

Gold Rush Staff Toolbox

Cataloging Module Documentation



Colorado Alliance of Research Libraries

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Gold Rush Cataloging Module

The records in Gold Rush include brief pieces of cataloging/description, including:

- Subjects for a Journal Title
- Descriptors for Databases
- Alternate Titles for Journal Titles

Gold Rush does not maintain full MARC records.

Gold Rush is a shared resource and the subject headings and alternate titles entered by any Gold Rush library in your consortia will be searchable by and displayed to all libraries. Future versions will allow you to add information that is not made available to all consortial users.

Note:

CATALOGING CHANGES MADE WILL BE SEEN BY ALL LIBRARIES IN YOUR CONSORTIA

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Add/Edit Subjects for a Journal Title

Gold Rush includes Library of Congress Subject Headings, MeSH headings as well as Dewey and LC Classification information. This information was pulled from a variety of sources including the JAKE database and cataloging records from Colorado Alliance libraries.

Subject Headings can be modified or added by each Alliance library. When entering a subject heading you can select the "type" of heading you are entering, options include Dewey, lc (for classification information), lcsch (for subject headings), MeSH and local/other. When you edit or add a heading, your institution will be noted in the "source" box next to the heading.

How to Add a Subject to a Journal Title

1. Select Cataloging from the menu.



2. Select 'Add/Edit Subjects for a Journal Title' from the Cataloging menu.



3. Select your search method (Title or ISSN).
4. Enter your search string (all or part of the title or full ISSN) and click on the *SEARCH* button if you wish to perform a keyword search
OR
BROWSE button if you wish to browse alphabetically through the journals.

Journal Title Search Form			
Search By...	Search Text		
Title ▾	cancer drug	Search	Browse

5. When the search/browse results are displayed, find the title with which you wish to work and click the Get Subjects button.

Journal Titles Matching Your Search	
Anti-Cancer Drug Design	<input type="button" value="Get Subjects"/>
Anti-Cancer Drugs	<input type="button" value="Get Subjects"/>
Cancer drug delivery.	<input type="button" value="Get Subjects"/>
Current Cancer Drug Targets	<input type="button" value="Get Subjects"/>

- Fill in the Subject box in the Add Subjects Form at the top of the page, select the type of heading you have just entered and click the Add button. All subjects added through the Gold Rush Staff Toolbox will be marked as "local" headings.

Add Subjects Form		
Current Title: Anti-Cancer Drugs		
Subject	Type	
<input type="text" value="Prevention"/>	local	<input type="button" value="Add"/>

- Your new subject will be added to the Edit Subjects Form and displayed on your screen.

Edit Subjects Form				
Current Title: Anti-Cancer Drugs				
Subject	Type	Source		
<input type="text" value="Pharmacology"/>	local	ebSCO	<input type="button" value="Update"/>	<input type="button" value="Delete"/>
<input type="text" value="Prevention"/>	local	LIB1	<input type="button" value="Update"/>	<input type="button" value="Delete"/>
<input type="text" value="Therapeutics"/>	local	ebSCO	<input type="button" value="Update"/>	<input type="button" value="Delete"/>

- You can add another new subject, edit any of the existing subjects or search for another journal by clicking on the Journal Subjects link in the current location box under the main menu.

How to Edit or Delete a Subject for a Journal Title

1. Select Cataloging from the menu.



2. Select 'Add/Edit Subjects for a Journal Title' from the Cataloging menu.



3. Select your search method (Title or ISSN).
4. Enter your search string (all or part of the title or full ISSN) and click on the *SEARCH* button if you wish to perform a keyword search
OR
BROWSE button if you wish to browse alphabetically through the journals.

Journal Title Search Form			
Search By...	Search Text		
Title	cancer drug	Search	Browse

5. When the search/browse results are displayed, find the title with which you wish to work and click the "Get Subjects" button.

Journal Titles Matching Your Search	
Anti-Cancer Drug Design	Get Subjects
Anti-Cancer Drugs	Get Subjects
Cancer drug delivery.	Get Subjects
Current Cancer Drug Targets	Get Subjects

6. Find the subject heading you wish to edit in the Edit Subject Form.

Edit Subjects Form			
Current Title: Anti-Cancer Drugs			
Subject	Type	Source	
Pharmacology	local	ebSCO	Update Delete
Prevention	local	LIB1	Update Delete
Therapeutics	local	ebSCO	Update Delete

7. You can change the heading by typing in your changes and clicking on the "Update" button or you can delete the heading by clicking on the "Delete" button. Your changes will be displayed to you immediately.

