

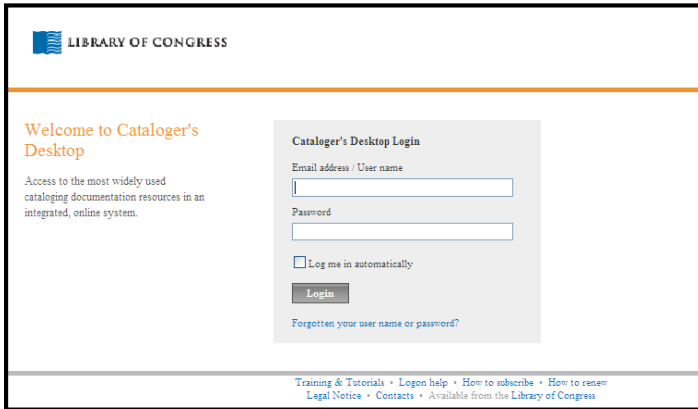
Cataloger's Desktop:
A Comparison of Versions
CD3 and CD4 (2014)

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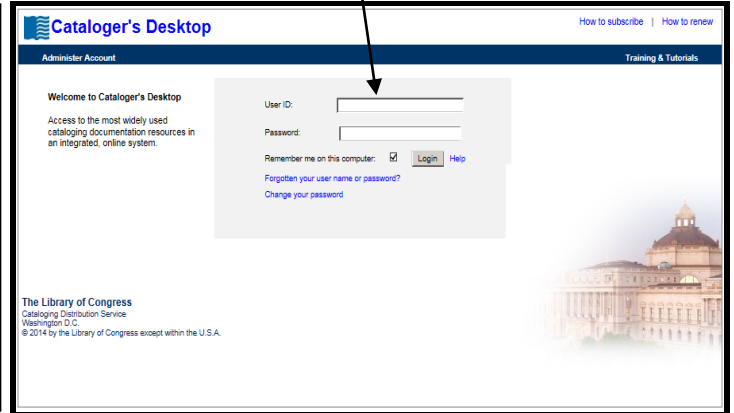
September 18, 2014

INITIAL LOGIN

The login procedure for **CD4** is the same as it was for **CD3**—only a personal email address and password are required. To log in, use <https://desktop.loc.gov/>.



(CD3—Login Screen)



(CD4—Login Screen)

CD3 (Preferences Set Up)

PREVIOUSLY, when logging into **CD3** *for the first time*, users were prompted to set up their Preferences (i.e., the list of cataloging resources they will access most often) by means of a three-step process.

Welcome to *Cataloger's Desktop*. Because you are logging into *Desktop* for the first time, we need to ask you to work through a set-up procedure so that the service will be properly configured for you.

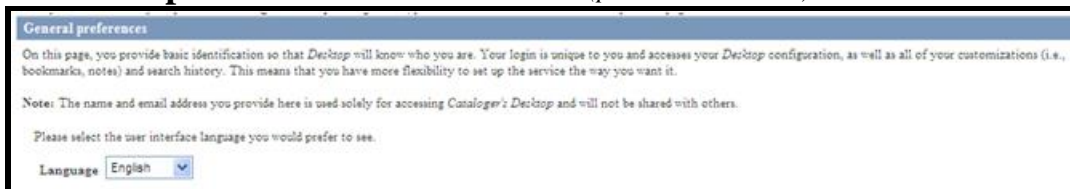
[Back](#) [Next](#) [Cancel](#) [Restore these preferences to the system default](#)

After you have completed all of these preference items, please select the [Next](#) button at the top of the page.

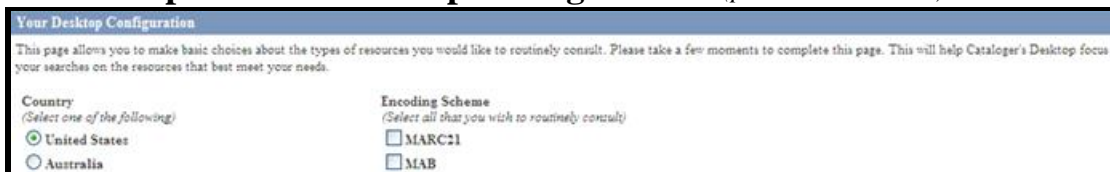
After you have selected your preferred *Cataloger's Desktop* configuration, please select the [Next](#) button at the top of the page.

