

Step 1. Run Item Information/Library cleanup report in BLUEcloud Analytics.

- Select your library and run the report
- Export the report in plain text
- Sort the report
 - Delete the first two lines (they're not needed)
 - Custom Sort by Format first. Delete the EQUIP records from the list (unless you're using the report to inventory your library's collection!).
 - Custom Sort by Item Collection next. Delete all the DELETEME and DISCARD records from the list.
 - Custom Sort by Catalog Flex Id. This puts your non-OCLC #s first in the list!
- Keep the following columns in your final report. You can hide or delete the rest of the columns.
 - Catalog Flex Id
 - Title

Step 2. Open WorkFlows and use the following wizards to search the catalog. (Make sure you have Tabbed Windows enabled in your Preference/Desktop Setup)

- **Modify Title wizard.** Property settings you should use:
 - Search index: Title control #
 - Search library: Select your library branch from the list
 - Search type: EXACT
- **SmartPort wizard.** Property settings you should use:
 - Temporarily set SmartPort to "Replace Current Record" when you open the wizard. It'll revert to its original settings after you close the wizard.
- **Transfer wizard.** (You may want to refer to Property settings you should use:
 - Type: EXACT
 - Index: Title Control #
 - Library: ALL

Step 3. Open the web browser version of OCLC Connexion (<https://connexion.oclc.org/>).

Step 4. You're ready to begin the process of replacing your non-OCLC records in your library's collection with OCLC copy.

The screenshot displays two applications side-by-side. On the left is Microsoft Excel, showing a spreadsheet with the following data:

1	Catalog Flex	Catalog Title
2	a1057465	Dramatists /
3	a1082017	Orphan trains & their precious cargo : the life's work of Rev. H.D. Clark
4	a1101416	Walk two moons /
5	a1105869	Que Hacer Cuando Su Nino Se Enferma?/Gloria Mayer and Ann Kuklie
6	a1111733	Beyond anger : a guide for men : how to free yourself from the grip of
7	a1119582	The new Strong's exhaustive concordance of the Bible : with main con
8	a1128498	The war in Iraq : a photo history.
9	a1155111	Once a mouse-- : a fable cut in wood /
10	a1158068	The private life of the cat who-- : tales of Koko and Yum Yum from the
11	a1162699	Bergdorf blondes /
12	a1202335	Simple Pleasures: Bladen Community College Literary Magazine-Jour
13	a1202335	Simple Pleasures: Bladen Community College Literary Magazine-Jour
14	a1202335	Simple Pleasures: Bladen Community College Literary Magazine-Jour
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On the right is the SirsiDynix Symphony Workflows application, specifically the 'Modify Title' window. The window has a menu bar with 'File Edit Wizards Helpers Modules Preference Tools Help'. Below the menu bar are tabs for various workflow categories: 'Acqui...', 'Booking', 'Cataloging', 'Circulation', 'Configuration', 'ILL', 'Offline', 'Reports', 'Requ...', 'Reser...', 'Selection', 'Serial Control', 'Turnage', and 'Utility'. The 'Modify Title' window contains the following fields and options:

- Search for:** a1057465
- Index:** Title Control #
- Library:** BLADEN
- Current:** Flower, Milton Embick. --- James Parton ...
- Type:**
 - Keyword
 - Browse
 - Exact

At the bottom of the window are 'Modify' and 'Close' buttons.

Have your BCA report open on one side of your screen and WorkFlows open on the other side of your screen. Use the Configure Options helper (it's the first helper) to Search Shadow = NO. Use the copy/paste command to enter your first Title Control #.

The screenshot shows a library cataloging software interface. On the left is a spreadsheet with columns A, B, C, and D. Row 2 contains the record ID 'a1057465' in column A and 'Dramatists /' in column B. The spreadsheet is titled 'Library cleanup list select 1'. On the right is a 'Modify Title' dialog box for the record 'Dramatists / Vinson, James, 1933-'. The dialog has tabs for 'MARC Holdings' and 'Call Number/Item'. The 'MARC Holdings' tab is active, showing a table with columns 'Tag', 'Ind.', and 'Contents'. The row for tag '001' is highlighted, showing the OCLC# '001' in the 'Tag' column and 'ocm05584432' in the 'Contents' column. The 'Ind.' column is empty for this row. Other rows show various tags and their corresponding contents.

Tag	Ind.	Contents
001		ocm05584432
003		OCoLC
005		20060324102456.0
010		78078303
040		BEA cBEA dOCL dPBE dOCLCQ
020		0312345704 : c\$45.00
090		PR625 b.D7 1979
092		822.03 bV78p 1979
245	00	Dramatists / ceditor, James Vinson ; associate editor, D.L. Kirkpatrick.
260		New York : bSt. Martin's Press, c1979.

