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 OLIM.

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