Learn how to remove or reorder values in drop down lists in OLIB.
►System Administration> Pull-Down List Sequences

This domain enables you to configure values that appear in drop down lists in the OLIB Web interface, for example Note Types in the Titles domain. You can:

- Filter out unwanted values from pull-down lists. By default all values appear unless you filter them out
- Re-sequence the order in which values appear in the pull down lists

Possible domains

Currently this is possible for the following areas:

Control No Types

For example National Bibliography Number; Geographic Area Code; Coden Designation. This data cannot be deleted from the OLIB database because it could adversely affect the MARC21 import and export processes. Search using e.g. control.

Note Types

For example Bibliographic and Index; Dissertation; Supplements. This data cannot be deleted from the OLIB database because it could adversely affect the MARC21 import and export processes. Search using e.g. note

Alt. Title Types

For example Uniform Title, Abbreviated Title. This data cannot be deleted from the OLIB database because it could adversely affect the MARC21 import and export processes. Search using e.g. title.

Currencies

A full set of ISO currencies is supplied and as it is impractical to display all 180+ currencies in a drop down list the Change Value Seq domain allows you to configure which currencies do appear in the drop down list. In this domain, there is an entry for each of the standard currencies delivered. However only 14 of the more common currencies are configured to display in a Currency drop down list. Using Change Value Seq you can re-sequence these to show your most common currencies at the top. Search using e.g. currencies.
Subject types

The types of subject heading in use, e.g. MESH, LC Geographical. If you require separate fields to display these, see Categorised Classes and Subjects Display. You may prefer to discuss with your OCLC Consultant. Subject Types are also used to configure the Thesaurus. Search using e.g. subject.

Remove a value from a drop down box

In this example we remove a Control No Type:

1. Go to System Administration> Pull-Down List Sequences.
2. Search e.g. Control% and identify the value you would like to remove from the drop down list.
3. Click on the numbered link to display details and switch to modify.
4. Remove the value in the Sequence field and change Display to No.
5. Save the details.

The values are only removed from the drop down lists when creating or amending records. They will continue to be displayed in the reference data domain itself. See below for adding a value back into the drop down list.

Re-sequence a value in a pull-down box

In this example we set Uniform Title near to the top of the list of Alt. Title Types.

1. Go to System Administration> Pull-Down List Sequences.
2. Search e.g. Title and identify Uniform Title in the hit list. Table View clearly displays values.
3. Click on the numbered link to display details and switch to modify.
4. Set Sequence to e.g. 2 and save the change.
5. Locate the original Alt. Title Type record that was at sequence 2 and change it to e.g. 11 - i.e. ensure that all records have a unique Sequence number.
6. In Titles: Related Items and Control Data, when you use the Alternative Titles drop down, Uniform Title is near the top of the list of values.

Add a value to a pull-down box

In this example we add a currency value that does not currently display. (There are 180+ currencies and it is impractical for all currencies to display in the OLIB drop down).

1. Go to System Administration> Pull-Down List Sequences.
2. Search e.g. Currencies and identify a specific currency (or use New Record to create a new list sequence record)
3. Click to modify the record and set the Display field to Yes.
4. Normally you should enter a number in the Sequence field but you can leave it blank if the sequence is irrelevant. OLIB will display e.g. currencies in alphabetical order after any other currencies that do have a sequence number.
Note: if you delete a record in the Pull Down List Sequence domain, in practice this means the value represented by that record will now always appear in the drop down box for the relevant domain.