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1 Introduction

1.1 What is Libraries Australia

Libraries Australia is the National Library of Australia’s resource sharing and resource discovery service and hosts the Australian National Bibliographic Database (ANBD). The ANBD is a unique source of Australian data and contains the holdings of over 1200 Australian libraries. In addition, the ANBD is a source of non-Australian bibliographic information.

Libraries Australia consists of three major services:

- Libraries Australia Search;
- Libraries Australia Cataloguing; and

This manual is intended for users of Libraries Australia Cataloguing.

Information about Libraries Australia is available through:

- online help in each of the three services;
- manuals and quick reference guides;
- Libraries Australia Website at: nla.gov.au/librariesaustralia/; and
- Discussion List librariesaustralia-l: See subscription details at nla.gov.au/librariesaustralia/training-support/discussion-lists/

1.1.1 Libraries Australia Cataloguing (LAC)

Access to Libraries Australia Cataloguing is via a Client application (the Client). The Client uses a graphical user interface based on Microsoft Windows technology that enables both searching and cataloguing. The Client supports searching on most fields within a MARC record via a choice of indexes and enables the addition, editing and deletion of bibliographic, authority and holdings data on the ANBD in real time. Cataloguers can also import records from other databases.

The Client uses the Windows Intelligent Bibliographic Workstation, known as WinIBW, which uses the OCLC Pica Central Library System (CBS) software, developed in The Netherlands.

Records are added, edited, loaded and exported in MARC21 format but are stored in Pica format. The CBS system is a Unicode compliant system, but records can be imported and exported in either MARC8 or Unicode encoding.

Further information about the Libraries Australia Cataloguing Client is available at: nla.gov.au/librariesaustralia/services/cataloguing/client/
1.1.2 Libraries Australia Search

Libraries Australia Search provides a powerful and user friendly interface to the ANBD and other databases. Searchers can not only find an item and identify which library holds it but can "get" the item, either online, at their library, at other libraries or at bookshops/suppliers.

Libraries Australia Search allows you to download and save records, save searches and create alerts. A simple web input form is also available through Libraries Australia Search. You can create a basic bibliographic record or add, edit or delete holdings to a record in the ANBD. You can import a record from an external database, edit it, add your holdings and it will be added to the ANBD. For more information on this form see the Libraries Australia Search manual at nla.gov.au/librariesaustralia/training-support/manuals-guides/

1.1.3 Libraries Australia Document Delivery (LADD)

Libraries Australia Document Delivery is the national interlibrary loan and document delivery service. Users can identify a potential supplier via a Z39.50 search of the ANBD, Te Puna, CISTI and Infotrieve, and request the item in LADD. Both requesters and suppliers can use the system, including its Payments service, to manage all aspects of their interlibrary loan and document delivery activity.

LADD uses the Virtual Document eXchange (VDX) software which was developed in Britain by Fretwell Downing.

1.1.4 Libraries Australia Administration

The Libraries Australia Administration System (Administration System) will record information about Libraries Australia customers and their organisations (mainly Libraries). An administration interface will allow administrators from each organisation to record and manage their Libraries Australia users. Libraries Australia administrator staff will be able to manage user groups and users of Libraries Australia from any organisation. Authentication and access will be managed through the Administration System and will provide data for the authentication and authorisation to access the following services:

- Libraries Australia Search;
- Libraries Australia Cataloguing;
- Record Import Service;
- Record Export Service;
- Z39.50 search of external databases;
- Usage reports;
- Management reports; and
- Customer database.

The Administration System will receive data from the Libraries Australia services and produce billing data and usage data for customer reports and management reports.

See Figure 1-1 for a diagram of the relationships of the different sections of Libraries Australia.
1.2 The ANBD

The ANBD, accessed through Libraries Australia services, contains more than fourteen million bibliographic records and forty million holdings records for items in Australian library collections.

In addition to records created and maintained by Australian libraries, files from other sources are regularly loaded to the ANBD. These include:

- Library of Congress records;
- Blackwells Table of Contents (TOC);
- Serials Solutions

Records are also added from:

- WorldCat (OCLC);
- British Library;
- New Zealand National Bibliographic database (Te Puna);
- + other sources
1.3 **Charges**

Charges for the use of Libraries Australia are described in the Libraries Australia charging schedule which is available from the Libraries Australia Customer Service or on the Internet at the following address: [nla.gov.au/librariesaustralia/about/fees-charges/](http://nla.gov.au/librariesaustralia/about/fees-charges/)

Contact the Libraries Australia Customer Service if you need clarification of your bills. For information on how to contact Libraries Australia Customer Service see Section 1.5 Customer Service.

1.4 **Availability**

Libraries Australia is available 24 hours a day AEST and AESST, seven days a week. There may, on occasion, be some periods of downtime which will generally occur on weekends. Customers will be kept advised through Libraries Australia’s discussion list.

1.5 **Customer Service**

Libraries Australia provides support through the Libraries Australia Help Desk.

The Help Desk is available between 9 am and 5 pm AEST and AAEST, from Monday to Friday. Information regarding the availability of the Libraries Australia Help Desk on public holidays will be posted on the Libraries Australia discussion list.

Libraries Australia Help Desk

National Library of Australia

CANBERRA ACT 2600

Phone: 1800 026 155 (toll free)

Fax: 02 6273 1180


1.6 **System requirements for the Client**

1.6.1 **Hardware**

A Pentium 2 PC with 64 MB internal memory is the minimum recommended.

1.6.2 **Software**

The Client software is supported on the following platforms:

<table>
<thead>
<tr>
<th>Operating System</th>
<th>Disk Space Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Windows XP Professional</td>
<td>100 MB</td>
</tr>
<tr>
<td>Windows 2000 Professional</td>
<td>100 MB</td>
</tr>
<tr>
<td>Windows NT4</td>
<td>100 MB</td>
</tr>
<tr>
<td>Windows ME</td>
<td>100 MB</td>
</tr>
</tbody>
</table>

Windows XP Professional and Windows 2000 Professional are the preferred software systems.
Introduction

For users with Windows ME and NT4, Internet Explorer 5 or later must be installed.

1.6.3 Fonts

For users wishing to insert non Roman scripts the appropriate Windows Input Method Editors and fonts must be installed. In particular, the Arial Unicode MS font is recommended. See Appendices 8 and 9 for more details and installation methods.
1.7 Logging On/Logging Off

1.7.1 To Logon

1. Double click on the Libraries Australia icon.
2. Choose Libraries Australia Production or the Libraries Australia Training and click.

3. The Login screen will display. Type your username.
4. Tab to the password box and type your password.

5. Press Enter or click on the Enter button.
6. On the System Selection screen, Libraries Australia will display. Press Enter or double click on the database name.
7. Then press Enter or click OK to select the ANBD (Australian National Bibliographic Database).
8. You are now on the NBU Database information screen.

1.7.2 To Logoff

Click File, Exit. OR
Click on the top most cross in the right hand corner of the screen. OR
Type bye in the Command line.

1.7.3 Scripted Logins

You may not have access to these files on your computer. Check with your organisation’s Administrator, your supervisor and Information Technology Section before you implement this.

If you have the Client (LACC) open, close it completely.

1. Right mouse click on the Start button in Windows (or use Explore).

2. Navigate to the directory where LACC has been installed (by default, this should be C:\Program Files\LACC).

3. Open the scripts folder; find the document with the title: standard_nla.js.

4. Click on Open With then Notepad. (Right mouse click the document> Edit)

5. The first few lines of the document will read:

```javascript
//application.connect("catclient.librariesaustralia.nla.gov.au", 1521);
//application.activeWindow.command("[your_username] [your_password]", false);
```
// LibID = application.activeWindow.getVariable("libID");
// application.activeWindow.command("\too \bib " + LibID, false);
// CatSource = application.activeWindow.getVariable("P3VLN");
// application.activeWindow.command("\bes 1.1", false);

6. Remove the "//" at the beginning of each of these lines.

7. Change the line below to refer to your username and password:
   application.activeWindow.command("[your_username] [your_password]", false);
   For example, if your username was NUCCAT and your password was AMICUS10, the line should read:
   application.activeWindow.command("NUCCAT AMICUS10", false);

8. Save the file.

9. Log in to the Client and confirm your scripted login now works.

For help, contact the Libraries Australia Help Desk, See Section 1.5 Customer Service.

1.8 Changing Your Password

It is not possible to change your Libraries Australia Cataloguing Client password in the Client. If you wish to change your password, please contact the Libraries Australia Help Desk or your organisation’s Library System Administrator., or you can select the link on the Welcome screen to take you to Libraries Australia Administration where you may be able to change your password. A change to your password in Libraries Australia Administration will change your password wherever you login to use a Libraries Australia service, with the exception of Libraries Australia Document Delivery where your password will not be changed.

1.9 Installing/Uninstalling the Client

The Client will be available on an ftp site for you to download. The Libraries Australia Customer Service staff will contact you or your organisation with the location of the ftp site, access passwords, etc.

1.9.1 Install
   1. Download the file to your PC.
   2. Double click on the LACCSetup.exe icon.
   3. An Install Wizard will help you install the program.

1.9.2 Uninstall

The Client software comes with an uninstall program. Use it to uninstall before installing a new version of the Client.

NOTE: We recommend that you delete all files and Folders from the LACC Folder to ensure that the new version installs cleanly. Please remember to copy any files that you would like to keep, such as User Defined Templates (see Templates for where your User Defined Templates are stored). These copied files can then be copied into the appropriate place in the new version of the Client.
1.10 **Online Help**

You can access online help from any Client screen. The Help topics will depend on where you are when you select Help.

For Cataloguing Help

Select the **Help** menu on the **Menu bar** > **Cataloguing help**

OR

Click on the **Cataloguing rules** button on the Windows toolbar.

![Cataloguing rules button](image)

This will take you to the MARC21 concise format for bibliographic data OR

Press **F1**.

This will take you to the appropriate MARC21 concise format for bibliographic or authority records.

Press **Alt+F4** to exit or the **Esc** key.

The **Help** button on the **Button bar** will take you to the **Glossary** where you can look up the meaning of words, commands, etc in the Client.
2 Cataloguing Client Interface

2.1 Introduction

Libraries Australia Cataloguing Client (the Client) has a graphical user interface. The Client includes many of the standard features of Windows, such as drop down menus, scroll bars, toolbars, short cut keys and so on. This manual will only describe features where the Client varies from standard Windows features.

All Windows that are not dialogue boxes contain menu items that are displayed in the menu bar at the top of the Window. The menu choice available depends on which Window is open. Any options unavailable will be greyed out.

The Client interface consists of the following components:

The Toolbar, Command line, Special characters bar and Status bar can be enabled or disabled via the View menu. The Message bar can also be enabled or disabled, but will always reappear when the Client has a message for display.

Once you have logged in, the Welcome [File information] screen will appear.

NOTE: When multiple windows are open each window has its own Button bar and the buttons available will vary, depending on the function of the Window.
2.2 Title bar

The Title bar or Caption at the top of the screen contains the WinIBW logo and version, the system and file name and the name of the screen in the Document Window.

The Title bar also contains the standard Windows buttons for Minimising, Restore Down or Maximise and Close.

Right clicking in the Title bar brings up a Menu with the following options: Restore, Move, Size, Minimise, Maximise and Close.

2.3 Menu bars

The Menu bar and Toolbar give you access to the internal Client functions.

The default layout of the Menu bar and Toolbar are defined as part of the Client setup.

Menu options that are active have a bold typeface and are usually active only when the context permits it.

Users can customize some of the menus and toolbars to their own preferences, see Section 2.9.1: Customize.

2.3.1 Standard Functions

This section describes the standard functions in the Client. These functions can be accessed via the menu, toolbars or shortcut keys.
2.3.1.1 File menu

![File menu functions](image_url)

**Start page** Takes you to your start page.

**Back** Returns to the previous screen.

**Close** This returns to the default Start page. The system will have to be reselected, the login re-inserted and the database reselected.

**Download...** Opens a download dialog box for downloading files.

**Exit** Closes the Client completely.

**Forward** Moves to the next available screen.

**Home** Moves to a list of databases. Click Cancel and return to the database file information page.

**Next** Moves to the next record.

**Open** Opens a standard File Open window dialog box, in your Profile in the LACC folder on your PC. Closing or selecting Cancel in this window will return you to the Client start screen where you will have to select your database to log in again.

**Previous** Moves to the previous record.

**Print, Print preview, Print Setup** Standard Print commands.

The File menu will also contain a list of recently opened files.
2.3.1.2 Edit menu

![Edit functions](image)

Edit menu contains the usual cut, copy, paste, undo, redo and find / replace features of Windows, with additional options:

- **Copy all**
  Copy the entire contents of the window to the Clipboard.

- **Copy Plus**
  Acts as a clipboard to hold text until you are ready to paste.

- **Copy PPN**
  Copy a PPN to the Clipboard. PPN is the 'Pica Production Number' that uniquely identifies a record in the Client – equal to the ANBD (Australian National Bibliographic Database) number followed by a check digit (0 to 9 or X).

- **Copy title**
  Copy the bibliographic data in the current Full Presentation screen to the Clipboard.

- **Paste title**
  Paste the bibliographic data from the Clipboard, according to the TitleCopy Instructions file.

- **Select all**
  Select the entire record.

- **Select none**
  Unselect the entire record.

- **Find again**
  Repeat find.

- **Find / replace …**
  Replace specific text with different text.

- **Goto Line …**
  Go to line number…

### 2.3.1.2.1 Copy Plus Function

Copy Plus acts as a clipboard to hold text until you are ready to paste. This function may be useful in preparing long notes from different records or tables of contents.
To use Copy Plus:

- In edit mode, locate the text you wish to copy. This may be within the record or in a different record in another WinIBW window.
- Highlight the text.
- Click on Edit > Copy or use <ctrl>+C.
- Locate the next bit of text you would like appended to the text you’ve already copied into the clipboard.
- Highlight the text.
- Click on Edit > Copy Plus (there is no keyboard shortcut). This will append the text to the previously copied text.
- You may continue to highlight text and use Copy Plus to add text to the clipboard until you are ready to paste the text into the record.
- When ready, place the cursor where you want the text pasted and click on Edit > Paste or use <ctrl> + V.

2.3.1.3 Options menu

![Options functions](image)

- **Customize ...** Customize menu, toolbar and shortcuts. See Section 2.9.1 Customize.
- **Preferences** Change user preferences. See Section 2.9.2 Preferences.

2.3.1.4 View menu

![View menu](image)

Check each option to show or hide the toolbar.

2.3.1.5 Script menu

![Script functions](image)
The options used for JavaScript Scripts in the Client. See Script functionality for use of this function.

2.3.1.6 Window menu

The standard Window functionality allowing you to arrange open Windows. Also contains a list of open Windows with the in use Window checked.

2.3.1.7 Help menu

Cataloging help Takes you to the MARC21 concise format for bibliographic data.

About WinIBW Displays an About box with the WinIBW version.

2.3.1.8 Main Toolbar Functions

Print Print the active document. This function is not always available.
Cut Cut the selection to the Clipboard.
Copy Copy the selection to the Clipboard.
Paste Insert clipboard contents.
Find Finds a term in the record.
Back Previous screen.
Forward Next screen.
Reload
Home
Previous
Next
Novice Mode
Cataloging rules

Reload.
Takes you to the Select Database screen.
Takes you to the previous record in the Full display screen.
Takes you to the next record in the Full display screen.
Enable or disable Novice Mode.
Takes you to the web page with cataloguing rules.

2.3.1.9 Admin Functions Toolbar

This toolbar is currently available for Libraries Australia Administrators only.

![Admin Functions toolbar](image)

PPN
The Pica Production Number, system generated character string that uniquely identifies a record in the Client.

Select Correct PPN
Heading / PPN to transfer records to.

Select Wrong PPN
Heading / PPN to transfer records from.

Correct Links
Will correct the links in the records to the correct heading

2.3.1.10 Navigating Toolbar

This toolbar allows you to navigate between the various views of the records. It is also possible to display these views using commands rather than the buttons.

Labelled View
Shows a view of the MARC record with labels, rather than tags, for example the 245 tag is shown as Title. Command is s u (show u).

MARC View
Shows the export MARC view of a record. Command is s m21x (show m21x).

Brief View
Gives you the Brief presentation screen with the list of your search results. Command is s k (show k).

Coded Data View
Displays the MARC cataloguing format with the Coded Data tabs. Command is s m21 (show m21).

Note: To change the view of a record from an external database you will need to use the command line rather than the toolbar. Use the following commands:

- `ext sho m21x` (MARC view)
- `ext sho u` (labelled view)
- `ext sho m21` (coded data view)
ext sho k (brief view)

2.3.1.11 Searching Toolbar

Figure 2-13 Searching toolbar

Copy External Bib Allows you to copy a bibliographic record from an external bibliographic database into the ANBD

Copy External Authority Allows you to copy an authority record from an external authority database into the ANBD

External Database opens the search screen for external databases

ANBD Takes you back to searching in the ANBD

2.3.1.12 Cataloguing Toolbar

Figure 2-14 Cataloguing toolbar

Add Holdings Adds a holdings statement consisting of an 850 tag. Your NUC symbol will default into $a when you save the holding or record. See the Add Holdings section Adding Holdings for more information.

Australian Content Adds the tag and subfield 042 ##$aanuc to your record, see the Glossary or Section Entering data Australian Content for more information.

Cataloguing Source Will create a 040 tag containing your NUC symbol, or if a 040 already exists, then it will add a $d at the end of the tag containing your NUC symbol.

Change Material Type Allows you to change the material type of the record on screen.

Check Broken Links Checks the URLs in the displayed record to see if it can connect to the page in the URL. Available for Libraries Australia staff only

Copy/Clone Record Copies the record displayed on the screen to the clipboard.

Delete Holdings Allows you to delete your holding from a record.

Insert Authority Displays a dialog box named DocType with a list of the types of authority records you can create. Double click on a record type, or when it is highlighted, press OK to display the Insert entry screen.

Insert Bib Item Displays a dialog box named DocType with a list of the formats of records you can create. The most commonly
used formats are at the top of the list. Double click on a record type, or when it is highlighted, press OK. The Client will contact the server for the latest versions of the lists, templates, etc. and then display the Insert title screen.

**Related Records**

Returns the bibliographic records that are linked to an authority record.

### 2.3.1.13 Templates Toolbar

- **Delete Personal Template**
  - Deletes a user defined template.
- **Select Personal Template**
  - Choose a template from the predefined or your saved templates.
- **Insert Default Template**
  - Inserts the default template you have selected.
- **LA Templates**
  - Chooses a predefined Client template.
- **New Personal Template**
  - Saves the current record/template on your screen as a template.
- **Set Default Template**
  - Select and set one of your user defined templates.

### 2.3.1.14 Linking Toolbar

- **Search Link**
  - Searches for the authority record matching your text.
  - Used when you are unsure of the heading.
- **Search Link Exact**
  - Searches for the heading to match your exact heading text.
- **Paste Link**
  - Pastes the PPN of the authority record into the heading in your bibliographic record to link the records.
- **Paste Title**
  - After copying the bibliographic data in the current Full Presentation screen to the Clipboard, pastes the bibliographic data from the Clipboard.
2.4 Command Bar

The Command bar is a movable bar used to enter commands for searching, cataloguing and so on. The Command bar contains a Command line and a History List.

The Command bar can be detached to be a floating window on the screen or be docked in the upper or lower part of the window.

The Command bar can be hidden or shown using View on the Menu bar. The Client remembers whether the Command bar is hidden or visible between subsequent sessions and restores it to that status.

![Figure 2-17 Command bar]

2.4.1 Command Line

The Command line is a single line text box used to type commands. Basic editing functions, such as Cut, Copy, Paste and so on. These can be accessed by: using the Menu bar Edit functions; by right clicking in the box to bring up a context menu; or by using the standard Windows key commands, for example Ctrl+C for Copy.

The Command line has an auto-complete feature that can be used with the History List to reissue commands. When auto-completion is not needed, use the Esc key, the Backspace key, or the Delete key to remove the unwanted text. If text is highlighted, it will all be removed. To keep some of the text, press the End key and then use the Backspace key to remove the unwanted text.

Press Enter or Return to process the command. The command is removed from the Command line and added to the History List. The focus moves to the area of the screen indicated by the command, for example if your command is a search, the focus moves to the search results.

To move the focus back to the Command line from anywhere, press Alt+C or use the mouse and click in the Command line.

The Command line background colour is always white.

2.4.2 History List

The History List is a list of all previously issued commands, deduplicated and sorted in reverse chronological order, i.e. the most recent command at the top. If you reuse a command from the list, it is moved to the top from its previous position in the list (the deduplication process).

The History List can be invoked by beginning to type a command. Only commands in the list that match the text already typed are shown. An item can be selected from the list by using the Up and Down Arrow keys or the mouse. Once selected, press Enter to execute the command.

Pressing the Esc closes the History List.

The command history is retained between different client sessions as the list of commands is stored in the user preferences file.
It is possible to set the command history to remember up to 200 commands typed in the command line. The default is set to 100. To change this go to Options > Preferences > General 2.

2.4.3 Font settings
The font and point size used for displaying text in the Command line can be set in Preferences. See Section 2.9.2 Preferences.

NOTE: the background of the Command line is always white, so choose the font colour carefully.

The History List will use the same font and point size, but not the colour, set for the Command line.

NOTE: If you change the font and point size during a session, it will only be reflected in the History List if you close the Client and login again. The Command line change will be immediate.

2.5 Message Bar
The Message bar displays messages from one of three sources:
Messages received from the Client;
Messages received from the operating system; or
Messages from standard or user-defined scripts.

A Client message will be either a:

- Notification
- Warning
- Error message

Messages are shown in either a popup window, on the Message bar (beneath the Toolbar), or both. The default settings can be changed in Preferences, see Section 2.9.2.4 Messages. It is not possible to disable both methods of displaying messages. One at least must be selected for each message type, though the settings for each message type can be different.

A message will first appear as a popup window (one for each consecutive message), if pop-ups have been enabled. To remove the pop-up windows, click on OK or Close the window using the cross in the top right hand corner. After the pop-up windows have been removed and if it is enabled the error messages will appear in the Message bar (below the Toolbar).

If pop-ups haven’t been enabled the error messages will appear in the Message bar. Multiple messages will appear in the Bar, each one on a separate line.

Messages have a maximum length, if the maximum length is exceeded; the message is truncated, with an ellipsis at the end of the text.

The Message bar appears only when there is a message to be shown, otherwise it is hidden.
The **Message bar** is a moveable bar that can be docked in the upper or lower part of the window, using the mouse to move it. It can also be a floating bar.

The width of the **Message bar** can be changed while it is floating. The size and position of the **Bar** is remembered when it is docked or closed, and these are restored when the bar is opened or made floating. These are also remembered between sessions and the last settings are restored.

The height is automatically adjusted to the number of messages displayed.

The **Message bar** can be made hidden or activated, by selecting it from the **View Menu**. If the **Bar** is floating it can be closed by clicking on the cross in the top right hand corner.

### 2.5.1 Font Settings

The font and point size used for displaying the text in the Message Bar can be changed using **Preferences**. See Section 2.9.2.3 Fonts and Colors.

The font settings for the pop-up boxes cannot be changed in the Client.

### 2.6 Special characters Bar

The **Special characters Bar** displays special characters from the Pica character set and can be used to enter these characters in the **Command line** or in the **Insert or Edit title** screens.

When the Client is communicating with a Unicode compliant remote system, the Client will insert the Unicode equivalent of the Pica characters. When the system is not Unicode compliant the Client will insert characters from the Pica character set.

The width and height of the **Special characters bar** can be changed when it is detached, but when changing one dimension, the other is automatically adjusted so that all the characters can be properly displayed. The size and position of the **Special characters bar** is remembered by the Client when it is closed or docked, and the position and size is restored when it is activated again or floating.

The **Special characters bar** can be hidden or shown using **View** on the Menu **Bar**. Check or uncheck the box next to **Special characters**. When the **Bar** is floating it can be closed with the cross on the caption.

To insert a character from the **Special characters bar** you must be in the **Insert or Edit title** screen. Hovering the cursor over the character will give you the Unicode character name.

If the diacritic is to appear above or below a letter, place the cursor **behind** the letter to which it applies and click on the appropriate character in the **Special characters bar**.

The exception is the **left ligature**, this is placed by putting the cursor before the letter and the **right ligature** is placed after the letter.

Some diacritics are part of the letter, for example, the umlaut, so place the cursor where the u should be and click on the umlaut u in the **Special characters bar** to insert both the u and the umlaut.

### 2.6.1 Font Settings

The font and point size used for displaying the characters in the **Special characters bar** can be changed using **Preferences**. See Section 2.9.2 Preferences.
Note: Not all fonts or point sizes that can be used will display the special characters correctly in the Special characters bar. A Unicode font should display all the characters correctly and a font size of 14 is preferable.

2.7 Status Bar

The Status bar is used to show additional information for menu items, or the URL behind a link when the mouse pointer is moved over the link in a presentation screen. The Status bar also contains indicators for Caps Lock, Num Lock and Insert mode. The Status bar can be hidden or shown using View on the Menu Bar. Check or uncheck the box next to Status bar. The position, size and font settings cannot be changed.

2.8 Document Window

The Document Window is used to display the results of commands, such as search commands, presentation commands, cataloguing commands, and so on.

2.8.1 Connection and Context

After making a connection to a remote system and/or database you can issue commands. Apart from the commands that are sent from the Client to the remote system and the results of those commands that are returned, additional information is exchanged in the form of context variables. The Client remembers certain context variables, for example,

- Set size and current selected item in short presentations
- Language
- Current presentation and/or cataloguing format
- Current PPN. Pica Production Number – system generated character string that uniquely identifies a record in the Client

2.8.2 Multiple Document Windows and Connections

It is possible to open more than one Document Window. New windows will inherit the context from windows that are already open, except when a new connection is established. When a new window is opened and you log in again, or change the selected database, this applies to the other windows as well.

When you wish to use different databases simultaneously in separate windows, or to log in with separate user accounts in different windows, it is necessary to establish separate connections via the start page.

2.8.3 Organising Document Windows

Standard Windows functionality is provided to maximize or minimize the document sub windows within the main application window. When one Document Window is maximised, all windows are maximized. Maximized windows are automatically resized when the application window changes size, or when other components (such as the Message Bar) appear/disappear or change size.

An unmaximised Document Window can have a user-determined size. In that case, the Document Windows are no longer automatically resized.
Each Document Window can individually be closed via the Close button.

Window on the Menu Bar offers the following functions for manipulating the Document Windows: New, Cascade, Tile horizontal, Tile vertical, Arrange and Close all.

2.8.4 HTML pages

The Client can display HTML pages (for example the Start Page) directly. However when an HTTP link is clicked, the Client opens the system’s standard browser to display the new page.

2.9 Options

There are two ways to adjust some of the Client layout and functions for users:

- Customize… Customise menu, toolbars and shortcuts.
- Preferences Change user preferences, messages, fonts, colours, etc.

2.9.1 Customize

The Customize function can be used to customize parts of the Client interface, such as menus, toolbars and shortcut keys. The possibility of incorporating scripts into the user interface is particularly helpful.

All User Interface customisations are stored in the file registry.xml, located in the User Profile. The settings in this file will override any settings in the file with the same name in the directory defaults\pref which contains the default settings of the user interface and is created during the installation of the Client. This file contains binary data and is not intended for modification. If the registry settings in the User Profile are deleted, then the Client will revert to the default settings.

The Customize dialog box is accessed via the Menu bar, Options, Customize … The dialog box contains four tabs, Commands, Toolbars, Keyboard and Menu. It is possible to reset the customisation to the last saved configuration or to the installation defaults.
2.9.1.1 Commands

The dialog box above shows the list of Commands Categories available (corresponding to the list in Section 2.3.1 Standard Functions), in the left pane and the available functions for the selected category in the right pane. For each of the Categories the first item in the list of Commands represents a complete menu containing all functions of that category. This item can be used to include entire menus in the menu bar or toolbar at once.

The category Standard-Functions shows the available standard script functions. The category Functions shows all available user defined scripts. The category All Commands shows all available functions.

