Create new title record

Learn how to add a new title in OLIB.
►Searches > Titles

This information explains the cataloguing of Books/Monographs using the General Layout. Create the title details as in the example below and then enter author / names, publication details, classes, ISBN and so on, using more information available in this Title and copy details guide.

Normal cataloguing practice requires a check of the database to ensure that the item is not already in stock. The standard default search in Titles is the Title search and either this or the Titles by ISBN/ISSN search should be used to check that the item is not already in stock. If the item is not in stock then no hit list is displayed.

Note: use the mouse to hover over each field to display detailed field information. The fields displayed vary depending on the chosen layout.

Title details

1. If a search did not find the item, click on New Record (In Context) to create a new catalogue record. This opens an empty page ready for data entry.

2. The Media Type defaults from the system default if no record matched your search. If a record(s) did match the search then Media Type defaults from the selected item. If necessary use the drop down list to change the Media Type to the one required.

3. Media Sub-Type is used less frequently and so is normally left blank. Select from the drop down list if required. The list is populated and limited according to the Media Type you selected.

4. The Title field is a direct entry field so type the title in here. It is a stretchy edit box expanding to display the whole amount of text required, up to 700 characters. OLIB does not require punctuation at the end of the title as the system will supply punctuation if needed for display formats. Local cataloguing rules may require other punctuation. When you enter the Title, OLIB takes steps to ensure it is filed correctly; you can view or edit non-filing characters.

Note: if you would like to enter title 245 details explicitly in MARC format and edit the default MARC formatting you can also use the MARC Fields sheet. Using this sheet you can see how OLIB stores and exports MARC21 records.

5. The Subtitle field is a direct entry field, so type the subtitle (if present) in here. It is a stretchy edit box expanding to display the whole amount of text required (up to 1,569 characters).

6. The Edition field is a direct entry field so type the edition statement in here. The format of the edition statement (e.g. punctuation or abbreviations) is defined by local cataloguing policy.

7. Continue to add publication details and so on using more information available in this Title and copy details guide.

Note: to speed up data entry you may want to try Keyboard shortcuts.
About Layouts

A Layout is the set of fields and labels made available in a particular screen. Other layouts are often available, on the top right of the Titles screen click Layouts.

By default the **General** layout is used for cataloguing and the screen redraws depending on the Media Type you choose.

The system manager can also create customised layouts using Layout Manager.