(CD3—Initial Login Prompt to Set Preferences)

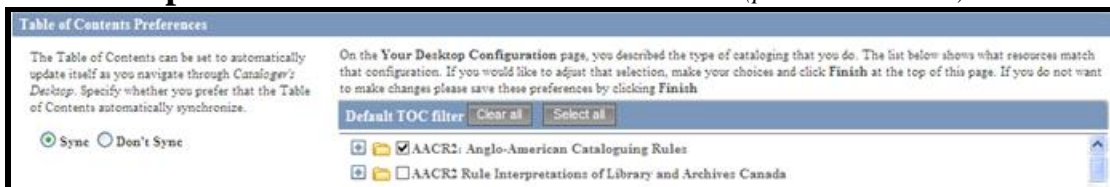
CD3—Step 1: General Preferences: (partial screen view)



CD3—Step 2: Your Desktop Configuration: (partial screen view)

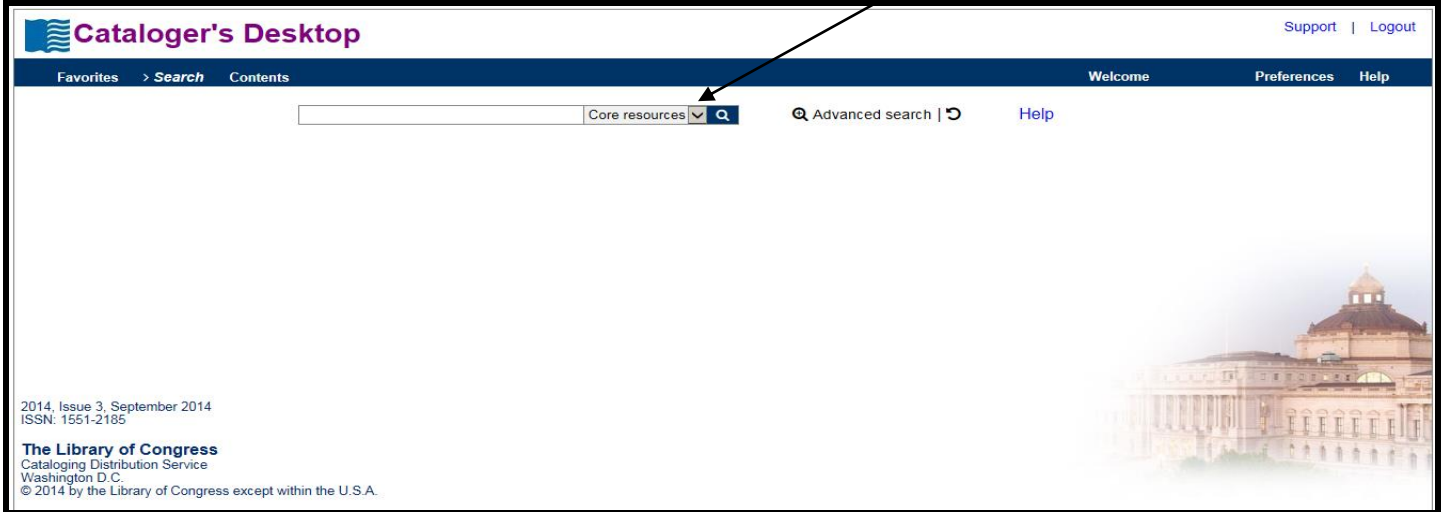


CD3—Step 3: Table of Contents Preferences: (partial screen view)



CD4 (Preferences Set Up)

When logging into **CD4** for the first time, users are not prompted to set up their Preferences as with **CD3**, instead they will be greeted by a simple search box with “*Core resources*” showing as the default resource type. From here, users may begin searching straightaway.