Edit Subjects Form			
Current Title: Anti-Cancer Drugs			
Subject	Type	Source	
<input type="text" value="Pharmacology"/>	local	ebSCO	<input type="button" value="Update"/> <input type="button" value="Delete"/>
<input type="text" value="Therapeutic"/>	local	LIB1	<input type="button" value="Update"/> <input type="button" value="Delete"/>

!!Remember that this will delete the subject heading for all libraries!!

8. You can add another new subject, edit any of the existing subjects or search for another journal by clicking on the 'Journal Subjects' link in the current location box under the main menu.

Add/Edit Descriptors for a Database

Gold Rush is utilizing a controlled vocabulary for the subjects associated with databases. The descriptor list was created by the Alliance staff and has broad categories only. If you would like any new headings created or would like to have changes made to the current headings list, please contact the Alliance.

How to Add a Descriptors for a Database

1. Select Cataloging from the main menu.



2. Select 'Add/Edit Descriptors for a Database' from the Cataloging menu.



3. Enter the database name or any part of the name and click the *SEARCH* button if you wish to perform a keyword search
OR
BROWSE button if you wish to browse alphabetically through the databases.



Database Search Form

Database Name:

4. When the search/browse results are displayed, find the database with which you wish to work and click the "Get Descriptors" button.



Databases Matching Your Search

- You can select the descriptors you wish to add for the database from the drop-down box or you can type in a new descriptor. Once you have selected the descriptor, click on the "Add" button.

Add Descriptor Form

Current Database: ERIC

Subject

Accounting and Taxation

Accounting and Taxation

Aerospace

African American

Agriculture

American History

Animal Sciences

Anthropology

Apparel Design and Production

Aquatic Sciences

Architecture

Archives

Add

Create and Add

Source

gradmin

Update

Delete

You can enter a new descriptor in the box under the drop-down box. Once you have entered the descriptor, click on the "Add" button.

Add Descriptor Form

Current Database: ERIC

Subject

Accounting and Taxation

Enter new descriptor

Add

Create and Add

- The new descriptor will now be displayed in the Edit Subject Form section of the page.

Edit Descriptors Form

Current Database: ERIC

Subject	Source		
Arts and Humanities	LIB1	Update	Delete
Education	gradmin	Update	Delete

- You can add another new descriptor; edit any of the existing descriptors or search for another database by clicking on the 'Database Descriptors' link in the current location box under the main menu.

How to Edit or Delete Descriptors for a Database

1. Select Cataloging from the main menu.



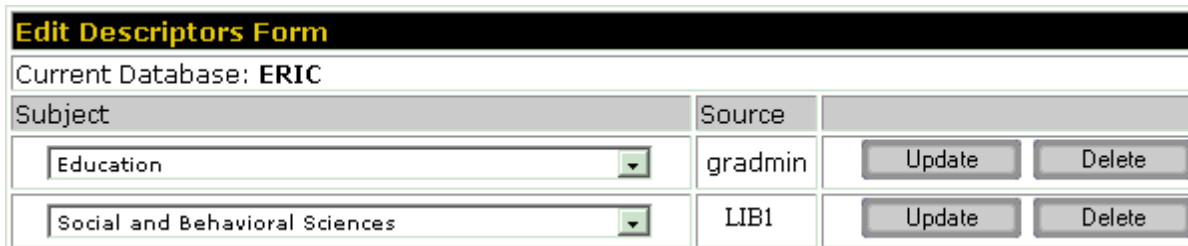
2. Select 'Add/Edit Descriptors for a Database' from the Cataloging menu.



3. Enter the database name or any part of the name and click the *SEARCH* button if you wish to perform a keyword search
OR
BROWSE button if you wish to browse alphabetically through the databases.

A form titled "Database Search Form" with a black header. It contains a text input field labeled "Database Name:" with "ERIC" entered, a "Search" button, and a "Browse" button.

4. When the search/browse results are displayed, find the database with which you wish to work and click the "Get Subjects" button.

A form titled "Edit Descriptors Form" with a black header. It shows "Current Database: ERIC". Below is a table with columns "Subject" and "Source".