Note that a1057465 displays an OCLC# in the MARC tag 001 field! You don't even need to search OCLC for this one to know which # to use! (If you were to click on the Control tab folder, you'd see that the title control # is a1057465. This is a classic example of what happens when the SmartPort settings are incorrectly set.). Highlight the # in the 001 field and use CTRL-C to copy it.

The image shows two overlapping windows. The left window is Microsoft Excel, displaying a spreadsheet with the following data:

	A	B
1	Catalog Flex	Catalog Title
2	a1057465	Dramatists /
3	a1082017	Orphan trains & their precious cargo : the life's work of Rev. H.D. Clark
4	a1101416	Walk two moons /
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The right window is the SirsiDynix Symphony Workflows: SmartPORT: Search application. It features a search interface with the following elements:

- Search for:
- Index:
- Buttons: Search, Browse, Clear, Display, Capture, Close, Connect, Close

Use the CTRL-V command to paste the # in the SmartPort: Search window. Remove extra letters/digits that preface the actual OCLC# and click on the Search button. OCLC#s are unique, therefore, only one record will come up.

The screenshot displays two overlapping windows. On the left is a Microsoft Excel spreadsheet with a table of catalog data. The second row is highlighted in yellow, showing the title 'Dramatists /'. On the right is the SirsiDynix SmartPORT search interface. The search criteria are set to 'Search for: 5584432' and 'Index: OCLC Number'. The search results section shows 'OCLC Database found 1 record' and a list with one entry: '1 | Dramatists / editor, Ja...'. A red arrow originates from the highlighted title in the spreadsheet and points to the search result in the SmartPORT window.

	A	B	C	D
1	Catalog Flex	Catalog Title		
2	a1057465	Dramatists /		
3	a1082017	Orphan trains & their precious cargo : the life's work of Rev. H.D. Clark		
4	a1101416	Walk two moons /		
5	a1105869	Que Hacer Cuando Su Nino Se Enferma?/Gloria Mayer and Ann Kuklie		
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Double-check to be sure the titles match. If they do, then highlight the title in the SmartPort window, and click on the Capture button.

The screenshot displays the SirsiDynix Symphony Workflows: SmartPORT: Capture interface. On the left, a spreadsheet shows a list of catalog records with columns for ID and Title. The central menu lists various actions like 'Item Search', 'SmartPort', 'MARC Import', etc. The configuration dialog on the right is titled 'Modify Title x SmartPORT x' and has several radio buttons for matching records. The 'Replace current record' option is selected. Other options include 'Match and load', 'Match on title control number', 'Match on title control number or indexed MARC tag', and 'Match on title control number and indexed MARC tag'. Below these are input fields for 'Title control number source' (set to 'o/o'), 'Indexed MARC tag number', 'Call sources' (set to 'LC,50,,N/LC,90,,N'), and 'Library' (set to 'NCCCS'). There are 'OK' and 'Close' buttons at the bottom of the dialog.

1	Catalog Flex	Catalog Title
2	a1057465	Dramatists /
3	a1082017	Orphan trains & their precious cargo : the life's work of Rev. H.D. Clark
4	a1101416	Walk two moons /
5	a1105869	Que Hacer Cuando Su Nino Se Enferma?/Gloria Mayer and Ann Kuklie
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This is the screen in WorkFlows where you can temporarily change your settings from “Match and load” to “Replace current record.” SmartPort will stay on “Replace current record” so long as you keep the SmartPort wizard open. Click on the OK button.

The screenshot displays a library cataloging software interface. On the left, a spreadsheet lists records with columns for 'Catalog Flex' and 'Catalog Title'. A red arrow points from the 'Dramatists /' entry in row 2 to the 'Replace' dialog box. The dialog box shows the following information:

- Call number: REF PR 625 .D7 1979
- Author: Vinson, James, 1933-
- Title: Dramatists

The 'Replace' button is highlighted in blue. In the background, the 'SmartPORT' configuration window is visible, showing options for 'Replace current record', 'Match and load', and 'Match on title control number'.

Catalog Flex	Catalog Title
a1057465	Dramatists /
a1082017	Orphan trains & their precious cargo : the life's work of Rev. H.D. Clark
a1101416	Walk two moons /
a1105869	Que Hacer Cuando Su Nino Se Enferma?/Gloria Mayer and Ann Kunze
a1111733	Beyond anger : a guide for men : how to free yourself from the grip of
a1119582	The new Strong's exhaustive concordance of the Bible : with main con
a1128498	The war in Iraq : a photo history.
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You'll see the Replace window pop up. **Be sure you ALWAYS read the title displayed here**, because you want to be sure that you really are replacing the title you need to replace! (It is too easy to accidentally open another record in the background, so BE SURE!) Click on the Replace button.

