

# THE ICONN TIMES

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**Highlights**

- Options for Automated Libraries
- Options for Non-Automated Libraries
- How up-to-date is reQuest?



## NEW YEAR'S RESOLUTION...

### I Will Contribute Records to reQuest

reQuest is your statewide library catalog. Make 2002 the year you join the other libraries in the state by contributing your library's records to this database.

reQuest contains 3.6 million records and 17 million holdings from over 300 libraries in the State of Connecticut.

**What kind of libraries are represented in the reQuest database?** Academic, Public, School, and Special libraries all make up the reQuest database.

**What does it cost?** There is NO charge to contribute records to reQuest.



Happy New Year!

## STEPS TO CONTRIBUTING RECORDS (AUTOMATED LIBRARIES)

### Libraries on Standalone Systems

If your library uses a standalone system such as Athena, Follett, Verso, Ill, etc. there are two methods you can use for contributing your records to reQuest.

- You can put your records on a disk or tape and mail it to our vendor, Auto-Graphics, or
- You can electronically send your records to Auto-Graphics via FTP.

### Libraries in Networks

If you are part of a regional network such as Bibliomation, CONNECT, Groton/Waterford, or LION,

your records are contributed to reQuest by your network staff.

### OCLC Libraries

Did you know that if you do your cataloging on OCLC, our vendor, Auto-Graphics, can automatically pick up records from OCLC on a daily basis and load them into reQuest at no charge? Your holdings will display in reQuest the following day .

Please contact Gail Hurley (ghurley@cslib.org, (860) 344-2652) for details about any of the above options or view the online document "Contributing Your Holdings to reQuest" at <http://www.cslib.org/cln/contribreq.htm>.

*Upcoming events where iCONN will be exhibited*

April 15- 17—Connecticut Library Association, Cromwell Radisson

*reQuest training dates Middletown Library Service Center*

February 6 –PAC Administration and Interlibrary Loan

February 21—WebCAT and Full Cataloging

*To find out more about joining re-Quest, please go to:*

[www.cslib.org/cln/join.htm](http://www.cslib.org/cln/join.htm)

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## HOW DO I CONTRIBUTE MY HOLDINGS IF MY LIBRARY IS NOT AUTOMATED?

### Joining reQuest

You can become a reQuest member at only \$300 per fiscal year and take advantage of the many staff functions including WebCAT, the holdings maintenance module.

- The WebCAT function lets you search reQuest and when you find the item you want, you just add your call number to it and you automatically have a holding in reQuest. You can also modify and delete holdings through this module. This feature also lets you download the marc record for the item if you wish to save it for future use on an automated system.
- If you are a reQuest member you also have the option of using OCLC's CatExpress product at a cost of .893 per record. CatExpress searches the WorldCat database of 47 million records and is great for

cataloging those hard to find items and non-print items.

Using WebCAT and CatExpress is an inexpensive, fast and easy way to get your holdings online. It lets you create an instant online catalog for your staff and patrons.

If you are interested in a more complete cataloging option, you may choose to purchase a license to the reQuest Full Cataloging module which is an additional \$350 per fiscal year. This includes access to the Library of Congress MARC database, subject headings, and name authority headings. It also features an original cataloging component that provides you with blank templates to create MARC records from scratch. Another feature of this module is to use existing records in reQuest or Library of Congress as templates and modify them to fit the item you have. You can then add your holdings and/or download the record as in WebCAT.

## HOW CURRENT IS THE REQUEST DATABASE?

This is a question that is often asked. The answer is varied.

Libraries that are on the reQuest daily OCLC service or that use the reQuest WebCAT or Full Cataloging modules have holdings in reQuest that are current each day.

Libraries with standalone systems are encouraged to send their holdings to reQuest on a monthly basis, but may only have the ability to

send in records annually. Auto-Graphics will take a full extract once a year. If libraries can do extracts based on transaction date they can send records more frequently.

Network libraries vary as well. Some networks have the ability to send records annually and others have the ability to send records monthly.

The goal for 2002 is to get more libraries to contribute daily or monthly rather than annually.

## REQUEST FREQUENCY DATA

This Fall data was compiled to get an estimate of how current the reQuest database really was. We found that:

- 45% of the holdings in reQuest were daily, 42% were annual, 3% were monthly, and 10% were infrequently.
- 36% of libraries contributed annually, 32% contributed daily, 7% contributed monthly, and 25% contributed infrequently.

