Learn how to catalogue and import records for URLs from SCIS or Weblinks, amongst other providers, in Amlib.

**Catalogue URLs**

Catalogue records for URLs can be imported from SCIS or Weblinks, amongst other providers.

**Authority Module**

The URL tag has to be created in the Authority module, if it does not exist already. Once created, it will be then available when creating catalogue items.

1. Launch the *Amlib* client
2. Go to **Main > Authorities > MarcTags** – the Marc Tags Within the System table will display:
3. If no **856** Tag exists, then click the **F1 New** or **F2 Insert** button

4. Create a Tag with the following details:
   a. Tag No = **856**
   b. Tag Description = **Electronic location and access**
   c. Can the tag be repeated in a Catalogue (Y/N) = **Y**
   d. Is the Tag an Authority that is only used in 1 Catalogue (Y/N) = **N**

5. Click the **F3 Update** button to save the new tag

6. Highlight the new **856** field and click the **F7 SubF** button – the Tag Subfields table will display:
7. The tag should have 2 subfields set as follows:

<table>
<thead>
<tr>
<th>SUBFIELD</th>
<th>SUBFIELD DESCRIPTION</th>
<th>CAN BE REPEATED (Y/N)</th>
<th>AUTHORITY (Y/N)</th>
<th>USED IN SEARCH KEY (Y/N)</th>
<th>USED IN MARC DISPLAY (Y/N)</th>
<th>CREATE KEYWORDS (Y/N)</th>
<th>SEQ NO</th>
<th>ALSO CREATE TAG</th>
<th>ALSO CREATE SUBF</th>
</tr>
</thead>
<tbody>
<tr>
<td>u</td>
<td>URL</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>z</td>
<td>Descriptor</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>20</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

8. Click the **F3 Update** button when complete

**Stockitem Module**

1. Launch the *Amlib* client
2. Go to **Main > StockItems > StockitemStatsCodes** – the Stats Code table will display:
3. Click the **F1 New** or **F2 Insert** button to create a new entry
4. Set up a code with the following parameters:
   a. Stats Code = **URL**
   b. Allow Loan = **N**
   c. Floating = **N**
   d. Stats / Collection Description = **Web site**
   e. Price Group Code = as per the other Stats codes on your list
5. Click the **F3 Save** button when complete
Note: You could set up a specific Stockitem Form code (for example: WEB) if you wish, or choose Computer Software if required.

**Catalogue**

If required, you could set up a Lead through set for URLs. Create the catalogue as desired e.g. using Worksheet, No Lead Thru etc., adding the URL into the 856 tag and adding the Title of the URL into the 245 tag.

Note: You could type Website in square brackets after the Title if you wish for example: *Google Scholar [website]*
Even though a URL will never be Circulated, it will be necessary to create a Stockitem so that the item will be seen in NetOpac.

1. In the catalogue record, click the Holdings button – a prompt will appear with the following message: **No Stockitems exist for the Catalogue. Do you wish to create a New Item?**

2. Click on the **Yes** button – a New Stockitem prompt will display with the following message:

   **Please choose a Form Type for the new Stockitem**

3. Choose **WEB** and click on the **OK** button – the Stockitem main screen will enter creation mode (the **F2 Insert** button will appear bolded) and a number of fields will be pre-populated:

4. Complete the other fields as required – for example: **Stats Code, Current Cost, Floor location,** etc – to access a list of codes in a field press .<TAB>

   For example: in the **Stats Code** field, pressing .<TAB> will display a list of your Stats Codes and Descriptions – double-click on URL to select it

5. Leave the Item No field blank

6. Click on the **F2 Insert** button when complete – the following prompt will appear: **Do you want the system to**
supply a barcode?

7. Click the Yes button – the following prompt will appear: The Item has been Inserted.

8. Click on the OK button

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**Supervisor**

1. Launch the Amlib client
2. Go to **Main > Supervisor > Supervisor** – the Locations table will display
3. From the menu select **LibraryMenu > Opacs > OpacDisplayTags** – the Marc Tags Within the System: Tag Parameters for Opac Catalogue Display table will open:
4. Ensure that Tag 856 is available
5. If it isn’t, click either the **F1 New** or **Insert** button to create a new entry with the following details:
   - Tag No = 856
   - Tag Description = **URL Link**
6. Click the **Update** button to save any changes
7. The NetOpacs service manager will then need to be restarted

If a URL has been catalogued it will pop up in the NetOpac screen and the user can just click on the hyperlink and get directly to the Website.

**Note:** *Now that you have catalogued your URLs, they would need to be checked occasionally. To get a listing of the URLs on your database, in the Stockitem main screen, type the Form code URL and select the **F5 Query** button*
Use Marc Take-up to load URL Marc Files

1. Navigate to Main > Authorities > MarcTakeUp

2. Press F1 Open

3. Highlight the appropriate Marc file and select Open
4. The Marc Import – Open screen will then display. Check **Bibliographic Data** is selected and **Load Range** is set to **All** so select **OK**.

