Catalogue

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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