NOTE: The Mail Category relates to the Interlibrary Loan part of the Client. As this functionality has not been enabled, the Mail commands will not work.

2.9.1.1.1 Adding and Removing Commands

Commands can be added to an existing menu bar or toolbar by:

- Clicking on the command in the list of Commands and keeping the mouse button pressed down. The mouse cursor changes shape, indicating that the selected item can now be dragged on to the menu bar or toolbar;

- Dragging the selected item to the menu bar or toolbar. When the mouse cursor is moved over a menu bar, the submenu under the cursor unfolds. When the mouse cursor moves over a location where the selected item can be inserted, an insertion cursor appears in the menu bar itself or in the submenu; or

- Releasing the mouse button and the selected item is inserted in the menu at the location of the insertion cursor.

Inserting items into a toolbar is very similar. Toolbars can contain buttons that act as a submenu, indicated by a little arrowhead at the right end of the toolbar button.

Existing menu items or toolbar buttons can be moved to another position by dragging the element to a new position. It is possible to move elements to another menu bar or toolbar, even to move an element from a menu bar to a toolbar and vice versa.

Existing menu items or toolbar buttons can be removed by dragging the element away from the menu bar or toolbar. The cursor changes shape and shows a small x indicating that the element being dragged will be deleted when the mouse button is released.

An element can also be removed by clicking on the element with the right mouse button. A context menu will appear, containing an option to delete the selected object.

NOTE: The Customize dialog box must be open for you to be able to move and delete menu items and buttons.

2.9.1.1.2 Changing the Appearance of Menu Items and Buttons

After a command is inserted in a menu bar or toolbar, the dialog box appears that allows you to adjust the appearance of the menu item or button. It is possible to display an image, text or both. When an image is to be displayed, it is possible to choose the default image associated with the function or to select a new image from a list. Users can create new images or edit existing images as well.
It is also possible to define a keyboard shortcut for a menu item which can be used for quick access to the menu item’s function. In such cases, an ampersand “&” must be placed in front of the character that will be used as a shortcut key. This can be any character on the text, not necessarily the first character. The selected character will appear underlined in the menu. For example, the text of the File menu is &F.

NOTE: All shortcut keys in a given menu or submenu should be unique.

The appearance of menu items can also be set to Image and text, in which case the associated image will be displayed to the left of the menu item (See Figure 2-18 Customize dialog box above).

In the case of buttons on a toolbar, the text entered will be displayed as a tool tip. It is often practical to set the appearance of a toolbar button to Image and text at first, enter suitable tool tip text and then change the appearance to Image only.

The dialog for the appearance of menu items and buttons is also accessible via the context menu that appears when an element is right-clicked. It is also possible to select Start group from this context menu, which will result in a dividing line being displayed directly above or to the left of the element.

2.9.1.2 Toolbars

New toolbars and menu bars can be created via the second tab of the Customize dialog box.

![Figure 2-19 Customize dialog box – Toolbars tab](image)

The Toolbars list contains three items which cannot be deleted or renamed. These are the default main menu (Menu), default toolbar (Standard) and a menu for Print Preview.

A new menu or toolbar can be created using the New... button. After a name is entered, an empty toolbar will appear, floating above the dialog box. The toolbar can be docked by dragging it to the area where the other toolbars are located. The title of the toolbar only appears when the toolbar is detached. Clicking on the Commands tab will enable you to populate the toolbar with buttons and/or menu items.
You can also specify whether tool tips are to be shown when the mouse cursor moves over the items on a bar and whether shortcut keys are to be included in the tool tips (if present). These settings apply to all menu bars and toolbars.

If the checkbox in front of the name of the toolbar is not checked, then this toolbar is hidden from you. The toolbar will be shown if the checkbox is checked.

Toolbars created by you can be renamed by first selecting the toolbar in the list and then pressing the Rename... button.

A selected toolbar can be completely removed from the user interface with the Delete button.

### 2.9.1.3 Keyboard

The third tab of the Customize dialog box is Keyboard, which permits the configuration of keyboard shortcut keys that can be associated with functions.

![Customize dialog box – Keyboard tab](image)

A Category can be selected in a drop down box at the left side of the dialog, followed by one of the Commands in that category. An existing keyboard shortcut will be displayed in the box Current keys and a new shortcut can be added by clicking in the field under Press New Shortcut Key and pressing the desired key or key combination on the keyboard. The system will show you if the given key or combination has already been assigned for something else. If that is the case, then the key or key combination cannot be assigned (the button Assign remains greyed out). If the key is not yet assigned, it can be assigned to the selected function by pressing the Assign button. More than one shortcut can be assigned to the same function.

Assigned keys can be removed by selecting the key in the Current Keys list and pressing the Remove button.

Shortcuts are shown in the menus and tool tips of the toolbar buttons. If there is more than one shortcut assigned to a given function, then only the first one assigned is shown in the tool tip.
2.9.1.4 Menu

The fourth tab of the Customize dialog box displays the menus used in the Client and shows in principle two menus: Default Menu and WinIBW Document. The first is the normal Client main menu; the second is only shown when no document windows are open.

![Figure 2-21 Customize dialog box – Menu tab](image)

In this dialog box it is possible to set options for the menu animations. Possible options are: None, Unfold or Slide. This setting applies to all available menus.

2.9.1.5 Reset Customisation

The Customize dialog box contains a Reset All button. After this button is pressed a dialog box appears that allows you to reset the user interface configuration to the last saved configuration, or to the standard user interface configuration of the standard installation.

![Figure 2-22 Customize dialog box – Reset All](image)

A check box is provided in the dialog box to allow the system to restart automatically after configuration is reset.
2.9.2 Preferences

User preferences can be changed through the Options menu. There are three dialog boxes that can be changed:

- General1
- General2
- Fonts and Colors
- Messages

Open Preferences by using the Menu Bar, selecting Options then Preferences. The following dialog box will display:

![Preferences - Options box](image)

**Figure 2-23 Preferences - Options box**

2.9.2.1 General Settings

In the General1 dialog box, the following items can be set:

- Start page
- Download destination
- Title copy parameters
- Flag specifying whether the Client should open a new window when issuing a command from the Edit screen.
2.9.2.1.1 Start Page

This specifies the URL of the page that the Client opens when starting up. The Start Page can be selected by using the Browse... button to open a standard dialog box, or the URL of the Start Page can be typed in.

2.9.2.1.2 File Location

This requires the specification of a file location on your computer. This location must be a valid URL. When a file in the Client installation directory (C:\Program Files\LACC\) is used the URL can start with resource. For example,

C:\Program Files\LACC\chrome\ibw\content\start.htm

can be set in the dialog box as:

Resource://chrome/ibw/content/start.htm

When a file in a different location on the computer is specified, the URL should be:

File:///<full file pathname>

For example:

file:///C:/Documents%20and%20Settings/username/My%20Documents/Downloads/downloads.txt

In some situations a file located on a web server can be specified, for example the start page.

Download destination

The name of the download target file can be set by selecting Download from the File Type list box and entering a name in the Location field.

The file specified does not need to exist beforehand; it will be created automatically by putting in an address. The download file can be selected using
the **Browse** button to open a standard dialog box, or the URL of the download file can be typed in.

The default is:

`file:///C:/Program%20Files/LACC/Profiles/username/download.txt`

But it can be changed it to something like:

`file:///C:/Documents%20and%20Settings/username/My%20Documents/Downloads/downloads.txt`

depending on where you wish the downloaded records to save.

When the check box **Print** is checked, the output of the download command is not stored in a file, but instead printed on your default printer.

**NOTE:** The Download… function downloads records as text files, not MARC21 files. To download MARC21 format records, use Libraries Australia Search or the Records Export Service (see Section Downloading Records).

**Title copy**

The Title copy file is used to determine which tags should be deleted when the External record command is executed. When you change databases by using the Change Database button, this should also automatically change the Title copy file to the correct file for the database you have chosen. The default should be left as: `resource:/scripts/NBD_Bib.ttl`.

### 2.9.2.1.3 Edit screen

**Execute commands in separate window when editing.**

Normally commands are executed in the current open window, replacing the contents of the window with the result of the command. However, while editing bibliographic data it is often desirable to issue a command without interrupting the editing process. The Client is able to automatically open a new window for commands issued during editing and display the result in a new window. The edit process continues in the original window and you can switch back to this window or close the new window to continue cataloguing.

This feature can be enabled or disabled by checking or unchecking the check box:

- **Execute commands in separate window when editing.**

We recommend that this box be checked.

### 2.9.2.2 General2 Settings

In the General2 dialog box, the following items can be set:

- User Script
- Command line history
2.9.2.2.1 Command Line History

When the checkbox Display command line history is checked and the Command line history display size field is specified with a number, a specific number of the last used commands will be displayed. The maximum number that can be set is 200 and the default is set to 100. You can change this under Options > Preferences > General2.

Note: if the Command line history display size field is empty or set to 0 no used command will be displayed.

2.9.2.3 Fonts and Colors

In the Fonts and Colors dialog box, you can set the typeface, point size, colour and style of the text for several user interfaces:

- Diacritics bar
- Message bar
- Button bar
- Command line
- Presentation screen
- Short presentation
- Edit screen
- Deduplication screen (only available to Libraries Australia staff)
The settings can be adjusted by selecting the Screen object from the list box. For this object the typeface can be selected from the list of available typefaces on the system, together with desired point size. The text colour can also be selected from a colour palette and one of four text styles can be selected (regular, bold, italic, or bold italic). The results are shown immediately in the example text box.

NOTE: If you use diacritics and special characters, then it is recommended that you use a Unicode font and set this font for the Diacritics bar, Presentation and Edit screens to ensure that the characters display correctly.

2.9.2.3.1 Full presentation screen

In addition to the text colour it is possible to set the background colour of presentation screens. As the Full display screens always contain a default colour (which is not available in the colour palette for the background colour), it is possible to turn the use of the background colour selected here on or off. When this is turned off, the default background colour of the screens will be used.

NOTE: The settings for the presentation screen also apply for a large numbers of other screens that only display information, for example, show and update user information and some parts of the Brief presentation and Edit screens.

Also, screens supplied by External databases may contain font settings that override user preferences and settings and therefore will remain unchanged.

2.9.2.3.2 Short presentation screen

The settings for the Short presentation screen apply only to the list results in this screen. The settings for the Presentation screen display apply to the text around the list of results.

The background colour for the Short presentation screen can be set in the same way as the Presentation screen display.

When the typeface size of the Short presentation list control is changed, the height of the lines in the list remains unaffected. For this reason, the typeface size should not be set to a very high value as this will cause the lines to overlap, see below.
2.9.2.3.3  Edit screen

The settings for the Edit screen apply only to the Insert box in the Edit screen. The settings for the Presentation screen apply to the text around the Insert box.

The background colour for the Edit screen can also be set in the same way as the Presentation display.

The appearance of the text in the Insert and Edit title screens is further affected by the settings for syntax colouring. These settings can overrule the settings for the font colour and cannot be changed via the user preferences. See Section Syntax Colouring.

2.9.2.4 Messages

You can specify how messages are displayed via the Messages dialog box. There are three different types of messages:

- **Notification**: These are information messages. For example, Welcome.

- **Warning**: These contain messages such as, Command not understood. You may need to check what you are doing.

- **Error message**: These are messages relating to validation and so on. For example, This tag is not repeatable, Tag 245 is mandatory. These messages require action before you are able to continue.

Each of the three types can be displayed in the Message bar (see also Section 2.5 Message Bar), or in a pop-up dialog box, or both. It is not possible to disable both methods as that would result in messages never being displayed.
Simply check or uncheck the boxes for each message, remembering that at least one box must be checked for each type of message.

2.9.3 Storage of User Preferences

A separate set of files with profile settings is saved for each user using the Client. These files are stored in the subdirectory \Profiles\<username> under the LACC directory, where <username> is the login name, or alternatively, in a subdirectory under your standard Documents and Settings directory.

The user preferences are stored in the file user_prefs.js. This is a readable text file which also contains the current Command History List, printer settings and Coded Data settings. If this file is deleted or inaccessible, the default settings will apply.

2.10 Parameters and User Data

2.10.1 Parameters

It is possible to change some of the default settings relating to user parameters.

If the changes are to be saved permanently, use the Save button, otherwise the changes will only apply for the current session.

NOTE: Some of the defaults should not be changed because these are the best and/or only option for the particular parameter.

To display the user parameters, use the show parameters command:

show parameter screen (s par)
To edit the settings, use the **Edit** button.

Some parameters will have a drop down box where you can choose your option.

**Set sorting (‘+’ ascending, ‘-’ descending)**

The results in the results set will be sorted by date in descending or ascending order.

**MP sorting (‘+’ ascending, ‘-’ descending)**

Multipart items will automatically be sorted by date in descending or ascending order.

**Default index or key type for scanning**

Do not change.

**Default index or key type for searching**

Do not change.

**Default format brief presentation**

Can set how the brief presentation displays. The default is `K` and this should be left as the default.

**Default format Full presentation**

Can be set to `m21`, `m21x`, `m21a`, `u`. See Section 3.3.2 Retrieving results – Brief presentation screen for more detail on formats.

**Default format download**

This is set to `M21X`. The recommendation is to leave this as the default to ensure correct downloading of diacritics and script characters.

**Default format editing**

This is set to `M21` (the editing format) and should not be changed.
<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automatic display of sets smaller than</td>
<td>Sets smaller than this number will be presented in Brief presentation. Sets larger than this number will be presented as set on the History screen.</td>
</tr>
<tr>
<td>Automatic reset of ADI after search</td>
<td>If you use an ADI, with this option switched off, the next search is also using the same ADI.</td>
</tr>
<tr>
<td>Automatic consecutive numbering of sets</td>
<td>The search history has a maximum number of sets.</td>
</tr>
<tr>
<td>Automatic search/scan of relations file</td>
<td>This option automatically shows the records related to an authority record as a set.</td>
</tr>
<tr>
<td>Note:</td>
<td><strong>Note:</strong> It is preferable to have this selected, as otherwise searches can fail to find records that have links to authorities. If searches are producing fewer results than you expect, check this setting.</td>
</tr>
<tr>
<td>Automatic sort of save set</td>
<td>The records in the save set are sorted the same as a normal set.</td>
</tr>
<tr>
<td>Automatic display of library names</td>
<td>In a presentation with all holdings the names of the organisations are shown.</td>
</tr>
<tr>
<td>Format number of own card</td>
<td>Not applicable, do not change.</td>
</tr>
<tr>
<td>Download format number</td>
<td>Not applicable, do not change.</td>
</tr>
<tr>
<td>Copy presentation</td>
<td>Not applicable, do not change.</td>
</tr>
<tr>
<td>Filter class</td>
<td>Cannot be changed.</td>
</tr>
<tr>
<td>Default format brief presentation ILL requests</td>
<td>Not applicable, do not change</td>
</tr>
<tr>
<td>Default format full presentation ILL requests</td>
<td>Not applicable, do not change</td>
</tr>
</tbody>
</table>

### 2.10.2 User Data

To display your user data, use the show user command:

```sql
s use (show user)
```
**Figure 2-30 Display user data**

User
The user.

Last updated
Date and time the information was last updated.

By
Person who updated the information.

Group
The name of the user group.

User-ID
The identifier you type in the Username login box.

Name
User name.

Library
The user’s institution.

Language
EN for English.

Favourite database
The user is automatically logged into this database when they log on.

Must identify
For ILL requests. Not used.

Login allowed
3 possibilities: y (user can login), n (user can’t login, but can after "sho use lib" command), X (user can’t login, and is not showed after "sho use lib" command).

System manager
This box will be checked if you have System manager rights.

Organisation manager
This box will be checked if you have Organisation manager rights.

Deputy manager
This box will be checked if you have Deputy manager rights.

CC holder
Not used.

Store User Statistics
This box will be checked if user statistics are stored.

Channel
Not used.

Last login
Date and time of your last login.

Comment
Add comment about the user.

Display SDI button
Not used.
2.10.3 User Statistics

Displays user or library statistics for screen display, printing or downloading. By default the statistics for the logged-in user are produced. If library statistics are required, the command should contain a library-id component. Use the Help button STATISTICS for examples of searching by Library, by month and so on.

Use the show statistics command to see your statistics:

```
s sta (show statistics)
```

![Figure 2-31  Review user statistics screen](image)

**Review User Statistics**

<table>
<thead>
<tr>
<th>Library</th>
<th>The Library related to your username.</th>
</tr>
</thead>
<tbody>
<tr>
<td>User no</td>
<td>The username the statistics relate to.</td>
</tr>
<tr>
<td>Period</td>
<td>The time period covered by the statistics. The default is the current month.</td>
</tr>
</tbody>
</table>

**General**

<table>
<thead>
<tr>
<th>Sessions</th>
<th>How often you have logged in.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Database sessions</td>
<td>How often you have accessed a database.</td>
</tr>
<tr>
<td>Correct commands</td>
<td>How many correct commands were issued.</td>
</tr>
<tr>
<td>Incorrect commands</td>
<td>How many incorrect commands were issued.</td>
</tr>
</tbody>
</table>

**Special commands**

<p>| HELP | How often the Help command was used. |
| SCAN | How often the Scan command was used. |</p>
<table>
<thead>
<tr>
<th>Client Interface</th>
</tr>
</thead>
<tbody>
<tr>
<td>LINK, Title (ARF)</td>
</tr>
<tr>
<td>LINK, Auth. (AFT)</td>
</tr>
<tr>
<td>SHO KEY</td>
</tr>
<tr>
<td>SORT</td>
</tr>
<tr>
<td>FCV</td>
</tr>
<tr>
<td>TRANSLITERATE</td>
</tr>
<tr>
<td>PRI SCA</td>
</tr>
<tr>
<td>DOW SCA</td>
</tr>
<tr>
<td>SEL DOU</td>
</tr>
<tr>
<td>SEL DOU (FULL)</td>
</tr>
<tr>
<td>Mail</td>
</tr>
<tr>
<td>Successful queries</td>
</tr>
<tr>
<td>Record type Title</td>
</tr>
<tr>
<td>Record type Entry</td>
</tr>
<tr>
<td>Record type * (all)</td>
</tr>
<tr>
<td>Remote Activities</td>
</tr>
<tr>
<td>Successful Remote Queries</td>
</tr>
<tr>
<td>Failed Remote Queries</td>
</tr>
<tr>
<td>Query hit rate</td>
</tr>
<tr>
<td>0, 1 to 1001-...</td>
</tr>
<tr>
<td>Presentations</td>
</tr>
<tr>
<td>Displayed (full)</td>
</tr>
<tr>
<td>Displayed (short)</td>
</tr>
<tr>
<td>Printed (full)</td>
</tr>
<tr>
<td>Printed (short)</td>
</tr>
<tr>
<td>Download (full)</td>
</tr>
<tr>
<td>Download (short)</td>
</tr>
<tr>
<td>Real duplicates</td>
</tr>
<tr>
<td>ILL</td>
</tr>
<tr>
<td>Cataloguing transactions</td>
</tr>
<tr>
<td>General</td>
</tr>
<tr>
<td>Local</td>
</tr>
<tr>
<td>Copy</td>
</tr>
<tr>
<td>Auth</td>
</tr>
<tr>
<td>New records</td>
</tr>
<tr>
<td>In use (ILN)</td>
</tr>
<tr>
<td>In use (library)</td>
</tr>
<tr>
<td>Possible duplicates</td>
</tr>
<tr>
<td>---------------------</td>
</tr>
<tr>
<td>Deleted records</td>
</tr>
<tr>
<td>Out of use (ILN)</td>
</tr>
<tr>
<td>Out of use (library)</td>
</tr>
<tr>
<td>Reanimated</td>
</tr>
<tr>
<td>Updated records</td>
</tr>
<tr>
<td>Copied records</td>
</tr>
<tr>
<td>Transferred records</td>
</tr>
<tr>
<td>Stripped records</td>
</tr>
</tbody>
</table>

**Duplicate resolution**

Used by Libraries Australia Admin staff only

**Derivations**

Adding holdings to/editing an existing record from that source.

**BNB and so on**

List of source records that statistics are recorded for.

**Copy**

Adding holdings to an existing record from one of the sources listed.

**Own input**

Input from another source.

**Other**

A source not listed.

**Non-derivations**

**New records by material type**

Book, Article, AVM, Old edition, Letter, Map, Musical score, Musical score -idem- (part), Sound recording, Sound recording -idem- (part), Software, Illustration, Manuscript, Divers, Retro (book), Retro (other), At NBLC.

Only those used by Libraries Australia: Book Map, Musical score, Sound recording and Software, may be counted.
3 Searching

3.1 Introduction

Searching the Client enables you to find bibliographic, authority and holdings data in the ANBD. After logging on to the Client and choosing your database you will be presented with the Welcome screen with the focus or cursor positioned in the Command line.

The Title bar at the top of the screen contains the WinIBW logo and version, the system and file name and the name of the screen/database in the Document Window.

In the default display, underneath the Title bar is the Windows Menu bar with the options available in this Window. This contains a variety of available options with inactive options greyed out. See Section 2 for more detail.

Then the Toolbars.

The Windows Toolbar has the usual options available of print, cut, copy, paste, back, forward, reload, home, previous and next.

See Chapter 4 for an explanation of the Cataloguing toolbars.

At the bottom of the screen, is the Status bar, above that is the Command bar where the cursor should be and above that the Button bar.
3.1.1 Button Bar

The buttons available on the Button bar will change depending on the context of the open window.

**Search Screen**  
A screen with drop down lists of the indexes and with input boxes and for searching. Has limited ADI functionality.

**History**  
This displays the results of your previous searches from your current session. If you have completed no searches this screen will be blank.

**Index**  
Takes you to a list of all the words, numbers and so on, indexed in the database. A better way to access this list the first time is use the scan command, for example, sc na smith, john will take you to the john smiths in the author index. You can scroll up and down the list; select a term by highlighting it and pressing Enter or double clicking with the mouse. The Client will retrieve the records using that term and list them in the Brief presentation screen. When you click on the Index button it will take you to the same place in the index.

**Help**  
Opens a list of terms. Scroll up and down the list until you find the appropriate term, click on OK, this will open up the Glossary with the Purpose, Usage, Examples and so on for the term you selected. To return to your screen or Close the Glossary use the Previous screen icon or back arrow.

3.1.2 Navigation

**Esc (Escape key)**  
Moves to the previous screen, for example from a Full display screen to Brief presentation to History screen.

**Scroll bar**  
When a presentation screen is longer than the Document Window, a vertical scroll bar is automatically displayed and the user can scroll up and down. The scroll wheel on the mouse or Page Up and Page Down keys can also be used.

**Page Up or Page Down**  
Can be used when a presentation screen is longer than the Document Window. The scroll bar (if available) and the mouse scroll wheel can also be used.

**Enter**  
Can be used to move forwards through records on the Full display screen.

**Up and Down Arrow keys**  
Can be used when a presentation screen is longer than the Document Window, but you may need to click in the text area of the Document Window first, as the Command Line also responds to the arrow keys, for example in Brief presentation.

**Tab**  
Moves the focus point to the Command line or any available buttons within the Window in sequence.

**Back**  
Moves to the previous screen, for example from a Full display screen to Brief presentation to History screen.

**Forward**  
Moves to the following screen, for example from Brief presentation to Full display to the following record.
3.2 Searching

There are two methods for searching the Client. If you are familiar with the Index names and search commands you can type these directly into the Command line and press Enter. For a list of available indexes and index codes, see 3.2.1.3. Otherwise you can use the Search Screen button to display the Search screen. You can also type f for find in the Command line to display the Search screen.

Upper or lowercase can be used for search terms, index names, command codes, operators.

3.2.1 Command line searching

3.2.1.1 Find

The most common command is find or f (Find), followed by the type of index you wish to search and then the search term. For example, to search for all bibliographic items with black as an author,

```
command   index   search term
f          na      black?
```

NOTE: if you search with two terms, for example,

```
f tw cats dogs
```

the Client will ‘and’ them, so both terms will be present in the record, but not necessarily in the same field.

3.2.1.2 Scan

To Scan a list of terms to find the records the term has been used in, use the command sc. For example, to find subjects starting with aboriginal australians,

```
command   index   search term
sc         su      aboriginal australians
```

This will bring up a list of headings, starting with aboriginal australians, then aboriginal australians agriculture, aboriginal australians antiquities posters, and so on. You can scroll up and down the list using the up and down arrow keys.Scrolling above aboriginal australians gives you Aboriginal Australian youth Juvenile fiction.
When the heading you require is highlighted, double click with the mouse or press Enter. If there is only one record attached to the heading the full record will display, otherwise the History screen will display with the Set highlighted. Double click with the mouse or press Enter to give the Brief presentation screen.

For a list of other available commands see Appendix 1.

For a fuller description of the available indexes see Appendix 2.

