Catalogue

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

https://help.oclc.org/Library_Management/OLIB/Catalogue
Printed: Fri, 23 Sep 2022 12:55:04 GMT
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