The resource types in **CD3** were configured in three categories:

Table of Contents (All resources)

Table of Contents (My resources)

Table of Contents (LC resources)

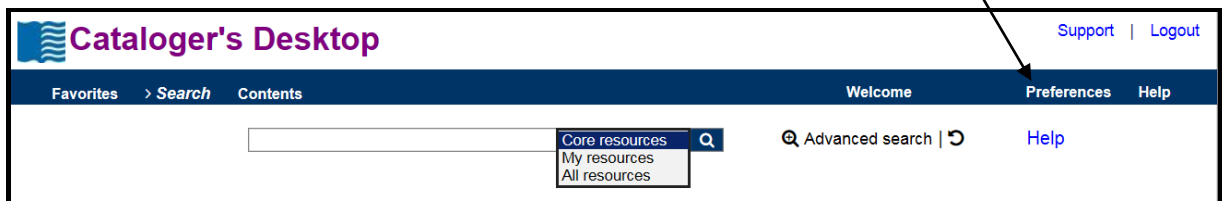
CD4 has a similar configuration with a newly upgraded set of *Core Resources*.

Core Resources: 25 pre-defined resources used most frequently by *Desktop* subscribers

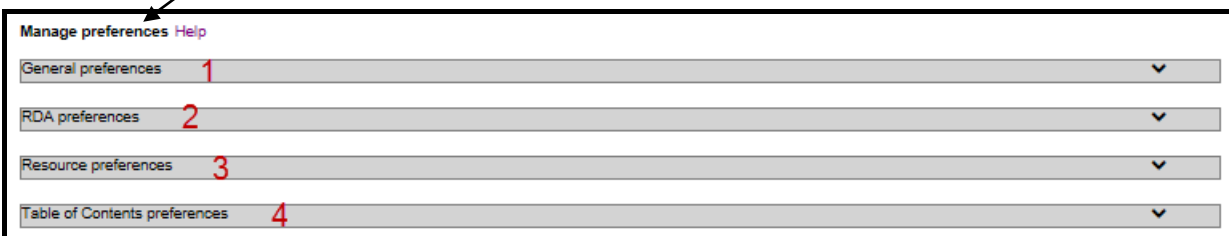
My Resources: a customized list of resources a user will consult on a routine basis

All Resources: 300+ resources of the most widely used standard cataloging documentation

Users may change the default resource type setting by clicking *Preferences*.



This will open the *Manage Preferences* screen from which users can customize *Desktop* and select the resources they will need to access most often.



CD4 (Preferences Set Up) (Cont'd.)

GENERAL PREFERENCES (1): Change resource type setting here. Then click “Apply.”

General preferences

Language: English

First Name: Anna

Last Name: Ferris

Number of hits: 20

Inactivity timeout: 30 minutes

Warn before timeout: 5 minutes

Default homepage: Search

Default resource set: My Resources

Apply Cancel Restore to default

RDA PREFERENCES (2): Use institution login and password here.

RDA preferences

RDA Username: []

RDA Password: []

Apply Cancel Restore to default

RESOURCE PREFERENCES (3): Select *types* of resources used here.

Resource preferences

This page allows you to make basic choices about the type of resource you would like to routinely consult. Please take a few moments to complete this page. This will help Cataloger's Desktop focus your searches on the resources that best meet your needs. Your choices in this section affect what is available on the Table of Content Preferences section.

Language of resources(choose all that apply)

Classification(choose all that apply)

Subject headings

Material type(choose all that apply)

Apply Cancel Restore to default

TABLE OF CONTENTS PREFERENCES (4): Select most-used *documentation* here.

Table of Contents preferences

In the Resources preferences section, you described the type of cataloging that you do. The list shows what resources match that configuration. If you would like to adjust that selection, make your choices and click on the apply button at the bottom of this panel.

