Learn how to create a catalogue in Amlib.

**Check Catalogue for Existing Records**

It is a good idea to search the Catalogue module to see if the item has been entered already, and just needs a Stockitem record attached. Searching for an existing record can be done in the Catalog screen (using the ISBN) or in the Stockitem screen (for example: using an Author or Title search). The ISBN can even be wanded if the Barcode reader has been ISBN enabled.

It is preferable to create a catalogue first and then create the holding record (Stockitem). If the Stockitem is processed first, not all the Tags are made when the Catalogue is created from the Item menu. For example: Subject headings are not transferred across.
Keywords are created through association with MARC tags – for example: a Subject keyword would apply to all tags defined from 600 through to 699 – ie: Topical term (650), Personal name (600), Geographic (651), etc. Therefore when creating your entry, it is important to have a Catalogue record as well as a Stockitem because keyword searching will be important.

There are three manual entry methods available:

1. Work Sheet Method
   - After choosing a template related to the form of the data (for example: fiction/non-fiction etc.) the required fields can be filled in: Authority listings can be accessed when appropriate (for example: for standard entry of Authors, Subjects, Publishers, etc)

2. Editing existing records
   - It is possible to duplicate an existing record and alter the relevant data

3. New record from scratch
   - No Lead Thru method: Tags can be inserted and built up to create a full record

Please Note: Before beginning to use the Worksheet manual entry, you need to check the tags that will be automatically displayed. This is done in Main > Catalogue > CatLeadThruSets.

Work Sheet Method

1. Launch the Amlib client

2. Go to Main > Catalogue > Catalogue (or the icon) – the Catalog screen will display:

   ![Catalogue Screen]

3. From the menu, select Catalogue > Catalog Create – the Select Template prompt will display:
4. Click on the button for an appropriate Lead Thru set – for example: Fiction

5. The Work Sheet will display with a number of preset MARC tags already populated:

6. An item’s bibliographic details can now be entered – as you move through the Work Sheet, the headings (descriptors) change, so it is possible to observe the type of data required in the subfield of the tag (see also Appendix 5: MARC Tag Subfields & Punctuation for more information)
7. Where the data is Authority based (for example: Author, Subject heading, Series, etc.) a listing of Authorities can be viewed and selected – for example: to search for a particular Author, type the first few letters of the surname, highlight the row and click the **F1 Check** button.

8. The Existing Authority Options screen will open displaying all matching Authorities and the number of Catalogue records which use each Authority:
9. To select an Authority in the table, simply double-click on it: the contents of the Tag being checked will then change to match the selected Authority (the text will also change colour from black to **green**).

10. Once selected (or if there is no matching Authority), click on the red **[ X ]** to close the selection table (if there were no Authorities found the contents of the tag being checked will turn **red**, if there were Authorities found but none were selected the contents will turn **pink**).

11. To enter additional tags, click the **F2 Insert** button – the Select For Creation screen will display (the preset Tags allow for up to 40 entries):
12. Find the required Tag and double-click it to select it – a new entry with the selected Tag No will appear in the Work Sheet screen.

13. Click the F3 Save button when the record is complete.

14. If new Authorities are to be created, a prompt with the following message will display: Some new Authorities will be created. Continue with Save? (the new Authorities will be highlighted in red, so you can check them).

15. Click the Yes button – the Created Catalogue – Select Next Action prompt will display:

16. If you intend to create your holdings immediately, then highlight the Create a Stockitem and click the OK button (alternatively you can select the Display the created Catalogue if you wish to review the actual Catalogue record).
Adding Stockitems

This section continues from the section above. If you don’t immediately choose to create a stockitem record, you can select XReferences > StockItems from the Catalog screen menu (or click the Holdings button on the Catalog screen) to initiate the process.

1. A prompt with the following message will display: No Stockitems exist for the Catalogue. Do you wish to create a new Item?

