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