Change brief catalogue display tags

Learn how to change brief catalogue display tags and rebuild the catalogue display in Amlib. This screen allows you to set up which Tags display in the Display Tags for the brief catalogue record that appears in the window at the top of the Catalog screen (which is also what appears in the Catalogue List). This table is usually set up when your system is first loaded or perhaps after a major re-organisation of the system.

In this example we need to change the call number to display **082 | Call Number** in preference to **984**.

1. Launch the Amlib client
2. Go to Main > Catalogue > CatDisplayTags – the Set Up Display Tags table will display:

https://help.oclc.org/Library_Management/Amlib/Catalogue/Change_brief_catalogue_display_tags

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3. Define the Label and Tags to Display for each Line – these Tags (and their Labels) define how the brief details of a catalogue record display at the top of the Catalog screen:

<table>
<thead>
<tr>
<th>Label</th>
<th>Tags to Display</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line 1</td>
<td>100 110 111 700 715 710 930</td>
</tr>
<tr>
<td>Line 2</td>
<td>245 740 440 240 900 938</td>
</tr>
<tr>
<td>Line 3</td>
<td>250 250 905 933</td>
</tr>
<tr>
<td>Line 4</td>
<td>032 984 089 099 084 856 020 022 935</td>
</tr>
</tbody>
</table>

To use a preferred instance of multiple tags enter the indicators in the form (n,n) immediately after the tag.

Note: Use ” double quotes to indicate you want a space in the indicator.

4. Click the F3 Save button when complete

5. Close the Catalogue module for these settings to take effect

Please Note: You will then need to rebuild the catalogue display for the existing catalogue records (see below).

Rebuild the Catalogue Display

If the Tag Numbers are altered for the 4 lines of the brief Catalog screen display, the rebuild will refresh all existing Catalogues to the new settings.

1. Launch the Amlib client
2. Go to Main > Catalogue > CatMaintenance – the Catalog Maintenance screen will display:
3. Choose the Maintenance Task: **Rebuild the Catalog Display**

4. Only consider catalogue records created before: Enter the date to which this process will apply (defaults to 1 year ago): enter today's date if the rebuild is to apply to all Catalogue records

5. Leave For cat ref insertion enter tag number here field blank

6. There are no Select Options relating to the Maintenance Task options so the **Options...** button will be **greyed out**

7. Click the **F3 Start** button to begin the process – a Rebuild Display prompt will display:

8. Once the process is completed a prompt will display how many catalogue records were refreshed: **A total of XXXX Catalogs have been refreshed**.
9. Click the **OK** button

The catalogue display will then be updated:

![Catalogue Display](https://help.oclc.org/Library_Management/Amlib/Catalogue/Change_brief_catalogue_display_tags)