   ![No Stockitems exist for the Catalogue. Do you wish to create a new Item?](image)

2. Click on the Yes button – a New Stockitem prompt will display with the following message: Please choose a Form Type for the new Stockitem:

   ![Please choose a Form Type for the new Stockitem](image)

3. Choose the appropriate Form type and click on the OK button – the main Stockitem screen will enter creation mode (the F2 Insert button will appear bolded) and a number of fields will be automatically pre-populated:
4. Complete the other fields as required – for example: St(at)s Code, Current Cost, Floor location, etc – to access a list of codes in a field enter .<Tab>
   - For example: in the Stats Code field, entering .<Tab> will display a list of your Stats Codes and Descriptions – double-click on an entry to select it:

5. Scan in barcode in the Item No field (if you wish to create a system-generated barcode, leave this field blank)

6. Click on the F2 Insert button when complete – a prompt with the following message will display: The Item has been inserted.

7. Click the OK button
Multiple Copies

To enter multiple copies of the same catalogue item:

1. Scan in a new barcode into the Item No field – the F2 Insert button will once again become bolded
2. Change any other details as required – for example: Stats Code, Copy No and Floor location
3. Click the F2 Insert button when complete

USMARC: Some Common Tags

There are literally hundreds of MARC tags that can be used. However only about 10% of these are used commonly.
### COMMON TAGS

<table>
<thead>
<tr>
<th>TAGS</th>
<th>INDICATOR 1</th>
<th>INDICATOR 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td></td>
<td></td>
</tr>
<tr>
<td>020</td>
<td></td>
<td></td>
</tr>
<tr>
<td>022</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### SUBFIELDS

Many of these subfields will never be used. In most cases a tag must have a subfield A.

(R) indicates repeatable subfields. All others are (NR) non-repeatable.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>Control Number</td>
<td>Assigned by the organisation creating or distributing the record</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1367061X</td>
</tr>
<tr>
<td>020</td>
<td>ISBN</td>
<td>*Subfield most often used</td>
</tr>
<tr>
<td></td>
<td></td>
<td>c 07322484</td>
</tr>
<tr>
<td></td>
<td></td>
<td>z 14.50</td>
</tr>
<tr>
<td></td>
<td>ISSN</td>
<td>a 1077-7199</td>
</tr>
</tbody>
</table>

Contains no subfield codes – for example: SL of WA, Innopac

Printed: Fri, 04 Mar 2022 09:28:21 GMT
MANY OF THESE SUBFIELD WILL NEVER BE USED. IN MOST CASES A TAG MUST HAVE A SUBFIELD A.

(R) INDICATES REPEATABLE SUBFIELDS. ALL OTHERS ARE (NR) NON-REPEATABLE

an ISSN)

Indicators undefined

<table>
<thead>
<tr>
<th>082</th>
<th>a</th>
<th>b</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dewey No.</td>
<td>Base</td>
<td>Item</td>
</tr>
<tr>
<td>Used by SCIS</td>
<td>Number</td>
<td>Note</td>
</tr>
</tbody>
</table>

(R) Repeatable

Ind 1:
Type of edition
– for example:
0 Full edition

523.8 SMI

Ind 2:
Source of call no – for example:
4 SCIS
SUBFIELDS

MANY OF THESE SUBFIELD WILL NEVER BE USED. IN MOST CASES A TAG MUST HAVE A SUBFIELD A. (R) INDICATES REPEATABLE SUBFIELDS. ALL OTHERS ARE (NR) NON-REPEATABLE

100

Personal name added entry (usually main author)

<table>
<thead>
<tr>
<th>Ind 1</th>
<th>Ind 2</th>
<th>a</th>
<th>b</th>
<th>c</th>
<th>d</th>
<th>q</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Personal Name</td>
<td>Roman numeral</td>
<td>Qualifier</td>
<td>Dates</td>
<td>Qualifier</td>
</tr>
</tbody>
</table>

(RR)
Non-Repeatable

Ind 1: Type of personal name entry element – for example:
1 Surname

Ind 2: Undefined

245

Title statement

<table>
<thead>
<tr>
<th>a</th>
<th>b</th>
<th>c</th>
<th>h</th>
<th>l</th>
<th>n</th>
<th>p</th>
<th>f</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title proper</td>
<td>Other title</td>
<td>First Statement</td>
<td>Medium</td>
<td>Parallel Title</td>
<td>Volume Number</td>
<td>Volume Title</td>
<td>Second Statement</td>
</tr>
</tbody>
</table>
SUBFIELDS

MANY OF THESE SUBFIELD WILL NEVER BE USED. IN MOST CASES A TAG MUST HAVE A SUBFIELD A.

