older items. In these cases, look for records with OPI or the Montana Historical Society holdings. These records are generally more complete.

YOU CAN'T FIND A RECORD ANYWHERE!

If it's a newer item, check back in a few weeks. If it's older, contact Allison and she'll get it cataloged.

QUESTIONS:

Cataloging questions or need help navigating these sites, contact:

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