Catalogue

Manage catalogue records in OLIB

- Search

  No image available

  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

  No image available

  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

https://help.oclc.org/Library_Management/OLIB/Catalogue

Printed: Fri, 30 Dec 2022 05:08:30 GMT
MARC fields
  ◦ Other material types

• Additional details

  No image available

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

  No image available

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

  ◦ About RDA in OLIB
  ◦ RDA catalogue layouts
  ◦ RDA catalogue procedure

• Maintain the catalogue

  No image available

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

https://help.oclc.org/Library_Management/OLIB/Catalogue
Printed: Fri, 30 Dec 2022 05:08:30 GMT
• Stocktake

No image available

Learn how to manage stocktaking in OLIB.

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