The screenshot shows a library cataloging software interface. On the left is a spreadsheet with columns A, B, C, and D. Row 1 has headers 'Catalog Flex' and 'Catalog Title'. Row 2 has 'a1057465' and 'Dramatists /'. Rows 3-23 contain various record titles and OCLC numbers. The 'Modify Title' dialog box is open, showing options like 'Replace current record', 'Match and load', and 'Match on title control number'. An 'Information' message box is overlaid on the dialog, stating 'It matches another record on title control # a1057465' with an 'OK' button.

Row	Column A	Column B	Column C	Column D
1	Catalog Flex	Catalog Title		
2	a1057465	Dramatists /		
3	a1082017	Orphan trains & their precious cargo : the life's work of Rev. H.D. Clark		
4	a1101416	Walk two moons /		
5	a1105869	Que Hacer Cuando Su Nino Se Enferma?/Gloria Mayer and Ann Kuklie		
6	a1111733	Beyond anger : a guide for men : how to free yourself from the grip of		
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8	a1128498	The war in Iraq : a photo history.		
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10	a1158068	The private life of the cat who-- : tales of Koko and Yum Yum from the		
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Surprise! It looks like someone-else has already imported OCLC#5584432 to the catalog. Click on the OK button to acknowledge that you've received the message.

The screenshot displays a library management software interface. On the left, a table lists catalog records with columns for 'Catalog Flex' and 'Catalog Title'. The table contains 23 rows of data, including titles like 'Dramatists /', 'Orphan trains & their precious cargo...', and 'Simple Pleasures: Bladen Community College Literary Magazine-Journal'.

In the center, a 'SmartPORT: Error' dialog box is open, displaying the message: 'Error editing catalogue record. The following Title Control Number is already in use: o05584432'. An 'OK' button is visible on the dialog.

On the right, a 'SmartPORT: Capture' window is open, showing options for 'Replace current record', 'Match and load', and 'Match on title control number'. Below these options, there are fields for 'Call sources' (set to 'LC,50,,N/LC,90,,N') and 'Library' (set to 'NCCCS').

The background shows the main software interface with a menu bar (File, Edit, Wizards, Helpers, Modules, Preference, Tools, Help) and various toolbars. The Windows taskbar at the bottom shows the system clock as 12:03 PM on 3/27/2023.

It's the next window that gives you the information you really need: the Title Control # you'll need to use! In this example the number you'd use is o05584432. Be sure to note that number then click on the OK button then Close the SmartPort: Capture window.

The screenshot displays two overlapping windows from the SirsiDynix Symphony Workflows application. The background window is a spreadsheet titled 'Dramatists /' with columns A, B, C, and D. The data includes catalog numbers and titles, with the first row highlighted in yellow.

1	Catalog Flex	Catalog Title
2	a1057465	Dramatists /
3	a1082017	Orphan trains & their precious cargo : the life's work of Rev. H.D. Clark
4	a1101416	Walk two moons /
5	a1105869	Que Hacer Cuando Su Nino Se Enferma?/Gloria Mayer and Ann Kuklie
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The foreground window is the 'Transfer Titles, Call Numbers or Items' search interface. It features a search bar with the text 'o05584432' and a 'Search' button. Below the search bar are dropdown menus for 'Index' (set to 'Title Control #') and 'Library' (set to 'ALL'). The 'Type' section has radio buttons for 'Keyword', 'Browse', and 'Exact', with 'Exact' selected. The search results area shows a tree view with the selected item: 'Dramatists - Vinson, James, 1933-'. Below the tree view is a table with columns 'Records', 'Description', and 'Call Number/Item'. The table contains one record: 'EXACT Title Control # o05584432, JOHNSTON: 1 record'. A sub-table below this shows the record details:

Title	Author	Call number
Dramatists	Vinson, James, 1933-	PR 625 .D7 1979

At the bottom of the search window, there are buttons for 'Add to tree', 'Remove from tree', 'Retain for transfer', 'Transfer', and 'Close'. A tooltip for the 'Add to tree' button reads: 'Add the selected item and its related records to the transfer tree'.

Enter the Title Control # you saw in the previous window in the Search for window. Click on the Search button. You'll see the title displayed at the bottom of the screen. Click on the Add to tree button. You'll then see the title displayed in the center part of the screen, as shown here.

The screenshot displays two overlapping windows. On the left is a spreadsheet with columns A, B, C, and D. Column A contains call numbers, and column B contains catalog titles. Row 2 is highlighted in yellow, showing call number 'a1057465' and title 'Dramatists /'. Below the spreadsheet is a taskbar with various application icons.