Clear All

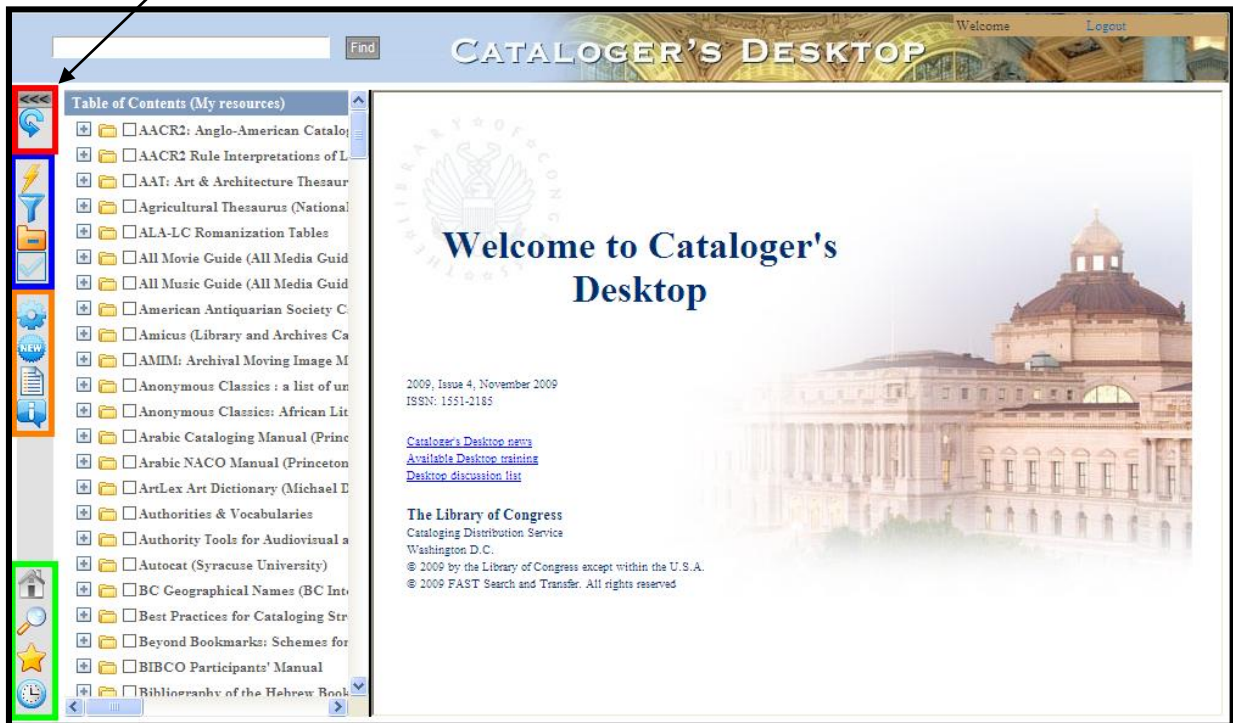
Select All

Apply Cancel

NOTE: Whichever resources are checked in the *Table of Contents Preferences (4)* will be displayed as *My Resources* from hereon in. Once users have configured all their *Preferences*, they should not have to return to these set up screens again.

NAVIGATION

PREVIOUSLY with CD3, users performed certain functions and navigated in *Desktop* by using icons* on *The Rail*, a vertical sidebar found on the left side of the Table of Contents pane.



(CD3—The Rail)

*The icons shown above are divided into color-coded sections for the purpose of this demonstration.

The next section shows the former CD3 functions icons and their corresponding icons in CD4.

CD3 FUNCTIONS

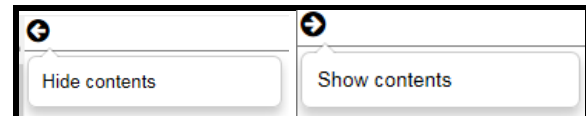


Hide/Show Rail Pane:

Used to hide or display the TOC pane

CD4 FUNCTIONS

Hide/Show Contents: Used to close TOC in document view



Start Over: Returns to beginning



Start Over: Returns to blank Search screen

> Search Returns to a particular search term

CD3 FUNCTIONS



Quick Tasks: Used to support specific cataloging tasks or special searches

Quick tasks:

