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