5. On the Bibliographic Options screen ensure the following options are selected:
6. Select **OK**.

   Note: **Selecting Full Catalogue & Stockitem data and therefore** creating a dummy Stockitem number is important to ensure that the newly created records will appear in the NetOpacs. The record may keep the dummy Stockitem number or may be replaced with another barcode number

7. **Press F3 Update**
8. On the **Update Options** window, check the **Display and IGNORE/REPLACE message** option and make sure **Are refreshes except lines** is set to 6 the select **OK**
9. Create a name for the files or use the Browse buttons to use files previously created and select OK.

10. An import progress window will display.
An import notification will display

Note: Some catalogued websites do not contain an Author field. When doing a subject search, Amlib will list the matched websites before the books. This is because the websites do not have an Author entry. If you want the books to list first when conducting a search then all websites should have the word ‘Website’ inserted on line 2 of the record (see method below). Please check your records carefully first to decide if this is a change you would like to make.

**Mass Insert Website in line 2 in the Stockitem record for all URLs**

1. Navigate to **Main > Stockitems > StockitemWhere**
2. Search for all URL stockitems using the stats code or form code. You have created for Websites – for example **Sts Code = URL and Paste**
3. Select F7 QtoFile and give the file a name
4. Select **F3 Save** then **F9 Select** then **OK** to the popup

5. Form the Stockitem screen select **File > DisplayFile**
6. Highlight the file that you created for the Web Sites and select **F9 Select**

7. Select **Table > MassItemChange**

8. In box 1 highlight **Author**, in box 2 type ‘**Website**’ then click **Paste**
9. **Press F3 Update**

   ![Mass Change of Stock within a File window](image)

   1. Choose Column to Change
   
   2. Type the New Column Value
   
   3. Click...

   For advanced mass changes please see Application menu/StockItem/Mass Change

10. **Select Yes to the popup**

    ![StockItem - Mass Item Update window](image)

    Update the 51 items in the 'All Websites' file?

    ![Yes and No buttons](image)

11. **All Author fields will be changed to Website**
<table>
<thead>
<tr>
<th>Seq</th>
<th>Title</th>
<th>Author</th>
<th>Call No</th>
<th>Form</th>
<th>Status</th>
<th>On Log</th>
<th>Due Back</th>
<th>Rev</th>
<th>Perm Loc</th>
<th>Process</th>
<th>On Ord</th>
<th>Series</th>
<th>Process Date</th>
<th>Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>4,000 years of women in space</td>
<td>Website</td>
<td>URL</td>
<td>URL</td>
<td>IN</td>
<td>0</td>
<td>CHELS</td>
<td>N</td>
<td>This site is not valid</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Allergy avoidance and its role</td>
<td>Website</td>
<td>ONLINE</td>
<td>URL</td>
<td>URL IN</td>
<td>0</td>
<td>CHELS</td>
<td>N</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Ancient Greece (website)</td>
<td>Website</td>
<td>URL</td>
<td>URL</td>
<td>IN</td>
<td>0</td>
<td>CHELS</td>
<td>N</td>
<td>A gateway to ancient Greece</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Australia innovates (website)</td>
<td>Website</td>
<td>URL</td>
<td>URL</td>
<td>IN</td>
<td>0</td>
<td>CHELS</td>
<td>N</td>
<td>Sub-title and URL</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>The Australian constitution (website)</td>
<td>Website</td>
<td>URL</td>
<td>URL</td>
<td>IN</td>
<td>0</td>
<td>CHELS</td>
<td>N</td>
<td>This is an online resource</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Australian Geological Survey (website)</td>
<td>Website</td>
<td>URL</td>
<td>URL</td>
<td>IN</td>
<td>0</td>
<td>CHELS</td>
<td>N</td>
<td>The Australian</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Australians for lost refugees of Australia</td>
<td>Website</td>
<td>URL</td>
<td>URL</td>
<td>IN</td>
<td>0</td>
<td>CHELS</td>
<td>N</td>
<td>Australia detention card</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Battle of Hastings, 1856 (website)</td>
<td>Website</td>
<td>URL</td>
<td>URL</td>
<td>IN</td>
<td>0</td>
<td>CHELS</td>
<td>N</td>
<td>Includes a link</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>BBC news country profile (website)</td>
<td>Website</td>
<td>URL</td>
<td>URL</td>
<td>IN</td>
<td>0</td>
<td>CHELS</td>
<td>N</td>
<td>Full profiles on</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Centenary of Federation 1901</td>
<td>Website</td>
<td>URL</td>
<td>URL</td>
<td>IN</td>
<td>0</td>
<td>CHELS</td>
<td>N</td>
<td>The National</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>