I want to . . .	Find a MARC code
Find a bib record	Countries
Build a bib record	Geographic Areas
Find a name record	Languages
Build a name authority	Organizations
Describe a work in hand	Relators
Describe a web resource	Search a Discussion list
Find a subject	Autocat
LCSH	CONSERline
MeSH	Desktop
Find a genre term	LC Cataloging Newsline
Assign a call number	MARC
Dewey	NextGenCat
LCC	POCList
NLM	RDA-L
UDC	Serialist
Find a MARC 21 tag	
Authority	
Bibliographic	
Holdings	

CD4 FUNCTIONS (Cont'd.)

Browse by Task: found under **Contents**

Browse by Title | Browse by Material Type | **Browse by Task**

- Authority Control
- Classification
- Descriptive Cataloging
- Subject Headings

Cataloging Task: found under **Contents**

Cataloging Task ▼

- Authority Control (1)
- Descriptive Cataloging (1)



Quick Filters: Used to temporarily consult types of materials users do not catalog on a routine basis

Quick filters

Show all resources
 Show my resources
 Show LC resources

I need information about cataloging ...

- Everything
- Cartographic materials
- Electronic resources
- Metadata
- Motion pictures
- Music & sound recordings
- Print & photographs
- Rare materials
- Serials & integrating resources

Browse by Material Type: found under **Contents**

Browse by Title | **Browse by Material Type** | Browse by Task

- Books
- Cartographic materials
- Electronic resources
- Graphic materials
- Metadata
- Moving images
- Music & sound recordings
- Rare materials
- Serials & integrating resources

Resource filter: found under **Contents**

Resource filter **My resources** ▼

Use the menu's down-arrow to select which set of resources to view or search.



Collapse TOC:

Used to compress the TOC after it has been expanded

Clear/Collapse all: found after performing a search

Clear all — Collapse all



Clear TOC Checkboxes:

Used to un-check selected resources

CD3 FUNCTIONS



Preferences:

Used to refine the list of resources most relevant to a user's needs



General Preferences

Used to establish a user's identification for login purposes



Your Desktop Configuration

Used to specify the type of cataloging a user will perform routinely



Table of Contents Preferences

Used to set the list of resources a user will be consulting most often

CD4 FUNCTIONS (Cont'd.)

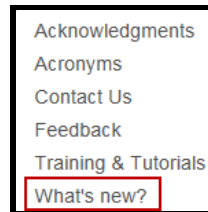
See **CD4 (PREFERENCES SET UP)** earlier



What New?

Provides alerts to changes made to resources in the current issue

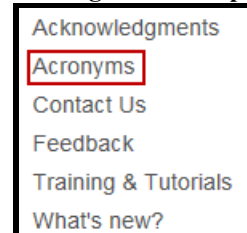
What's New? found under [Support](#)



Cataloger's Desktop Acronyms:

Used to clarify resource titles in the TOC pane

Cataloger's Desktop Acronyms: found under [Support](#)



Help:

Used to access training resources and other informational documents

Help links are found throughout *Desktop*



Training resources: found under [Support](#)

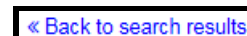


Table of Contents:

Used to return to the TOC list from the **Preferences**, **Hit List**, **Bookmarks**, or **Session History** panes

Back to Search Results:

Used to close TOC in document view



CD3 FUNCTIONS

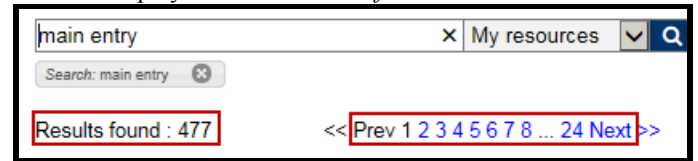


Hit List:

Used to display the search results or “hits” after a search is performed

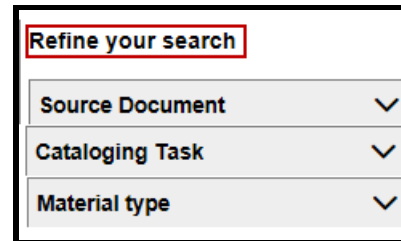
CD4 FUNCTIONS (Cont’d.)

