Learn how to create a catalogue in Amlib.

**Check Catalogue for Existing Records**

It is a good idea to search the Catalogue module to see if the item has been entered already, and just needs a Stockitem record attached. Searching for an existing record can be done in the Catalog screen (using the ISBN) or in the Stockitem screen (for example: using an Author or Title search). The ISBN can even be wanded if the Barcode reader has been ISBN enabled.

It is preferable to create a catalogue first and then create the holding record (Stockitem). If the Stockitem is processed first, not all the Tags are made when the Catalogue is created from the Item menu. For example: Subject headings are not transferred across.
Keywords are created through association with MARC tags – for example: a Subject keyword would apply to all tags defined from 600 through to 699 – ie: Topical term (650), Personal name (600), Geographic (651), etc. Therefore when creating your entry, it is important to have a Catalogue record as well as a Stockitem because keyword searching will be important.

There are three manual entry methods available:

1. **Work Sheet Method**
   - After choosing a template related to the form of the data (for example: fiction/non-fiction etc.) the required fields can be filled in: Authority listings can be accessed when appropriate (for example: for standard entry of Authors, Subjects, Publishers, etc)

2. **Editing existing records**
   - It is possible to duplicate an existing record and alter the relevant data

3. **New record from scratch**
   - No Lead Thru method: Tags can be inserted and built up to create a full record

**Please Note:** Before beginning to use the Worksheet manual entry, you need to check the tags that will be automatically displayed. This is done in **Main > Catalogue > CatLeadThruSets.**

### Work Sheet Method

1. **Launch the Amlib client**

2. **Go to Main > Catalogue > Catalogue** (or the icon) – the Catalog screen will display:

3. **From the menu, select Catalogue > Catalog Create** – the Select Template prompt will display:

![Catalogue Screen](https://help.oclc.org/Library_Management/Amlib/Catalogue/Create_a_catalogue)
4. Click on the button for an appropriate Lead Thru set – for example: Fiction

5. The Work Sheet will display with a number of preset MARC tags already populated:

6. An item’s bibliographic details can now be entered – as you move through the Work Sheet, the headings (descriptors) change, so it is possible to observe the type of data required in the subfield of the tag (see also Appendix 5: MARC Tag Subfields & Punctuation for more information)
7. Where the data is Authority based (for example: Author, Subject heading, Series, etc.) a listing of Authorities can be viewed and selected – for example: to search for a particular Author, type the first few letters of the surname, highlight the row and click the F1 Check button.

8. The Existing Authority Options screen will open displaying all matching Authorities and the number of Catalogue records which use each Authority:
9. To select an Authority in the table, simply double-click on it: the contents of the Tag being checked will then change to match the selected Authority (the text will also change colour from black to **green**)

10. Once selected (or if there is no matching Authority), click on the red [X] to close the selection table (if there were no Authorities found the contents of the tag being checked will turn **red**, if there were Authorities found but none were selected the contents will turn **pink**)

11. To enter additional tags, click the **F2 Insert** button – the Select For Creation screen will display (the preset Tags allow for up to 40 entries):
12. Find the required Tag and double-click it to select it – a new entry with the selected Tag No will appear in the Work Sheet screen.

13. Click the F3 Save button when the record is complete.

14. If new Authorities are to be created, a prompt with the following message will display: Some new Authorities will be created. Continue with Save? (the new Authorities will be highlighted in red, so you can check them).

15. Click the Yes button – the Created Catalogue – Select Next Action prompt will display:

16. If you intend to create your holdings immediately, then highlight the Create a Stockitem and click the OK button (alternatively you can select the Display the created Catalogue if you wish to review the actual Catalogue record).
Adding Stockitems

This section continues from the section above. If you don’t immediately choose to create a stockitem record, you can select XReferences > Stockitems from the Catalog screen menu (or click the Holdings button on the Catalog screen) to initiate the process.

1. A prompt with the following message will display: No Stockitems exist for the Catalogue. Do you wish to create a new Item?

   ![New Stockitem Prompt]

   No Stockitems exist for the Catalogue. Do you wish to create a new Item?

   - Yes
   - No

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:

   ![New Stockitem Form Prompt]

   Please choose a Form Type for the new Stockitem

   - AC Audio Cassettes
   - BK Books
   - DR BookRoom
   - EQ Equipment

   - OK

3. Choose the appropriate Form type and click on the OK button – the main Stockitem screen will enter creation mode (the F2 Insert button will appear bolded) and a number of fields will be automatically pre-populated:
4. Complete the other fields as required – for example: St(at) Code, Current Cost, Floor location, etc – to access a list of codes in a field enter `<Tab>`.
   - For example: in the **Stats Code** field, entering `<Tab>` will display a list of your Stats Codes and Descriptions – double-click on an entry to select it.