### 3.2.1.3 Index list

The indexes available for searching and/or scanning are as follows for both bibliographic and authority records:

<table>
<thead>
<tr>
<th>Search term</th>
<th>Index name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>TI</td>
<td>Title</td>
<td>A word, phrase, character, or group of characters, normally appearing in an item, that names the item or the work contained in it.</td>
</tr>
<tr>
<td>TW</td>
<td>Title Keyword</td>
<td></td>
</tr>
<tr>
<td>SD</td>
<td>Title Series Keyword</td>
<td>Collective title applying to a group of separate, but related, items.</td>
</tr>
<tr>
<td>SE</td>
<td>Title Series</td>
<td></td>
</tr>
<tr>
<td>UW</td>
<td>Title Uniform Keyword</td>
<td>The particular title by which a work is to be identified for cataloging purposes.</td>
</tr>
<tr>
<td>UT</td>
<td>Title Uniform</td>
<td></td>
</tr>
<tr>
<td>KW</td>
<td>Key Title Keyword</td>
<td>The unique name assigned to a serial by the International Serials Data System (ISDS).</td>
</tr>
<tr>
<td>KT</td>
<td>Key Title</td>
<td></td>
</tr>
<tr>
<td>NW</td>
<td>Name Keyword</td>
<td>A personal or corporate author or a conference or meeting name. (No subject name headings are included.)</td>
</tr>
<tr>
<td>NA</td>
<td>Name</td>
<td></td>
</tr>
<tr>
<td>NMW</td>
<td>Name Title Keyword</td>
<td>A personal, corporate or conference name (author) and the title of the item.</td>
</tr>
<tr>
<td>NMP</td>
<td>Name Title</td>
<td></td>
</tr>
<tr>
<td>PW</td>
<td>Publisher Name Keyword</td>
<td>The organisation responsible for the publication of the item.</td>
</tr>
<tr>
<td>PUP</td>
<td>Publisher</td>
<td></td>
</tr>
<tr>
<td>SW</td>
<td>Subject Keyword</td>
<td>The primary topic on which a work is focused.</td>
</tr>
<tr>
<td>SU</td>
<td>Subject</td>
<td></td>
</tr>
<tr>
<td>SDW</td>
<td>Subject Subdivision Keyword</td>
<td>The qualifying elements of a primary topic as captured in M21 subject subfields.</td>
</tr>
<tr>
<td>SDV</td>
<td>Subject Subdivision</td>
<td></td>
</tr>
<tr>
<td>CL</td>
<td>Classification</td>
<td>All classification numbers, including US National Agriculture Library Classification and Other Class numbers.</td>
</tr>
<tr>
<td>Search term</td>
<td>Index name</td>
<td>Description</td>
</tr>
<tr>
<td>------------</td>
<td>------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>DC</td>
<td>Dewey Classification</td>
<td>A classification number from the Dewey Decimal Classification, developed by Melvyl Dewey.</td>
</tr>
<tr>
<td>UC</td>
<td>UDC Classification</td>
<td>A classification number from Universal Decimal Classification, a system based on the Dewey Decimal Classification.</td>
</tr>
<tr>
<td>LC</td>
<td>LC Classification</td>
<td>A classification number from the US Library of Congress Classification.</td>
</tr>
<tr>
<td>MC</td>
<td>NLM Classification</td>
<td>A classification number from the US National Library of Medicine Classification.</td>
</tr>
<tr>
<td>OC</td>
<td>Other Classification</td>
<td>Other classification numbers not indexed elsewhere.</td>
</tr>
<tr>
<td>SI</td>
<td>Standard Identifier</td>
<td>Standard numbers such as ISBN, ISSN, music publisher’s numbers, CODEN, etc., that are indexed together in many online public-access catalogs.</td>
</tr>
<tr>
<td>SN</td>
<td>ISSN</td>
<td>International Standard Serial Number -- internationally agreed upon number that identifies a serial uniquely. cf. ANSI/NISO z39.9 and ISO 3297.</td>
</tr>
<tr>
<td>LN</td>
<td>LC Control (card) No.</td>
<td>Character string that uniquely identifies a record in the Library of Congress database.</td>
</tr>
<tr>
<td>AN</td>
<td>ANBD No.</td>
<td>Number that uniquely identifies a record in the Australian National Bibliographic Database (ANBD). cf. PPN (below)</td>
</tr>
<tr>
<td>PPN</td>
<td>Pica Production Number</td>
<td>Number that uniquely identifies a record, equal to the ANBD no. plus a check digit (0 to 9 or X)</td>
</tr>
<tr>
<td>PN</td>
<td>Music Publisher Number</td>
<td>A formatted number assigned by a publisher to a sound recording or to printed music.</td>
</tr>
<tr>
<td>CD</td>
<td>Coden No.</td>
<td>The CODEN designation for a bibliographic title. (The CODEN is assigned by the International CODEN Section of Chemical Abstracts Service.)</td>
</tr>
<tr>
<td>MN</td>
<td>ISMN</td>
<td>International Standard Music Number</td>
</tr>
<tr>
<td>XN</td>
<td>Superseded Number</td>
<td>Kinetica superceded AN numbers and migrated control numbers from CJK system (.b numbers)</td>
</tr>
<tr>
<td>LS</td>
<td>Local System Number</td>
<td>Local System number found in M21 holding field 850 subfield b. It is indexed preceded by the NUC of the library the number belongs to, e.g. SFU 416439</td>
</tr>
<tr>
<td>DAT</td>
<td>Date of Publication</td>
<td>The date (usually year) in which a document is published.</td>
</tr>
<tr>
<td>Search term</td>
<td>Index name</td>
<td>Description</td>
</tr>
<tr>
<td>------------</td>
<td>--------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>LAN</td>
<td>Language</td>
<td>A code that indicates the language of the item.</td>
</tr>
<tr>
<td>GEO</td>
<td>Geographic Area Code</td>
<td>A code that indicates the geographic area of the content of the item.</td>
</tr>
<tr>
<td>CTY</td>
<td>Place of Publication</td>
<td>City or town where an item was published.</td>
</tr>
<tr>
<td>MAT</td>
<td>Material Type</td>
<td>A code that specifies the characteristics and defines the components of the record.</td>
</tr>
<tr>
<td>BIB</td>
<td>Bibliographic Level</td>
<td>A one-character alphabetic code indicating the bibliographic level such as monograph, serial or collection of the record.</td>
</tr>
<tr>
<td>SOU</td>
<td>Record Source</td>
<td>Record-source</td>
</tr>
<tr>
<td>NT</td>
<td>Note</td>
<td>A concise statement in which such information as extended physical description, relationship to other works, or contents may be recorded.</td>
</tr>
<tr>
<td>AW</td>
<td>Any Keyword</td>
<td>A word, character, or group of characters, normally appearing on an item, that names the item or the work contained in it. Or a personal or corporate author or a conference or meeting name appearing on an item. Or a concise statement in which such information as extended physical description, relationship to other works, or contents may be recorded. In other words a word from title, name or notes fields.</td>
</tr>
<tr>
<td>HOL</td>
<td>Holding Text</td>
<td>Text of the holdings statement in M21 holding field 850 subfield $c.</td>
</tr>
<tr>
<td>ILL</td>
<td>ILL Library Symbol</td>
<td>NUC or Library symbol in the M21 holding field 850 subfield $a</td>
</tr>
<tr>
<td>URL</td>
<td>Uniform Resource ID</td>
<td>Electronic location (e.g. URL) in M21 bibliographic record.</td>
</tr>
<tr>
<td>URI</td>
<td>Local Uniform Resource ID</td>
<td>Electronic location (e.g. URL) in M21 holding record field 956</td>
</tr>
<tr>
<td>HCD</td>
<td>Holdings Create Date</td>
<td>The date a holding was added to the database</td>
</tr>
<tr>
<td>HUD</td>
<td>Holdings Update Date</td>
<td>The date (and time) a holding was added to the database or last updated</td>
</tr>
<tr>
<td>INS</td>
<td>Bib Insert Date</td>
<td>The date a record was added to the database, in the format YYYYMMDD</td>
</tr>
<tr>
<td>UPD</td>
<td>Bib Update Date</td>
<td>The date (and time) a record was added to the database or last updated.</td>
</tr>
</tbody>
</table>

*Figure 3-2  Index codes and titles*
3.2.2 Additional Discriminative Information (ADI)

Searches can be narrowed by using Additional Discriminative Information (ADI) filters. The ADI filters can be used to filter search results or to reduce them. The database logged into determines which filters are available.

ADI can be set in three different ways. It can be typed in as part of the search in the Command line and some ADI can be set on the Set ADI screen or as part of the Search Screen (see Section Search Screen).

The ADI can be displayed using the command `s adi` (show adi), this will display in the Message Bar and you can see what ADI, if any, have been set. The command `RESET` (reset adi) can be used to switch off the ADI. The Set ADI screen can also be used to set, edit or clear some ADI.

Examples of ADI filters are: Year of publication, Material code, Language code, Country code, Script indicator, Supplier, Record type, Authentication code.

Multiple ADI when used in a search can be separated by a semicolon. For example,

```
  f  na  smith david?  and rec 1 and  yop <1980
```

The available ADI show above the Button bar on the History screen or in the Message bar and this also indicates what has been set, if anything, for each one. For example,

```
  ADI: REC *, MTC *, SPL 0,1; YOP -1999; SCR *, AUT *, LCO *
```

**Figure 3-3  History screen with YOP set as an ADI**

```
  REC *, MTC *, SPL 0,1; YOP -1999; SCR *, AUT *, LCO *
```

**Figure 3-4  Message bar with YOP set as an ADI**

**Edit/Set ADI screen**

ADI is automatically reset after each use. This can be changed in User Parameters, see 2.10.1 Parameters for more information.

To edit ADI, type in `e adi`, this will display a Set ADI screen where you can set new ADI for Record type, Material code and Year of publication, then click on `Save`.

To search for two Material codes using this screen, separate the codes with a space comma space, for example,

```
  k, g
```
When ADI are set on this screen, they display on the History screen in the ADI column. ADI set as part of the search display in the Command column.

Reset ADI

ADI should not need to be reset unless you have changed the setting in User Parameters. To reset it type in `reset adi`. You can also clear some ADI by using the command `e adi` to display the Set ADI screen, clear the ADI that are set and then Save.

Year of publication (YOP)

A single year or a range of years can be used to narrow your search by year of publication. Type the date you require in the box and use the greater or lesser than symbols as required.

- **>2003** Will return results with a date greater than 2003 or an uncertain date that could include those years greater than 2003 (20XX) or with a date range that includes those years greater than 2003 (1990-9999).

- **2000-2003** Will return results with publication dates between 2000 and 2003 inclusive or an uncertain date that could include those years (20XX) or with a date range that includes those years (1990-9999).

- **<2003** Will return results less than 2003 as the date of publication or an uncertain date that could include those years (20XX) or with a date range that includes those years (1990-9999).

- **2003** Will return results with a date of publication of 2003 or an uncertain date that could include that year (20XX) or with a date range that includes that year (1990-9999).
-2003 Will return results with any date of publication other than 2003, that is, it works as a Boolean NOT, but will return date ranges that include that date (1999-2004).

**Record type (REC)**

You can choose to have bibliographic records and authority records (this is the default) or one or the other by using the appropriate code.

1 Bibliographic records
2 Authority records

For example,

- `f na smith david? and rec 1` Will retrieve all bibliographic records with smith, david with or without dates and so on, as an author.
- `f na smith david? and rec 2` Will retrieve all authority records starting with smith, david.
- `f na smith david?` Will retrieve both bibliographic and authority records.

**Material Type (MTC)**

You can specify a material type, for example, if you only want records that are video recordings you would use the material code of g. These codes are based on the Leader position 6 code and a Serial code when required.

Material type codes

- **A** = Books
- **C** = Notated Music
- **D** = Manuscript Music
- **E** = Map
- **F** = Manuscript Map
- **G** = Film / Video
- **I** = Sounds recording
- **J** = Musical sound recording
- **K** = Pictures
- **M** = Computer file
- **O** = Kit
- **P** = Mixed material
- **R** = 3D object
- **S** = Journal
- **T** = Manuscript
For example, to find video recordings of lord of the rings,
  f tw "lord of the rings" and mtc g
To find books and video recordings of lord of the rings
  f tw "lord of the rings" and (mtc g or mtc a)

**Authentication code (AUT)**

Enables you to search for records with the Australian content code in them or records without the Australian Content code.

For example,
  f na smith david? aut a
where aut is authentication code and a is Australian, if searching for Australian authors.

For non Australian use,
  f na smith david? aut n
where n is non Australian.

**Language (LCO)**

Enables you to limit your search to records in a specific language. For example to retrieve records with Australia in the title and written in French,

  f tw australia and lco fre

Note: this does not search for language codes in 041 fields, unlike the LAN index.

**Country of publication (CCO)**

You can limit your search to records published in a particular country. For example, to find records on Australia published in New South Wales,

  f tw australia and cco xna
To search for records on Australia published in England

  f tw australia and cco enk

**Script Indicator (SCR)**

This allows you to find records with non-Latin script content, eg. records with AW "Australia" and Greek script in parallel fields will be found by:

  f aw Australia and SCR 9

The script indicator uses the following codes:

1  CJK (Chinese, Japanese and Korean)
3  Cyrillic
4  Japanese
7  Chinese
8  Arabic
9  Greek
Please note that the vast majority of records on the ANBD that have Chinese, Japanese or Korean characters have been coded to be found by **SCR 1**, rather than the more specific SCR 4 (Japanese), SCR 7 (Chinese) or SCR 13 (Korean). You may narrow down a search by including both the language code and **SCR 1**. For instance, to find items on Japanese calligraphy which have Korean script in the catalogue record:

f su calligraphy, japanese and lan kor and scr 1

**NOTE** you may prefer to do this search using LCO rather than the LAN index for languages. This is because a search using LAN may also get some records which have CJK script but are not the script specified by the language code. This can occur because the language code searched on may be present in an 041 field if the item is a translation or has content in multiple languages. For example, a search including **lan kor** could find:

- A Chinese translation of an item originally written in Korean
- A Korean-Japanese dictionary

**Supplier code (SPL)**

This code is required to support maintenance of the Australian National Bibliographic Database, and is only used by Libraries Australia staff.

### 3.2.3 And

The Boolean “AND” in the Client is represented by “and” or &. For example,

- **f tw cats and dogs** will find records with both the terms, cats and dogs in the title.
- **f tw cats & dogs** likewise

You can combine the results of previous searches by using the **Set** numbers:

- **f s11 and s13** will find records in set 11 and set 13 as a new search.

**NOTE:** The client automatically "ands" search terms separated by spaces or plus signs "+" in some circumstances:

- in **keyword** searches, e.g. **f tw cats dogs** is treated the same as **f tw cats & dogs**
- just before an **index or ADI name**, e.g. **f ti dogs+ILL ANL** is treated the same as **f ti dogs and ILL ANL**

To search using “and” as a term, for example **curiosities and wonders**, use quotes around the "and":

**f su curiosities 'and' wonders**
3.2.4 **Or**

Using “or” or | between search terms will find records with either of the terms in them, not necessarily together in the same record. For example,

- `f tw cats or dogs` will find titles with either of the terms cats or dogs and
- `f tw cats | dogs` also with both terms together in the title
- `f s11 | s13` will combine both sets as a new search

3.2.5 **Not**

The – (hyphen) is used as the Boolean “not” or you can type in “not”. For example,

- `f tw cats not dogs` will find titles that contain the word cats but not the word dogs.
- `f tw cats -dogs` NOTE: the punctuation is important, no space between the hyphen and the word
- `f s4 not tw cats` will find records in set 4 that do not have "cat" in the title

3.2.6 **Nesting**

You can nest queries when you have multiple “and or” terms and a specific order in which you wish them to be searched.

For example, to search for records about cats or wild dogs:

- `cats OR wild dogs` will retrieve records about cats or wild dogs
- `cats OR (wild AND dogs)` will retrieve records about wild dogs first and then add records about cats

To search for records about wild dogs and wild cats

- `(cats OR dogs) wild` will search cats OR dogs first because these are in parentheses and then apply the term AND wild to those records

To search for books and video recordings or films about lord of the rings

- `f tw "lord of the rings" and (mtc g or mtc b)`

You can also use and, or and not with result sets. For example,

- `f (s1|s2) and mtc g` finds film/video (mtc g) from sets 1 and 2 combined
- `f s11 not (mtc g or b)`

3.2.7 **Wildcards**

When occurring within a search term (even in a quoted one, unless preceded by \), the following characters are wildcards and/or proximity operators:

<table>
<thead>
<tr>
<th>! represents exactly one character</th>
</tr>
</thead>
<tbody>
<tr>
<td><code>f tw wom!n</code> finds women or woman in the title</td>
</tr>
</tbody>
</table>

- 57 -
f nw organisation  
  Finds organisation or organization

f nw jan!!n  
  Finds one or two characters between n and n

# represents zero or one character

f na m#ckenzie  
  Finds mackenzie and mckenzie

f tw colo#r  
  Finds color and colour

? or * represents zero or more characters

f na smith?  
  Finds smith, smith-brown, smithsonian, lawson-smith

f na m*rkenzie  
  Finds mackenzie and mckenzie

f na m?ckenzie  
  Finds mackenzie and mckenzie

f tw n*b*k*d*n*z*r  
  Finds titles containing Nabukudonozor, Nebukadnezar, etc.

or f tw n#b#k#d#n#z#r

f tw econom*  
  Finds titles with economic, economics, economy, economist, and so on

f tw econom?  
  Finds titles with economic, economics, economy, economist, and so on

NOTE: when used not as part of a word, e.g. f ti dogs ! cats, the above ! # ? * are interpreted as proximity operators, see below.

[abc] represents exactly one of the characters 'a', 'b' or 'c'. # can be included to mean "no character".

f na jans[eo]n  
  Finds authors Jansen or Janson

f na clark[e#]  
  Finds authors Clarke and Clark, but not Clarks

[^abc] represents exactly one character that is not 'a', 'b', or 'c'. # can be included to mean "no character".

f na jans[^e]n  
  finds janson not jansen

3.2.8 Proximity operators

! means exactly one intervening word

# means 0 or 1 intervening words

? or * means any number of intervening words

NOTE: ! # ? * are interpreted differently as wildcards when used as part of a word, see above.

% (or multiple ‘%’) attached to a sequence of any of these means that the terms do not have to be in order.

Concatenating of these different operators has the obvious meaning, for example, !# means none or one intervening words.

/ and a number after (a set of) any of these operators is an abbreviation for that number of them, for example, a maximum of ten intervening words can be specified by /#10 as well as by ################.

/ has lower precedence than concatenation, so “#/4”, means “##/4” and not “#!!!/4”.

- 58 -
NEAR
NEAR/n is another syntax for %#/n (at most n intervening words).
‘~’ is another syntax for NEAR.
The precedence of all these operators is equal and they are performed from left to right.
Any of these operators between sub queries that do not support them (for example, two terms with different search terms; with search terms that do not support phrase searching; sub queries that themselves use AND) will simply be treated as AND. Proximity operators between ORs of simple terms are supported.
NOTE: “foo ?% foo” allows you to search for titles with the word “foo” appearing twice.
NOT NEAR
Can be used when you wish the two or more terms to appear in the same record, but not next to each other.

3.2.9 Precedence summary
- OR implied by wildcards
- Phrase searching using quoted words
- Unary operators: ‘~’ NOT
- Proximity operators
- Implicit OR/AND
- AND &
- Explicit OR |
Brackets should be used if you wish to override the usual precedence, or if you are unsure of the precedence.

3.2.10 Approximate matching
A search term can be followed by a / and a number, indicating the maximum number of characters while matching that term.

f tw flow/2 Will retrieve records with: flow, flows, flower, flowed, but not flowering

3.2.11 Hyphenated terms
Terms that are hyphenated, for example surnames should be searched using the hyphen.
For example,

f na scott-moncrieff? Will retrieve all scott-moncrieff
f na scott moncrieff? Will retrieve all scott moncreiff

If you are unsure if a name or term is hyphenated, then use one of the wildcards in the search. For example,

f na scott#moncrieff? Will retrieve both scott-moncrieff and scott moncrieff
3.2.12 Quotes

Two or more words can be searched as a phrase by enclosing them in single quotation marks. Back quotation marks can be used to force a literal interpretation of words or characters that would otherwise be interpreted by the system as a search key or operator. For example, searching for the subject heading Curiosities and wonders,

f sw `curiosities and wonders` or f sw curiosities `and` wonders

Or searching for the URL nla.gov.au/nla.arc-41484,

f url `nla.gov.au/nla.arc-41484`

3.2.13 Punctuation

Ignore apostrophes in searching, for example, l’oeil should be searched as

f all loeil  although the Client will ignore the apostrophe if you put it in.

3.2.14 Searching an index term/mnemonic, operator name or set number

Sometimes you may wish to search a term that is an Index term or mnemonic, for example, the term pup is the index term/mnemonic for searching a publisher phrase. To search for items about pup you would need to enclose the search term in quotes, or precede it with a backslash. For example,

f tw 'pup'    To find items with the word pup in the title
f tw \pup     Also searches the word pup

Do the same for words used as Boolean or proximity operators (and, or, not, near) or ADI names. Likewise, a search term consisting of 's' followed by digits has the form the client uses to represent result sets, which affects searching:

f aw 's8'    searches for the text 's8'
f aw \s8     also searches for the text 's8'
f aw s8     repeats the search of result set no. 8, or produces an error message if there is no result set 8

3.2.15 Diacritics

It is possible to search using diacritics, however, it will pick up exactly the term and diacritics used and not pick up those terms that may have different diacritics. For example,

f tw Ưu or Ư to retrieve all those words that exactly match Ưu or Ư, either upper or lower case, but it won't retrieve records where the diacritic used is different, for example Ưu or Ư. To retrieve these the search would be.

f tw Ưu or Ư

Where the diacritics are replaced with non diacritic characters.

3.2.16 Scripts or Romanised searching

You can use either Romanised or scripts to input your search statement. However, it is recommended that you use Romanisation to search, whether or not you are a native
speaker. Because the records in the ANBD come from a number of different sources there may be variation in the way the non Roman characters are encoded. As a result, you may get incomplete results from a search statement in non Roman characters, or you may retrieve unwanted records. See also the section above for information on searching with diacritics.

To display characters correctly, make sure you have a Unicode font installed. See Appendix 9 for further information and installation instructions.

3.2.17 **Searching superseded Amicus and CJK record numbers**

CJK record numbers from the CJK service Innopac database have been migrated to the ANBD in a 099 tag, First Indicator = 7. Amicus numbers appear in the 009 tag First indicator = 1

To search these tags you can either:

Type in the **Command line:**  `f xn` and the number

**OR**

Click on the **Search Screen** button and choose the index **Superseded Number (XN),** double click on the entry or click on **OK.** Enter the number in the search box and press **Enter.**

**NOTE:** CJK numbers must include the full stop and b, for example,

`f xn .b10018876`

Current Amicus numbers can be searched using the **AN index,** which searches Field 001. For example,

`f an 183788`
3.2.18 Search Screen

Click on the Search Screen button on the Button bar to access this screen or type in find (f) in the Command line and press Enter.

**Index**
A drop down list of available indexes. The Index boxes have the most commonly used indexes at the top, then the indexes are listed alphabetically from ANBD No. downwards. For a fuller description of the available indexes see Appendix 2.

**Search term**
The box where you type in the search term(s).

**Boolean operators**
Choose the Boolean operator to use with the next Index and Search term(s)

Choose your index, type in the search term(s) and press enter, or choose several indexes and search terms using the Boolean operators to combine them.

See Sections 3.2.7 - 3.2.16 above for the use of wildcards, truncation, diacritics and so on. These are applicable to searching in this screen, but of course you don’t need to type in f for find or the search code, this can be chosen from the drop down list.

**Button Bar**
Available buttons are Enter, History, Index and Help.

**Enter**
Click on Enter to start your search or use the Enter key.
3.2.18.1  Additional Discriminative Information – ADI

These options allow you to refine your search and consist of Year of Publication, Material type and Record format. For other types of ADI see 3.2.2 Additional Discriminative Information (ADI). These additional types can be used with Command line searching, see 3.2.1 Command line searching.

Year of publication

A single year or a range of years can be used to narrow your search by year of publication. Type the date you require in the box and use the greater or lesser than symbols as required.

For example,

- **>2003**  
  Will return results with a date greater than 2003 or an uncertain date that could include those years greater than 2003 (20XX) or with a date range that includes those years greater than 2003 (1990-9999)

- **2000-2003**  
  Will return results with publication dates between 2000 and 2003 inclusive or an uncertain date that could include those years (20XX) or with a date range that includes those years (1990-9999)

- **<2003**  
  Will return results less than 2003 as the date of publication or an uncertain date that could include those years (20XX) or with a date range that includes those years (1990-9999)

- **2003**  
  Will return results with a date of publication of 2003 or an uncertain date that could include that year (20XX) or with a date range that includes that year (1990-9999)

- **-2003**  
  Will return results with any date of publication other than 2003, that is, it works as a Boolean NOT, but will return date ranges that include that date (1999-2004)

Material Type

You can specify all material types or no material types by clicking on the All or None links. Check the box next to the specific material type you are searching for. You can have more than one material type chosen at a time.

Record type

You can chose to have bibliographic records and authority records (this is the default) or one or the other by checking the appropriate box.

To return to the Search screen select the History button to return you to the History screen, then select the Search Screen button.

3.2.19  External Databases

The databases available through Z39.50 are:

- Library of Congress
Searching

- OCLC World Cat
- Te Puna (New Zealand National Bibliographic Database)
- Chinese University of Hong Kong
- Hong Kong University of Science and Technology
- University of Hong Kong

Searching of these databases is included in your Libraries Australia subscription.

To open the external databases, click on External Databases in the Searching Toolbar, or type ‘ext f’ into the command line. This will take you to the broadcast search screen for external databases.

![Figure 3-8 External databases broadcast search screen.](image)

You can select any or all of the listed databases by clicking in the box beside each database name.

The search fields available for each of the external databases are:

- Title Keyword (TW)
- ISBN (BN)
- ISSN (SN)
- LC Control No (LN)
- Name Keyword (NW)
- Subject Keyword (SW)
- Any Keyword (AW)

Due to incompatibility between the CBS and Innopac servers, there is a limit on the number of search terms that should be entered for successful Title Keyword, Name Keyword, Any Keyword and Subject Keyword searches in the Hong Kong databases. For optimum results when searching these databases, it is recommended that you search by ISBN or ISSN. For detailed information on how you can search each database, see Appendix 7.

To exit external databases and return to the main menu, click on the ‘ANBD’ button, or type ‘fil 1.1’ into the command line. If you wish to return to external database targets at any time click the ‘external databases’ button, or type ‘ext f’ into the command line.
3.2.20 Authority records

Authority records, if available, display at the beginning of every results list. They are easily identified because the Type of record is z. For example, if you search for f su blues music? the following results list will display on the Brief presentation screen,

<table>
<thead>
<tr>
<th>Position 1</th>
<th>Position 2</th>
<th>Authority records</th>
<th>Bibliographic records</th>
</tr>
</thead>
<tbody>
<tr>
<td>3100</td>
<td>z</td>
<td>Aboriginal Australians–Queensland–Social life and r...</td>
<td></td>
</tr>
<tr>
<td>3101</td>
<td>z</td>
<td>Aboriginal Australians–Victoria–Prof Phillips Region–...</td>
<td></td>
</tr>
<tr>
<td>3102</td>
<td>z</td>
<td>Aboriginal Australians–Victoria–Prof Phillips Region–...</td>
<td></td>
</tr>
<tr>
<td>3103</td>
<td>z</td>
<td>Aboriginal Australians–Land tenure–New South Wales–...</td>
<td></td>
</tr>
<tr>
<td>3104</td>
<td>z</td>
<td>Aboriginal Australians–Land tenure–Rockhampton–...</td>
<td></td>
</tr>
<tr>
<td>3105</td>
<td>z</td>
<td>Aboriginal Australians–Home care–Safety measures</td>
<td></td>
</tr>
<tr>
<td>3106</td>
<td>z</td>
<td>Calypso song (Cloud 9) : the community newsletter of...</td>
<td>Centre for...</td>
</tr>
<tr>
<td>3107</td>
<td>z</td>
<td>Long time, old time : aboriginal accounts of Northe...</td>
<td>Institute for...</td>
</tr>
<tr>
<td>3108</td>
<td>z</td>
<td>The politics of suffering : indigenous Australia and th...</td>
<td>Sutton, Peter 1946–2nd ed. Melbourne</td>
</tr>
<tr>
<td>3109</td>
<td>z</td>
<td>Aboriginal self determination : the aboriginals dream...</td>
<td>John, Gary. Connor Co.</td>
</tr>
<tr>
<td>3110</td>
<td>z</td>
<td>Closing the schools : aboriginal historic st...</td>
<td>Holmes, Sus Closing th</td>
</tr>
</tbody>
</table>

Figure 3-8 Brief Presentation screen with Authority records

Position 1 is the Type of record. For authorities it should always be z.

Position 2 is the Encoding level, which will be either n for a complete authority record or o for an incomplete authority record.

If you would only like to search for Authority records, use the ADI rec, for example,

f su blues music? and rec 2

or

f su blues music? and rec 1

where rec 2 is authority records only. See 3.2.2 Additional Discriminative Information (ADI) if you only want bib records.

3.3 Viewing Search results

Once you have completed a successful search, you will be presented with the History screen.

NOTE: To display non Roman characters correctly, make sure you have a Unicode font installed. See Appendix 9 for further information and installation instructions.
3.3.1 History screen

This screen displays the results of all your successful searches in this Client session.

- Set number:
  A results Set is created each time you run a successful search. Each successive Set is given a running number. The latest Set appears at the top of the list. For example, S8 is the most recently run search and is the eighth set in your results list. These can be combined with new search terms, see sections 3.2.3 to 3.2.6.

- Size:
  The number of records retrieved as a result of your search.

- Command:
  The search you used to retrieve the results. For example, it was a Search (f command) on the TW index (Title keyword) using the search term cars.

- ADI:
  No Additional Discriminative Information was used in the search. ADI will display in this column if set in the Set ADI screen.

- Button bar:
  Buttons available are, Search Screen, Index, Keep and Help.

- Keep:
  Saves the record to your “put aside” or Saved set (S0). This set will only be saved for the current session. Use del S0 to delete Set 0 if you wish to remove all the records and start again.
If there are multiple Sets you can move up and down the Sets list by using the mouse or the Up and Down Arrow keys.

Note: The history screen for external databases will display the last search executed against external database targets rather than the search history of the session.

3.3.2 Retrieving results – Brief presentation screen

Double click on the Set you want or press Enter when it is highlighted to retrieve the results.

The results from the Set will appear on a Brief presentation screen in the Brief presentation format, dependant on what you have set in your parameters (see 2.10.1 Parameters)

<table>
<thead>
<tr>
<th>Set</th>
<th>Material type</th>
<th>Title</th>
<th>Author</th>
<th>Imprint</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Paper</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Book</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Journal</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This is the Set number and total number of results. In this example Set 2 is the second set in your results list, and following this Hits which records the number of results in that set, in this example, 36474 records.