Hits are displayed under “*Results found*” after each search



Drill-Down: Used to pinpoint the most relevant resources for a search

See **Facets** which allow users to further refine their searches



Clear Search: Used to clear the search box and return to TOC pane



Start Over: Returns to blank Search screen



Bookmarks & Saved searches



Session History

Bookmarks, Saved Searches & Session History functions will be discussed in the next section:

FAVORITES

FAVORITES

In **CD3**, users were able to customize their preferred resources by creating bookmarks, adding notes, and saving search strategies for future reference.



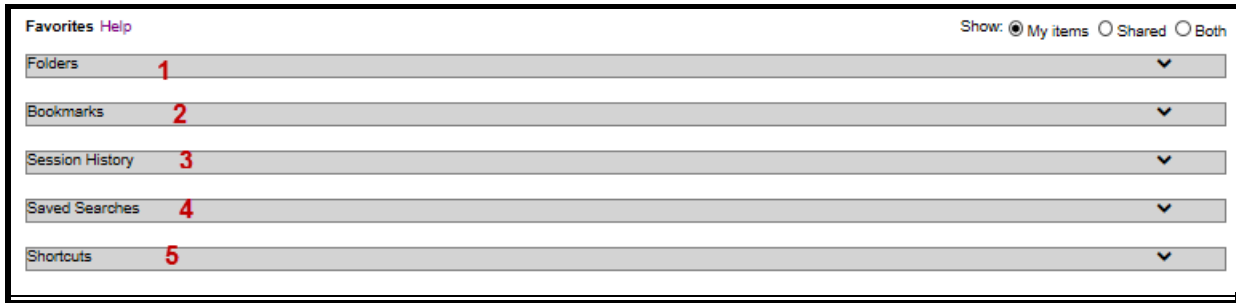
(CD3—Document Toolbar)

In **CD4**, all of these customizations are available with the addition of two new enhancements that allow users to create URL hyperlinks for *shortcuts* and to organize specific information into *folders*. Click on *Favorites* to access these customizations.

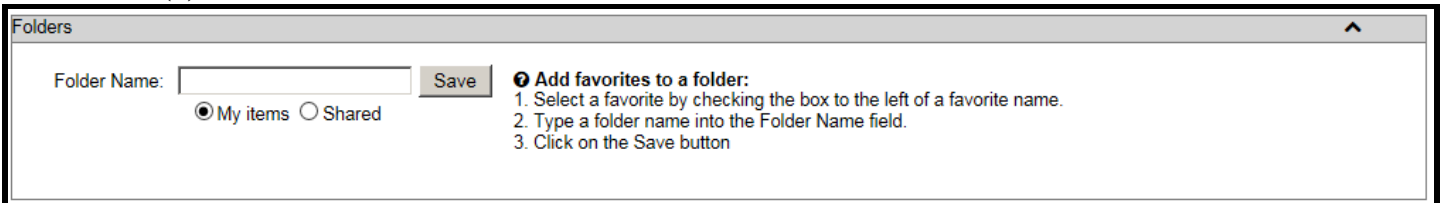



FAVORITES (Cont'd.)

The *Favorites* functions can be accessed from one central location.



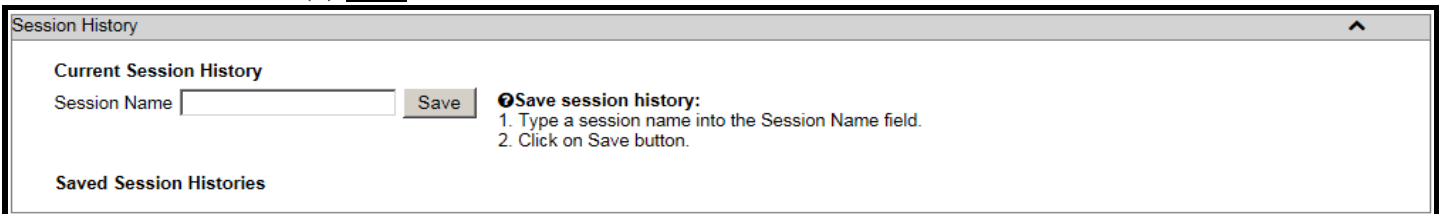
FOLDERS (1): An item must be created in another function before it can be inserted into a folder.