(R) INDICATES REPEATABLE SUBFIELDS. ALL OTHERS ARE (NR) NON-REPEATABLE

<table>
<thead>
<tr>
<th>(NR)</th>
<th>(remainder)</th>
<th>(R)</th>
<th>(R)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Repeatable</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Ind 1:
Title added entry – for example:
0 No title added entry

Ind 2:
Non-Filing characters – for example:
4 Miss 4 characters when filing – ie: For the word "The "

The Quasars, pulsars, and black holes of space:

Canto por las palams /Isaac Asimov
Book 4

Pictures by El Stymes.
COMMON TAGS

<table>
<thead>
<tr>
<th>INDICATOR 1</th>
<th>INDICATOR 2</th>
</tr>
</thead>
</table>

SUBFIELDS

MANY OF THESE SUBFIELD WILL NEVER BE USED. IN MOST CASES A TAG MUST HAVE A SUBFIELD A. (R) INDICATES REPEATABLE SUBFIELDS. ALL OTHERS ARE (NR) NON-REPEATABLE

<table>
<thead>
<tr>
<th>260</th>
<th>Publication information</th>
</tr>
</thead>
<tbody>
<tr>
<td>(NR) 0 0</td>
<td>Non Repeatable Indicators undefined</td>
</tr>
</tbody>
</table>

| a | Place of Publication |
| b | Name of publisher/distributor |
| c | Date of Publication |
| (R) | |


<table>
<thead>
<tr>
<th>300</th>
<th>Physical description</th>
</tr>
</thead>
<tbody>
<tr>
<td>(R) 0 0</td>
<td>Repeatable Indicators undefined</td>
</tr>
</tbody>
</table>

| a | Extent (R) |
| b | Illustration Statement (R) |
| c | Size (R) |
| e | Other material |

III. 38p. : (col.), maps. ; 13cm. 1 teacher's guide.

<table>
<thead>
<tr>
<th>490</th>
<th>Series statement</th>
</tr>
</thead>
<tbody>
<tr>
<td>(R)</td>
<td></td>
</tr>
</tbody>
</table>

| a | Series Title |
| x | ISSN |
| v | Numbering |

| Isaac 0077-8923No.34 |
COMMON TAGS

INDICATOR
1 2

SUBFIELDS

MANY OF THESE SUBFIELD WILL NEVER BE USED. IN MOST CASES A TAG MUST HAVE A SUBFIELD A.

(R) INDICATES REPEATABLE SUBFIELDS. ALL OTHERS ARE (NR) NON-REPEATABLE

Repeatable
Ind 1:
Undefined

Ind 2:
Non
Filing
characters
– for example:
4 Miss
4
characters
when filing –
ie: For
the word
“The “

Asomov's
library
of the
Universe

500
a

General
Notes

0 0
General
Note

(R)
Repeatable
Indicators
undefined

Includes
glossary
SUBFIELDS

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<table>
<thead>
<tr>
<th>COMMON TAGS</th>
<th>1</th>
<th>2</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>520</th>
<th>Summary</th>
<th>a</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Summary Notes</td>
<td></td>
</tr>
<tr>
<td>0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(R) Repeatable

Ind 1: Display constant controller
e.g. 1 Review
Ind 2: Undefined

Contains information on several of marine life.
Keywords: fish, anemones, octopus, crayfish

