

Remote Searching in Voyager

***N.B.: The GSHWG is providing the following directions for *remote searching* and *importing* bibliographic records from other Georgia Voyager catalogs in order for other GIL libraries to import "**Enhanced**" records that are not available in OCLC.

Bibliographic records are proprietary and the GSHWG does not condone the stealing of these records from other institutions. Instructions are for information purposes only and it is assumed that those institutions copying records from Georgia institutions are doing so to capture these locally enhanced records, etc. and that holdings symbols are *expected* to be attached to OCLC for all records transferred. Bibliographic records distributed by **MARCIVE** are NOT enhanced and these records should never be imported from other GIL libraries as they forbid it. These records are easily identifiable by looking the *040 Cataloging Source subfield d (\$d)* which will have their *MARC code name: \$d MvI*. OCLC also has guidelines for the use of OCLC-Derived records. [8].***

You must be logged in the *Cataloging Module*.

1. On the top of the screen, click on the **Search** button. The search box should appear.
2. On the bottom right corner is a **Remote...** button, click on the *Remote* button. This should bring up the *Voyager Connection Options* box.
3. On the left side pane should be list of Institutions that are available for searching. To *select* the library or libraries that you want to search. **Double Click** the library name or **Single Click** to highlight the name and **Click** on the **Add >>** button located in between the two panes. The Institution should now be listed on the right pane with the header *Selected Locations*. **Click** the **Connect** button at the bottom of the screen.

The header for the search box should now say **Simultaneous Search**.

4. Using the Pulldown menu in the **Search by** option, choose the method that you want to search (e.g., Mfhd Call Number, Title <, etc.) and perform the search. If you are searching a single Institution, the bibliographic record will be automatically retrieved. If you are searching more than one library the *Search Status* box should appear.

DatabaseName	SearchStatus
University of Georgia	Done: 0 Records
Valdosta State University	Done: 1 Records

5. Bibliographic records can be viewed one title at a time, in which case the *imported* record from the other library will have **Voyager Cataloging - [Imported remote Bib]** at the top of the module.
6. Both local and imported bibliographic records can be compared simultaneously for comparison purposes by selecting **Window** and **Tile**.

7. (N.B.: You must already have *your* local record open on your computer, or you must leave the remote search mode and return to local searching (see ending remote searching below).
8. **Individual fields** can be copied from the remote bibliographic records to the local record by *right clicking* the mouse over the *gray section* to the left of the *Tag* and selecting **Copy this field**.

After the field has been copied, *right click* on the field **below** where you would like the copied field to be pasted, and select **Paste in the gray area before this field**.

After all the desired fields have been copied and pasted, the bibliographic record can be saved.

9. **Full bibliographic records** can simply be saved to the local database by clicking **Save to DB**. Be sure to delete any local information specific to the original library (e.g. Bib ID in the 035).
10. In order to **Leave Remote Searching** and return to the local catalog, click on the **Remote** button on the bottom right corner of the search box. *Remove* all of the institutions in the right pane by highlighting the institution and clicking on the **<<Delete** button located in between the panes. Once the removal process has been completed, click on the *Connect* button. The header for the search box should change to **Search**.

(N.B.: **Voyager will continue in the Remote Search mode until you remove ALL of the institutions and click the Connect button.**)