3.3.2.1 Column headers

The columns on the screen can be changed by placing the mouse on the bar between each column, when it turns into a double-headed arrow, hold down the mouse button and drag the column to which ever size you require.

For bibliographic records

Number of the record in the set A running number for each record in the set.

Coded data The code for the material type etc. See Appendix 3 for explanation of the codes.

Title of the record 245 field $a$ of the record.

Main Entry of the record 1XX field if present.

Edition information 250 field if present.
Searching

<table>
<thead>
<tr>
<th>Publisher</th>
<th>Publisher name form the 260 field.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of publication</td>
<td>Date from the 008 field.</td>
</tr>
</tbody>
</table>

**For authority records**

| Main heading | 1XX field. |
| References | 4XX fields if present. |
| Former and Later Names | 5XX fields if present. |
| Scope Notes | 6XX fields if present. |

**Button bar**

| History | This displays the History screen, with results of your previous searches from your current session. If you have completed no searches this screen will be blank. |
| Delete | Will delete the selected record from the database. A Kill title nnnnnn screen will appear which allows you to confirm the deletion by pressing the Delete key again or using the Esc key if you don’t wish to delete the record. |
| Edit | Will take you to the Edit screen title where you can edit the record. |

Other available buttons are Index, Keep and Help.

Next to a material type indicates that the bibliographic record has holdings attached but doesn’t specify whose holdings they are. For example:

| 3814 | +am$ | The complete oriental painting course: a structured, pr... Wang, Chia-nan 1965- |
| 3815 | +am | Wages of thinking of Eastern peoples : India, China, Tibe... Nakamura, Hajime 191... |

**Holdings:**

| 850 | $aHUNZH15X301|$c701|$d05|$k$w300111|$l030011123 |
| 850 | $aHUNZH15X302|$c70020|$d020020|$k$w30020320 |

No symbol indicates there are no holdings.

For example,

| 3806 | am$ | The proceedings of the 2nd ChinaAustralia symposium |

**Holdings:**

| 3 | +am Y | Aodaiya hua ren hua qiao yi cun lu jian Guo Cunxiu bian zhu. Guo Cunxiu. |
| 3 | +am Y | Osutoria ri okeru Nihoku kyoku no ichi : sono 100-nen no hansen Shimazu Taku. Shimazu, Taku 1961- |
| 3 | +am Y | Zhong Ae guan xi de zhen qing sui jue Guo Cunxiu zhu. Guo Cunxiu. |
| 3 | +amY | Lu Keven zhan : the biography Luokote Makkelin zhu; Bi Xinian yi | Macdon, Robert. |
| 3 | +amKY | Wen hua ren han Hui, Aodaiya Yiers Xiaqu zhu. Shen, Ija. |

A Y to the right of the material type indicates that the bibliographic record contains foreign language script. See example below.

**Show formatting of a tag**

In this format you can display a particular tag type with its MARC coding. For example,

`s k100` would give you the following display,
You can show a range of tags with the command `s k2*` which truncates the tag number and therefore will display all tags starting with 2.

To return to the Brief presentation screen type `s k` in the Command line.

### 3.3.2.2 Viewing a record

Select an item from the list, you can use the mouse or scroll with the Up and Down Arrows. When the item you wish to look at is highlighted, double click with the mouse or click on Enter this will display the record in the Full display screen.
In the above screenshot:

**SET 1 Hits 3209 Record 5 PPN 463736419 Format M21X**

The title of the screen denotes:

The Set Number [1], total number of results [3209], the number of the record being viewed [5], the Pica Production Number (PPN) of the number being viewed [463736419] and the format of the current view [M21X].

The record is then displayed in the format you have chosen, for example MARC21.

**Labelled View**

This will display the record with labels rather than MARC tags. You can click on the button or type `s u` in the **Command line**.
Clicking on one of the hyperlinked terms, will take you to the History screen, where you have the option to search for the term you highlighted, and then look at the search results for that term.

**MARC View**

Displays the record in MARC format (See Figure 3-) as well as Holdings for your library. Click on the button labelled MARC View or type s m21x in the Command line.

Other views that are available are:

**Coded Data View (MARC cataloguing format)**

Click on the Coded Data View button or type in the Command line s m21 – this displays the record in the editing format, with tags and indicators shown, as well as holdings for your organisation only.

**MARC cataloguing format with all holdings**

Type in the Command line s m21a – this displays the record in the editing format with tags and indicators shown as well as all holdings.

**PICA format** – not recommended for use. Records are inserted, edited, displayed, loaded and exported as MARC21; however the records are stored in CBS in Pica format.

s p – this is the PICA+ internal format.

s g - this is the PICA internal format with system dates.

Return to the MARC format by using the command s m21 or click on the Labelled View, MARC View or Coded Data View buttons.

**Button Bar**

Buttons that are available are History, Index, Delete, Edit, Keep and Help.

To return to the results list (History screen) use the Previous screen arrow or the Esc key.

### 3.3.2.3 Saved Set or Keeping records

It is possible to keep or save records for the current session. Highlight the record you want to keep and press on the Keep button. This saves the record to your “put aside” or Saved set (S0). Records can be added to the Saved set whenever the Keep button
is available. To save several records from the a set to the Saved set you can either keep them one at a time or use the following command,

\texttt{sav sn \ n-n}

Where \texttt{sn} is the set number and \texttt{n-n} is the range of records, for example 2-4. You can also keep separated individual records within a set, for example,

\texttt{sav sn 1, 23, 34} \quad \texttt{save s10 1, 23, 24}

To view your saved set for the first time, type in

\texttt{s \ s0} \quad \texttt{(show set0)}

After using this command once, your set0 will display below the other sets on your History screen.

To delete your Saved set use the command,

\texttt{del \ s0}

Records in your Saved set or the whole set can be printed and/or downloaded using the following commands,

\texttt{pri \ s0 1-3} \quad \texttt{to print records 1-3 from the Saved set}

\texttt{d \ s0 1, 2, 5-6} \quad \texttt{to download records 1, 2, 5-6 from s0}

\texttt{pri \ s0} \quad \texttt{to print s0}

\texttt{d \ s0} \quad \texttt{to download s0}

Note: This set will only be saved for the current session.
4 Cataloguing

4.1 Introduction

4.1.1 Overview

The Client is used to add and maintain bibliographic, authority and holdings data in the ANBD. Bibliographic and Holdings data are contained in the one record.

The ANBD is a network environment; therefore cataloguers using the Client should take account of the following network requirements and union cataloguing conventions:

- Contributors of cataloguing records to the ANBD are responsible for the quality and completeness of their contributed data. Libraries Australia staff may be consulted for advice, but will not routinely perform checks of all contributed records.

- Institution or copy specific notes are not valid data for the ANBD. Changes to bibliographic records should not place institution specific data in shared data fields and should retain all valid data in the record.

- When creating a new record based on a record for a similar work, ensure that all data reflects the work being catalogued, including standard numbers such as LC control number, that is, when close copy cataloguing change all relevant fields, not just some.

- Changes to the bibliographic record that reflect a different manifestation of that record are not valid changes. Different versions of a work should generally be catalogued separately so holdings reflect the version held by each institution, for example, different versions of a video recording or a compact disc.

- Where the only difference between two manifestations of a work is the name of the distributor or the place of publication, it is not necessary to treat the work as a different version, or to create a new record.

- A record for a multipart work cannot be changed to represent only one volume or a part of the work, and vice versa. Create a new record instead.

- When cataloguing online, records with an 'Under Construction' note should be completed within 5 working days.

Libraries Australia also provides some guides to cataloguing specific material see the section on the Libraries Australia website at: nla.gov.au/librariesaustralia/services/cataloguing/client/

4.1.2 Encoding levels

The following MARC 21 encoding levels operate in the Client:

- Abbreviated level
- Core level
- Full level
- Full level, material not examined
- Minimal level
- Not applicable
- Partial level
4.1.3 Descriptive cataloguing standards

4.1.3.1 Bibliographic description

The standard for descriptive cataloguing in the Client will be Resource Description and Access (RDA).

4.1.3.2 Standard for name, title & series headings

The Client will follow the form of heading established in the Library of Congress Name Authorities (LCNA). LCNA will take precedence over name, title and series headings which have already been verified as authorities in the Client and these headings may be retrospectively changed to conform with LCNA.

An exception will be made for Australian name, title and series headings, because authority records for Australian names, titles and series will usually be established earlier and more accurately by Australian libraries. Therefore, authorities for Australian names, titles and series, which conform to RDA, should not be changed simply to conform with LCNA.

In order to improve the quality of Australian name, title and series headings in LCNA, the National Library of Australia has joined the Library of Congress’ Name Authority (NACO) service and will contribute information about Australian authors. To enable Australian headings to be identified within the client, they should be coded as follows:

Tag 042 ##$aanuc

4.1.3.3 Subject headings


The Australian extension to LCSH to the Library of Congress Subject Headings which comprises additional subject headings and references adopted for use in ABN, should continue to be used in Libraries Australia.

Australian subject headings which are not included in the Library of Congress subject headings will be coded as follows in Libraries Australia authority records for the purpose of identification and extraction:

Tag 042 ##$aanuc

Non-LCSH thesauri should be identified in the second indicator of the MARC subject field.

For further information on subject headings see:


4.1.3.4 Romanisation

Romanisation should follow the Library of Congress standards. Alternative Romanisation of titles may continue to be provided in field 246.
When Romanising Chinese, Japanese or Korean script, follow the \textit{ALA-LC Romanization Tables: Transliteration Schemes for Non-Roman Scripts}.

\begin{itemize}
  \item Chinese \hspace{1cm} Pinyin
  \item Japanese \hspace{1cm} modified Hepburn
  \item Korean \hspace{1cm} McCune-Reischauer
\end{itemize}

\textbf{4.1.3.5 Descriptive cataloguing advice}

RDA (Resource Description and Access) is the preferred standard for descriptive cataloguing in Libraries. Libraries Australia recommends the RDA Toolkit for standards instructions.

\textbf{4.1.3.6 Required Data Elements}

The required data elements are a list of fields that will replace the minimum record standard on Libraries Australia. The required data elements include core elements from Resource Description and Access (RDA) and those that are used by the match and merge tool used by the software to support Libraries Australia.

Records created using RDA are required to have all of these data elements with the exception of the 264 field. A 260 field may be used in an RDA record.

Records created using the Anglo American Cataloguing Rules 2nd edition (AACR2) are required to include these data elements with two exceptions:

1. A General Material Designation (GMD) from the List 2 under section 1.1C1 in AACR2 may be used instead of the fields containing content and carrier types 336 and 338; and,
2. Publication details may be put in either the 260 or 264 field

In the standard Required Data Elements there are additional options required for: electronic and microform records. These have been listed separately.

Additional fields are also required in records for: serial items, notated music items; cartographic items; dissertations; rare items; visual items; and, non-Latin script records. These additions are listed in individual tables.

There are additional fields for holdings work and these have been listed on our page for adding holdings via the Record Import Service (RIS).

In all tables the rows that have been highlighted in blue are those that are used by the match and merge tool. As most records are added via RIS the new standard has been described in terms of what is required in records send to be imported into Libraries Australia. This standard is also required in records created using the Libraries Australia Cataloguing Client.

If a data element is ‘Mandatory if applicable and readily ascertainable’ then the data element must be added to the bibliographic record if it is appropriate for the item being described and capable of being determined from the item. If a subfield is ‘mandatory’ then it must be present the MARC field.

Table 1 lists the fields that are the required data elements for all record types.

\textbf{Table 1 All record types (pdf, 180KB)}
## Table 1 All records types

<table>
<thead>
<tr>
<th>MARC field and subfield</th>
<th>Field and subfield name in Bibliographic records</th>
<th>Required data element</th>
<th>RDA element</th>
<th>RDA reference</th>
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<td>LEADER</td>
<td>LEADER</td>
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<td>06</td>
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<td>Bibliographic level</td>
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<td>Encoding level</td>
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<td></td>
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<td>Mandatory if applicable and readily ascertainable</td>
<td></td>
<td></td>
</tr>
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<td>008-</td>
<td>FIXED-LENGTH DATA ELEMENTS</td>
<td>Mandatory</td>
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<td></td>
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<td>008-</td>
<td>All material types</td>
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<td>Place of Publication 2.8.2</td>
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<td>Language of Expression 6.11</td>
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<td>Identifier for the manifestation</td>
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<td>$e</td>
<td>Description conventions</td>
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<td>Identifying corporate bodies</td>
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<td>RDA element</td>
<td>RDA reference</td>
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<td>Other subfields as necessary</td>
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<td></td>
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<td>Extent</td>
<td>Mandatory</td>
<td>Extent</td>
<td>3.4</td>
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<td>Carrier Type</td>
<td>3.3</td>
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<td>Carrier type code</td>
<td>Mandatory if applicable and readily ascertainable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Source</td>
<td>Mandatory</td>
<td></td>
<td></td>
</tr>
<tr>
<td>490 SERIES STATEMENT</td>
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<td></td>
<td></td>
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<td>Series statement</td>
<td>2.12</td>
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<td>$v</td>
<td>Volume/sequential designation</td>
<td>Mandatory if applicable and readily ascertainable</td>
<td>Numbering within series</td>
<td>2.12.9</td>
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</tbody>
</table>
Table 2 shows the additional field required for serial items.

Table 2 Serial items

<table>
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<tr>
<th>MARC field and subfield</th>
<th>Field and subfield name in Bibliographic records</th>
<th>Required data element</th>
<th>RDA element</th>
<th>RDA reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>984 via RIS</td>
<td>LIBRARIES AUSTRALIA HOLDINGS via RIS</td>
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<td></td>
<td></td>
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<td>NUC</td>
<td>Mandatory</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$c</td>
<td>Holding statement or note</td>
<td>Mandatory</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Table 3, 4 and 5 list the additional field options required for electronic versions. There are three options: add a 007 field; add a code in the 008; or, add a note in the 533 field. All of these can be used to indicate that the item is an electronic resource. Each option can be used either individually or in combination. The end result is that records can be sorted into the electronic and non-electronic versions and be matched appropriately.

Table 3 Electronic versions option 1.

<table>
<thead>
<tr>
<th>MARC field and subfield</th>
<th>Field and subfield name in Bibliographic records</th>
<th>Required data element</th>
<th>RDA element</th>
<th>RDA reference</th>
</tr>
</thead>
<tbody>
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<td>PHYSICAL DESCRIPTION FIXED FIELD</td>
<td>Mandatory if applicable and readily ascertainable</td>
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<td></td>
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<td>007-</td>
<td>Electronic resource</td>
<td>Mandatory if applicable and readily ascertainable</td>
<td></td>
<td></td>
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<td>00</td>
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<td>Mandatory</td>
<td>Media Type</td>
<td>3.2</td>
</tr>
<tr>
<td>01</td>
<td>Specific material designation</td>
<td>Mandatory</td>
<td>Carrier Type</td>
<td>3.3</td>
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</table>
Table 4 Electronic versions option 2.

<table>
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<th>Field and subfield name in Bibliographic records</th>
<th>Required data element</th>
<th>RDA element</th>
<th>RDA reference</th>
</tr>
</thead>
<tbody>
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<td>008-</td>
<td>Books</td>
<td>Mandatory if applicable and readily ascertainable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>Form of item</td>
<td>Mandatory</td>
<td>Media Type</td>
<td>3.2</td>
</tr>
<tr>
<td>008-</td>
<td>Computer files</td>
<td>Mandatory if applicable and readily ascertainable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>Form of item</td>
<td>Mandatory</td>
<td>Media Type</td>
<td>3.2</td>
</tr>
<tr>
<td>008-</td>
<td>Maps</td>
<td>Mandatory if applicable and readily ascertainable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>29</td>
<td>Form of item</td>
<td>Mandatory</td>
<td>Media Type</td>
<td>3.2</td>
</tr>
<tr>
<td>008-</td>
<td>Music</td>
<td>Mandatory if applicable and readily ascertainable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>Form of item</td>
<td>Mandatory</td>
<td>Media Type</td>
<td>3.2</td>
</tr>
<tr>
<td>008-</td>
<td>Continuing resources</td>
<td>Mandatory if applicable and readily ascertainable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>Form of item</td>
<td>Mandatory</td>
<td>Media Type</td>
<td>3.2</td>
</tr>
<tr>
<td>008-</td>
<td>Visual materials</td>
<td>Mandatory if applicable and readily ascertainable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>29</td>
<td>Form of item</td>
<td>Mandatory</td>
<td>Media Type</td>
<td>3.2</td>
</tr>
<tr>
<td>008-</td>
<td>Mixed materials</td>
<td>Mandatory if applicable and readily ascertainable</td>
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<td>23</td>
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Table 5 Electronic versions option 3.

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<th>Field and subfield name in Bibliographic records</th>
<th>Required data element</th>
<th>RDA element</th>
<th>RDA reference</th>
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<td>Type of reproduction</td>
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Tables 6, 7 and 8 list the additional field options required for microform items. Again there are three options: add a 007 field; add a code in the 008; or, add a note in the 533 field. All can be used to indicate that the item is a microform. Each option can be used either individually or in combination. The end result is that records can be sorted into the microforms and non-microform and be matched appropriately.
### Table 6 Microforms option 1

<table>
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<th>Field and subfield name in Bibliographic records</th>
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<th>RDA element</th>
<th>RDA reference</th>
</tr>
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<td>Microform</td>
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<td></td>
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<tr>
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<td>Category of material</td>
<td>Mandatory</td>
<td>Media Type</td>
<td>3.2</td>
</tr>
<tr>
<td>01</td>
<td>Specific material designation</td>
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<td>Carrier Type</td>
<td>3.3</td>
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### Table 7 Microforms option 2.

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<th>Required data element</th>
<th>RDA element</th>
<th>RDA reference</th>
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<td>Books</td>
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<td></td>
</tr>
<tr>
<td>23</td>
<td>Form of item</td>
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<tr>
<td>008-</td>
<td>Maps</td>
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<td>Media Type</td>
<td>3.2</td>
</tr>
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<td>Music</td>
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<td>Media Type</td>
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<td>008-</td>
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<td></td>
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<td>Mandatory</td>
<td>Media Type</td>
<td>3.2</td>
</tr>
<tr>
<td>008-</td>
<td>Visual materials</td>
<td>Mandatory if applicable and readily ascertainable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>29</td>
<td>Form of item</td>
<td>Mandatory</td>
<td>Media Type</td>
<td>3.2</td>
</tr>
<tr>
<td>008-</td>
<td>Mixed materials</td>
<td>Mandatory if applicable and readily ascertainable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>Form of item</td>
<td>Mandatory</td>
<td>Media Type</td>
<td>3.2</td>
</tr>
</tbody>
</table>

### Table 8 Microforms option 3.

<table>
<thead>
<tr>
<th>MARC field and subfield name in Bibliographic records</th>
<th>Required data element</th>
<th>RDA element</th>
<th>RDA reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>533 REPRODUCTION NOTE</td>
<td>Mandatory if applicable and readily ascertainable</td>
<td>Related Manifestation</td>
<td>27.1</td>
</tr>
<tr>
<td>$a</td>
<td>Type of reproduction</td>
<td>Mandatory</td>
<td></td>
</tr>
</tbody>
</table>
Table 9 shows the additional field required for notated music items

<table>
<thead>
<tr>
<th>MARC field and subfield</th>
<th>Field and subfield name in Bibliographic records</th>
<th>Required data element</th>
<th>RDA element</th>
<th>RDA reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>254</td>
<td>MUSICAL PRESENTATION STATEMENT</td>
<td>Mandatory if applicable and readily ascertainable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$a</td>
<td>Musical presentation statement</td>
<td>Mandatory</td>
<td>Format of notated music</td>
<td>7.20.1.3</td>
</tr>
</tbody>
</table>

Table 10 shows the additional field required for cartographic items.

<table>
<thead>
<tr>
<th>MARC field and subfield</th>
<th>Field and subfield name in Bibliographic records</th>
<th>Required data element</th>
<th>RDA element</th>
<th>RDA reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>255</td>
<td>CARTOGRAPHIC MATHEMATICAL DATA</td>
<td>Mandatory if applicable and readily ascertainable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$a</td>
<td>Statement of scale</td>
<td>Mandatory</td>
<td>Scale of cartographic content</td>
<td>7.25.1</td>
</tr>
</tbody>
</table>

Table 11 shows the additional field required for dissertations

<table>
<thead>
<tr>
<th>MARC field and subfield</th>
<th>Field and subfield name in Bibliographic records</th>
<th>Required data element</th>
<th>RDA element</th>
<th>RDA reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>502</td>
<td>DISSERTATION NOTE</td>
<td>Mandatory if applicable and readily ascertainable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$a</td>
<td>Dissertation note</td>
<td>Mandatory</td>
<td>Dissertation or Thesis Information</td>
<td>7.9</td>
</tr>
</tbody>
</table>

Table 12 shows the additional field required for rare items

<table>
<thead>
<tr>
<th>MARC field and subfield</th>
<th>Field and subfield name in Bibliographic records</th>
<th>Required data element</th>
<th>RDA element</th>
<th>RDA reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>510</td>
<td>CITATION/REFERENCE S NOTE</td>
<td>Mandatory if applicable and readily ascertainable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$a</td>
<td>Name of source</td>
<td>Mandatory</td>
<td>Manuscripts and Manuscript Groups</td>
<td>6.2.2.7</td>
</tr>
</tbody>
</table>
Table 13 shows the additional code required for visual items.

**Table 13 Visual items**

<table>
<thead>
<tr>
<th>MARC field and subfield</th>
<th>Field and subfield name in Bibliographic records</th>
<th>Required data element</th>
<th>RDA element</th>
<th>RDA reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>008-</td>
<td>Visual materials</td>
<td>Mandatory if applicable and readily ascertainable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>33</td>
<td>Type of visual material</td>
<td>Mandatory</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Table 14 shows the additional fields required for records that include a non-Latin script

**Table 14 Records with Non-Latin script**

<table>
<thead>
<tr>
<th>MARC field and subfield</th>
<th>Field and subfield name in Bibliographic records</th>
<th>Required data element</th>
<th>RDA element</th>
<th>RDA reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>880 linked to the 245</td>
<td>ALTERNATE GRAPHIC REPRESENTATION</td>
<td>Mandatory if applicable and readily ascertainable</td>
<td>Language and Script</td>
<td>0.11.2</td>
</tr>
<tr>
<td>6</td>
<td>Linkage</td>
<td>Mandatory</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subfields matching those in the 245</td>
<td></td>
<td>Mandatory if applicable and readily ascertainable</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4.1.3.7 High level record standard

The Expert Advisory Group has recommended the additional requirements as follows:

1. LC or Dewey classification number based on the latest edition and applied to the fullest extent of the schedules, following preferred practice rather than options, and using alphabetic prefixes for Australian literature where applicable.

2. Library of Congress subject headings, applied in accordance with the Library of Congress Subject Cataloguing Manual: Subject Headings.

3. MARC21 coding, including standard numbers where available, and including values in the Leader and coded data fields 006, 007, 008.

4. Access points using preferred form in the Libraries Australia authority file or LCSH or LCNA. Cataloguers are encouraged to perform authority control on the headings used in high level records.

For more information on cataloguing standards, see: [nla.gov.au/librariesaustralia/services/cataloguing/#standards](nla.gov.au/librariesaustralia/services/cataloguing/#standards)
4.1.3.8 Authentication Code (042)

If you are creating a bibliographic record that includes:

- an author who was born or has lived in Australia for a substantial period of time,
- or the work is considered to have significant Australian content,
- or the work has been published in Australia.

Or an authority record that certifies that the authority is either

- an Australian author,
- a verified Australian heading or
- the subject heading is an Australian concept or about Australia.

The following 042 field should also be added to your record: "042 ##$aanuc" by clicking on the Australian content button (or ticking the Australian? checkbox in the Add record form in WebCat in Libraries Australia Search).

4.1.4 Indexing

Indexing is carried out in real time.

4.2 Pre Cataloguing Checks / Before Cataloguing

Before you catalogue a bibliographic item you need to conduct a search to ensure that a record for your item is not already on the database. For information on how to search using the Client see Section 3
Searching.

- If a completed record already exists for your item you can modify that record if required, and add holdings.

- If a record looks like your item but is incomplete check the create and modified dates. Type in `sh m21` in the Command line or use the Coded Data View button. At the top of the record, below the Coded Data fields, there should be a line of text giving Inserted and Modified information:


  `Inserted` is the date the record was added to the ANBD, the `Modified` date (07-07-05) is the date the record was last edited. If the modified date is more than 5 days old, then update and/or complete the record.

- If a similar record exists you are able to copy that record to create a new record for the item in hand. See Section Copying an existing record.

- If no database record for the same or a similar item exists you can create a new bibliographic record by: inserting a new record; using the template of your choice (see Section Templates); or by importing a record (see Section 4.3.3.6 Importing a record from an External database).

Care must be taken not to add duplicate records to the database or to make any changes to an existing record which might suggest it is for a different manifestation of the catalogued work (for example, a different edition or format).

For a list of permitted changes to records, see Section Editing and/or upgrading a record.

### 4.3 Creating a New Bibliographic record

You can create a new bibliographic record by using a template, by copying an existing record, by importing a record or by using Expert or Novice Modes. Each method is described in this section.

When an existing record is copied to create a new record the existing database record remains unchanged. Copying is particularly useful for successive titles of serials; later editions of the same work; variant forms of a sound recording, for example, a cataloguing record for the cassette version exists on the database and you have a compact disc; and an electronic copy of a print version.

It is possible to use Clone/Copy Record button to create a new record in a different format, that is, in a different format from what is designated in the Leader line (000/06). For example, if a record for a book (leader line has `Type of Mat = Language material, printed`) exists on the database and you are cataloguing the audiotape version (leader line needs to be `Type of Mat = Sound recording, non-musical`) you can use a copy of the existing book record to create your audiotape record.

A monograph record can also be copied to produce a serial record. See Section Copying an existing record for more information.

When you copy a record most of the MARC tags are stripped from the new record, including item specific tags. The 000/00-04 (logical record length), 001 (PPN 005 (Date/time of latest transaction) and 008/00-05 (Date entered on file) fields are updated to reflect the creation of the record. You will need to evaluate all the fields of the copied record to assess if they are applicable to the item in hand.
4.3.1 Insert/Edit functions

4.3.1.1 Standard Editing Functions

Following is an overview of navigation and editing functions with the menu functions and shortcut keys that can be used.

A context menu is available in the editor that displays when the right mouse button is clicked. This menu contains the same functions as the Edit menu.
Cut, Copy and Paste Text

<table>
<thead>
<tr>
<th>Task</th>
<th>Shortcut</th>
<th>Menu Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cut text from editor</td>
<td>Ctrl-X</td>
<td>Edit -&gt; Cut</td>
</tr>
<tr>
<td>Copy text to clipboard</td>
<td>Ctrl-C</td>
<td>Edit -&gt; Copy</td>
</tr>
<tr>
<td>Paste text from clipboard</td>
<td>Ctrl-V</td>
<td>Edit -&gt; Paste</td>
</tr>
<tr>
<td>Copy PPN to clipboard*</td>
<td>Ctrl-V</td>
<td>Edit -&gt; Copy PPN</td>
</tr>
<tr>
<td>Undo</td>
<td>Ctrl-Z</td>
<td>Edit -&gt; Undo</td>
</tr>
<tr>
<td>Redo</td>
<td>Ctrl-Y</td>
<td>Edit -&gt; Redo</td>
</tr>
</tbody>
</table>

* Pica Production Number – System generated character string that uniquely identifies a record in the Client.

Figure 4-4  Cut, copy and paste text in the Insert or Edit screen

The function Copy PPN to clipboard can also be used in the Full and Brief presentation screens for bibliographic records.

