Learn how to refresh the MARC display of catalogue records in Amlib.
Refreshes the MARC display of Catalogue records based on the Used in Marc Display (Y/N) column on the Tag Subfields screen (Main > Authorities > MarcTags – F7 SubF). Can be Y or N

Please Note: This task should be done when staff are NOT using the Authorities or Catalogue modules for maintenance, additions, deletions or searching.

1. Launch the Amlib client
2. Go to Main > Catalogue > CatMaintenance – the Catalog Maintenance screen will display
3. Choose the Maintenance Task: Rebuild the Catalog Display

4. Only consider catalogue records created before: Enter the date to which this process will apply (defaults to a year ago): enter today’s date if the rebuild is to apply to all Catalogue records
5. Leave For cat ref insertion enter tag number here field blank
6. Select Options relating to the Maintenance Task options – click the Options... button – the Select Tags screen will display:

   ![Select Tags](image)

   - Tag 245: Title statement
   - Tag 246: Varying Title
   - Tag 247: Former title
   - Tag 250: Edition statement
   - Tag 260: Publisher (imprint)
   - Tag 300: Physical description
   - Tag 310: Current publication frequency
   - Tag 362: Dates and/or volume designation
   - Tag 440: Series
   - Tag 490: Series Statement
   - Tag 500: Note
   - Tag 502: Note - Dissertation
   - Tag 504: Bibliography

https://help.oclc.org/Library_Management/Amlib/Catalogue/Rebuild_the_MARC_display
Printed: Thu, 22 Sep 2022 14:11:43 GMT
7. Select the Tag(s) you wish to refresh and click the **OK** button

8. Click the **F3 Start** button to begin the process – a Rebuild Display prompt will display:

   ![Rebuild Marc Display](image)

   **Rebuild Marc Display**

   Rebuilding marc display ...

   Processing Record: 150

   of 4314

   ![Cancel](image)

9. Once the process is completed a prompt will display how many catalogue records were refreshed: **A total of XXXX Catalogs have been refreshed.**

   ![Rebuild Marc Display](image)

   **Rebuild Marc Display**

   ![info](image)

   A total of 4314 records have been processed.

   ![OK](image)

10. Click the **OK** button