On the right is the 'SirsiDyrix Symphony Workflows: Modify Title' window. It features a menu bar with options like 'File', 'Edit', 'Wizards', 'Helpers', 'Modules', 'Preference', 'Tools', and 'Help'. Below the menu is a toolbar with icons for various actions. A sidebar on the left lists categories: 'Common ...', 'Titles', 'Authorities', and 'Special'. The main area is titled 'Modify Title' and shows a list of titles: 'Dramatists / Vinson, James, 1933-'. Below this is a table with columns 'MARC Holdings', 'Call Number/Item', and 'Bound-with'. The 'Basic title information' section contains the following fields:

MARC Holdings	Call Number/Item	Bound-with
Control	Bibliographic	

Basic title information fields:

- Title control number: a1057465
- Catalog key: 1057465
- Record format: MARC
- Number of volumes: 2

Title creation fields:

- Created by: HAWK
- Date cataloged: NEVER
- Date created: 11/26/2001

At the bottom of the wizard window are buttons: 'Return to Search', 'Save', 'Add Holdings', 'Modify Holdings', 'Delete(x)', and 'Close'.

Now toggle back to the Modify Title wizard window. Click on the Control tab folder. Highlight the title control # (as shown here) and use the copy command (CTRL-C).

The screenshot displays the SirsiDynix Symphony Workflows interface. On the left, a spreadsheet shows a list of catalog items. The right pane shows the 'Transfer Titles, Call Numbers or Items' wizard with a search window open. The search window has 'a1057465' entered in the 'Search for:' field, 'Title Control #' selected in the 'Index:' dropdown, and 'ALL' in the 'Library:' dropdown. The search results show a tree view with 'Dramatists - Vinson, James, 1933-' expanded to show 'LENOIR'. Below the tree, a table shows the search results:

Title	Author	Call number
Dramatists	Vinson, James, 1933-	PR 625 .D7 1979

At the bottom of the search window, there are buttons for 'Add to tree', 'Remove from tree', 'Retain for transfer', 'Transfer', and 'Close'.

Toggle back to the Transfer Titles, Call Numbers, or Items wizard. Paste the title control # in the Search for window and click on the Search button. The title displays at the bottom of the screen again. Yes, it is identical to the first one (it is, after all, a duplicate title!). Click on the Add to tree button.

The screenshot shows a Microsoft Excel spreadsheet on the left and the SirsiDynix Symphony Workflows software on the right. The spreadsheet has columns A, B, C, and D. Row 1 is the header 'Catalog Flex Catalog Title'. Row 2 is highlighted in yellow and contains 'a1057465' in column A and 'Dramatists /' in column B. Rows 3 through 23 contain various call numbers and titles, including 'Orphan trains & their precious cargo', 'Walk two moons /', and 'Simple Pleasures: Bladen Community College Literary Magazine-Jour...'. The software interface on the right has a menu bar with 'File Edit Wizards Helpers Modules Preference Tools Help'. Below the menu bar are tabs for 'Acqui...', 'Booking', 'Cataloging', 'Circulation', 'Configuration', 'ILL', 'Offline', 'Reports', and 'Reser...'. A sub-menu is open showing 'Selection', 'Serial Control', 'Turnage', and 'Utility'. The 'Modify Title' window is active, showing a search for 'a1057465' with 'Index: Title Control #' and 'Library: ALL'. The search results show two records: 'Dramatists - Vinson, James, 1933-' with sub-records 'JOHNSTON' and 'ROANOKE-C', and 'Dramatists - Vinson, James, 1933-' with sub-records 'BLADEN' and 'LENOIR'. A table below shows the search results:

Title	Author	Call number
Dramatists	Vinson, James, 1933-	PR 625 .D7 1979

REMEMBER: You added the GOOD record first, so it displays first on the screen. The duplicate non-OCLC record displays second. You can be sure they are different when you click on the + symbol (next to the titles) until it opens the list of libraries attached to it. Note that each title above has two different libraries attached to it.

The screenshot displays two main windows. On the left is a spreadsheet with the following data:

	A	B	C	D
1	Catalog Flex	Catalog Title		
2	a1057465	Dramatists /		
3	a1082017	Orphan trains & their precious cargo : the life's work of Rev. H.D. Clark		
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16	a1202335	Simple Pleasures: Bladen Community College Literary Magazine-Jour		
17	a1202335	Simple Pleasures: Bladen Community College Literary Magazine-Jour		
18	a1611725	The Ink Quill Literary and Art Magazine / produced entirely by the stude		
19	a1611725	The Ink Quill Literary and Art Magazine / produced entirely by the stude		
20	a1611725	The Ink Quill Literary and Art Magazine / produced entirely by the stude		
21	a1611725	The Ink Quill Literary and Art Magazine / produced entirely by the stude		
22	a1611725	The Ink Quill Literary and Art Magazine / produced entirely by the stude		
23	a1611725	The Ink Quill Literary and Art Magazine / produced entirely by the stude		

On the right is the 'SirsiDyrix Symphony Workflows' search window. It shows search criteria: Search for: a1057465, Index: Title Control #, Library: ALL. The search results list 'Dramatists - Vinson, James, 1933-' with a tree view showing 'BLADEN' selected. Below the tree, a table shows the search results:

Title	Author	Call number
Dramatists	Vinson, James, 1933-	PR 625 .D7 1979

The 'Retain for transfer' button is highlighted in the interface.

