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
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