Navigation Keys

<table>
<thead>
<tr>
<th>Motion</th>
<th>Keys</th>
</tr>
</thead>
<tbody>
<tr>
<td>Character left, right</td>
<td>Left, Right</td>
</tr>
<tr>
<td>Line up, down</td>
<td>Up, Down</td>
</tr>
<tr>
<td>Word left, right</td>
<td>Ctrl-Left, Ctrl-Right</td>
</tr>
<tr>
<td>Begin, end of line</td>
<td>Home, End</td>
</tr>
<tr>
<td>Page up, down</td>
<td>Page Up, Page Down; Ctrl-Up, Ctrl-Down</td>
</tr>
<tr>
<td>Begin, end of text</td>
<td>Ctrl-Page Up, Ctrl-Page Down</td>
</tr>
<tr>
<td>Go to line</td>
<td>Ctrl-G, Edit -&gt; Goto Line...</td>
</tr>
</tbody>
</table>

Figure 4-5  Navigation keys in the Insert or Edit screens

Editing Keys

<table>
<thead>
<tr>
<th>Action</th>
<th>Keys</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insert new line</td>
<td>Enter</td>
</tr>
<tr>
<td>Remove character in front of the cursor</td>
<td>Backspace</td>
</tr>
<tr>
<td>Remove character behind the cursor</td>
<td>Delete</td>
</tr>
<tr>
<td>Toggle Insert / Overwrite mode</td>
<td>Insert</td>
</tr>
<tr>
<td>Submit data to remote system</td>
<td>Enter from the numeric keypad</td>
</tr>
</tbody>
</table>

Figure 4-6  Editing keys in the Insert or Edit screens
Find and Replace

<table>
<thead>
<tr>
<th>Action</th>
<th>Keyboard</th>
<th>Menu</th>
</tr>
</thead>
<tbody>
<tr>
<td>Find</td>
<td>Ctrl-F</td>
<td>Edit -&gt; Find</td>
</tr>
<tr>
<td>Find Next</td>
<td>F3</td>
<td>repeat last Find</td>
</tr>
<tr>
<td>Find &amp; Replace</td>
<td>Ctrl-E</td>
<td>Edit -&gt; Find / Replace</td>
</tr>
</tbody>
</table>

![Figure 4-7 Find and Replace in the Insert or Edit screens](image)

The search action can be restricted to match the case of the word, match only complete words, or search only on the current line. A search action always starts from the current line, going "downwards" in the text.

Select Text

Text can be selected (highlighted) by dragging the mouse over the text, with the left button pressed down, or using the navigation keys (the arrow keys, Page Up, Page Down, Home, End) together with the Ctrl-key. In addition, the Find action will highlight any text that it finds.

4.3.1.2 Expansions and Protection

An expansion is text inserted into the data presented in the record that was retrieved from a linked record. This text is not meant to be changed, so is protected and displayed in different colour (green) and is in italics. When data containing an expansion is copied to the clipboard, the expansion is not included.

Text is protected when the user is not authorized to edit some or all parts of a bibliographic record. The protection can be per tag, and is determined by the Client. Protected text is displayed in another color (usually red) and cannot be changed by the user. It is however possible to insert new lines between two protected tags. Protected text can be copied to the clipboard and it is therefore possible to copy protected text as unprotected text into the record being edited.

4.3.1.3 Error Messages

When you have finished creating or editing a record, the changes are submitted to the cataloging server at the National Library of Australia. The server performs several validations and if everything is correct, the record is inserted or updated in the database. An OK message is returned to the Client and the record is presented in the
Full display, closing the editor. See Appendix 4.4 for examples of Validation messages.

When a validation error occurs, it is displayed in a dialog box or on the Message Bar, depending on how you have set your Preferences. (See Section 2.9.2.4 Messages)

4.3.1.4 Context Sensitive Help

The Client offers context sensitive help screens in the standard browser by constructing URLs that contain the tag code of the line where the cursor is located. For example, if you are in the Insert or Edit title screens and wish to know more about 100 subfields, type in 100 then click on the Cataloguing rules icon on the Windows toolbar.

![Cataloguing rules icon – Windows toolbar](image)

This will take you to the section of the MARC21 Concise Format for Bibliographic Data that deals with 100 tags.

If the Client cannot determine the tag code (or when the edit screen is not activated), you will be taken to an index page where you can choose your topic.

The F1 key will also take you to the appropriate section of the MARC21 Concise Format or the index. The Client can distinguish between tags of bibliographic records and authority records, and takes you to the appropriate MARC21 Concise format, but only if you use the F1 key.

4.3.1.5 Syntax Colouring

The Client displays parts of the cataloging format such as subfield indicators in a separate colour. Subfield indicators are in green, $a$. These colours cannot be modified by you.

4.3.1.6 WinIBW is downloading …

This popup box will appear when you send a request to the Client server. It will automatically check for updates to files, lists, and so on related to your request. If it finds updated files it will download the files to make sure you have the most up-to-date data. For example, when you choose a record format or template, the Client will automatically download the most recent version of the record format or template that you have asked for and/or any changes to the MARC codes and lists. This should only take a few seconds and the box will disappear when it has finished. It may be slower if you are using a Dial up connection. Wait until the Dialog Box disappears before you do anything.
4.3.2 Insert or Edit a record

There are different ways to insert a bibliographic record. Create a record from new, using either Expert or Novice Mode; use a template; or copy an existing record and edit it. Which ever method you chose, you will end up with an Insert title screen or an Edit title screen where you can insert or change existing data. This section contains information on the Insert title and Edit title screens that are common to all these insert methods. For details specific to each method, see the appropriate sections.

4.3.2.1 The Insert title or Edit screen

Depending on your choice of insert method, you have an Insert title screen to insert or an Edit screen to edit data. The description below relates to the Expert Insert title screen shown in Figure 4-11. However, the toolbars and buttons will be the same for the Insert and Edit title screens. The position of the toolbars and Command line may differ, depending on your customisation (Section 2.9.1 Customize).
At the top of the screen, under the Toolbar is a collection of other toolbars that contain functions. For example, Select Correct PPN, Insert Bib Item, External Database and so on.

In bold at the left of the screen, underneath the toolbars, is the Coded Data section, relevant to record type that you have chosen, in this example, Books.

Next to that are several tabs, a Record tab, General tab; a tab relevant to your record type, in this example Books; and tabs for the MARC tags 006 and 007. See Coded Data for more information on these tabs.

At the bottom of the screen, above the Command line is the Button bar containing Save, History, Index and Help, which relate to the Insert and Edit title screens.

4.3.2.2 Coded Data

The Client has Coded Data functionality that simplifies cataloguing in formats that use fixed positions and encoded information, primarily the Leader and Tag 008. Tags 006 and 007 are also included in Coded Data.

The Client displays each fixed position element of a bibliographic or authority record in a separate insert box with an appropriate label to identify the element. For encoded information, the Client provides a list of available values without you having to remember the corresponding codes.

Each of the tabs presents a series of insert boxes relevant to the record type you have chosen. Click on the tab to access it. Most insert boxes have a drop down menu from which you can choose the relevant option; others require you to insert the information. Where the list of options is long, for example, Place of Publication, you can type in the first one or two letters of the place and you will jump to that place in the list. You can then scroll up and down to highlight the place you require, press Enter or double click with the mouse.

NOTE: If you select a drop down pick list and then do not select a value, the insert box will remain blank. Make sure you double click on the highlighted term or press Enter to select your choice.

**Record tab**

This is a blank record tab. Selecting the Record tab will minimise the other tabs to allow more of the Insert box to display.

**General tab**

The General tab contains elements that will be coded as part of the Leader and 008 Tag that are common to all material types. Data entered into the insert boxes will convert to the correct code in the MARC21 Leader or Tag 008 - Fixed-Length Data Elements, in the appropriate character position/positions, as specified above each insert box.

**[Record type] tab**

This tab relates to the record type you have chosen, for example, this is the tab for the Books record type; other tabs are Computer, Serial, Maps, and so on. It contains more 008 Tag specific options for the record type. These options will convert to the coded data elements in the 008 Tag when the record is saved.
006 tab
This tab contains insert boxes and drop down lists for Tag 006 – Fixed-Length Data Elements – Additional Material Characteristics.

This tag provides information about special aspects of the item being catalogued that cannot be coded in the 008 Tag, such as when an item has multiple characteristics. For example, printed material with an accompanying CD-ROM or an item that is primarily music but its format is on a CD-ROM. The details of the CD-ROM are entered here.

The tab contains a list of material types with a + next to each one. Once you have determined the material type, select the + and a series of appropriate insert boxes, some with drop down pick lists, will display. Use the – to close the list.

The following material types are available:
Visual Materials
Mixed Materials
Music
Computer Files
Books
Maps
Continuing Resource

007 tab
This tab contains insert boxes and drop down pick lists for Tag 007 – Physical Description Fixed Field – General Information.

This tag contains special coded information about the physical characteristics of the item. It may represent the whole item or parts of an item, for example, accompanying material.

The tab contains a list of material types with a + next to each one. Once you have determined the material type, select the + and a series of appropriate insert boxes, some with drop down options will display. Use the – to close the list.

The physical description types available for your record will be displayed, so not all of the following physical description types will necessarily be available:
Electronic Resource
Globe
Kit
Map
Microform
Motion Picture
Nonprojected Graphic
Notated Music
Projected Graphic
Remote-Sensing Image
Sound Recording
Tactile Material
Text
Unspecified
Videorecording

Pressing the F1 key or selecting Cataloguing rules from the Windows toolbar will take you to the appropriate MARC 21 Concise Bibliographic Format pages if you required more information on these fields.
4.3.2.3 Button bar

At the bottom, above the Command line is the Button bar:

![Figure 4–11  Button bar on the Insert title or Edit title screens]

Save

This will Save your record at any time. However, you may receive Error messages as the record passes through the Validation tables when you Save it. You must correct the errors before the record can be saved to the database. See Section Save.

4.3.2.4 Entering data

Data can only be entered or edited if you are in an Insert title or Edit title screen. Data is entered in MARC21 format (m21) and stored in the database in Pica format.

Text can be entered in the insert boxes, present in the Coded Data fields (see Section 4.3.2.2) and Novice Mode (See Section 4.3.3.1); by typing it in or selecting from the drop down pick lists when available.

The empty box is the Insert box where you enter the MARC record tags, indicators, subfields and data, similar to typing or editing a document in a word processor, just click in the box and type. In Novice Mode (Section 4.3.3.1), there are insert boxes for indicators and separate boxes where text has to be typed.

Tags

MARC tags consist of 3 numbers and are placed at the start of each field. These are followed by a space and then the Indicators (except in Novice Mode).

Order of Tags

Tags can be entered in any order. They will be numerically sorted by the Client when you Save. If you are using the same tag more than once you should put them in the order in which you wish them to display. For example,

Two author added entries, Bill Jones and William Smith. You wish William Smith to appear first, they should be inserted in this order:

700 1#$aSmith, William
700 1#$aJones, Bill

Indicators

Type in as appropriate. Undefined indicators and filing indicators are inserted as a #. The function performed by filing indicators is treated differently in the Client, see below.

Filing indicators and the At @ symbol

The @ is used in cataloguing instead of filing indicators. It is placed before the term that you consider to be the index term. A # is used in place of the filing indicators in First and Second indicator positions as required.

For example,

Title: The wonderful world of libraries is inserted as:

245 1#$aThe @wonderful world of libraries
Title: Why are we here? is inserted as:
245 0#$a@Why are we here

Series title: The memoirs of Black Swan is inserted as:
830 ##$a@Memoirs of Black Swan

NOTE: When the records are exported the correct filing indicators are inserted into the record and the @ symbols are removed. If a title has @ as part of the title you should use @@. The @@ symbols do not display in MARC view.

NOTE: In the 830 tag do not enter any initial articles such as ‘the’ as the authority record to which the series title is linked does not start with the initial article, hence the 830 should also not start with the initial article.

Subfield codes
Subfield codes are prefaced with a $ as the subfield delimiter. As you type it in the delimiter and subfield should turn green. All delimiters and subfields should appear as green in the Insert and Edit title screens. A space can be left between the end of a subfield and the beginning of the next one. Punctuation between subfields does not need to be inserted unless otherwise advised.

For example,
100 1#$aSmith, Paul $d1966-

Punctuation
Subfield punctuation need not be inserted unless otherwise advised. If you wish to see the system supplied punctuation, once you have saved the record, use the sh m21x command or the MARC View button.

For example,

Insert
245 1#$a@Jop-hopping in silicon valley$bsome evidence concerning the micro-foundation of a high technology cluster$cBruce Fallick, Charles Fleischman, and James B. Rebitzer

Display
245 10$a@Jop-hopping in silicon valley :$bsome evidence concerning the micro-foundation of a high technology cluster$cBruce Fallick, Charles Fleischman, and James B. Rebitzer.

Dates in the 008 field
Instead of using u as the character for unknown dates, X must be used instead. The X will convert to a u on export. The first two characters of the Date 1 must be numeric.

For example,
s20XX

Dollar symbol $ and price
When using the $ to preface a price, you must use two $$, for example,

ISBN $a0123456789211 $c$$20.00

The Client uses the $ as the subfield delimiter, therefore if you only use one $, it will consider the first digit of the price to be the subfield code. Note that urls should not contain dollar signs, see below.

The $$ will appear in the MARC view (m21x) as a single dollar sign.
Dollar symbol $ and spaces in urls

Urls are not meant to contain either dollar signs $ or spaces. These should be entered in urls as %24 and %20 respectively, or the url will not find the resource. e.g.

Control Subfield ($7) in 76X to 78X

The Fixed-length data elements of reproduction subfield ($7) in 533 and the Control subfield ($7) in 76X to 78X should be input as $1. This subfield is exported from Libraries Australia as $7, as per the MARC standard.

4.3.2.4.1 Diacritics and Special characters

Diacritics and Special characters are inserted and stored in the Client in Unicode.

When inserting diacritics and special characters, they may not display unless the font you have chosen for the Insert or Edit screen is a Unicode font and you have a font size of 14. See Section Edit screen for information on how to set the font. If you are inserting or editing a record and realise you need to change the font, Save the record, change the font, then return to the Edit screen. The font type and size will also have an effect on how the diacritics and special characters display in other screens.

There are two different ways to insert diacritics and special characters in the Client.

Special characters bar…

To use the Special characters bar, select View from the Menu bar, then check Special characters. This will display the Special characters bar:

![Special characters bar](image)

To insert a character from the Special characters bar you must be in the Insert or Edit title screen. Hover the cursor over the character and the Unicode character name will appear.

If the diacritic is to appear above or below a letter, place the cursor behind the letter to which it applies and click on the appropriate character in the Special characters bar. The exception is the left ligature. This is placed by putting the cursor before the letter and the right ligature is placed after the letter.

Some diacritics are part of the letter, for example, the umlaut, so place the cursor where the u should be and click on the umlaut u in the Special characters bar to insert both the u and the umlaut.

When you have two diacritics attached to one letter, it is possible to insert them one after the other. They will combine correctly on the letter but you may need a larger font size to display them correctly.

To hide the bar, just uncheck it in View, Special characters.
Keypad
The second method can only be used for a small number of diacritics and special characters. This involves holding down the Alt key while pressing numbers on the Numeric keypad.

For example,

```
Alt+163
```

will generate the pound sign £

For a list of characters that can be inserted this way, see Appendix 6 Diacritics.

NOTE: While either the right or left Alt keys can be used for some of the characters, the right Alt key may produce a different diacritic. If you do get an unexpected result when using the right Alt key, delete the character and use the left Alt key instead.

Scripts
To insert Scripts it is recommended that you use the IMEs (Input Method Editors) for the various languages. See Appendix 8 for more information and installation instructions for IMEs.

Cataloguing Source
When you create a record you should add a cataloguing source code that identifies you as the creator of the record. You can do this automatically by pressing the Cataloguing Source button. This will insert the appropriate tag and subfields, using your NUC as the identifier. For example,

```
040 ##$aANL$cANL
```

When editing a record you should add your NUC to the 040 tag in $d. This can be done using the Cataloguing Source button. Clicking on the button will add a $d NUC to the end of the existing 040 tag. For example:

```
040 ##$aNSL$cNSL$dANL
```

or

```
040 ##$aWCX$cWCX$dNU$dNQB$dANL
```

Australian content
If your item has Australian content, that is, where the author was born or has lived in Australia for a substantial period of time, the work is considered to have significant Australian content or if the work has been published in Australia, then you will need to add the Australian Content code. Select the Australian Content button on the Cataloguing toolbar and the following tag and text will be inserted into your record.

```
042 ##$aanuc
```

URLs, URIs, 856 and 956 tags
Local access URLs should now be put into a 956 tag as part of the Holdings, see Section 4.3.6.3 Local Uniform Resource Indicator (956) for more information. These local URLs can be searched using the URI (Local Uniform Resource ID) index.

856 tags should only be used for freely and/or widely available electronic information.

You can also enter data in the 856 tag together with a $x searchable resource flag to expose collection lists, finding aids and other uncatalogued or briefly catalogued material on your website in Trove. For more information see http://www.nla.gov.au/librariesaustralia/services/cataloguing/get-via-trove/
Name-Titles
Name Titles are entered into the Client using the standard MARC21 format of 1XX fields, with appropriate subfields and/or a 240 field, with the exception of blank or undefined indicators and the @. Blank or undefined indicators should be filled with the #.

For example:

100 1 $aFranklin, Miles,$d1879-1954.
240 00$a@My brilliant career.$lFrench.

100 1#$aPaterson, A. B.$q(Andrew Barton),$d1864-1941$tPoems.$kSelections

For MARC21 help on Name-Titles, use the F1 key or select Cataloguing rules from the Windows toolbar.

4.3.2.5 Linking headings to authority records
This can be done as you are cataloguing the record by using the buttons on the Record Linking toolbar.

The process links your heading to the authority record for that heading if one exists. You do not need to know if there is a pre-existing authority record before you search, however, if you do you can use the Search Link Exact button instead of the Search Link button.

1. In your bib record, type in the tag, indicators and as much of the heading as you can, if you are unsure of the complete heading, use the wildcard ? at the end of your text.

2. Leaving your cursor at the end of the field, click on the Search Link button if you are unsure of your heading. If you know the complete heading and have typed it in, click on the Search Link Exact button.

   NOTE: The heading should be inserted with subfield codes, for example,

   650 0#$aSongs$zAustralia

3. The Client will either display the matching authority record if there is only one, display a list of authority records or display your search in the History screen, if this is the case, click on the search or press Enter to search.

4. Scroll up and down the list to find your heading, select your heading and click on the Paste Link button. If your authority record is the only one it will be displayed, click on the Paste Link button if it is the heading you want.
5. The PPN number of the Authority record should appear in your record as a $9, replacing the text you inserted. If the $9 does not appear, insert it before the PPN number. You may need to put your indicators in again. For example, change this

100 356192849
To this;
100 1#$9356192849

The heading will not display until you save the record.
NOTE: In Coded data view subfield coding will not appear in linked headings. For example

100 1#$9356192849Woolf, Virginia. 1882-1941

6. If you decide the heading you want is not there, you can return to your record by closing the authority screen, click on the lower x in the top right hand corner of the screen. Or you can use the Window menu to Tile, Cascade, or so on and then close the appropriate screen.

7. Type in the indicators again.
You can also create a new authority record without affecting your open edit bibliographic record screen. While still in the authority heading search screen you can Click on the Insert Authority Item button and set up your authority record. Your bibliographic record will still be open in its own window. When you have created your authority record, save and then close that window. Return to your bibliographic record edit window and search for and insert the heading you have just set up following the steps above

4.3.2.6 Copy and paste text or headings from another database

It is possible to search another database, find a record and copy and paste a heading or text from that record into your record. To import a whole record, see Section 4.3.3.6.

1. Select the External Database button.
2. This will bring up the Broadcast search screen.
3. Select your database and search.
4. Find the heading or text, highlight it and use Edit, Copy or Ctrl+C to copy the text to the clipboard.
5. Return to your record, place the cursor where you want the text to go and use Edit, Paste or Ctrl+V to copy the text from the Clipboard to your record. You can copy and paste tags this way, but check them carefully.

Australian National Bibliographic Database
-----------------------------------------------
 Chinese University of Hong Kong (free)
 Hong Kong University of Science and Technology (free)
 Library of Congress Catalogue (free)
 OCLC World Cat
 Te Puna (New Zealand National Bibliographic Database)
 University of Hong Kong (free)
4.3.2.7 Save

Once error messages have been fixed and you have saved your record, check the record carefully as some incorrectly coded data may not have been picked up by validation. For example, an incorrectly coded 650 tag,

650 (no indicators) $aTesting will not display in the full record.

When you save a record the Client will display your record in the MARC View (M21x).

Using the Edit button will take you to the Edit title [nnnn] screen, where you can edit the record.

Help
Press the F1 key or select Cataloguing rules from the Windows toolbar for information on MARC21 fields and subfields.

4.3.2.8 Leave a record without saving changes

It is possible to not save changes you have made to a record by using the Esc key or the Back arrow. A dialog box will appear asking:

Do you want to discard the changes you made?

Click OK or Cancel depending on what you want to do.

NOTE: Using any of the buttons above the Command line, except Save, will result in exiting the record with no dialog box and no changes saved.

4.3.3 Creating a bibliographic record from new

There are two ways to create a record without using a template, copying or importing a record. One is Novice Mode and the other is Expert Mode. Novice Mode is a guided cataloguing mode, where the commonly used tags are supplied, some with drop down pick lists where possible. Expert Mode is a text editor, with Coded Data supplied, but inserting of other tags requires knowledge of MARC tags, indicators and subfields. Cataloguing Help is available in both modes by pressing the F1 key or selecting Cataloguing rules from the Windows toolbar.

4.3.3.1 Novice Mode

Novice Mode functionality simplifies cataloguing for users who are not completely familiar with MARC tags. It is a guided record insert method. Instead of being presented with a text editor, the user can fill in labelled boxes, some with drop down pick lists.

Click on the Novice Mode button on the Windows Toolbar.
Then click the Insert Bib Item button on the Cataloguing toolbar.

The Client will contact the server for the latest versions of the code lists and so on. Once it has finished it will display the Insert title screen.

NOTE: You cannot use templates in Novice Mode.

**Record type**  
**Coded data tabs**

![Figure 4.16 Insert title screen – Novice Mode](image)

In bold at the left of the screen, underneath the button bars, is the record type that you have chosen, for example, *Books*.

Next to that are the Coded Data tabs, a Record tab, a General tab, a tab relevant to your record type, in this case *Books* and tabs for the MARC tags 006 and 007 (see Section 4.3.2.2 Coded Data for more information).

Each of the tabs presents a series of insert boxes relevant to the record type you have chosen. Some have a drop down menu from which you can chose the relevant option; others require you to insert the information. Where the list of options is long, for example, *Place of Publication*, you can type in the first one or two letters of the place and you will jump to that place in the list. You can then scroll up and down to highlight the place you require, click Enter or double click with the mouse.

NOTE: If you select a drop down pick list and then do not select a value, the insert box will remain blank. Make sure you double click on the highlighted term or press Enter to select your choice.

Listed underneath these boxes are a series of Data entry headings with a plus sign + next to them. Each heading contains a list of insert boxes for the various Tags that make up the bibliographic record. Like Tags are grouped together. Click on the + to open up the list of insert boxes. The + will change to a - click on this to close the list of insert boxes. The number and type of insert box will change depending on the Tag it relates to. Many have drop down boxes where you can choose the entry. These will convert to the appropriate codes in the bibliographic record.
At the bottom, above the Command line is the Button bar:

**Save**
This will Save your record at any time. However, you may receive Error messages as the record passes through the Validation tables when you Save it. You must correct the errors before the record can be saved to the database. See Section 4.3.2.7 Save.

**History**
This displays the History screen, with results of your previous searches from your current session. If you have completed no searches this screen will be blank.

**Index**
Takes you to a list of all the words, numbers and so on, indexed in the database. A better way to access this list the first time is to use the scan command, for example, `sc na smith, john` will take you to the john smiths in the author index and you can scroll up and down the list, select a term by highlighting it and pressing Enter or double clicking with the mouse. The Client will retrieve the records using that term and list them in the Brief presentation screen. When you click on the Index button it will take you the same place in the index.

**Help**
Takes you to the Glossary where you can look up the meaning of words, commands and so on. For MARC21 help, use the F1 key or select Cataloguing rules from the Windows toolbar.

The Data entry headings are where the main description of the item is inserted.

Select the + and a series of appropriate insert boxes, some with drop down pick lists will display. Use the – to close the section.

**Basic Record**
This heading contains the tags that should be included in a basic record and other commonly used tags. For example, Title, Imprint (Publisher details) and Physical description should be included in all records. Classification details and so on are optional.

Cataloguing Source should always be included in a record. Use the Cataloguing Source button on the Cataloguing toolbar to insert this tag.

**Additional Information, Codes and Numbers** – Contains: Publisher number, Source of Acquisition and Geographic Area code.

**Language** – the language of the work, whether it is a translation, contains other languages and so on.

**Main and Added Entries** – for example, corporate authors, conferences, uniform titles and so on. See the Basic Record for a Main Entry Personal Author.

**Additional Titles and Serial Descriptions** – other titles; serial information, such as frequency and so on.

**Series and Series Added Entries** – series, for example, Discussion paper no. 20.

**Notes** – other information that describes the item. For example, it has a bibliography, a summary, table of contents, is available in other formats.

**Subjects** – subject terms that indicate what the item is about.
Entering data

<table>
<thead>
<tr>
<th>Tags</th>
<th>Indicator boxes</th>
<th>Subfields and data insert boxes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Record</td>
<td>Indicator 1</td>
<td>Indicator 2</td>
</tr>
<tr>
<td>ISBN (020)</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>ISBN (020)</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>ISBN (022)</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Other (024)</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Cataloguing Source (440)</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Library of Congress Call Number (050)</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>DDC (082)</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>ME Personal (100)</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Title (245)</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Edition Statement (250)</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Imprint (260)</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Physical Description (100)</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>General Note (500)</td>
<td>✔</td>
<td>✔</td>
</tr>
</tbody>
</table>

Additional Information, Codes and Numbers □
Language □
Main and Added Entries □

Button bar

Figure 4-17  Basic Record screen – Novice Mode

The following is a description of data entry, where it varies from the general Data entry section. See Section Entering data for more information on data entry.

**Indicator 1 and Indicator 2 boxes**
The Tags require First and Second indicators. These will have separate boxes of their own, sometimes with drop down pick lists, some requiring data insertion. If you insert data into a tag the first and second indicator boxes must always contain data. If the indicators are not relevant for your data, then you must choose Undefined.

<table>
<thead>
<tr>
<th>Tag</th>
<th>Indicator 1</th>
<th>Indicator 2</th>
<th>Subfields and Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title (245)</td>
<td>Added Entry</td>
<td>Use @ symbol</td>
<td>$aThe @cat sat on the mat $b$ba nursery rhyme $cA. Marc</td>
</tr>
</tbody>
</table>

Use @ symbol
This means you must place the @ before the term you consider to be the index term in these fields. It is used in place of filing indicators.

NOTE: When the records are exported the correct filing indicators are inserted into the record and the @ symbols are removed.
Chose a tag and enter data in the first insert box by typing it in or picking from the drop down list if available.

For MARC21 help, use the F1 key or select Cataloguing rules from the Windows toolbar.

In the Subfields and Data insert boxes the $ is the delimeter, followed by a subfield code.  It is not necessary to insert subfield punctuation.

See Section 4.3.2  Insert or Edit a record for more detail on inserting data.

**Australian content**

If your item has Australian content, that is, where the author was born or has lived in Australia for a substantial period of time, the work is considered to have significant Australian content or if the work has been published in Australia, then you will need to add the Australian Content code.  Select the Australian Content button on the Cataloguing Toolbar.  An edit screen will flash up, the following tag and text will be inserted into your record and you’ll be returned to the Novice Mode screen of your record.

```
042 ##$aanuc
```

You won’t be able to see the tag in Novice Mode until you Save the record.  Remember to check that this tag is present after you have saved your record.  If it isn’t there, click on the Edit button to edit the record, then click on the Australian Content button, then Save to save the tag into your record.

**Holdings**

When you have finished inserting data into your record and have saved it, click on the Add Holdings button.  This will automatically put your record into the Insert title screen and add a basic Holdings record which you can then edit.

```
e*

850 ##$c
```

Add your holdings to the $c subfield and add other subfields as required.  Use the F1 key to take you to the Help screen for Holdings.