<table>
<thead>
<tr>
<th>600</th>
<th>Subject Heading</th>
<th>1</th>
<th>0</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>a</td>
<td>q</td>
<td>t</td>
</tr>
<tr>
<td></td>
<td>Entry element</td>
<td>Qualifier (full name)</td>
<td>Title of a work</td>
</tr>
<tr>
<td></td>
<td>d</td>
<td>v</td>
<td>x</td>
</tr>
<tr>
<td></td>
<td>Dates</td>
<td>Form</td>
<td>General</td>
</tr>
<tr>
<td></td>
<td>Subdivision</td>
<td>Subdivision</td>
<td>Subdivision</td>
</tr>
</tbody>
</table>

(R) Repeatable

Ind 1: Type of personal

Leakey, L.S.B. (Louis Seymour Bazett)
Sea songs
King of France
1903-1972BiographyDrama
To 1970
COMMON INDICATOR 1 2

TAGS

SUBFIELDS

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| name – for example: | 1 | Surname |
| Ind 2: Source of Heading – for example: | 0 | Library of Congress |

<table>
<thead>
<tr>
<th>650 Subject Heading (Topical)</th>
<th>a</th>
<th>v</th>
<th>x</th>
<th>y</th>
<th>z</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entry Form General Period Place</td>
<td>Element Subdivision Subdivision Subdivision Subdivision</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(R) Repeatable

Ind 1: Blank

Ind 2: Source of Western Australia
COMMON TAGS

INDICATOR 1 2

SUBFIELDS

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(R) INDICATES REPEATABLE SUBFIELDS. ALL OTHERS ARE (NR) NON-REPEATABLE

Heading
– for example:
0
Library of Congress

__________________________
Astronomy

__________________________
Dictionaries

__________________________
19th Century

__________________________

Electronic location and access

(R) Repeatable

http://www...Click here

__________________________

Item Area

945

SL of WA classification
SL of WA author
No
Only present if different to Tag 99

__________________________

f

SL of WA size prefix
i

Only present if different to Tag 99

__________________________

Item barcode

https://help.oclc.org/Library_Management/Amlib/Catalogue/Create_a_catalogue

Printed: Fri, 04 Mar 2022 09:28:21 GMT
### COMMON TAGS

<table>
<thead>
<tr>
<th>SUBFIELDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MANY OF THESE SUBFIELD WILL NEVER BE USED. IN MOST CASES A TAG MUST HAVE A SUBFIELD A.</td>
</tr>
<tr>
<td>(R) INDICATES REPEATABLE SUBFIELDS. ALL OTHERS ARE (NR) NON-REPEATABLE</td>
</tr>
<tr>
<td>if different to Tag 99</td>
</tr>
</tbody>
</table>

### AOL Tags

<table>
<thead>
<tr>
<th>COMMON TAGS</th>
<th>INDICATOR</th>
<th>INDICATOR</th>
<th>SUBFIELDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMMON TAGS</td>
<td>1</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>AOL DATA</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### 001
Control Number

assigned by the organisation creating or distributing the record

Contains no subfield codes – for example: SLofWA Innopac Number (8 characters)

1367061X

#### 955
SL of WA AOL Number

a

AOL Number

9607

---

https://help.oclc.org/Library_Management/Amlib/Catalogue/Create_a_catalogue

Printed: Fri, 04 Mar 2022 09:28:21 GMT
<table>
<thead>
<tr>
<th>COMMON TAGS</th>
<th>INDICATOR</th>
<th>INDICATOR</th>
<th>SUBFIELDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>AOL DATA</td>
<td>1</td>
<td>2</td>
<td>a Category</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>a NF; f AF; j JF; k JK; n JNF</td>
</tr>
<tr>
<td>956</td>
<td>0</td>
<td>0</td>
<td>f</td>
</tr>
<tr>
<td>SL of WA Category</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>957</td>
<td></td>
<td></td>
<td>a</td>
</tr>
<tr>
<td>SL of WA Format</td>
<td></td>
<td></td>
<td>Format</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>b=Book; h=Hardback; p=Paperback; l=Large Print; c=Cassette; v=VHS; r=CD-ROM; s=Serial; n=Newspaper; m=Microfiche; u=Map; f=Film; i=Infomat; e=Music Score</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>b</td>
</tr>
</tbody>
</table>