Manage catalogue records in OLIB

• Search

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Learn about catalogue records and searching in OLIB.

- About the catalogue
- Keyword search
- Search
- Search external databases
- Set up authority control and reference data
- Use folders

• Title and copy details

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Learn how to enter all the elements of a catalogue record in OLIB.

- Create new title record
- Responsibility names
- Publication details
- Physical details
- Price, language and ISxN
- Notes
- Series details
- Classmarks
- Library defined verbal extension
- Subjects
- Copy and availability details
- Bulk copy entry
- Alternative titles
- Title cross-references
- Control data
- Part numbers and names
MARC fields
- Other material types

**Additional details**

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Discover additional details that can be added to the catalogue record in OLIB.

- Additional fields in the catalogue
- Contents
- Cross-reference link types
- File attachments and web pages
- Subjects and names cross-references

**RDA**

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Learn how to adopt Resource Description and Access guidelines in OLIB.

- About RDA in OLIB
- RDA catalogue layouts
- RDA catalogue procedure

**Maintain the catalogue**

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Learn about the ongoing management of the catalogue in OLIB.

- Archive title and copy records
- Audit trail
- Catalogue update alerts
- Categorised classes and subjects display
- Configure the create close copy fields
- De-duplicate authority headings
- Delete copies
- Delete titles data
- Edit and copy records
- Link classes and subjects
- Maintain authority files
- Sort rules
- Workflow management
• Stocktake

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Learn how to manage stocktaking in OLIB.

- About stocktakes
- Configure stocktakes
- Capture barcodes
- Run stocktake checks
- View results