You should only transfer YOUR library's holdings! This example shows BLADEN's report, so it will only show BLADEN's holdings being transferred. You highlight YOUR library, then click on the Retain for transfer button. You will then see your holdings become *italicized*, as shown above.

The screenshot shows a library catalog software interface with three main components:

- Spreadsheet (Left):** A table with columns A, B, C, and D. Row 2 is highlighted in yellow. The data in row 2 is:

Column A	Column B	Column C	Column D
1	Catalog Flex	Catalog Title	
2	a1057465	Dramatists /	
3	a1082017	Orphan trains & their precious cargo : the life's work of Rev. H.D. Clark	
4	a1101416	Walk two moons /	
5	a1105869	Que Hacer Cuando Su Nino Se Enferma?/Gloria Mayer and Ann Kuklie	
6	a1111733	Beyond anger : a guide for men : how to free yourself from the grip of	
7	a1119582	The new Strong's exhaustive concordance of the Bible : with main con	
8	a1128498	The war in Iraq : a photo history.	
9	a1155111	Once a mouse-- : a fable cut in wood /	
10	a1158068	The private life of the cat who-- : tales of Koko and Yum Yum from the	
11	a1162699	Bergdorf blondes /	
12	a1202335	Simple Pleasures: Bladen Community College Literary Magazine-Jour	
13	a1202335	Simple Pleasures: Bladen Community College Literary Magazine-Jour	
14	a1202335	Simple Pleasures: Bladen Community College Literary Magazine-Jour	
15	a1202335	Simple Pleasures: Bladen Community College Literary Magazine-Jour	
16	a1202335	Simple Pleasures: Bladen Community College Literary Magaz	
17	a1202335	Simple Pleasures: Bladen Community College Literary Magaz	
18	a1611725	The Ink Quill Literary and Art Magazine / produced entirely by	
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21	a1611725	The Ink Quill Literary and Art Magazine / produced entirely by	
22	a1611725	The Ink Quill Literary and Art Magazine / produced entirely by	
23	a1611725	The Ink Quill Literary and Art Magazine / produced entirely by the stude	
- Search Window (Top Right):** A window titled "Transfer Titles, Call Numbers or Items" with search criteria:
 - Search for: a1057465
 - Index: Title Control #
 - Library: ALL
 - Current: [Vinson, James, 1933- --- Dramatists --- P...](#)
- Transfer Results Window (Bottom):** A window titled "Transfer Operations Results" showing a table of transfer status:

Transfer Status	Source Element	Reason
Succeeded	REF PR 625 .D7 1979	Volume transferred

Highlight the first title (it's the good title with an OCLC# for its title control #) and click on the Transfer button (the button grays out when clicked, as shown above). A window pops up letting you know the transfer was successful. Click on the OK button. In the example above you can see that BLADEN's holdings are now attached to the OCLC record in the catalog. You'll want to click on the Remove from tree button until all the items in the center of the Transfer window are gone so that you'll be ready the next time you need to transfer holdings from one record to another.

The screenshot displays two overlapping windows. The background window is a spreadsheet listing catalog titles. The foreground window is the 'SirsiDynix Symphony Workflows: Modify Title' interface, showing a detailed MARC record for the title 'Orphan trains & their precious cargo : the life's work of Rev. H.D. Clarke / Clarke, Herman D. (Herman Devillo), 1850-1928.' A red arrow points from the title in the spreadsheet to the 'Modify Title' window.

Spreadsheet Data:

A	B	C	D
1	Catalog Flex	Catalog Title	
2	a1057465	Dramatists /	
3	a1082017	Orphan trains & their precious cargo : the life's work of Rev. H.D. Clark	
4	a1101416	Walk two moons /	
5	a1105869	Que Hacer Cuando Su Nino Se Enferma?/Gloria Mayer and Ann Kuklie	
6	a1111733	Beyond anger : a guide for men : how to free yourself from the grip of	
7	a1119582	The new Strong's exhaustive concordance of the Bible : with main con	
8	a1128498	The war in Iraq : a photo history.	
9	a1155111	Once a mouse-- : a fable cut in wood /	
10	a1158068	The private life of the cat who-- : tales of Koko and Yum Yum from the	
11	a1162699	Bergdorf blondes /	
12	a1202335	Simple Pleasures: Bladen Community College Literary Magazine-Jour	
13	a1202335	Simple Pleasures: Bladen Community College Literary Magazine-Jour	
14	a1202335	Simple Pleasures: Bladen Community College Literary Magazine-Jour	
15	a1202335	Simple Pleasures: Bladen Community College Literary Magazine-Jour	
16	a1202335	Simple Pleasures: Bladen Community College Literary Magazine-Jour	
17	a1202335	Simple Pleasures: Bladen Community College Literary Magazine-Jour	
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22	a1611725	The Ink Quill Literary and Art Magazine / produced entirely by the stude	
23	a1611725	The Ink Quill Literary and Art Magazine / produced entirely by the stude	

Modify Title Window Data:

Title: Orphan trains & their precious cargo : the life's work of Rev. H.D. Clarke / Clarke, Herman D. (Herman Devillo), 1850-1928.