BOOKMARKS (2) : This function was available in CD3. Bookmarks may be inserted into a folder.





SESSION HISTORY (3) : This function was available in CD3.

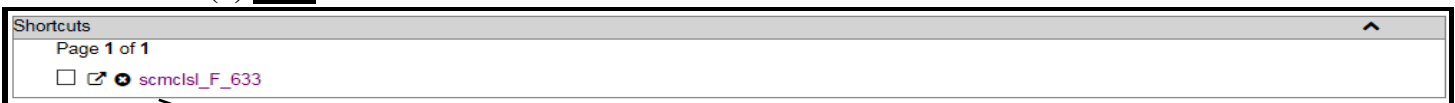


SAVED SEARCHES (4) : This function was available in CD3.



(NOTE: In order for saved search titles to display, click the *Both* button )

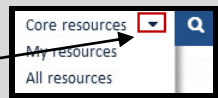
SHORTCUTS (5) : This new function creates web links that are transferrable to other locations/documents.



You can copy this web address:
http://desktop.loc.gov/saved/F_633__Literary_Authors:_Subarrangement_of_Works
or create a shortcut by dragging the following link to your computer's desktop:
[F_633__Literary_Authors:_Subarrangement_of_Works](http://desktop.loc.gov/saved/F_633__Literary_Authors:_Subarrangement_of_Works)