**NOTE:** Do not add a $a with your NUC symbol to the Holding.  It will be automatically added when you save the record.

For more information on Holdings see Section Holdings.

You can also check and edit your record in this screen, and then save it.

**Save**

Once you have entered your data, click on the Save button.  Your record will be validated and if there are any problems error messages will appear in the Message Bar and/or as a popup box(es), depending on how you have customised your error messages.  Once you have corrected the errors, Save the record again.  If any errors remain unfixed the error messages will redisplay.  Follow the process again until all errors are fixed.

Save will save the record to the database when there are no errors.

---

**4.3.3.2 Expert Mode**

Expert mode uses a text editor rather than a pre-coded template or MARC record.
All information, including tags and indicators will need to be inserted.

Select the Insert Bib Item button on the Cataloguing Toolbar and choose your DocType or select a Template button from the Template toolbar.

Record type               Coded Data tabs

The blank box is the text editor where you enter the MARC record tags, indicators, subfields and data. Click in the box and type. The tag number is entered first, then a space, then the Indicators, then $ and the first subfield code for the field.

See Section 4.3.2.4 Entering data for more information.

4.3.3.3 Templates

Several bibliographic templates have been set up for a variety of materials, based on the minimum record standard and types of material that are used regularly by cataloguers. Cataloguers are encouraged to use these templates.

Templates are stored on your computer at:

C:\Program Files\LACC\<username>\templates

or possibly at:

C:\Documents and Settings\All Users

Personal Templates are stored at C:\Program Files\LACC\<username>\ as txt files with the name you gave them. For example,

title-template name.txt

title-Electronic res.txt
Creating a new template is no different from creating any other new record. It can be done by copying an existing record or using an existing template. These new templates will be stored on the user’s computer and can be shared with other users.

See Appendix 5 for a list of available templates and guidelines on the use of templates.

4.3.3.3.1 Using a predefined Client template

There are a number of predefined templates set up for a variety of material.

To access a predefined Client template:
1. Select the LA Template button on the Template Toolbar.
2. A list of options will appear.
3. Highlight the template you wish to use and press Enter or double click with the mouse.
4. The template will be copied into the Edit screen.

4.3.3.3.2 Using a Personal Template

1. Select the Select Personal Template button on the Template Toolbar.
2. A list of your numbered templates will appear.
3. Type the template number into the box and click OK.
4. The template will be copied into the Edit screen.

4.3.3.3.3 Setting or changing your default template

1. Click on the Set Default Template button on the Template Toolbar.
2. Choose your template from the list and type the number of the template in the box. Click on Enter.
3. You should receive a confirmation message “You have changed your default template to …”.
4. Click on OK.
5. If you already have a default template set, the new template will replace it.
6. To use the default template, click on the Insert Default Template button and the default template will be copied to the Edit screen.

NOTE: The predefined LA templates cannot be set as a default. If you wish to use one of the predefined Client templates as a default, you should:
1. Click on the LA Template button on the Template Toolbar.
2. Choose your template from the list.
3. Click on the New Personal Template button.
4. Enter the name of your template.
5. Click on OK.
6. The template will be saved as a user defined template.
7. To set it as a default follows the steps in Setting or changing your default template.

4.3.3.3.4 Creating a Personal Template

You must have a record or template open in the Edit screen.

1. Click on the New Personal Template button on the Template Toolbar.
2. The System will copy the data and give you a message asking for the name of the template. When giving your template a name do not repeat the colons. The template will save, but accessing the template will cause the Client to freeze. Preferred punctuation is full stops, underscores and hyphens.

3. Click on OK, the Client will save the template to the Templates folder.
4. If there is a pre-existing template with the same name, you will receive an error message “The Template name already exists. Do you want to overwrite it?”
   Click OK or Cancel.
   OK will overwrite the pre-existing template with the new one.
   Cancel will give you the option to put in a new name.

4.3.3.3.5 Sharing Personal Templates

Templates that you have created can be shared with other users by copying the templates to their computer.

Once the templates have been created, copy the txt file(s) from your computer folder C:\Program Files\LACC\Profiles\<username>\title-template name.txt
and e-mail it (them), or copy the files to a network drive or disc.

4.3.3.3.6 Deleting a template

If you have created your own template and no longer need it, you can delete it at any time, provided it is not the default template. If you attempt to delete your default template you will receive an error message.
4.3.3.4 Copying an existing record

1. Search the database, find and display a record that you wish to copy.
2. Select Copy/Clone Record button.
3. The record is copied into the Insert title screen. Those tags which relate to the record you copied will be deleted, for example, the record number, ISBNs, ISSNs, ISMNs, 008, 006 and 007 tags.
4. Use Save to save and validate the record or edit the record then Save.

4.3.3.5 Changing the Material Type

It is possible to copy a record and change the material type as part of the copying process.

1. Search the database, find and display a record that you wish to copy.
2. Select Copy/Clone record button.
3. The record will be pasted into the Insert title screen. Those tags which relate to the record you copied will be deleted, for example the record number, ISBNs, ISSNs, ISMNs, 008, 006 and 007 tags.
4. Click on the Change Material Type button.
5. From the DocType list chose the material type you wish to change the record to. This will bring up the appropriate coded data lists and tags for the type of material you have chosen.
6. Use Save to save and validate the record or edit the record then Save.

NOTE: If you have already created or partly created your record and you decide you need to change the material type, save your record, then select the Change Material Type button and select the new material type from the DocType list. Your existing record will be changed to the new material type with the appropriate coded data tabs and drop down menus. You may lose your existing Coded Data, so check the record carefully to ensure the copied data is correct.

To add Holdings, see Section Holdings.
4.3.3.6 Importing a record from an External database

Cataloguers can search external databases through the Client and import a bibliographic record directly into the Client for editing and saving. Only those databases that support the export of MARC records are available for searching and importing a record.

Before importing a record you are required to search the Australian National Bibliographic Database (ANBD) to ensure that you will not be adding a duplicate record to the database.

**How to import a record**

1. Open the external databases broadcast search screen (see section 3.2.19 for information on how to access external database targets and Appendix 7 for details on searching external targets).
2. Search and display the record you wish to import.
3. Click ‘copy external bib’ button. This takes you to a new screen which displays the copied record. Note: those tags which relate to the record you copied will be deleted, for example, the record number, 9XX tags and so on, but ISBNs and ISSN Numbers and OCLC Numbers will be copied.
4. Use **Save** to save and validate the record or edit the record then **Save**. To discard without saving, use the back arrow button.

**Editing an imported record**

Records imported from an external target are likely to need editing before being added to the ANBD. The following general editing guidelines should be followed when importing records:

1. Remove any fields that are pertinent only to the system where the record originated. Fields that fall into this category include 001, 003, 005, and 035 *
2. Remove all institution specific data (ISD). ISD is usually defined as data that is applicable only to the institution that created it or to a specific copy of a work within that library and because of this it is not be shared with other libraries. Fields that fall into this category usually begin with or contain a 9, e.g. 9XX, 099, 59X, 790. There is one standard MARC21 exception - field 490 (Series untraced or traced differently). General note fields containing copy specific information should also be removed, e.g. 500 $a"No. 345 of a limited edition of 500".
3. Remove or modify any data that does not meet Libraries Australia cataloguing standards (e.g. names constructed according to earlier cataloguing rules)
4. Records containing script will have the script code cjk in the $7 script subfield. Replace with the appropriate script code if the record does not contain Chinese, Japanese or Korean script. For further information on script codes see 4.3.3.7 Non-Roman scripts specific information.
5. Remove any holdings on the record and add your own locations after the record has been successfully saved in the ANBD
6. Retain the original cataloguing agency’s symbol found in field 040 $a.

* Retain the OCLC number/s if in the imported record. Libraries Australia records will be matched against records in the OCLC database on a regular basis. The OCLC
number will automatically be inserted into matching ANBD records. Please do NOT manually add tag 035 to any record you import from OCLC.

**MARC field 040 in imported records**

Regardless of which database a record is imported from, the 040 $a subfield should always contain the original cataloguing agency's symbol, ie DLC, CSTRLIN, NZNB. Add a $d for the database where you found the record if it is not already present. Most of the database symbols used in Field 040 are international symbols taken directly from the MARC codes for Organizations [http://www.loc.gov/marc/organizations/], the exception being that we use NZNB for Te Puna records, rather than the MARC code Nz.

The codes you will need when importing MARC records from Libraries Australia target databases are:

- DLC - Library of Congress
- HKCU - Chinese University of Hong Kong
- HKU - University of Hong Kong
- HKUST - Hong Kong University of Science and Technology
- NZNB – Te Puna
- OCoLC - OCLC
- Your own NUC symbol

eg. $aOCoLC$cNl$dNZNB$dNSL

The remaining target databases do not support the export of MARC records.

The common subfield codes in the 040 field are:

$$a = \text{Original cataloguing agency}$$

i.e. the Library symbol of the organisation that created the original content for the record. When importing a record from an external target cataloguers should retain the existing library symbol.

$$c = \text{Transcribing agency}$$

i.e. the Library symbol of the organisation that transcribed the record into machine readable form. When importing a record from an external target, cataloguers should retain the existing library symbol in this field. If copying an authority record from LCNA, cataloguers may provide their own library symbol in this field.

$$d = \text{Modifying agency}$$

i.e. the Library symbol for the organisation responsible for modifying a record. A modification is defined as any correction to a record, including cataloguing, content designation, or keying changes, but not including the addition of a holdings statement. In Libraries Australia practice $d$ is also used to input the symbol of the database where the record was found (if not already present in the field) and the symbol of the library that imported the record.

Examples:

040 $aNSL$cNSL
[Record originally created and transcribed at the State Library of New South Wales]

040 $aDLC$cNSL
[Authority record originally created by the Library of Congress and transcribed from LCNA or LCSH onto Libraries Australia by the State Library of New South Wales]
4.3.3.7 Non-Roman scripts specific information

This section contains specific information for the insertion and editing of bibliographic records containing non-Roman scripts. For general information on Cataloguing and searching, see the other Sections.

Special characters and diacritics are inserted and stored in the Client in Unicode. Scripts can be inserted using the Language bar to switch between languages. For more details on inputting non-Roman characters see Appendix 8: Keyboard layouts and Input Method Editors.

The Client does not use the 880 tags when inserting multiscr ipt data. Instead, parallel tags should be inserted with the $6 linking occurrence number and $7 script subfields (using appropriate Script codes). The parallel tags and subfields should also be inserted when editing a record. The Client can import and export data in 880 tags. On import they will be converted to parallel fields, on export the parallel fields will be converted to 880 tags. The m21x display will show these 880 tags.

Coded Data View (m21 insert and edit format)

003 $0AuCNLKIN
010 ##$a 94151052
020 ##$a 721502010X
040 ##$aCaOTU$cCaOTU$dDLC-R$dCStRLIN$dDLC$dANL
050 00$aDS727$b.Y46 1992
099 1#$lZ$a10458888
099 7#$lC$a.b10003137
100 1#$601$7ba$aYan, Tao.
100 1#$601$7cjk$a延涛.
245 1#$602$7ba$a@Zhongguo gu dai de "shi"$cYan Tao, Lin Sheng zhu
245 1#$602$7cjk$a@中国古代的“士” /$c延涛, 林声著.
250 ##$603$7ba$aDi 1 ban.
250 ##$603$7cjk$a第 1 版.
260 ##$604$7ba$aZhengzhou Shi :$bHenan ren min chu ban she,$c1992.
300 ##$a3, 2, 180 p. ;$c21 cm.
490 ##$a05$7ba$aZhongguo zhi shi fen zi cong shu.
490 ##$a05$7cjk$a中国知识分子丛书.
650 #0$aIntellectuals$zChina
651 #0$aChina$xIntellectual life
700 1#$606$7ba$aLin, Sheng.
700 1#$606$7cjk$a林声.
830 ##$607$7ba$a@Zhongguo zhi shi fen zi cong shu.
830 ##$607$7cjk$a@中国知识分子丛书.
Insert and Edit format (Coded Data View)

Indicators
First Same as associated field
Second Same as associated field

$6 Linkage
Data that links tags that are alternate graphic representations of each other: a two-character occurrence number; the identification of alternate graphic character set used in the tag. Subfield 6 ($6) is the first subfield in the field and is structured as follows:

[nn]

A different occurrence number is assigned to each set of associated fields within a single record. The function of an occurrence number is to permit the matching of associated fields. An occurrence number may be assigned at random for each set of associated fields. An occurrence number of less than two digits is right justified and the unused position contains a zero.

For example,

100 1# $601$7ba$aMao, Zedong$d1893-1976.
100 1# $601$7cjk$a毛泽东$d1893-1976.

$7 Script subfields
This subfield contains the code which indicates the language of the script in the tag. The following codes should be used.

Script codes
ba Latin
cjca Cyrillic
cjkc Chinese
cjkd Japanese
cjkf Korean
cjka Arabic
gama Greek
he Hebrew
thai Thai
jada Devanagari	
tar Tamil
maga Georgian
zz Other

Automatic transliteration
Automatic transliteration (Romanisation) of Chinese, Greek, Cyrillic and Georgian script is now available in the Libraries Australia Cataloguing Client. When your record is in Edit mode, enter linked parallel fields as follows, with one completed field containing the foreign language script and a parallel empty Roman field containing just tag, indicators, $6 subfield and $7 subfield.
Eg: Chinese
245 0#$601$7cjk$a@中國教育學刊
245 0#$601$7ba

Eg: Greek
245 1#$602$7ga$a@Γραμματικός ζ’ ενα παιδι του δρομου :$bλαικη
περιπετεια$cΣτας Σπετσιωτης.
245 1#$601$7ba

Eg: Cyrillic
245 0#$601$7ca$a@Опыт реформирования финансовых и банковских систем
России и Китая :$bсборник научных статей$cпод ред. М.А. Эскиндарова, М.А.
Федотовой.
245 1#$601$7ba

Click on the Transliterate button to automatically populate the Roman script field. You
may need to edit the Romanised field. Check for accuracy, diacritics, capitalisation
and word division.

MARC View (m21x format) – Presentation display only

880 is a special-use bibliographic data tag for the non-Roman representation of
another field in the same record. In the Client, parallel tags are created rather than
using the 880 field for data in non-Roman scripts. However, on export the parallel
fields are converted to 880 fields. On import, 880 fields are converted to parallel
fields. It is possible to view the 880 fields by using the MARC View button or by
typing the command sh m21x in the command line when you have a record with
parallel fields displayed.

MARC View (m21x format) – script in 880 fields

```plaintext
cam a22  i 4500
001 00000000000001
003 AuCNLKIN
005 20040309000000.0
008 951013s1992    cc            000 0 chi d
010 $a   94151052
020 $a721502010X
040 $aCaOTU$cCaOTU$dDLC-R$dCStRLIN$dDLC$dANL$erda
042 $ala:ccopycat
043 $aa-cc---
050 00$aDS727$b.Y46 1992
099 7 $a.b10003137
099 1 $a10458888
100 1 $6880-01$aYan, Tao.
245 10$6880-02$aZhongguo gu dai de "shi" /$cYan Tao, Lin Sheng zhu.
250 $6880-03$aDi 1 ban.
264 1$6880-04$aZhengzhou Shi :$bHenan ren min chu ban she,$c1992.
300 $a3, 2, 180 p. ;$c21 cm.
336 $atext$bbxt$2rdacarrier
337 $aunmediated$bn$2rdamedia
338 $avolume$bn$c2rdacarrier
490 1 $6880-05$aZhongguo zhi shi fen zi cong shu.
650 0$aIntellectuals$zChina.
651 0$aChina$xIntellectual life.
700 1 $6880-06$aLin, Sheng.
```

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066 Tag - Character Sets Present

The 066 tag indicates that the character set present in a record is other than ANSEL, ASCII, or USMARC Greek, subscript or superscript character sets.

As the Client uses Unicode, this tag with the appropriate code will only appear in Libraries Australia Search when a record with non Roman scripts is printed, downloaded, saved or emailed with the MARC 8 option.

4.3.4 Editing and/or upgrading a record

Some records on the database do not meet Libraries Australia bibliographic standards. If you have imported such a record from an external database or if you add your holdings to a substandard record that has not been upgraded, upgrade it to meet Libraries Australia standards.

Changes to the bibliographical record must be based on the item in hand and be consistent with the Libraries Australia cataloguing standards and other relevant standards. Care must be taken not to change any valid data, or to make changes to an existing record which may suggest it is for a different manifestation of the catalogued item, for example, a different edition, an electronic version.

4.3.4.1 Permitted changes to existing records:

- Typographical and transcription errors in any field may be corrected. This includes spelling errors in a note field, an incorrect pagination in the physical description field, a typing error in a fixed field.
- A second ISBN may be added to the record, providing that the record is for the same manifestation, for example, for a different binding.
- Preliminary paging may be added to the physical description field.
- In a record for a multivolume work, a contents note may be added or expanded to reflect new volumes or parts, and added entries given for individual volumes.
- For a record for one volume of a multipart work, details of the complete set can be added in the series area.
- The 008 fixed field character positions 11-14 may be amended to reflect an extension of the volumes or parts given in the contents field.
- Temporary data enclosed in angle brackets < > may be updated, and angle brackets removed if completed data is supplied.
- A Dewey or LC class field, containing a number which occurs in a valid edition of the classification, may be added to the record if one is not already present.
- A Dewey field for a different edition of DDC, or a valid option within the same edition of DDC, may be added to the record.
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• Editor main entry may be changed to editor added entry.
• A statement of responsibility may be added.
• Corporate body main entry may be changed to title or personal name main entry.
• CIP records should be upgraded by the completion of title, imprint, collation and note information, removal of the 263 field and changing the Encoding level (Ldr/17) to the appropriate level.
• Country of publication code for Australia (at) may be changed to Australian codes for individual states.
• Supply a geographic area code (Field 043) if it is appropriate.
• Add the Australian content code if required.
• Change name headings (including names used as subjects) to the current RDA form.
• Subject headings may be added.
• Non Roman scripts may be added where appropriate.

4.3.4.1 Editing a record

1. Search and find the record you wish to edit.
2. Click on Edit. This will bring the record into the Edit title screen.
3. Edit the record, adding and changing as required.
4. Click Save to update the record.
5. If the changes pass validation then the record will be saved and an OK (Information message) will appear. If the changes don’t pass validation then Error messages will appear. These errors will have to be fixed and the record saved again.
6. If you discover a mistake or something wrong, then you can click on Edit and edit the record again.

4.3.5 Deleting a Record

Press the Delete key. This brings the record into the Kill title [PPN] screen or Delete Confirmation screen where you can delete the record by pressing the Delete key again. If you decide not to delete the record use the Esc key or the Back arrow. This will return you to the previous screen and the record will not be deleted.

NOTE: Only records that have no holdings can be deleted from the ANBD. If you are unsure, do not delete or only delete records that you have created and no longer need.

4.3.6 Holdings

Holdings are not entered in the MARC21 holdings format but in a Libraries Australia specific format. You can only add one holding (850 field) per record and you can only delete or transfer your own holdings.

4.3.6.1 Adding Holdings

Click on the Add Holdings button, this will add a basic Holdings record which you can then edit,
Add your holdings to the $c subfield and add other subfields as required. Use the F1 key to take you to the Help screen for Holdings, or see Figure 4-22 Holdings subfields.

NOTE: Do not add a $a with your NUC symbol to the Holding. It will be automatically added when you Save the record.

Save the record when you have finished adding your holdings. Check the Holdings and your NUC symbol, which should have been automatically added as a $a.

### 4.3.6.2 Holdings: MARC Tags and Subfields

Subfields in bold are repeatable.

<table>
<thead>
<tr>
<th>Tags</th>
<th>Subfields</th>
<th>Meanings</th>
</tr>
</thead>
<tbody>
<tr>
<td>850</td>
<td>a</td>
<td>Holding institution (NUC symbol)</td>
</tr>
<tr>
<td></td>
<td>b</td>
<td>Local system number</td>
</tr>
<tr>
<td></td>
<td>c</td>
<td>Call number information</td>
</tr>
<tr>
<td></td>
<td>e</td>
<td>Serials volume numbering</td>
</tr>
<tr>
<td></td>
<td>g</td>
<td>Serial dates</td>
</tr>
<tr>
<td></td>
<td>h</td>
<td>Serials completeness note</td>
</tr>
<tr>
<td></td>
<td>k</td>
<td>Serials referral note</td>
</tr>
<tr>
<td></td>
<td>x</td>
<td>Serials retention &amp; guaranteed subscription note</td>
</tr>
</tbody>
</table>

*Figure 4-22 Holdings tags and subfields*

### 4.3.6.3 Local Uniform Resource Indicator (956)

Local access URLs should now be put into a 956 field as part of the holdings, with an accompanying 850 field. The 956 has the same subfields as the 856. These local URLs can be searched using the URI (Local Uniform Resource ID) index.

856 tags should only be used for freely and/or widely available electronic information.

For example,

```
01 $a19-02-03$bAuCNLKIN
850 ##$aXNTU$cOnline access for CDU staff & students only. Not available for document delivery
```

```
```

When the record is exported the 956 field will convert to an 856, for example,

```
```

### 4.3.6.4 Editing Holdings

To edit a holding, find the record and press the Edit button.
The Holding will have enn and Cnn copy tags, see example below. These tags should be ignored and should not be edited. However, if your library is part of a network you may see blank enn fields; these indicate that there are holdings for other branches within your network.

E01
e01 $a22-09-05$b?
850 ##$aKINET$cheld
C0A 22-09-05

You can add a new subfield or subfields or change existing text in the 850 field.

Save the record when you have finished.

4.3.6.5 Holdings Display

The holdings display will vary, depending on which format you are using.

For example,

Coded Data View
  e01 $a16-02-05$bAuCNL
  (s m21) 850 ##$aANL$cNq A823.3 F855
  C0A 16-02-05

s m21a Shows all holdings attached to the record, in this format,
[0076] anl
  e01 $a16-02-05$b?
  850 ##$aANL$cNq A823.3 F855
  C0A 16-02-05

Marc View
  850 $aANL$cNq A823.3 F855
(s m21x)

Labelled View Does not show holdings.
(s u)

4.3.6.6 Transferring holdings

You can transfer your holdings (850 field) from one record to another.

If you are in the Full display screen and you know the PPN of the record you wish to transfer the Holdings to, you can use the Transfer command and the PPN. For example,

TRA TO PPN

If you are in the Brief presentation screen you can transfer the holding by typing in the following command:

TRA SET TTL TO PPN

Where:

tra is the transfer command
set is the result set number (Srl). The default is the current set.
ttl is the title number (in the set)
ppn Pica Production Number of the record you wish the Holdings to be transferred to.
For example,

Set number | Title number
--- | ---

Would be typed in as:

TRA S8 3 TO PPN

OR

Set number | No. of results in set | Title number
--- | --- | ---

Would be typed in as:

TRA S2 14 TO PPN

### 4.3.6.7 Deleting Holdings

You can only delete your own Holdings. To delete a holding, use the 'Delete Holding' scripted button.

Using this button will result in a Delete Confirmation screen being displayed, where you can confirm the delete by pressing the Delete key or choose not to delete by using the Esc key or the Previous screen button.

### 4.3.7 Downloading Records

It is not possible to download records in real time from the Client. The Download... function downloads records as text files, not MARC21 files. However, it is possible to download records using the batch Record Export Service in Libraries Australia Search or in real time by using the download function in Libraries Australia Search.

There are two ways to download records to a text file.

Use File menu then Download...
The current record displayed on the screen or highlighted will be downloaded. Any subsequent downloads using this method, will overwrite existing records in the download.txt file.

The `D` command can also be used to download records. For example,

```
D SET nn  n-n
```

will download from set number records number to number. Each time you download a record or records it will be added to the download.txt file. If you would like the records to download in a different format to the default (see 2.10.1 Parameters) then type the format at the end of the command. For example, you would like the records to be downloaded in Labelled View,

```
D SET nn  n-n U
```

### 4.3.7.1 Products and Record Export Service

The Record Export Service (RES) is a batch downloading service offered by Libraries Australia. Triggers for downloading records are set as part of your Library’s profile in the RES. Adding, updating or deleting your institution’s Holdings statement in WinIBW or LA Search or hitting the Export button in LA Search are potential triggers to download the record. You can also choose to have changes made to bibliographic records with your institution’s holdings as a trigger for a regular Product file.


### 4.3.7.2 Libraries Australia Search

Records can also be downloaded, with or without holdings, from the Libraries Australia Search service. Records with changes, including additions and changes to holdings, made in the Client, will be retrievable in Libraries Australia Search within minutes of the record being saved in the Client.

Some of the download options include: with or without holdings, in MARC-8 or Unicode.


### 4.4 Authority Records

**NOTE:** Before undertaking authority work you must consider the impact on all the linked records.

The prescience of an authority record indicates that a heading has been examined and approved as one which meets the cataloguing standards that are based on the cataloguing tools as described in Section 4.1 Overview.

Libraries Australia will follow the form of heading established in the Library of Congress Name Authorities (LCNA). LCNA will take precedence over name, title and series headings which have already been verified as authorities in ABN, Kinetica or Libraries Australia, and these headings may be retrospectively changed to conform with LCNA.
However, when the preferred form in LCNA for a Chinese name is a pure Wade-Giles form (i.e. the authority has not yet been converted to Pinyin), the preferred form in Libraries Australia is the Wade-Giles form converted to Pinyin.

When the preferred form in LCNA is an "established" form (in other words, not a pure Wade-Giles or Pinyin form, for example, Chang Kai-Shek, Confucius), the preferred form is that "established" form.

An exception will be made for Australian name, title and series headings, because authority records for Australian names, titles and series will usually be established earlier and more accurately by Australian libraries. Therefore, authorities for Australian names, titles and series, which conform to RDA, should not be changed retrospectively simply to conform to LCNA. These authority records should have the 042 Field (Australian content code) added. All new Australian headings should have the Australian content code added.

For further information on cataloguing standards see:


Authority records are created for:

- Name - Personal, corporate, meeting
- Title - Uniform titles
- Subject Topical
- Subject Geographic
- Subject Name - Personal, corporate, meeting as subjects
- Subject Title - Uniform titles as subjects

NOTE: Names can be either a name authority or a name subject authority. They are differentiated by the coding used in the authority record.

Before creating an authority record you should search to see if an authority record already exists for your heading. See Section 3.2.20 Authority records on searching authority records.

### 4.4.1 Basic structure of an authority record

**Mandatory fields:**

<table>
<thead>
<tr>
<th>Tag</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>008</td>
<td>Coded Data - Fixed-length Data Elements</td>
</tr>
<tr>
<td>040</td>
<td>Cataloguing Source button</td>
</tr>
<tr>
<td>066</td>
<td>For non Roman scripts records only - Character sets present, enter as 066 $c</td>
</tr>
<tr>
<td>1XX</td>
<td>LCNA heading or Australian heading (Romanised or English)</td>
</tr>
<tr>
<td>4XX</td>
<td>For non Roman scripts records, at least one (See From Tracing) containing LCNA established heading in non Roman scripts</td>
</tr>
</tbody>
</table>

*Figure 4-25 Mandatory fields for authority records*
Recommended fields:

<table>
<thead>
<tr>
<th>Tag</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4XX</td>
<td>If applicable. For non Roman scripts authority records, LCNA See From Tracing and also See From Tracing in non Roman scripts.</td>
</tr>
<tr>
<td>5XX</td>
<td>See Also From Tracing, if applicable.</td>
</tr>
<tr>
<td>6XX</td>
<td>Complex Name References when applicable</td>
</tr>
<tr>
<td>670</td>
<td>Note - Source Data Found.</td>
</tr>
</tbody>
</table>

Figure 4-26 Recommended fields for authority records

4.4.2 Creating an Authority record

Authority records are inserted in a similar manner to bibliographic records, with a choice of formats, a Coded Data section and an Insert box for headings, fields, and so on. Authority records cannot be added in Novice Mode.

