OCLC TIPS AND TRICKS
Jasmin Shinoara

Description: Since 2005, OCLC has had the capability of adding non-Latin script to records. With many years cataloging Hebraica in OCLC, Jasmin will share tips that make the task a little easier. These include keyboard shortcuts (e.g., change the directionality of a field from left-to-right and right-to-left; move fields up and down without needing to cut/paste; the multifaceted function keys; etc.), text strings (e.g., input diacritics without opening special menus each time; add frequently used fields, such as “504 Includes bibliographical references.”; etc.), and macros (e.g., generate authority records directly from a bibliographic record; add 3xx fields to records; etc.). Jasmin will share how to optimize the OCLC toolbar ribbon for efficiency and include instructions for saving preferences in a backup folder so they are not lost with updated software versions or computer glitches.

Jasmin Shinoara has been the Hebraica Cataloging Librarian at the University of Pennsylvania since 2011. Prior to working at Penn, Jasmin served as the Judaica & Hebraica Cataloger at the University of Maryland. She earned her MLS at Indiana University and her BA in Judaic studies at Yeshiva University. A member of AJL since beginning her career, Jasmin has served as chair and member of the AJL RAS Cataloging Committee and as a member of the 2022 conference planning committee. Jasmin is the current funnel coordinator for the PCC Hebraica and Judaica funnels.