5. Scan in **barcode** in the Item No field (if you wish to create a system-generated barcode, leave this field blank).
6. Click on the **F2 Insert** button when complete – a prompt with the following message will display: **The Item has been inserted.**

7. Click the **OK** button.
Multiple Copies

To enter multiple copies of the same catalogue item:

1. Scan in a new barcode into the Item No field – the F2 Insert button will once again become bolded
2. Change any other details as required – for example: Stats Code, Copy No and Floor location
3. Click the F2 Insert button when complete

USMARC: Some Common Tags

There are literally hundreds of MARC tags that can be used. However only about 10% of these are used commonly.
### Common Tags

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Subfields</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>(R) Indicates repeatable subfields. All others are (NR) non-repeatable.</td>
</tr>
<tr>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

#### 001 Control Number
- **Contains no subfield codes** – for example: *SL of WA, Innopac*
- **Assigned by the organisation creating or distributing the record**
- **1367061X**

#### 020 ISBN
- **(R)** Repeatable Indicators undefined
- **022 ISSN**
- **(Periodicals often have**

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https://help.oclc.org/Library_Management/Amlib/Catalogue/Create_a_catalogue
Printed: Sat, 27 Aug 2022 00:42:18 GMT
SUBFIELDS

MANY OF THESE SUBFIELD WILL NEVER BE USED. IN MOST CASES A TAG MUST HAVE A SUBFIELD A.

(R) INDICATES REPEATABLE SUBFIELDS. ALL OTHERS ARE (NR) NON-REPEATABLE

COMMON
INDICATOR
INDICATOR
TAGS 1 2

an
ISSN)

Indicators
undefined

082

Dewey
No.

Used
by
SCIS

(R)
Repeatable

Ind 1:
Type of
edition
– for
example:
0 Full
edition

Ind 2:
Source
of call
no – for
example:
4 SCIS

<table>
<thead>
<tr>
<th>Indicators</th>
<th>Subfields</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>a b</td>
<td>Base Item Number Note</td>
</tr>
<tr>
<td>00</td>
<td></td>
<td>523.8 SMI</td>
</tr>
</tbody>
</table>

https://help.oclc.org/Library_Management/Amlib/Catalogue/Create_a_catalogue
Printed: Sat, 27 Aug 2022 00:42:18 GMT
SUBFIELDS

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100

Personal name added entry (usually main author)

0 0  a  q  b  d  c
Personal Name Qualifier Roman numeral Dates Qualifier

(R) Non-Repeateable

Ind 1:
Type of personal name entry element – for example:
1 Surname

Ind 2:
Undefined

245

Title statement

0 4  a  b  h  l  c  n  p  f
Title proper Other title Medium Parallel Title First Statement Volume Number Volume Title Second Statement

https://help.oclc.org/Library_Management/Amlib/Catalogue/Create_a_catalogue
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**SUBFIELDS**

MANY OF THESE SUBFIELD WILL NEVER BE USED. IN MOST CASES A TAG MUST HAVE A SUBFIELD A. (R) INDICATES REPEATABLE SUBFIELDS. ALL OTHERS ARE (NR) NON-REPEATABLE

<table>
<thead>
<tr>
<th>(NR)</th>
<th>(remainder)</th>
<th>(R)</th>
<th>(R)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Repeatable</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Ind 1:** Title added entry – for example:

0 No title added entry

**Ind 2:** Non-Filing characters – for example:

4 Miss 4 characters when filing – ie: For the word "The"

<table>
<thead>
<tr>
<th>The Quasars, pulsars, and black holes of space:</th>
</tr>
</thead>
<tbody>
<tr>
<td>[sound recording] Canto por las palmas /Isaac Asimov Book 4 Taxonomy Pictures by El Stymes.</td>
</tr>
</tbody>
</table>
**SUBFIELDS**

Many of these subfields will never be used. In most cases a tag must have a subfield A. (R) indicates repeatable subfields. All others are (NR) non-repeatable.

### 260 Publication information

<table>
<thead>
<tr>
<th>a Place of Publication</th>
<th>b Name of Publisher/Distributor</th>
<th>c Date of Publication</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>1988. Sydney: Collins,</td>
</tr>
<tr>
<td>(NR) 00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 300 Physical description

<table>
<thead>
<tr>
<th>a Extent (R)</th>
<th>b Illustration Statement (R)</th>
<th>c Size (R)</th>
<th>e Other material</th>
</tr>
</thead>
<tbody>
<tr>
<td>38p. :</td>
<td>III. (col.), maps. ; 13cm.</td>
<td>1 teacher's guide.</td>
<td></td>
</tr>
</tbody>
</table>