1. Click on the Insert Authority button or type I 2 (Insert record type 2) in the Command line.
2. Choose the appropriate type from the drop down list and double click or click on OK.
3. The Insert entry screen for your authority type will display.
4. Fill in the General tab (Coded Data).
5. In the Insert box, enter the heading, fields and subfields.
6. Save the record.
7. Fix errors if any and save again.
Type of authority Record tab Coded Data tab Insert box

Figure 4-27 Insert entry screen – Authority record

Record tab Will minimise the General (Coded Data) tab to allow more of the Insert box to display. Clicking on the General tab will display the Coded Data again.

Help MARC21 help can be accessed at any stage by pressing the F1 key. This will take you to the MARC21 Concise Format for Authority Data.

4.4.2.1 General tab (Coded data)

This is the 008 field of the authority record. The options in the pick lists will convert to the appropriate codes in the saved record.

Type of record  

<table>
<thead>
<tr>
<th>Character position</th>
<th>What to enter</th>
</tr>
</thead>
<tbody>
<tr>
<td>06</td>
<td>Only change use for subjects - use Not subdivided geographically or Subdivided geographically (May Subd. Geog) as determined on LCSH.</td>
</tr>
<tr>
<td>07</td>
<td>Choose Not applicable if the heading has not been Romanized. If the heading has been Romanized (for example, from Cyrillic or Arabic alphabets) then choose the appropriate standard.</td>
</tr>
<tr>
<td>08</td>
<td>Not used in the Client</td>
</tr>
<tr>
<td>09</td>
<td>Use Established heading except for authorities for headings with subdivisions then use Established heading and subdivision.</td>
</tr>
<tr>
<td>10</td>
<td>Use Other for names, titles, uniform titles. *</td>
</tr>
<tr>
<td></td>
<td>Use <strong>Not applicable</strong> for subjects.</td>
</tr>
<tr>
<td>---</td>
<td>-------------------------------------</td>
</tr>
<tr>
<td>11</td>
<td>Library of Congress should be used for name and subject Authorities.</td>
</tr>
<tr>
<td>12</td>
<td>Use for monographic series.</td>
</tr>
<tr>
<td>13</td>
<td>Only use for monographic series.</td>
</tr>
</tbody>
</table>
| 14| For name and subject use **Appropriate**.  
   For series use **Not appropriate**. |
| 15| Use **Appropriate** as required.  
   For series use **Not appropriate**. |
| 16| Use **Appropriate** for series.  
   **Not appropriate** for other types of headings. |
| 17| Use appropriate type for subject headings with subdivisions or if you are creating an authority for a subdivision alone. |
| 28| Use for corporate names. |
| 29| Use *Tracings are consistent with the heading* if you have *see* or *see also* references otherwise use **Not applicable**. |
| 31| Use **Record can be used**. |
| 32| For Personal names where there is a conflict use **Undifferentiated personal name**. (You can also use a 670 to explain. However, follow MARC21 and put text in [ ]).  
   For Personal names where there is no conflict use **Differentiated personal name**. For corporate names, family names, series and subjects use **Not applicable**. |
| 33| Use **Fully authoritative**. |
| 38| Use **Not modified**. |
| 39| If copying an authority from LCNA use **National Bibliographic Agency**, otherwise use **Other**. |

* Australian headings no longer need to be coded as Other (code z). They should conform to MARC21 standard practice. Australian headings should now have the Australian content code inserted as an 042 field. See the Glossary or Section 4.3.2.4 Australian content for further information.

**4.4.2.2 Insert box**

Fields, subfields and delimiters, spaces punctuation are inserted the same as in a bibliographic record. See Section 4.3.2 Insert or Edit a record for more detail.

If the heading is Australian, use the **Australian Content** button to add the 042 Tag.

042 ##$aanuc

Also, use the **Cataloguing Source** button to add the 040 tag. You will have to add your NUC symbol.

For example, in the Insert or Edit screen (M21)

003 $0AuCNLKN
035 ##$IA$a000000413828
In the MARC View (sh mr1X)

4.4.2.3 Examples in MARC View

   040  $aANL$beng
   042  $akin$aanuc
   100  0  $aOodgeroo Noonuccal,$d1920-1993
   400  1  $aNoonuccal, Oodgeroo, $d1920-1993
   400  0  $aOodgeroo, $d1920-1993
   400  1  $aWalker, Kath$d1920-1993
   400  1  $aNunukul, Oodgeroo, $d1920-1993
   400  1  $aRuska, Kathleen Jean Mary, $d1920-1993

4500  n  a22  cz
   001  000000703336
   003  AuCNLKin
   005  1996121700000.0
   008  800421nn  acnnaabn  ua ana  d
t   035  $aabby01053845
   040  $aANL$beng
   042  $akin$aanuc
   049  $aNH
   100  1  $aAustralia.$bDept. of Transport
   410  2  $aTransport  Australia
   410  1  $aAustralia.$bDept. of Aviation
   510  1  $aAustralia.$bDept. of Civil Aviation
   510  1  $aAustralia.$bDept. of Transport and Shipping
   510  1  $aAustralia.$bDept. of Transport and Markets
   510  1  $aAustralia.$bDept. of Commerce
   510  1  $aAustralia.$bDept. of Construction and Transport
   510  1  $aAustralia.$bDept. of the Interior
   510  1  $aAustralia.$bDept. of Fuel, Transport and Shipping

665  $aEst. Apr. 21, 1930, and assumed transport functions from the former Dept. of Markets and Transport. Abolished Apr. 12, 1932, when its functions were transferred to the new Dept. of the Interior and Dept. of Commerce. Re-est. June 26, 1941; and succeeded Mar. 16, 1950, by Dept. of Fuel, Shipping and Transport. This was succeeded, May 11, 1951, by Dept. of Shipping and Transport and Dept. of National Development. On Dec. 19, 1972, Dept. of Shipping and Transport was succeeded by
Dept. of Secondary Industry and a new Dept. of Transport, which absorbed the whole of the Dept. of Civil Aviation on Nov. 30, 1973. On May 7, 1982, Dept. of Transport was succeeded by Dept. of Aviation and Dept. of Transport and Construction. On Mar. 11, 1983, Dept. of Transport and Construction was succeeded by Dept. of Housing and Construction and another new Dept. of Transport. In 1987 Dept. of Transport merged with the Dept. of Aviation and the Dept. of Communications to form Dept. of Transport and Communications.
4.4.3 Copying a record from an External database

Follow the guidelines for copying a bibliographic record from an External database. Check that there are no extra fields that are not required and if there are delete them.

4.4.4 Editing an Authority record

Editing an authority record is similar to editing a bibliographic record.

1. Search for your record.
2. Click on the Edit button.
3. Add or make changes as required.
4. Save.

NOTE: In 2001 160,000 Chinese name headings from the Library of Congress were loaded to the ANBD. Cataloguers are encouraged to upgrade these records by following the guidelines and adding non Roman scripts forms of name to these authorities.

4.4.4.1 Adding cross references

Cross references need to be added to both records, with accompanying note if required. For example,
100 1 $aHolt, Victoria,$d1906-1993
400 1 $aKellow, Viktoriia,$d1906-1993
400 1 $wnn n$w Hibbert, Eleanor$q(Eleanor Alice Burford),$d1906-1993
500 1 $wnn n$w Tate, Ellalice,$d1906-1993
500 1 $wnn n$w Kellow, Kathleen,$d1906-1993
500 1 $wnn n$w Burford, Eleanor,$d1906-1993
500 1 $wnn n$w Ford, Elbur,$d1906-1993
500 1 $wnn n$w Carr, Philippa,$d1906-1993
500 1 $wnn n$w Plaidy, Jean,$d1906-1993
500 1 $wnn n$w Holt, Victoria,$d1906-1993

If you were setting up a heading for Kathleen Kellow, you would also need to add a 500 tag for Holt, Victoria, with scope note to your new authority record.

100 1 $aKellow, Kathleen,$d1906-1993
500 1 $aBurford, Eleanor,$d1906-1993
500 1 $aFord, Elbur,$d1906-1993
500 1 $aCarr, Philippa,$d1906-1993
500 1 $aPlaidy, Jean,$d1906-1993
500 1 $aHolt, Victoria,$d1906-1993

4.5 Script functionality

The Client has inbuilt functionality to create scripts to perform simple, repetitive tasks. For example the Australian Content button uses a script to put the 042 $aanuc into your record. This saves you from having to type the text directly into the Edit screen. Some other scripts you may want to create for yourself include adding a standard Note field, for example Includes index, or creating a script that executes a search and displays the first retrieved record in the Edit screen.

3. Decide what you would like the script to do. As Learning mode records every step you take, practice what you want to do, so you do not record your mistakes.


![Figure 4-29 Script functions](image)
3. REC should now appear in the Status bar, this means you are in recording mode and anything you do will be recorded as part of the script.

4. Type in your commands or enter the tag and/or text that you want to include in your script.

5. When you have finished your script, click on Script, then Learning again to turn recording mode off.

6. You will be asked to name your script. **Do not use spaces in your script name, or use a numeral as the first character of a script name.** If you must use a space, then substitute an underline instead, for example, **Includes_index**

7. A Script edit box will appear, click on the x in the right hand corner to close it. Do not make any changes to the contents of this box at this time.

8. If your script has errors you will receive an error message at this stage. If you cannot fix it, you may need to ask for help from someone within your organisation or delete the script (see 10. below) and try again.

9. NOTE: The Libraries Australia Help desk does not support this functionality.

10. The Customize dialog box will appear where you can add a shortcut key and/or a button on the toolbar to run your script. The name of your script should appear in Functions under Commands. See Section 2.9.1 Customize for further information on creating shortcuts and so on.

   If your script name is not there, then there may be a problem with it, close the dialogue box and go to Script menu, then Edit to open the edit box. Close the edit box by using the x. If there are errors with the script another dialogue box will open with the column and line number of the error. Fix the errors or delete the script. Close and open the edit box again to see if you have fixed the error or other errors have been located.

11. To delete a script, go to Script, then Edit to open the edit box. Delete all the text between { and } and then close the edit box. All shortcuts, buttons on the toolbars and other references to the script will be removed.
Appendices

A1 Command Options

A1.1 Command Options

These commands can be typed in the Command line either singly or as a string, either upper or lower case.

For example,

s sta aug

to show user statistics for August

<table>
<thead>
<tr>
<th>Term</th>
<th>Search</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADI</td>
<td>ADI</td>
<td>Additional Discriminative information – used to refine searches</td>
</tr>
<tr>
<td>AND</td>
<td>AND</td>
<td>Boolean AND</td>
</tr>
<tr>
<td>APRIL</td>
<td>APR</td>
<td>Used to designate a month, for example,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>s sta apr – will show user statistics for April</td>
</tr>
<tr>
<td>AUGUST</td>
<td>AUG</td>
<td>Used to designate a month, for example,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>s sta aug – will show user statistics for August</td>
</tr>
<tr>
<td>BACK</td>
<td>BAC</td>
<td>Used with the scanning command sc. For example,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>sc tw information - will show you all the index words below and including information</td>
</tr>
<tr>
<td></td>
<td></td>
<td>sc bac tw information – will show you all the index terms above and including information</td>
</tr>
<tr>
<td>BYE</td>
<td>BYE</td>
<td>Closes the Client</td>
</tr>
<tr>
<td>COUNT</td>
<td>COU</td>
<td>Gives the number of records that will be retrieved by a query, for example, cou aw australia</td>
</tr>
<tr>
<td>DECEMBER</td>
<td>DEC</td>
<td>Used to designate a month, for example,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>s sta dec – will show user statistics for December</td>
</tr>
<tr>
<td>DELETE</td>
<td>DEL</td>
<td>Deletes saved sets, for example del s0</td>
</tr>
<tr>
<td>DOWNLOAD</td>
<td>D</td>
<td>Downloads records to a text file</td>
</tr>
<tr>
<td>EDIT</td>
<td>E</td>
<td>Editing data</td>
</tr>
<tr>
<td>FAMILY</td>
<td>FAM</td>
<td>Traces the relationships between bibliographic records</td>
</tr>
<tr>
<td>FEBRUARY</td>
<td>FEB</td>
<td>Used to designate a month, for example,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>s sta feb – will show user statistics for February</td>
</tr>
<tr>
<td>Term</td>
<td>Search</td>
<td>Description</td>
</tr>
<tr>
<td>------------</td>
<td>--------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>FIND</td>
<td>F</td>
<td>Find, for example, f na Black, john – would find all records with author john black</td>
</tr>
<tr>
<td>GLOSSARY</td>
<td>GLO</td>
<td>Access to the Glossary, for example, s glo</td>
</tr>
<tr>
<td>HELP</td>
<td>HEL</td>
<td>Takes you to the Glossary</td>
</tr>
<tr>
<td>HISTORY</td>
<td>HIS</td>
<td>Displays the search History screen</td>
</tr>
<tr>
<td>ILN</td>
<td>ILN</td>
<td>Internal library number</td>
</tr>
<tr>
<td>INFO</td>
<td>INF</td>
<td>Displays the information screen of the currently selected database</td>
</tr>
<tr>
<td>INSERT</td>
<td>I</td>
<td>Creates a bibliographic or authority record</td>
</tr>
<tr>
<td>JANUARY</td>
<td>JAN</td>
<td>Used to designate a month, for example, s sta jan – will show user statistics for January</td>
</tr>
<tr>
<td>JULY</td>
<td>JUL</td>
<td>Used to designate a month, for example, s sta jul – will show user statistics for July</td>
</tr>
<tr>
<td>JUNE</td>
<td>JUN</td>
<td>Used to designate a month, for example, s sta jun – will show user statistics for June</td>
</tr>
<tr>
<td>KEYS</td>
<td>KEY</td>
<td>Display and verification of the search keys in the current bibliographical record.</td>
</tr>
<tr>
<td>LIBRARY</td>
<td>LIB</td>
<td>Display, modification and insertion of a library profile</td>
</tr>
<tr>
<td>LOGIN</td>
<td>LOG</td>
<td>Displays login screen</td>
</tr>
<tr>
<td>MARCH</td>
<td>MAR</td>
<td>Used to designate a month, for example, s sta mar – will show user statistics for March</td>
</tr>
<tr>
<td>MAY</td>
<td>MAY</td>
<td>Used to designate a month, for example, s sta may – will show user statistics for May</td>
</tr>
<tr>
<td>NOT</td>
<td>NOT</td>
<td>Boolean NOT</td>
</tr>
<tr>
<td>NOVEMBER</td>
<td>NOV</td>
<td>Used to designate a month, for example, s sta nov – will show user statistics for November</td>
</tr>
<tr>
<td>OCTOBER</td>
<td>OCT</td>
<td>Used to designate a month, for example, s sta oct – will show user statistics for October</td>
</tr>
<tr>
<td>OR</td>
<td>OR</td>
<td>Boolean OR</td>
</tr>
<tr>
<td>PARAMETERS</td>
<td>PAR</td>
<td>Parameters – for example, s par - shows user parameters (preferences)</td>
</tr>
<tr>
<td>PPN</td>
<td>PPN</td>
<td>Pica Production Number</td>
</tr>
<tr>
<td>Term</td>
<td>Search</td>
<td>Description</td>
</tr>
<tr>
<td>--------------</td>
<td>--------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>PRINT</td>
<td>PRI P</td>
<td>Prints records</td>
</tr>
<tr>
<td>RELATE</td>
<td>R</td>
<td>Tracing relations of a bibliographic record or authority record with other records, or correlations among bibliographical records. See also Family.</td>
</tr>
<tr>
<td>RESET</td>
<td>RESET</td>
<td>Used for resetting the parameters (user preferences) to the database default and for deactivating any active ADI filters.</td>
</tr>
<tr>
<td>SAVE</td>
<td>SAV</td>
<td>Save – keeps one or more records from a search in Set0 or use KEEP button.</td>
</tr>
<tr>
<td>SCAN</td>
<td>SC</td>
<td>Scan index files – Search, Scan.</td>
</tr>
<tr>
<td>SEPTEMBER</td>
<td>SEP</td>
<td>Used to designate a month, for example, s sta sep – will show user statistics for September.</td>
</tr>
<tr>
<td>SHOW</td>
<td>S</td>
<td>Show / Display</td>
</tr>
<tr>
<td>SINCE</td>
<td>SIN</td>
<td>Show log since April</td>
</tr>
<tr>
<td>STATISTICS</td>
<td>STA</td>
<td>Statistics. For example: s sta shows user statistics.</td>
</tr>
<tr>
<td>TILL</td>
<td>TILL</td>
<td>For example, print sta from jun till aug.</td>
</tr>
<tr>
<td>TIME</td>
<td>TIM</td>
<td>Date &amp; time. For example, s tim shows the time and date.</td>
</tr>
<tr>
<td>TO</td>
<td>TO</td>
<td>For example transfer holdings to, TRA &lt;set&gt; &lt;ttl&gt; to &lt;ppn&gt;.</td>
</tr>
<tr>
<td>TODAY</td>
<td>TOD</td>
<td>Command parameter to display the date &quot;today&quot;. Can be used wherever a date is required in a command.</td>
</tr>
<tr>
<td>TRANSFER</td>
<td>TRA</td>
<td>Move data. For example transfer holdings from one record to another.</td>
</tr>
<tr>
<td>USER</td>
<td>USE</td>
<td>User details. For example, s use shows user details.</td>
</tr>
</tbody>
</table>

### A1.2 Keyboard shortcuts

Some keyboard shortcuts can be set in user preferences. See Section 2.9.1.3. See also Section 4.3.1.1 for commands and keys available in the Insert and Edit screens. These shortcuts can be used instead of selecting the buttons on the various toolbars.

<table>
<thead>
<tr>
<th>Button description (Toolbar)</th>
<th>Shortcut keys</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add Holdings (Cataloguing)</td>
<td>ALT+H</td>
</tr>
<tr>
<td>Australian Content (Cataloguing)</td>
<td>ALT+A</td>
</tr>
</tbody>
</table>
Appendix 1

<table>
<thead>
<tr>
<th>Feature</th>
<th>Shortcut</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brief View (Navigating)</td>
<td>ALT+B</td>
</tr>
<tr>
<td>Cataloguing Source (Cataloguing)</td>
<td>ALT+G</td>
</tr>
<tr>
<td>Coded Data View (Navigating)</td>
<td>ALT+D</td>
</tr>
<tr>
<td>Copy Record (Cataloguing)</td>
<td>ALT+O</td>
</tr>
<tr>
<td>Delete Personal Template (Templates)</td>
<td>CTRL+ALT+S</td>
</tr>
<tr>
<td>Family Records</td>
<td>ALT+F</td>
</tr>
<tr>
<td>Insert Authority Item (Cataloguing)</td>
<td>ALT+SHIFT+A</td>
</tr>
<tr>
<td>Insert Bib Item (Cataloguing)</td>
<td>ALT+SHIFT+B</td>
</tr>
<tr>
<td>Insert Default Template (Templates)</td>
<td>CTRL+ALT+A</td>
</tr>
<tr>
<td>Labelled View (Navigating)</td>
<td>ALT+I</td>
</tr>
<tr>
<td>MARC View (Navigating)</td>
<td>ALT+M</td>
</tr>
<tr>
<td>New Personal Template (Templates)</td>
<td>CTRL+ALT+N</td>
</tr>
<tr>
<td>Paste External</td>
<td>ALT+E</td>
</tr>
<tr>
<td>Paste Link (Record Linking)</td>
<td>ALT+P</td>
</tr>
<tr>
<td>Related Records (Cataloguing)</td>
<td>ALT+R</td>
</tr>
<tr>
<td>SearchExact (Record Linking)</td>
<td>ALT+X</td>
</tr>
<tr>
<td>SearchLink (Record Linking)</td>
<td>ALT+S</td>
</tr>
<tr>
<td>Select Personal Template (Templates)</td>
<td>CTRL+ALT+B</td>
</tr>
</tbody>
</table>

Other useful keys:

**F1 key** Will take you to context sensitive help when you are in Insert and Edit screens. It is tag related and will take you the appropriate MARC21 concise format help pages for that particular tag or the index if unsure where you are. This will work for both bibliographic and authority records, where the Client will be able to tell which type of record you are and will take you to the relevant MARC21 concise format.

**Alt+C** Returns the cursor to the Command line.

**A1.3 Button bar**

The buttons available will depend on which screen you are viewing. Some buttons with the same name may have a different function in different screens.

**Delete** Allows you to Delete a record, see Section 4.3.5

**Edit** Takes you to the Edit title screen where you can edit the record and/or add Holdings

**Help** Takes you to the Glossary where you can look up the meaning of words, commands and so on. For MARC21 help, use the F1 key or select Cataloguing rules from the Windows toolbar.
| **History** | This displays the **History screen**, with results of your previous searches from your current session. If you have completed no searches this screen will be blank. |
| **Index**   | Takes you to a list of all the words, numbers, and so on, indexed in the database. A better way to access this list the first time is to use the scan command. For example, `sc na smith, john` will take you to the john smiths in the author index and you can scroll up and down the list, select a term by highlighting it and pressing Enter or double clicking with the mouse. The Client will retrieve the records using that term and list them in the **Brief presentation** screen. When you click on the Index button it will take you the same place in the name index. |
| **Keep**    | **Full and brief presentation screens** - saves the record to your “put aside” or **Saved set** (S0). This set will only be saved for the current session. Use `del s0` to delete Set 0 if you wish to remove all the records and start again. |
| **Save**    | This will Save your record at any time. However, you may receive **Error messages** as the record passes through the Validation tables when you Save it. You must correct the errors before the record can be saved to the database. |
| **Search screen** | A screen with drop down lists of the indexes and with input boxes and for searching. Has limited ADI functionality. |
A2 Index definitions

**SPECIFICATIONS INDEXES MARC 21 – BIBLIOGRAPHIC and AUTHORITY**

Notes:
Sr_strure of ‘R’ enables phrase keyword searching and does so with more precision than ‘U’ (Unnumbered keyword) and ‘T’ (tag numbered keyword)
Omit any occurrence of subfields $5 ($6), $6 ($T), $7 ($SU), $8 ($4) from the indexes listed below.
Omit any occurrence of subfields $e and $4 from Name indexes defined below except subfield $e in X11 fields & subfield $4 in Name keyword index.
Stop words be omitted from indexes. Selected ADIs will use stop words.