MARC Holdings: Call Number/Item, Bound-with

Control: Bibliographic

Shadow title

Tag	Ind.	Contents
001		12508077
005		20010919102740.0
010		2001273595
035		(OCoLC)ocm47038561
040		IOS cIOS dDLC
042		lccopycat
020		078841755X
043		n-us--- an-us-ny
050	00	HV985 b.C573 2001

The second title in this particular list displays does NOT show an OCLC# in the MARC tag 001 field. So, you'll have to search for a matching record in OCLC Connexion: <https://connexion.oclc.org/>. Login to Connexion and click on the Search tab button (in the upper left corner... see screenshot on next page). You'll want to refer to the [OCLC Connexion basics](#) document, which can be found on the Library Services web page.

The screenshot shows two overlapping windows from a Windows desktop. The background window is the OCLC Connexion search interface, and the foreground window is a library catalog record.

OCLC Connexion Search Interface:

- Browser tabs: Excel | Microsoft 365, Mail - Colleen Tur..., OCLC Connexion
- Address bar: Not secure | connexion.oclc.org/...
- Navigation: Home | Help | Diacritics | Contact | Logoff
- Menu: Cataloging (selected), Authorities, Dewey Services, General, OCLC
- Buttons: Search, Browse, Create, Show
- Dropdowns: * WorldCat, Browse Options, Create Options, Show Options
- Section: Search WorldCat
 - Search History
 - Display default list based on result set size
- Section: Command Line Search
 - Search for: In:2001273595 /dlc
 - Show: Local Holdings if Single Record Found
 - Apply Language of Cataloging Limiter: Any
 - Buttons: Search, More Languages, Clear Search
- Section: Keyword/Numeric Search
 - Search for: [] Personal Name (pn:)
 - AND [] Title (ti:)
 - AND [] Title (ti:)
 - Language: Any
 - Mat. Type: Any
 - Source: Any
 - Format: Any

Library Catalog Record (Modify Title):

- Title: Orphan trains & their precious cargo : the life's work of Rev. H.D. Clarke / Clarke, Herman D. (Herman Devillo), 1850-1928.
- Buttons: MARC Holdings, Call Number/Item, Bound-with, Control, Bibliographic
- Checkbox: Shadow title
- Table:

Tag	Ind.	Contents
001		12508077
005		20010919102740.0
010		2001273595
035		(OCoLC)ocm47038561
040		IOS cIOS dDLC
042		lccopycat
020		078841755X
043		n-us--- an-us-ny
050	00	HV985 b.C573 2001
- Text: Tag 010 - Library of Congress Control Number
- Buttons: Return to Search, Save, Add Holdings, Modify Holdings, Delete(x), Close

Try a numeric search first. I have found that searching by the LCCN (Library of Congress Control #) or ISBN works best. Then Note the preface used when searching by LCCN (In:). You can limit the results to DLC copy by adding /dlc at the end of the Command Line Search window, as shown above. Click on the gray Search button once you've entered your search terms.

The screenshot displays two overlapping windows. The background window is OCLC Connexion, showing a MARC record for 'Orphan trains & their precious cargo'. The record includes fields for OCLC number (47922957), title, author (H.D. Clarke), and various MARC tags (010, 040, 019, 020, 037, 042, 043, 050, 082, 090). The 040 field is highlighted, showing 'IOS #b eng #c DLC #d OMP #d QBX #d OCLCQ #d BTCTA #d YDXCP #d BAKER #d OCLCG #d WVY #d OCLCF #d FHL #d OCLCO #d OCLCQ #d OCLCO #d OCL #d DU3 #d OCLCO #d WIQ #d OCLCO #d IOS #d OCLCO'. The foreground window is Symphony Workflows, showing the 'Modify Title' screen for the same record. It displays the title 'Orphan trains & their precious cargo : the life's work of Rev. H.D. Clarke / Clarke, Herman D. (Herman Devillo), 1850-1928.' and a table of MARC Holdings with columns for Tag, Ind., and Contents. The table lists holdings with tags 001, 005, 010, 035, 040, 042, 020, 043, and 050, and their corresponding contents.