Subject	Source	
Education	gradmin	Update Delete
Social and Behavioral Sciences	LIB1	Update Delete

5. Find the subject you wish to change or delete in the Edit Descriptors Form.
6. To change the descriptor, select the heading you wish to use from the drop-down list and click the "Update" button. If you wish to remove a descriptor, simply click the "Delete" button on the appropriate line in the Edit Descriptors Form.

A form titled "Edit Descriptors Form" with a black header. It shows "Current Database: ERIC". Below is a table with columns "Subject" and "Source".

Subject	Source	
Education	gradmin	Update Delete

!!Remember that this will delete the subject heading for all libraries!!

7. You can add another new descriptor; edit any of the existing descriptors or search for another database by clicking on the 'Database Descriptors' link in the current location box under the main menu.

Add/Edit Alternate Titles for a Journal Title

Gold Rush includes alternate titles from a variety of sources and we hope that participating libraries use this area to add alternate titles used in their specific environment. All alternate titles are included in the public searching function of Gold Rush.

How to Add an Alternate Title for a Journal Title

1. Select Cataloging from the menu.



2. Select 'Add/Edit Alternate Titles for a Journal Title' from the Cataloging menu.



3. Select your search method (Title or ISSN).
4. Enter your search string (all or part of the Title or the full ISSN) and click the *SEARCH* button if you wish to perform a keyword search
OR
BROWSE button if you wish to browse alphabetically through the journals.

Journal Title Search Form			
Search By...	Search Text		
ISSN ▾	0273-9976	Search	Browse

5. When the search/browse results are displayed, find the title with which you wish to work and click the "Get Alternate Titles" button.

Journal Titles Matching Your Search	
Journal of the American Medical Record Association	Get Alternate Titles

6. Enter your new alternate title in the Add Alternate Title Form and click on the "Add" button.

Add Alternate Title Form			
Current Title: Journal of the American Medical Record Association			
Alternate Journal Title	ISSN	EISSN	
JAMRA	0273-9976		<input type="button" value="Add"/>

7. The new alternate title will now be displayed in the Edit Alternate Title Form section of the page.

Edit Alternate Titles Form				
Current Title: Journal of the American Medical Record Association				
Alternate Title	Issn	Eissn	Source	
JAMRA	0273-9976		LIB1	<input type="button" value="Update"/> <input type="button" value="Delete"/>
Journal (American Medical Record Ass	0273-9976			<input type="button" value="Update"/> <input type="button" value="Delete"/>
Journal of the American Medical Recor	0273-9976			<input type="button" value="Update"/> <input type="button" value="Delete"/>

8. You can add another new alternate title, edit any of the existing alternate titles or search for another title by clicking on the 'Alternate Titles' link in the current location box under the main menu.

How to Edit or Delete an Alternate Title for a Journal Title.

1. Select Cataloging from the menu.



2. Select 'Add/Edit Alternate Titles for a Journal Title' from the Cataloging menu.



3. Select your search method (Title or ISSN).
4. Enter your search string (all or part of the Title or the full ISSN) and click the *SEARCH* button if you wish to perform a keyword search
OR
BROWSE button if you wish to browse alphabetically through the journals.

Journal Title Search Form			
Search By...	Search Text		
ISSN	0273-9976	Search	Browse

5. When the search/browse results are displayed, find the title with which you wish to work and click the "Get Alternate Titles" button.

Journal Titles Matching Your Search	
Journal of the American Medical Record Association	Get Alternate Titles

6. You can change the heading by typing in your changes and clicking on the "Update" button or you can delete the heading by clicking on the "Delete" button.

Edit Alternate Titles Form				
Current Title: Journal of the American Medical Record Association				
Alternate Title	Issn	Eissn	Source	
JAMRA	0273-9976		LIB1	Update Delete
Journal (American Medical Record Ass	0273-9976			Update Delete
Journal of the American Medical Recor	0273-9976			Update Delete

!!Remember that this will delete the alternate title for all libraries.!!

7. Your changes will be displayed to you immediately.

Edit Alternate Titles Form				
Current Title: Journal of the American Medical Record Association				
Alternate Title	Issn	Eissn	Source	
<input type="text" value="Journal (American Medical Record Ass"/>	0273-9976			<input type="button" value="Update"/> <input type="button" value="Delete"/>
<input type="text" value="Journal of the American Medical Recor"/>	0273-9976			<input type="button" value="Update"/> <input type="button" value="Delete"/>

8. You can add another alternate title; edit any of the existing alternate titles or search for another journal by clicking on the 'Alternate Titles' link in the current location box under the main menu.