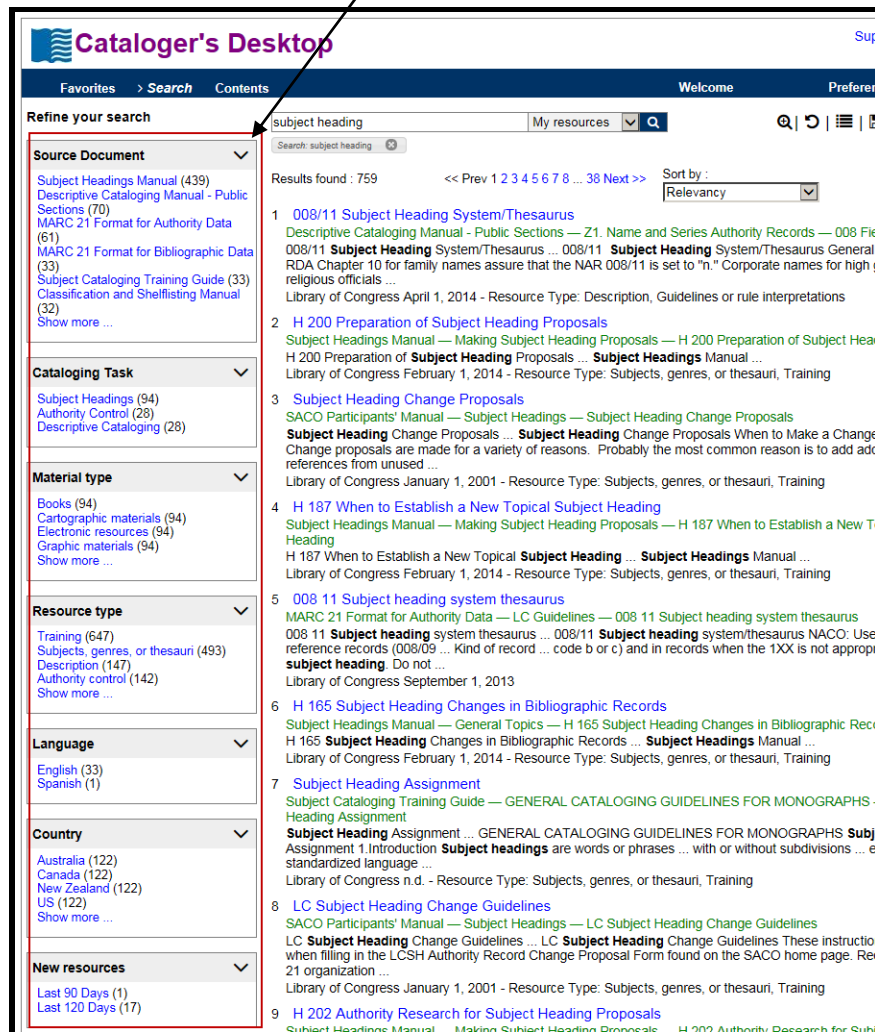
SEARCHING

In CD4, the resources selected in a user's *Table of Contents Preferences* will have a major effect on which resources display first when initiating a search. **NOTE:** Each of the three resource type categories is still readily accessible from the drop-down box next to the search box.



FACETS

CD4 has enhanced navigation by providing *faceted* searching which allows users to refine or "filter" their search results according to seven pre-determined categories.



The screenshot shows the 'Cataloger's Desktop' search interface. The search term is 'subject heading'. The left sidebar contains seven facets: Source Document, Cataloging Task, Material type, Resource type, Language, Country, and New resources. The main results area shows a list of 9 items, each with a title and a brief description. The results are color-coded: blue for titles, green for citations, and black for text samples.

Search results are color-coded as follows:

Blue = Section/document title **Green** = Citation within section (*breadcrumbs*) **Black** = Text sample

H 1610 Fictitious Characters

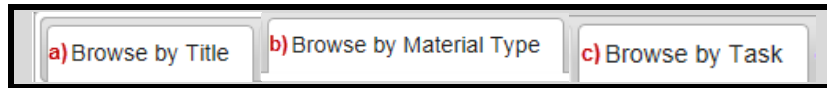
Subject Headings Manual — Special Topics, Materials, Subdivisions, Etc. — H 1610 Fictitious Characters

H 1610 **Fictitious Characters** ... H 1610 **Fictitious Characters** BACKGROUND: **Fictitious characters** may have names that resemble personal names or they may have names that are descriptive phrases or nicknames. Traditionally ... all ...
Library of Congress June 1, 2014 - Resource Type: Subjects, genres, or thesauri, Training


SEARCHING (Cont'd.)

CONTENTS

CD4 has enhanced searching by providing three distinct ways in which users can browse the table of contents of all resource types. The *Contents* browse options are organized as follows: (a) alphabetically by Title; (b) by the Type of Material being cataloged; or (c) by the nature of the Cataloging Task being performed.



ADVANCED SEARCH

 Advanced search

CD4 provides an *Advanced Search* option that allows users to focus their searches according to classification numbers, subject headings, MARC tags/codes, and cataloging discussion lists.

Select only one advanced search function. Then type your keyword search in the box at the bottom of the window and click the Search button.

Classification number assignment	<input type="text" value="Select a classification number system"/>	Find a MARC tag	<input type="text" value="Select MARC format"/>
Subject heading assignment	<input type="text" value="Select subject list"/>	Find a MARC code	<input type="text" value="Select MARC code"/>
Search a discussion list	<input type="text" value="Select a list"/>		
Find resources to support a task	<input type="text"/>	<input type="button" value="Search"/>	Help

MISCELLANEOUS

CD4 Document Toolbar: 



Open new window (*New icon*)



Search History (*New icon*)



Print



Bookmark



Email



Shortcut (*New icon*)

RDA Toolkit:

CD4 provides direct access to the *RDA Toolkit*. This allows *Toolkit* subscribers to have RDA documentation included in their search results.

RDA preferences

RDA Username	<input type="text" value="xxxx"/>	RDA: Enter your RDA Username and Password in order to access the RDA resources. Note: If you do not have an RDA login, click HERE to sign up for RDA.
RDA Password	<input type="password"/>	

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