### 490 Series statement

<table>
<thead>
<tr>
<th>a Series Title</th>
<th>x ISSN</th>
<th>v Numbering</th>
</tr>
</thead>
<tbody>
<tr>
<td>Isaac</td>
<td>0077-8923</td>
<td>No.34</td>
</tr>
</tbody>
</table>
SUBFIELDS

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(R) INDICATES REPEATABLE SUBFIELDS. ALL OTHERS ARE (NR) NON-REPEATABLE

Repeatable
Ind 1:
Undefined

Ind 2:
Non
Filing characters
– for example:
4 Miss 4 characters when filing –
ie:For the word “The “

500
General Notes 0 0 General Note

(R) Repeatable Indicators undefined
Includes glossary
COMMON TAGS

INDICATOR INDICATOR

1 2

SUBFIELDS

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(R) INDICATES REPEATABLE SUBFIELDS. ALL OTHERS ARE (NR) NON-REPEATABLE

<table>
<thead>
<tr>
<th>520</th>
<th>0</th>
<th>0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summary</td>
<td>a</td>
<td></td>
</tr>
<tr>
<td>Notes</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(R) Repeatable

Ind 1: Display constant controller
e.g. 1 Review
Ind 2: Undefined

Contains information on several of marine life.
Keywords: fish, anemones, octopus, crayfish

<table>
<thead>
<tr>
<th>600</th>
<th>1</th>
<th>0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject Heading</td>
<td>a</td>
<td>q</td>
</tr>
<tr>
<td>(Personal name)</td>
<td>Entry element</td>
<td>Qualifier (full name)</td>
</tr>
<tr>
<td></td>
<td>c</td>
<td>d</td>
</tr>
<tr>
<td></td>
<td>Title of a work</td>
<td>Qualifier – Titles ass.</td>
</tr>
<tr>
<td></td>
<td>v</td>
<td>x</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Form</td>
</tr>
<tr>
<td></td>
<td></td>
<td>y</td>
</tr>
<tr>
<td></td>
<td></td>
<td>General</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Period</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Subdivision</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Subdivision</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Subdivision</td>
</tr>
</tbody>
</table>

(R) Repeatable

Ind 1: Type of personal
Leakey, L.S.B. (Louis Seymour Bazett) Sea songs King of France 1903-1972 Biography Drama To 1970
Many of these subfields will never be used. In most cases a tag must have a subfield A. (R) indicates repeatable subfields. All others are (NR) non-repeatable.

Name – for example:
1 Surname

Ind 2: Source of Heading – for example:
0 Library of Congress

650 Subject Heading (Topical) a v x y z

Entry Form General Period Place
Element Subdivision Subdivision Subdivision Subdivision

(R) Repeatable
Ind 1: Blank

(R) (R) (R)

Ind 2: Source of Western Australia
COMMON TAGS

INDICATOR 1

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Heading
– for example:

0 Library of Congress

Astronomy

Dictionaries

Fiction

19th Century

Electronic location and access

(R) Repeatable

http://www.Click here

Item Area

SL of WA classification

SL of WA author

No Only present if different to Tag 99

Only present

856

Electronic location and access

Uniform Resource Locator (URL)

x Descriptor

945

Item Area

SL of WA size prefix

i Item barcode

Only present if different to Tag 99
SUBFIELDS

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(R) INDICATES REPEATABLE SUBFIELDS. ALL OTHERS ARE (NR) NON-REPEATABLE

if different to Tag 99

421.1 BAL QJ ASLIB4417531B

AOL Tags

COMMON TAGS | INDICATOR | INDICATOR | SUBFIELDS
-------------|-----------|-----------|-----------------------
AOL DATA     | 1         | 2         | Contains no subfield codes – for example: SLoWALinnopac Number (8 characters)
001          |           |           | 1367061X
Control Number
assigned by the organisation creating or distributing the record

955          |           |           | a
SL of WA AOL Number

9607
<table>
<thead>
<tr>
<th>COMMON TAGS</th>
<th>INDICATOR</th>
<th>INDICATOR</th>
<th>SUBFIELDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>AOL DATA</td>
<td>1</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>956</td>
<td>0</td>
<td>0</td>
<td>a Category</td>
</tr>
<tr>
<td>SL of WA Category</td>
<td></td>
<td></td>
<td>a NF; f AF; j JF; k JK; n JNF</td>
</tr>
<tr>
<td>957</td>
<td></td>
<td></td>
<td>f</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>a</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Format</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>b=Book; h=Hardback;</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>p=Paperback; l=Large Print; c=Cassette; v=VHS;</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>r=CD-ROM;</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>s=Serial; n=Newspaper;</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>m=Microfiche; u=Map;</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>f=Film; l=Infomat; e=Music Score</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>b</td>
</tr>
</tbody>
</table>

Field definition and scope