

### Using SmartPORT to Obtain a New Record

1. **Click** on Cataloging Wizard.
2. **Click** on SmartPort Wizard.
3. **Select** the database(s) to search.

Gateway name	Description	Selected
CRC	INFOhio Catalog	<input type="checkbox"/>
LC	Library of Congress	<input type="checkbox"/>
OCLC	WorldCat Subscription	<input type="checkbox"/>
TEMPL	INFOhio Template (for Original Cataloging of Materials)	<input type="checkbox"/>

**Connect** **Close**

4. **Click** the connection button at the bottom of the screen.
5. In the Search window Search area, **select** an Index and **type** the Search string.
6. **Click** Search to display search results.
7. **Use** the next and previous arrows to navigate through the search list.
8. **Select** a title and **click** the display button to review the bibliographic record.
9. When you have found a record you want to capture, **Click** the Capture button at the bottom of the screen.

Search Results

INFOhio K-12 UC (SuperMARC) found 1344 record(s)

4	Sarny [sound recording] : a life remembered / by ...	Paulsen, Gary.
5	Dogsong	Paulsen, Gary
6	The cookcamp / Gary Paulsen.	Paulsen, Gary.

Library of Congress Catalog found 571 record(s)

1	175 Jahre pfälzisches Oberlandesgericht : 1815 Ape...
2	Afrika : natur, samfunn og bistand / Nils Chr. Stens...
3	Afsvovlingsanlæg for røggas : referat af høring afh...

**9**

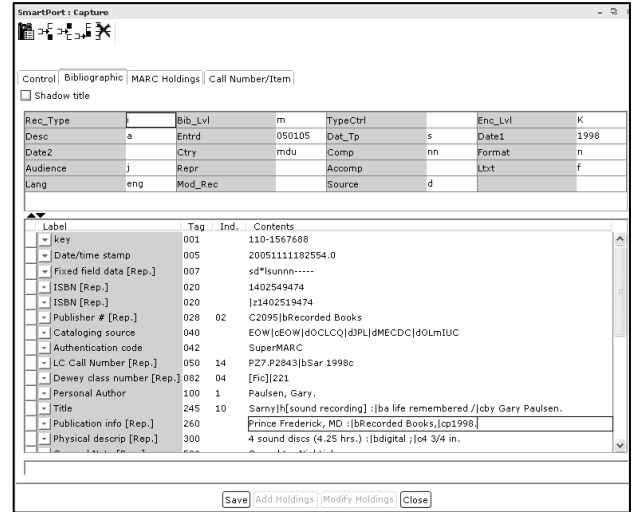
Display **Capture** Close

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10. **Click** OK to accept the defaults for load bibliographic record options or enter new changes here.
11. **DO NOT** edit the call number at this time. **Click** the Save button to save this record in your database.

(If you decide NOT to load this record, **click** Close and No to save – record will not be loaded.)

12. When the Save button grays out **click** the Close button.
13. After capturing all the records you wish, **close** the SmartPort wizard. Connected servers remain connected until you disconnect them or the server times out.



Continue to **SmartPort: Completing the Cataloging Process**