Tag	Ind.	Contents
001		12508077
005		20010919102740.0
010		2001273595
035		(OCoLC)ocm47038561
040		IOS cIOS dDLC
042		lccopycat
020		078841755X
043		n-us--- an-us-ny
050	00	HV985 b.C573 2001

Scroll through the OCLC record and compare it to the record displayed in the catalog. The 040 field shows which library or agency CREATED the record. (You can hover the mouse over the holding code symbols to find out which library or agency is responsible. For example, IOS is the holding code for Davenport Public Library, and DLC is the Library of Congress). Be sure the record matches your copy! Key fields you should match on: Author, Title, Edition Statement, Publication Information, Physical Description. The MARC tags for those are, respectively, 100, 245, 250, 260 or 264, and 300.

The image shows a side-by-side comparison of two library catalog records. On the left is the OCLC Connexion interface, and on the right is the SirsiDynix Symphony Workflows: Modify Title interface.

OCLC Connexion Record (Left):

WorldCat	Browse Options	Create Options	Show Options
045	n-us---	sa n-us-ny	Functions
050	0 0	HV985 \$b .C573 2001	Functions
082	0 4	362.7340973 \$2 21	Functions
090		\$b	Functions
049		NRMA	Functions
100	1	Clarke, Herman D. \$q (Herman Devillo), \$d 1850-1928.	Functions
245	1 0	Orphan trains & their precious cargo : \$b the life's work of Rev. H.D. Clarke / \$c [compiled] by Clark Kidder.	Functions
246	3	Orphan trains and their precious cargo	Functions
260		Bowie, Md. : \$b Heritage Books, \$c 2001.	Functions
300		xvii, 368 pages : \$b illustrations ; \$c 21 cm	Functions
336		text \$b txt \$2 rdacontent	Functions
337		unmediated \$b n \$2 rdamedia	Functions
338		volume \$b nc \$2 rdacarrier	Functions

SirsiDynix Symphony Workflows: Modify Title Record (Right):

Modify Title x SmartPORT x Transfer Titles, Call Numbers or Item

Orphan trains & their precious cargo : the life's work of Rev. H.D. Clarke / Clarke, Herman D. (Herman Devillo), 1850-1928.

MARC Holdings	Call Number/Item	Bound-with
Control		Bibliographic

Shadow title

Tag	Ind.	Contents
100	1	Clarke, Herman D. q(Herman Devillo), d1850-1928.
245	10	Orphan trains & their precious cargo : bthe life's work of Rev. H.D. Clarke / c[compiled] by Clark Kidder.
246	3	Orphan trains and their precious cargo
260		Bowie, Md. : bHeritage Books, c2001.
300		xvii, 368 p. : bill. ; c21 cm.
500		Text comprised of material taken from six of

Return to Search Save Add Holdings Modify Holdings Delete(x) Close

A side by side comparison shows that this record is a match for the one in the catalog.

The screenshot displays two overlapping windows from a library cataloging system. The background window is OCLC Connexion, showing a record for 'Orphan trains & their precious cargo' with OCLC number 47922957 highlighted. A context menu is open over the OCLC number, with 'Copy' selected. The foreground window is Symphony Workflows: Modify Title, showing the title and a table of holdings.

Tag	Ind.	Contents
100	1	Clarke, Herman D. q(Herman Devillo), d1850-1928.
245	10	Orphan trains & their precious cargo : bthe life's work of Rev. H.D. Clarke / c[compiled] by Clark Kidder.
246	3	Orphan trains and their precious cargo
260		Bowie, Md. : bHeritage Books, c2001.
300		xvii, 368 p. : bill. ; c21 cm.
500		Text comprised of material taken from six of

Scroll back up to the top to get the OCLC # for the record. Highlight and use the copy command (CTRL-C) to save the number. (You can also highlight the OCLC# and right click to display and click on Copy, as shown above). The OCLC# for this title is 47922957. That is the # you will enter in the SmartPort wizard.

The image shows a side-by-side comparison of data between a spreadsheet and a library system interface. On the left, an Excel spreadsheet lists catalog titles. On the right, the SmartPORT interface shows a search for a specific OCLC number, which has returned a single record. A red arrow highlights the match between the title in the spreadsheet and the title in the search results.

Row	Excel Title	SmartPORT Search Results
3	Orphan trains & their precious cargo: the life's work of Rev. H.D. Clarke /	1 Orphan trains & their ... Clarke, Herman D. (H...

Toggle to the SmartPort wizard. Be sure to compare the title that displays in SmartPort with the title from your report list. This helps you check behind yourself. Click on the Capture button.

The screenshot shows the SirsiDynix Symphony Workflows: Replace application. The main window displays a spreadsheet with columns for 'Catalog Flex' and 'Catalog Title'. A red arrow points from the record with ID 'a1082017' and title 'Orphan trains & their precious cargo : the life's work of Rev. H.D. Clarke /' to the 'Replace' button in a dialog box. The dialog box shows the following information:

- Call number: HV 985 .C573 2001
- Author: Clarke, Herman D. (Herman Devillo), 1850-1928.
- Title: Orphan trains & their precious cargo : the life's work of Rev. H.D. Clarke

The dialog box also has 'Replace' and 'Cancel' buttons. The background window shows various menu options like 'File', 'Edit', 'Wizards', 'Modules', 'Preference', 'Tools', and 'Help'. The 'SmartPORT' module is active, and the 'Modify Title' window is open, showing options for replacing records and matching criteria.

