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:

   ![Catalogue Screen](https://help.oclc.org/Library_Management/Amlib/Catalogue/Create_a_catalogue)

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

![Work Sheet Image]

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)

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

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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?**

   ![Stockitem Prompt]

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 Prompt]

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)s 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

INDICATORS

1 2

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

001

Control Number

Assigned by the organisation creating or distributing the record

Contains no subfield codes – for example: SL of WA, Innopac

Number (8 characters)

1367061X

020

ISBN

Repeatable Indicators undefined

a

*Subfield most often used

0 0

(R)

022

ISSN

Periodicals often have

0 0

1077-7199

z

Cancelled or Invalid

(R)

Terms of Availability

073224849 $14.50 0397318487

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COMMON TAGS

INDICATORS 1 2

SUBFIELDS

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

an ISSN)

Indicators undefined

<table>
<thead>
<tr>
<th>082</th>
<th>a</th>
<th>b</th>
</tr>
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<tbody>
<tr>
<td>Dewey No.</td>
<td>Base Number</td>
<td>Item Note</td>
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</table>

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

523.8 SMI
### 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.

### 100 Personal name added entry (usually main author)

<table>
<thead>
<tr>
<th>Ind 1: Type of personal name entry element – for example:</th>
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</thead>
<tbody>
<tr>
<td>1 Surname</td>
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</tbody>
</table>

### 245 Title statement

<table>
<thead>
<tr>
<th>Title proper</th>
<th>Other title</th>
<th>Parallel Title</th>
<th>First Statement</th>
<th>Volume Title</th>
<th>Second Statement</th>
</tr>
</thead>
</table>
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>
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</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"

The Quasars, pulsars, and black holes of space:

Canto por las palmas /Isaac Asimov Book 4 Taxonomy by El Stymes.

[sound recording]
**COMMON TAGS**

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

### 260 Publication information

<table>
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<th>Indicator</th>
<th>Non Repeatable Indicators</th>
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<tr>
<td>a</td>
<td>Place of Publication</td>
</tr>
<tr>
<td>b</td>
<td>Name of Publisher/Distributor (R)</td>
</tr>
<tr>
<td>c</td>
<td>Date of Publication</td>
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### 300 Physical description

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

### 490 Series statement

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<tr>
<td>x</td>
<td>ISSN</td>
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<tr>
<td>v</td>
<td>Numbering</td>
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</table>

| Isaac 0077-8923No.34 |
COMMON
TAGS
INDICATOR
INDICATOR
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 “

Asomov’s library
of the Universe

500
a
General Notes
0
0
General Note

(R)
Repeatable Indicators
undefined

Includes glossary
COMMON TAGS

<table>
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</thead>
<tbody>
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<td>2</td>
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SUBFIELDS

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

520

<table>
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|   |   | Summary
|   |   | Notes

(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

600

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<td>Entry element</td>
<td>Qualifier (full name)</td>
<td>Title of a work</td>
<td>Qualifier – Titles ass.</td>
<td>Dates</td>
<td>Form</td>
<td>General</td>
<td>Period</td>
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<td>King of France</td>
<td>1903-1972</td>
<td>Biography</td>
<td>Drama</td>
<td>To 1970</td>
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COMMON TAGS

INDICATOR 1  2

SUBFIELDS

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name – for example:
1 Surname

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

<table>
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<th>a</th>
<th>v</th>
<th>x</th>
<th>y</th>
<th>z</th>
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<td>Subdivision</td>
<td>Subdivision</td>
<td>Subdivision</td>
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(R) Repeatable
Ind 1: Blank

(R) (R) (R)

Ind 2: Source of Western Australia
COMMON
TAGS | INDICATOR
---|---
1 | 2

SUBFIELDS

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Heading
– for example:
0
Library of Congress

<table>
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<td>Uniform Resource Locator (URL)</td>
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<td>(R) Repeatable</td>
<td><a href="http://www.Click">http://www.Click</a> here</td>
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</table>

<table>
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<th>b</th>
<th>f</th>
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<tbody>
<tr>
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<td>SL of WA classification</td>
<td>SL of WA author</td>
<td>SL of WA size prefix</td>
</tr>
<tr>
<td>No Only present</td>
<td>Only present if different to Tag 99</td>
<td>Only present if different to Tag 99</td>
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</tr>
<tr>
<td>Only present</td>
<td></td>
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https://help.oclc.org/Library_Management/Amlib/Catalogue/Create_a_catalogue
Printed: Thu, 16 Apr 2020 22:28:14 GMT
## AOL Tags

<table>
<thead>
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<th>COMMON TAGS</th>
<th>INDICATOR</th>
<th>INDICATOR</th>
<th>SUBFIELDS</th>
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<tbody>
<tr>
<td>AOL DATA</td>
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<td>2</td>
<td></td>
</tr>
<tr>
<td>001</td>
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<td></td>
<td>Contains no subfield codes – for example: SLofWA Innopac Number (8 characters)</td>
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<td>1367061X</td>
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<td></td>
<td></td>
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<td>AOL Number</td>
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</tbody>
</table>

**421.1 BAL QJ ASLIB4417531B**

**AOL Tags**

- **Control Number**: The Control Number is assigned by the organisation creating or distributing the record.
- **SL of WA AOL Number**: This is a unique identifier for the record in the SL of WA system.

**Source**

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

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<table>
<thead>
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<th>COMMON TAGS</th>
<th>INDICATOR</th>
<th>INDICATOR</th>
<th>SUBFIELDS</th>
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</thead>
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<td>2</td>
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<td>a Category</td>
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<td></td>
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</tr>
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<td>Format</td>
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<tr>
<td></td>
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<td></td>
<td>b=Book; h=Hardback; p=Paperback; l=Large Print; c=Cassette; v=VHS; r=CD-ROM; s=Serial; n=Newspaper; m=Microfiche; u=Map; f=Film; i=Infomat; e=Music Score</td>
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<tr>
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