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](https://help.oclc.org/Library_Management/Amlib/Catalogue/Create_a_catalogue)

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?**

   ![Prompt: 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:**

   ![Prompt: 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) 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:

```
Select

Choose asc / desc and click code or description to change
   ○ Asc   ○ Desc

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AF</td>
<td>Adult Fiction</td>
</tr>
<tr>
<td>AFSTA</td>
<td>Adult Fiction Stack</td>
</tr>
<tr>
<td>ANF</td>
<td>Adult Nonfiction</td>
</tr>
</tbody>
</table>
```

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.

```
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**

**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

<table>
<thead>
<tr>
<th>001</th>
<th>Control Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Contains no subfield codes – for example: SL of WA, Innopac</td>
</tr>
<tr>
<td></td>
<td>Assigned by the organisation creating or distributing the record</td>
</tr>
<tr>
<td></td>
<td>1367061X</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>020</th>
<th>ISBN</th>
</tr>
</thead>
<tbody>
<tr>
<td>(R)</td>
<td>Repeatable Indicators undefined</td>
</tr>
<tr>
<td></td>
<td>(R)</td>
</tr>
<tr>
<td></td>
<td>073224849014.50 0397318487</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>022</th>
<th>ISSN</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(Periodicals often have</td>
</tr>
<tr>
<td></td>
<td>1077-7199</td>
</tr>
</tbody>
</table>
COMMON INDICATORS

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Common Tags</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></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

an ISSN)

Indicators undefined

<table>
<thead>
<tr>
<th>082</th>
<th>a</th>
<th>b</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Base</td>
<td>Item</td>
</tr>
<tr>
<td></td>
<td>Number</td>
<td>Note</td>
</tr>
</tbody>
</table>

Used by SCIS

(R) Repeatable

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

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

523.8 SMI
**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>COMMON TAGS</th>
<th>INDICATOR</th>
<th>INDICATOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Personal name added entry (usually main author)**

<table>
<thead>
<tr>
<th>100</th>
<th>a</th>
<th>q</th>
<th>b</th>
<th>d</th>
<th>c</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Personal Name</td>
<td>Qualifier (Full name)</td>
<td>Roman numeral</td>
<td>Dates</td>
<td>Qualifier</td>
</tr>
</tbody>
</table>

(RN) Non-Repeatable

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

Ind 2: Undefined

---

Asimov, Isaac L. (Isaac Leo), XV, 1920-

---

245

<table>
<thead>
<tr>
<th>245</th>
<th>a</th>
<th>b</th>
<th>h</th>
<th>l</th>
<th>c</th>
<th>n</th>
<th>p</th>
<th>f</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Title proper</td>
<td>Other title</td>
<td>Medium</td>
<td>Parallel Title</td>
<td>First Statement</td>
<td>Volume Number</td>
<td>Volume Title</td>
<td>Second Statement</td>
</tr>
</tbody>
</table>

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

Printed: Sat, 24 Sep 2022 09:03:18 GMT
**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) Non-Repetable</th>
<th>(remainder)</th>
<th>(R)</th>
<th>(R)</th>
</tr>
</thead>
</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 "

<table>
<thead>
<tr>
<th>The Quasars, pulsars, and black holes of space: [sound recording] Canto por las palmas /Isaac Asimov Book 4 Taxonomy by El Stymes.</th>
</tr>
</thead>
</table>

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

Printed: Sat, 24 Sep 2022 09:03:18 GMT
COMMON TAGS

INDICATOR 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

260
Publication information
(NR) 0 0
Non Repeatable Indicators undefined

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


300
Physical description
(R) 0 0
Repeateable Indicators undefined

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

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

490
Series statement
0 0
Series Title ISSN Numbering

(R)
Isaac 0077-8923 No.34
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>Repeatable</th>
<th>Ind 1: Undefined</th>
<th>Ind 2: Non Filing characters – for example: 4 Miss 4 characters when filing – ie: For the word “The “</th>
</tr>
</thead>
<tbody>
<tr>
<td>500 General Notes 0 0 General Note</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(R) Repeatable Indicators undefined Includes glossary</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
COMMON
TAGS
INDICATOR
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

520 0 0
Summary
a
Summary
Notes

(R)
Repeatable
Ind 1:
Display constant controller
e.g. 1
Review
Ind 2:
Undefined

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

600
Subject Heading (Personal name) 1 0
a q t c d v x y
Entry element Qualifier (full name) Title of a work Qualifier – Titles ass. Dates Form General Period Subdivision Subdivision Subdivision

(R)
Repeatable
Ind 1:
Type of personal
Leakey, L.S.B. (Louis Seymour Bazett) Sea songs King of France 1903-1972 Biography Drama To 1970
COMMON TAGS

<table>
<thead>
<tr>
<th>Indicator 1</th>
<th>Indicator 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</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

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

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

(R) Repeatable

<table>
<thead>
<tr>
<th>Ind 1: Blank</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Ind 2: Source of Western Australia</th>
</tr>
</thead>
</table>
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

Heading
– for
example:
0
Library
of
Congress

Astronomy
Dictionaries
19th
Century

856
Electronic
location
and
access
(R)
Repeatable
http://www.Click here

945
Item
Area

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

SL of WA size
prefix
Only present if different to Tag 99

Item barcode

https://help.oclc.org/Library_Management/Amlib/Catalogue/Create_a_catalogue
Printed: Sat, 24 Sep 2022 09:03:18 GMT
### AOL Tags

<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></td>
</tr>
</tbody>
</table>

#### 001

**Control Number**

assigned by the organisation creating or distributing the record

Contains no subfield codes – for example: SLoW Innoap Number (8 characters)

1367061X

#### 955

**SL of WA AOL Number**

a

9607
<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>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SL of WA Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>a NF; f AF; j JF; k JK; n JNF</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>a</th>
</tr>
</thead>
<tbody>
<tr>
<td>Format</td>
</tr>
</tbody>
</table>

| 957 |
| SL of WA Format |
| Field definition and scope |

| 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 |

| b |