Click on the Replace button when the Replace window displays. (This is your final check to be sure you're really replacing the correct non-OCLC record in the catalog with OCLC copy)

The screenshot shows two overlapping windows. The background window is OCLC Connexion, displaying a MARC record for 'Orphan trains & their precious cargo'. The record includes fields for OCLC number (47922957), title, and various MARC fields like Rec Stat, Entered, Replaced, and various codes (a, m, d, 0, 1, s, etc.).

The foreground window is SirsiDynix Symphony Workflows: SmartPort: Capture. It has a menu bar with options like File, Edit, Wizards, Helpers, Modules, Preference, Tools, and Help. Below the menu is a toolbar with buttons for Acqui..., Booking, Cataloging, Circulation, Configuration, ILL, Offline, Reports, Reser..., Selection, Serial Control, Turnage, and Utility. The main area shows a 'Modify Title' window for 'SmartPORT: Capture'. It has tabs for Control, Bibliographic, MARC Holdings, and Call Number/Item. There is a 'Shadow title' checkbox. Below that is a table with columns: Rec_S..., Rec_..., Bib_Lvl, Type..., Enc_Lvl, Desc, Entrd, 010820, Dat_Tp s, Date1, 2001, Date2, Ctry, mdu, Illus, a, Audie..., Repr, Cont, b, Govt..., Conf... 0, Fests... 0, Indx, 1, Fiction 0, Biog, d, Lang, eng, Mod..., Source d.

At the bottom of the SmartPort window is a table with columns: Label, Tag, Ind., Contents. The rows are:

Label	Tag	Ind.	Contents
key	001		ocm47922957
Data source	003		OCOLC
Date/time stamp	005		20230327125208.0

Below the table are buttons: Save, Add Holdings, Modify Holdings, Close. At the very bottom of the SmartPort window are buttons: Connect, Close.

This is what you want to see. The MARC record displays in WorkFlows (with no warning messages!). All you have to do is click on the Save and Close buttons of the SmartPort: Capture window.

The screenshot shows a library catalog software interface with a search for item a1082017. The search results show a record for 'Orphan trains & their precious cargo: the life's work of Rev. H.D. Clarke /'. The 'Modify Title' wizard is open, and an error message 'Item not found in catalog' is displayed.

Item ID	Catalog Title
a1057465	Dramatists /
a1082017	Orphan trains & their precious cargo: the life's work of Rev. H.D. Clarke /
a1101416	Walk two moons /
a1105869	Que Hacer Cuando Su Nino Se Enferma?(Gloria Mayer and Ann Kuklierus
a1111733	Beyond anger : a guide for men : how to free yourself from the grip of anger and get more out of life /
a1119582	The new Strong's exhaustive concordance of the Bible : with main concordance, appendix to the main co
a1128498	The war in Iraq : a photo history.
a1155111	Once a mouse-- : a fable cut in wood /
a1158068	The private life of the cat who-- : tales of Koko and Yum Yum from the journals of James Mackintosh Qwi
a1162699	Bergdorf blondes /
a1202335	Simple Pleasures: Bladen Community College Literary Magazine-Journal /
a1202335	Simple Pleasures: Bladen Community College Literary Magazine-Journal /
a1202335	Simple Pleasures: Bladen Community College Literary Magazine-Journal /
a1202335	Simple Pleasures: Bladen Community College Literary Magazine-Journal /
a1202335	Simple Pleasures: Bladen Community College Literary Magazine-Journal /
a1202335	Simple Pleasures: Bladen Community College Literary Magazine-Journal /
a1202335	Simple Pleasures: Bladen Community College Literary Magazine-Journal /
a1611725	The Ink Quill Literary and Art Magazine / produced entirely by the students, faculty, staff and community p
a1611725	The Ink Quill Literary and Art Magazine / produced entirely by the students, faculty, staff and community p
a1611725	The Ink Quill Literary and Art Magazine / produced entirely by the students, faculty, staff and community p
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a1611725	The Ink Quill Literary and Art Magazine / produced entirely by the students, faculty, staff and community p
a1611725	The Ink Quill Literary and Art Magazine / produced entirely by the students, faculty, staff and community p
a1703598	Psychology : an exploration
a1903559	Bladen Community College Academic Course Catalog/
a762142	Birding /
a951037	The Internet marketing plan : the complete guide to instant web presence /

Click on the Modify Title wizard tab again and Return to the search screen. You'll know the record was replaced by either clicking on the blue hyperlink by Current: or by clicking on the Search button. An "Item not found in catalog" message will display because (technically) the title control # for a1082017 no longer exists in the catalog.