<table>
<thead>
<tr>
<th>Index code</th>
<th>Index name</th>
<th>Description</th>
<th>MARC21 bibliographic tags/subfields (PICS tags/subfields)</th>
<th>Structure</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>TW</td>
<td>Title</td>
<td>A word, phrase, character, or group of characters, normally appearing in an item, that names the item or the work contained in it.</td>
<td>130/adfgklmnoprst; 210/a ; 240/adfgklmnoprst; 242/abnpy; 243/adfgklmnoprst; 245/abefgknp; 246/abnp; 247/abnp; 336/ab; 337/ab; 338/ab; 505/t ; 700/all subfields from t onwards include : fgklmnoprst; 710/ all subfields from t onwards include: fgklmnoprst (omit x); 711/ all subfields from t onwards include: fgklnp (omit x); 730/adfgklmnoprst (omit x); 740/anp; 00/ all subfields from t onwards include: fgklmnoprst; 810/fgklmnoprst; 811/fgklnp; 830/adfgklmnoprst</td>
<td>R</td>
<td></td>
</tr>
<tr>
<td>TI</td>
<td>Title</td>
<td></td>
<td></td>
<td></td>
<td>Phrase</td>
</tr>
<tr>
<td>SD</td>
<td>Title Series</td>
<td>Collective title applying to a group of separate, but related, items.</td>
<td>800/abcdefgklmnopqrstuvwxyz; 810/abcdefgklmnoprst; 811/abcdefgklnp; 830/adfgklmnoprst</td>
<td>R</td>
<td></td>
</tr>
<tr>
<td>SE</td>
<td>Title Series</td>
<td></td>
<td></td>
<td></td>
<td>Phrase</td>
</tr>
<tr>
<td>Index code</td>
<td>Index name</td>
<td>Description</td>
<td>MARC21 bibliographic tags/subfields (PICS tags/subfields)</td>
<td>Structure</td>
<td>Comments</td>
</tr>
<tr>
<td>-----------</td>
<td>------------------------------------------</td>
<td>------------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>-----------</td>
<td>----------</td>
</tr>
<tr>
<td>UW</td>
<td>Title UniformKeyword</td>
<td>The particular title by which a work is to be identified for cataloging purposes.</td>
<td>130/adfgklmnoprs; 240/adfgklmnoprs; 243/adfgklmnoprs; 700/ all subfields from t onwards include : fgklmnoprst; 710/ all subfields from t onwards include: fgklnporgst (omit x); 711/ all subfields from t onwards include: fgklnporgst (omit x); 730/adfgklmnoprs</td>
<td>R</td>
<td></td>
</tr>
<tr>
<td>UT</td>
<td>Title uniform</td>
<td></td>
<td>R</td>
<td></td>
<td>Phrase</td>
</tr>
<tr>
<td>KW</td>
<td>Key Title</td>
<td>The unique name assigned to a serial by the International Serials Data System (ISDS).</td>
<td>222/ab</td>
<td></td>
<td></td>
</tr>
<tr>
<td>KT</td>
<td>Key Title</td>
<td></td>
<td>R</td>
<td></td>
<td>Phrase</td>
</tr>
<tr>
<td>NW</td>
<td>Name Keyword</td>
<td>A personal or corporate author or a conference or meeting name. (No subject name headings are included.)</td>
<td>100/abcdjqu; 110/abcdenu ; 111/acdenqu; 245/c; 505/r ; 508/a; 511/a; 550/a; 700/abcdjqu; 710/abcdenu; 711/acdenqu; 720/a; 800/abcdjqu; 810/abcdenu; 811/acdenqu</td>
<td>R</td>
<td></td>
</tr>
<tr>
<td>NA</td>
<td>Name</td>
<td></td>
<td></td>
<td></td>
<td>Phrase</td>
</tr>
<tr>
<td>NW</td>
<td>Name TitleKeyword</td>
<td>A personal, corporate or conference name (author) and the title of the item.</td>
<td>100/abcdjqu + 240/adfgklmnoprs; 110/abcdenu + 240/adfgklmnoprs; 111/acdenqu + 240/adfgklmnoprs; 700/abcdjqu + subfields from t onwards : fgklmnoprst; 710/abcdenu + subfields from t onwards: fgklmnoprst (omit x); 711/acdenqu + subfields from t onwards: fgklnporgst (omit x); 800/abcdjqu + subfields from t onwards: fgklnporgst; 810/abcdenu + subfields from t onwards: fgklmnoprst; 811/acdenqu + subfields from t onwards: fgklnp</td>
<td>R</td>
<td></td>
</tr>
<tr>
<td>NMP</td>
<td>Name title</td>
<td></td>
<td>R</td>
<td></td>
<td>Phrase</td>
</tr>
<tr>
<td>Index code</td>
<td>Index name</td>
<td>Description</td>
<td>MARC21 bibliographic tags/subfields (PICS tags/subfields)</td>
<td>Structure</td>
<td>Comments</td>
</tr>
<tr>
<td>------------</td>
<td>------------</td>
<td>------------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------</td>
<td>-----------</td>
<td>----------</td>
</tr>
<tr>
<td>PW</td>
<td>Publisher Name Keyword</td>
<td>The organisation responsible for the publication of the item.</td>
<td>260/bf (033A$ng); 264/b</td>
<td>R</td>
<td></td>
</tr>
<tr>
<td>PUP</td>
<td>Publisher</td>
<td></td>
<td></td>
<td>Phrase</td>
<td></td>
</tr>
<tr>
<td>SW</td>
<td>Subject Keyword</td>
<td>The primary topic on which a work is focused.</td>
<td>600/abcdefghiklmnopqrstuvwxyz2 ; 610/abcdefghklmnopqrstuvwxyz2 ; 611/acdefgklnpqstuvwxyz2 ; 630/abcdefghklmnopqrstuvwxyz2 ; 650/abcdefuvwxyz2 ; 651/avxyz2 ; 653/a ; 654/abcvxyz2 ; 655/abcdefvxyz2 ; 656/akvxyz2 ; 657/avxyz2 ; 658/abcd2</td>
<td>R</td>
<td></td>
</tr>
<tr>
<td>SU</td>
<td>Subject</td>
<td></td>
<td></td>
<td>Phrase</td>
<td></td>
</tr>
<tr>
<td>SDW</td>
<td>Subject Subdivision Keyword</td>
<td>The qualifying elements of a primary topic as captured in M21 subject subfields.</td>
<td>600/vxyz ; 610/vxyz2 ; 611/vxyz ; 630/vxyz ; 650/vxyz ; 651/vxyz ; 655/vxyz ; 656/vxyz ; 657/vxyz</td>
<td>R</td>
<td></td>
</tr>
<tr>
<td>SDV</td>
<td>Subject Subdivision</td>
<td></td>
<td></td>
<td>Phrase</td>
<td></td>
</tr>
<tr>
<td>CL</td>
<td>Classification</td>
<td>All classification numbers, including US National Agriculture Library Classification and Other Class numbers.</td>
<td>082/a ; 080/abx ; 050/ab ; 060/ab ; 084/ab ; 070/ab ; 072/ax</td>
<td>Phrase</td>
<td></td>
</tr>
<tr>
<td>DC</td>
<td>Dewey Classification</td>
<td>A classification number from the Dewey Decimal Classification, developed by Melvyl Dewey.</td>
<td>082/a</td>
<td>Phrase</td>
<td></td>
</tr>
<tr>
<td>UC</td>
<td>UDC Classification</td>
<td>A classification number from Universal Decimal Classification, a system based on the Dewey</td>
<td>080/abx</td>
<td>Phrase</td>
<td>Normalisation - delete subfield delimiters for classification nos</td>
</tr>
<tr>
<td>Index code</td>
<td>Index name</td>
<td>Description</td>
<td>MARC21 bibliographic tags/subfields (PICS tags/subfields)</td>
<td>Structure</td>
<td>Comments</td>
</tr>
<tr>
<td>------------</td>
<td>---------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------</td>
<td>-----------</td>
<td>--------------------------------------------------------------------------</td>
</tr>
<tr>
<td>LC</td>
<td>LC Classification</td>
<td>A classification number from the US Library of Congress Classification.</td>
<td>050/ab</td>
<td>Phrase</td>
<td>Normalisation - delete subfield delimiters for classification nos</td>
</tr>
<tr>
<td>MC</td>
<td>NLM Classification</td>
<td>A classification number from the US National Library of Medicine Classification.</td>
<td>060/ab</td>
<td>Phrase</td>
<td>Normalisation - delete subfield delimiters for classification nos</td>
</tr>
<tr>
<td>OC</td>
<td>Other Classification</td>
<td>Other classification numbers not indexed elsewhere.</td>
<td>084/ab ; 070/ab ; 072/ax</td>
<td>Phrase</td>
<td>Normalisation - delete subfield delimiters for classification nos</td>
</tr>
<tr>
<td>SI</td>
<td>Standard Identifier</td>
<td>Standard numbers such as ISBN, ISSN, music publishers’ numbers, CODEN, etc., that are indexed together in many online public-access catalogs.</td>
<td>001; 010/az ; 015/a2; 016/az; 017/ab; 020/az; 022/ayz ; 024/adz ; 027/az ; 028/ab ; 030/az ; 037/a ; 086/az ;088/az ; 0995/a ; 907/a ; 0191/a</td>
<td>Word</td>
<td></td>
</tr>
<tr>
<td>Index code</td>
<td>Index name</td>
<td>Description</td>
<td>MARC21 bibliographic tags/subfields (PICS tags/subfields)</td>
<td>Structure</td>
<td>Comments</td>
</tr>
<tr>
<td>------------</td>
<td>-----------</td>
<td>-------------</td>
<td>----------------------------------------------------------</td>
<td>-----------</td>
<td>----------</td>
</tr>
<tr>
<td>SN</td>
<td>ISSN</td>
<td>International Standard Serial Number -- internationally agreed upon number that identifies a serial uniquely. Cf. ANSI/NISO z39.9 and ISO 3297.</td>
<td>022/azyx ; 730/x</td>
<td>Word</td>
<td></td>
</tr>
<tr>
<td>LN</td>
<td>LC Control (card) number</td>
<td>Character string that uniquely identifies a record in the Library of Congress database.</td>
<td>010/az</td>
<td>Word</td>
<td></td>
</tr>
<tr>
<td>NN</td>
<td>OCLC Control number</td>
<td>Character string that uniquely identifies a record in the OCLC WorldCat database</td>
<td>035/az When indexed, normalisation removes the first parenthesis, and replaces the final parenthesis with space. e.g. (OCoLC)1000003 is indexed as OCoLC 1000003</td>
<td>Phrase To search, change formatting to match how OCLC numbers are indexed. e.g. f nn OCoLC 1000003</td>
<td></td>
</tr>
<tr>
<td>AN</td>
<td>ANBD No.</td>
<td>Number that uniquely identifies a record in the Australian National Bibliographic Database (ANBD).</td>
<td>001</td>
<td>Word</td>
<td></td>
</tr>
<tr>
<td>PPN</td>
<td>Pica Production Number</td>
<td>Number that uniquely identifies a record, equal to the ANBD no. plus a check digit (0 to 9 or X)</td>
<td>001 + check digit</td>
<td>Word</td>
<td></td>
</tr>
<tr>
<td>PN</td>
<td>Music Publisher Number</td>
<td>A formatted number assigned by a publisher to a sound recording or to printed music.</td>
<td>028/ab</td>
<td>Word Retain index – TeraText compatibility</td>
<td></td>
</tr>
<tr>
<td>Index code</td>
<td>Index name</td>
<td>Description</td>
<td>MARC21 bibliographic tags/subfields (PICS tags/subfields)</td>
<td>Structure</td>
<td>Comments</td>
</tr>
<tr>
<td>------------</td>
<td>--------------</td>
<td>------------------------------------------------------------------------------</td>
<td>----------------------------------------------------------</td>
<td>-----------</td>
<td>-----------------------------------------------</td>
</tr>
<tr>
<td>CD</td>
<td>Coden No.</td>
<td>The CODEN designation for a bibliographic title. (The CODEN is assigned by the International CODEN Section of Chemical Abstracts Service.)</td>
<td>030/az</td>
<td>Word</td>
<td>Retain index –TeraText compatibility</td>
</tr>
<tr>
<td>MN</td>
<td>ISMN</td>
<td>International Standard Music Number</td>
<td>024/adz</td>
<td>Word</td>
<td>Where 024 ind1=2 (ind$S=2)</td>
</tr>
</tbody>
</table>
| XN         | Superseded number | Kinetica superceded AN numbers, and migrated control numbers from CJK system (.b numbers) | 099 5/a  
907/a  
019 1/a                                              | Word      |                                               |
| LS         | Local System Number | Local System number found in M21 holding field 850 subfield b.             | 850/a +space+850/b  (only indexed when 850/b is non-empty)  
e.g. SFU 416439 | Word      | Index includes the NUC of the library the system number belongs to |
| DAT        | Date of Publication | The date (usually year) in which a document is published.                 | 008/07-10                                               | Word      | Non-numeric characters e.g. ‘u’ ‘ ’ ‘i’ are converted to ‘x’ in the index. |
| LAN        | Language     | A code that indicates the language of the item.                            | 008/35-37  
041/abdefgh                                             | Word      | Always 3 characters. Use the ADI LCO if you don't want to search 041 codes. |
<p>| GEO        | Geographic Area Code | A code that indicates the geographic area of the content of the item. | 043$sa                                                  | Word      |                                               |
| CTY        | Place of     | City or town where an item                                                  | 008/15-17 ; 260/a ; 264/a ; 752/abcd                  | R         | 008/15-17 populated                           |</p>
<table>
<thead>
<tr>
<th>Index code</th>
<th>Index name</th>
<th>Description</th>
<th>MARC21 bibliographic tags/subfields (PICS tags/subfields)</th>
<th>Structure</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Publication</td>
<td>was published.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAT</td>
<td>Material Type</td>
<td>A code that specifies the characteristics and defines</td>
<td>Leader/06</td>
<td>Word</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>the components of the record.</td>
<td>006/00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIB</td>
<td>Bibliographic Level</td>
<td>A one-character alphabetic code indicating the</td>
<td>Leader/07</td>
<td>Word</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>bibliographic level such as monograph, serial or</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>collection of the record.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SOU</td>
<td>Record Source</td>
<td>Record source</td>
<td>008/39; 040/acde</td>
<td>R</td>
<td>008 (002C) values are identical i.e. ‘c’ ‘d’ ‘u’ ‘</td>
</tr>
<tr>
<td>DS</td>
<td>Descriptive convention</td>
<td>MARC code for or the title of the description rules</td>
<td>040/e</td>
<td>Word</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>used in creating the record</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GTS</td>
<td>Source code</td>
<td>Source of content/media/carrier type or index term –</td>
<td>040/f; 336/2; 337/2; 338/2; 655/2; 755/2; 785/2;</td>
<td>Word</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>genre/form</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MTA</td>
<td>Content/carrier/media term</td>
<td>Term applicable to content/ carrier/ media type</td>
<td>336/a; 337/a; 338/a</td>
<td>Word</td>
<td></td>
</tr>
<tr>
<td>Index code</td>
<td>Index name</td>
<td>Description</td>
<td>MARC21 bibliographic tags/subfields (PICS tags/subfields)</td>
<td>Structure</td>
<td>Comments</td>
</tr>
<tr>
<td>-----------</td>
<td>------------------</td>
<td>------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------</td>
<td>-----------</td>
<td>----------</td>
</tr>
<tr>
<td>MTP</td>
<td>Content/carrier/media term</td>
<td>Term applicable to content/carrier/media type</td>
<td>336/a; 337/a; 338/a</td>
<td>Phrase</td>
<td></td>
</tr>
<tr>
<td>MTB</td>
<td>Content/carrier/media code</td>
<td>Code applicable to content/carrier/media code</td>
<td>336/b; 337/b; 338/b</td>
<td>Word</td>
<td></td>
</tr>
<tr>
<td>NT</td>
<td>Note</td>
<td>A concise statement in which such information as extended physical description, relationship to other works, or contents may be recorded.</td>
<td>013$abcdef; 018$a; 020$c; 033$abcfgn; 250$S; 254$S; 255$abcdefg; 256$S; 257$S; 260$abcdefg; 263$S; 264$ab; 270; 300; 306$S; 310$S; 321$S; 340; 342; 343; 351; 362; 490; 500/a; 501/a; 502/a; 504/a; 505/art; 508/a; 511/a; 518/a; 520/ab; 521/a; 533/abcdef; 534; 535; 536/abcdefgh; 538/a; 545/a; 550/a; 553/abc; 506; 507; 510; 513; 514; 515$S; 516$S; 517$S; 522$S; 524; 525; 526; 530; 540; 544; 546$S; 547$S; 552; 555; 556; 580; 581; 753; 856/abcdfhijklmnopqrstuvwxyz23 Authority: 046/fgklstuv2; 368/abc2; 370/abcefgstv2; 371/abcde2stvz; 372/astv2/373/astv2; 374/astv2; 375/astv2; 376/abstv2; 377/al2; 378/qv; 380/a2; 381/av2; 382/abcdpssv2; 383/abcde2; 384/a</td>
<td>R</td>
<td></td>
</tr>
<tr>
<td>AW</td>
<td>Any Keyword</td>
<td>Index contents of fields defined for Title Keyword (4), Name Keyword (1003), Subject heading (21) and Note (63)</td>
<td></td>
<td>Word</td>
<td></td>
</tr>
<tr>
<td>HOL</td>
<td>Holding Text</td>
<td>Text of the holdings statement in M21 holding field 850 subfield $c.</td>
<td>850/$c</td>
<td>Word</td>
<td>Note: holdings indexes only retrieve the value in the index linked to the searcher’s iln (institution).</td>
</tr>
<tr>
<td>ILL</td>
<td>ILL Library Symbol</td>
<td>NUC or Library symbol in the M21 holding field 850 subfield $a</td>
<td>850/$a</td>
<td>Word</td>
<td>Applied character conversion to retain colon as separator.</td>
</tr>
<tr>
<td>Index code</td>
<td>Index name</td>
<td>Description</td>
<td>MARC21 bibliographic tags/subfields (PICS tags/subfields)</td>
<td>Structure</td>
<td>Comments</td>
</tr>
<tr>
<td>------------</td>
<td>--------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>----------------------------------------------------------</td>
<td>-----------</td>
<td>----------</td>
</tr>
<tr>
<td>URL</td>
<td>Uniform Resource ID</td>
<td>Electronic location (e.g. URL) in M21 bibliographic record.</td>
<td>856/abcdefhijklmnpqrstuvwxyz23</td>
<td>Phrase</td>
<td></td>
</tr>
<tr>
<td>URI</td>
<td>Local Uniform Resource ID</td>
<td>Electronic location (e.g. URL) in M21 holding record.</td>
<td>956/abcdefhijklmnpqrstuvwxyz23</td>
<td>Phrase</td>
<td></td>
</tr>
<tr>
<td>HUD</td>
<td>Holdings Update Date</td>
<td>The date (and time) a holding was added to the database or last updated.</td>
<td>850 $5</td>
<td>Phrase</td>
<td></td>
</tr>
<tr>
<td>UPD</td>
<td>Bib Update Date</td>
<td>The date (and time) a record was added to the database or last updated.</td>
<td>005</td>
<td>Phrase</td>
<td></td>
</tr>
<tr>
<td>INS</td>
<td>Bib Insert Date</td>
<td>The date a record was added to the database</td>
<td>008/00-05 - preceded by &quot;19&quot; or &quot;20&quot; depending on if date is in 1900s or 2000s, e.g. 010426 in 008 indexed 20010426 990426 in 008 indexed 19990426</td>
<td>Phrase</td>
<td></td>
</tr>
<tr>
<td>HCD</td>
<td>Holdings Create Date</td>
<td>The date a holding was added to the database</td>
<td>850 $9</td>
<td>Phrase</td>
<td></td>
</tr>
</tbody>
</table>

**ADI (Additional Discriminating Information)**

ADIs are only used to limit. They can be combined with PPN index to apply limit to entire database. Most common codes are established as ‘stopwords’.

| YOP        | Year of Publication            | 008/07-10 and 008/11-14 ADI supports searching of the Date2 (008/11-14) as “interval” ADI e.g. …. And YOP >1990 ; or YOP 1990-1995; | More general than DAT index |

- 141 -
<table>
<thead>
<tr>
<th>Index code</th>
<th>Index name</th>
<th>Description</th>
<th>MARC21 bibliographic tags/subfields (PICS tags/subfields)</th>
<th>Structure</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTC</td>
<td>Material code</td>
<td>Based on values in the Leader/06 position.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LCO</td>
<td>Language code</td>
<td>008/35-37</td>
<td></td>
<td></td>
<td>More specific than LAN index</td>
</tr>
<tr>
<td>CCO</td>
<td>Country code</td>
<td>008/15-17</td>
<td></td>
<td></td>
<td>More specific than CTY index</td>
</tr>
<tr>
<td>SPL</td>
<td>Supplier</td>
<td>(Not stored in a MARC field)</td>
<td></td>
<td></td>
<td>Only values ‘1’ and ‘0’ relevant to Libraries Australia.</td>
</tr>
<tr>
<td>REC</td>
<td>Record type</td>
<td>Authority or bibliographic record</td>
<td>‘1’ = bibliographic record</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AUT</td>
<td>Australian content</td>
<td>Code that indicates item produced at an Australian institution, by an</td>
<td>042Sa where content = anuc</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>indicator</td>
<td>Australian author or the content relates to Australia.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
A3  Coded data in Brief view.

Bibliographic records have a four character alphanumeric code in the coded data column in Brief view. Three of these are MARC format codes and the fourth is a system generated code for records containing non-Roman script. Authority records have a 2 character alphanumeric code with MARC format codes.

These codes are set by the system in response to your choice of document type, record format and other information in the coded data fields.

**Bibliographic record codes**

Position 1 is the Type of record
Position 2 is the Bibliographic level
Position 3 is the Encoding level
Position 4 is a system generated code indicating a record containing non-Roman script.

For example: am Y

Where:

- **a** = Language material
- **m** = Monograph
- **#** = Full level
- **Y** = Record with non-Roman script

<table>
<thead>
<tr>
<th>Description</th>
<th>MARC21</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;&gt; Leader (NR)</td>
<td>Leader</td>
</tr>
<tr>
<td><strong>Position 1.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Type of record</strong></td>
<td>/06</td>
</tr>
<tr>
<td>Language material</td>
<td>a</td>
</tr>
<tr>
<td>Notated music</td>
<td>c</td>
</tr>
<tr>
<td>Manuscript notated music</td>
<td>d</td>
</tr>
<tr>
<td>Cartographic material</td>
<td>e</td>
</tr>
<tr>
<td>Manuscript cartographic material</td>
<td>f</td>
</tr>
<tr>
<td>Projected medium</td>
<td>g</td>
</tr>
<tr>
<td>Nonmusical sound recording</td>
<td>i</td>
</tr>
<tr>
<td>Musical sound recording</td>
<td>j</td>
</tr>
<tr>
<td>Two-dimensional nonprojectable graphic</td>
<td>k</td>
</tr>
<tr>
<td>Computer file</td>
<td>m</td>
</tr>
<tr>
<td>Kit</td>
<td>o</td>
</tr>
<tr>
<td>Description</td>
<td>MARC21</td>
</tr>
<tr>
<td>--------------------------------------------------</td>
<td>--------</td>
</tr>
<tr>
<td>Mixed material</td>
<td>p</td>
</tr>
<tr>
<td>Three-dimensional artifact or naturally occurring object</td>
<td>r</td>
</tr>
<tr>
<td>Manuscript language material</td>
<td>t</td>
</tr>
</tbody>
</table>

**Position 2.**

**Bibliographic level**  
/07

<table>
<thead>
<tr>
<th>Position 3.</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Position 3.</td>
<td></td>
</tr>
</tbody>
</table>

**Encoding level**  
/17

<table>
<thead>
<tr>
<th>Description</th>
<th>Non MARC21</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position 3.</td>
<td>Non MARC21</td>
</tr>
</tbody>
</table>

**System Generated code**

<table>
<thead>
<tr>
<th>Description</th>
<th>Non MARC21</th>
</tr>
</thead>
<tbody>
<tr>
<td>In review (for use by Libraries Australia admin staff)</td>
<td>K</td>
</tr>
</tbody>
</table>
Appendix 3

<table>
<thead>
<tr>
<th>Position 4.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>System Generated code</strong></td>
</tr>
</tbody>
</table>
| Scripted records                                 | Y  
| Non-scripted records                             |  

**Authority record codes**

Authority records have a two character alphanumeric code in the coded data column in Brief view. Position 1 is the Type of record. For authorities it should always be z. Position 2 is the Encoding level, which will be either n for a complete authority record or o for an incomplete authority record.

For example: zn

Where:

z = Authority data
n = Complete authority record

<table>
<thead>
<tr>
<th>Description</th>
<th>MARC21</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Leader</td>
</tr>
<tr>
<td><strong>Type of record</strong></td>
<td>/06</td>
</tr>
<tr>
<td>Authority data</td>
<td>z</td>
</tr>
<tr>
<td><strong>Encoding level</strong></td>
<td>/17</td>
</tr>
<tr>
<td>Complete authority record</td>
<td>n</td>
</tr>
<tr>
<td>Incomplete authority record</td>
<td>o</td>
</tr>
</tbody>
</table>
A4 Error messages and Troubleshooting

A4.1 Troubleshooting

1. I’ve downloaded a file and the diacritics aren’t displaying properly!
   A. Check the display font, you need Arial Unicode MS or a similar font to correctly display diacritics. See Appendix 9 for more information on Unicode fonts.

2. The first letter of my title doesn’t appear!
   A. Check that you have put the @ in as you index point. See Section 4.3.2.4.

A4.2 Error messages

- Notification
  These are for information only. When editing and inserting a record these will not prevent the record from being Saved. They can indicate that there are problems with the record and these can be fixed by editing in the usual way.

- Warning
  These require you to take some action. It may be that your search retrieved no hits so you need to rethink your search. For example,
  
  **Login refused** – there is an error in your username and/or password

  When editing a record these are Validation errors and must be corrected before the record can be Saved. For example,

  **Unexpected $$7 in tag 787** - you have used a subfield that is not normally used in this tag. Use F1 or the Cataloguing rules button to check.

- Error message
  These are System generated and may mean you have to take action

A4.3 Searching

Title not found!

**Presentation-request failed**

The system is unable to display the record in MARC format. The easiest thing to do is to use the Coded Data View which will display such records. Once you have got past the problem record you can go back to MARC display.

If you are in a list of records, you can skip the undisplayable record by typing in the **Command line s nn** where nn is the number of the record after the one you are trying to display or two numbers in front the currently displayed record. You are viewing record number 4, and press **Enter** the message comes up, meaning it can’t display record number 5, type in **s 6** and it will jump to record 6. Otherwise, use the **Esc** key to return to your list and select the record after the one that won’t display.
You can also use the Edit button and try to identify and correct the error preventing display. Examples of such errors include:

- 500 ## (field without content)
- 655 #7$2lcsh$aElectronic journals. ($2 subfield should be at end)

Fix the error/s, Save and the record should display.

Command not understood – check the list of available commands to make sure your command is valid.

### A4.4 Validation error messages

These appear as a ⚠️ and must be fixed before the record will Save. The validation error messages currently use the PICA format tags which may vary from the MARC21 tag number, the relevant MARC21 tag is included in the explanation.

'012345679X' in 020 has to be numeric with check digit and correct – your IBSN is invalid. Check that is correctly typed, otherwise change to $z – Incorrect ISBN

Content expected in nnn$$n There is no data in Tag nnn subfield $n and there should be, for Example, Content expected in 260$$c

Indicator n of nnn must be contained in 'nnn' – one of the indicator values must be one of the values offered. For example,

- Indicator 1 of 100 must be contained in '013'  
- Indicator 2 of 100 must be contained in '#'  

The length of 'N'n in 002 has to be 3 characters at least - you have not filled in Encoding Level (Ld/17) and/or Descriptive Cataloguing Form Ld/18 (General tab). These are mandatory.

The length of '#' in nnn has to be 2 characters - You must two indicators and you do not.

The length of '00' in 306 has to be 6 characters - There are too many characters or not enough characters in the subfield of tag 306

'Title' in 245 has to contain a '@' – the 245 tag requires an @ in place of the filing indicator

None of the tags 245, 130, 100, 110, 111 is present – A Main Entry tag is Mandatory

One of the subfields $$9/$$a is obligatory in nnn (Tag number) – Tag nnn has no subfields or data, for example, you have insert 100 1# only, no subfields or data

Position 2 of 2XXX in 009 has to be a numeral - in Date 1 (008/07-10) (General tab) the first two characters must be numerals, for example 20XX

Subfield $$a is obligatory in 009 - Date 1 (008/07-10) (General tab) is Mandatory
Tag 002 is incorrect as regards content – you have not filled in Encoding Level (Ld/17) and Descriptive Cataloguing Form Ld/18 (General tab). These are mandatory.

Tag 009 is not repeatable – Type of Date (008/06) and Date 1 (008/07-10) (General tab), are mandatory.

Tag 009 with only indicators is not allowed – Date 1 (008/07-10) (General tab) is Mandatory.

This copy is protected – you cannot edit or delete these holdings because they are not yours.

‘The subfields $T$U in $nnn$ must be present in both’ – you have used a linking subfield ($6$ or $7$) in a tag and the Client is expecting another tag of the same tag number with the reciprocal linking fields. This is used in non Roman script records. Remove the subfield if you have entered it by mistake or put in the corresponding tag and/or subfield. For example,

```
830 $$607$$7ba$a@Nan she cong shu.$nDi 1 tao.
830 $$607$$7cjk$a@南社丛书.$n第 1 套
```

If you want to have a non Roman script field without a corresponding Roman field, use "00" as the $6$ linking number:

```
830 $$600$$7cjk$a@南社丛书.$n第 1 套
```

Unexpected $$n in tag ‘$nnn’ – you have used a subfield which is not allowed in tag $nnn$. Check the Concise MARC21 Bibliographic format by using F1 for valid subfields for that tag.

‘Tag 440 is obsolete; use tag 490 and/ or 830’ – you have used the obsolete 440 tag. The record can be saved with the 440 tag however it is recommended that you use the 490 and/or 830 tag instead.
A5 Guidelines on the use of templates

A5.1 Libraries Australia Policy on Templates

1. Cataloguers are encouraged to use the predefined templates to create a new bibliographic item.

2. Cataloguers are also encouraged to copy existing ANBD records as the basis for making new records. This will generally be the most efficient way to create new bibliographic items.

3. A range of Client templates are available, primarily to ensure that users can create records for commonly used and difficult material types defined in the Leader/06 position.

4. The Predefined templates are created and maintained by Libraries Australia staff to ensure that they meet the required data standards and reflect the latest cataloguing policies.

5. If cataloguers require additional Predefined templates they may either:
   - approach Libraries Australia staff to either add an additional template or modify an existing template, or
   - create or modify their own library-specific, user defined templates in the Client and store them on their own PC or in a local network drive. In such cases, individual libraries are responsible for the creation, maintenance and updating of their own templates.

6. There is no restriction on the number of templates that may be defined. However, for efficient browsing and selection of templates, both Client and library-specific templates should be kept to as small a number as possible. Templates should be defined when they genuinely provide efficiency when creating new records, for example, when cataloguing materials of a certain type on a regular basis, or materials with many repetitive or complex features.

7. Client templates cannot be deleted. User defined templates can be deleted when no longer needed.

A5.2 Data Standards

As a minimum requirement all templates must adhere to the Client’s minimum level record standard. Templates are not restricted to the minimum record standard.

In some instances it may not be possible to provide all the data required in a level 1 description, for example real standard numbers.

A5.3 Number of Predefined Templates

The aim is to keep the number of LACC templates to a minimum and to focus on creating templates for types of material that will be used regularly by cataloguers.

Twenty-three templates to support commonly used and new electronic types of records have been created.

   Book
   Serial/Continuing Resource
   Cartographic Material
   Non-Musical Sound Recording (Cassette, Tape, etc)
Appendix 5

- 150 -

Musical Sound Recording (CD)
Projected Medium (Videographic)
Picture/Visual Material (2D Artefact (Mono))
Motion Picture
Theses
Manuscript
Notated Music
Manuscript Cartographic Material
Manuscript Music Material
3D Realia
Kit
Mixed Materials
Talking Book
Integrating Resource (Language Material)
Integrating Resource (Remote Access Electronic Material)
DVD Material
CD-ROM (Electronic Resource)
Computer File
E-journal

Templates cannot be established for authority records in the Client.

A5.4 User Defined Templates

It is possible to set up user defined templates in the Client. These can be created by:

- Copying an existing template, editing it if required, and saving it as a user defined template, see Section 4.3.3.3 Creating a template.
- Copying a record, editing it and saving it as a user defined template, see Section 4.3.3.3 Creating a template.
- Import a record from another database, such as LC, edit and save the record as a user defined template. For details see Section 4.3.3.6 Importing a Record and Section 4.3.3.3 Creating a template.
### A6 Diacritics

Use the left or right Alt Key plus the values in the Character Number columns on the following pages.

NOTE: While either the right or left Alt keys can be used for some of the characters, the right Alt key may produce a different diacritic. If you do get an unexpected result when using the right Alt key, delete the character and use the left Alt key instead.

<table>
<thead>
<tr>
<th>Character Number</th>
<th>Font Symbol</th>
<th>Symbol Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>96</td>
<td>`</td>
<td>Grave (independent)</td>
</tr>
<tr>
<td>94</td>
<td>^</td>
<td>Circumflex (independent)</td>
</tr>
<tr>
<td>95</td>
<td>_</td>
<td>Underscore (independent)</td>
</tr>
<tr>
<td>126</td>
<td>~</td>
<td>Tilde (independent)</td>
</tr>
<tr>
<td>167</td>
<td>ü</td>
<td>Circle above (independent)</td>
</tr>
<tr>
<td>168</td>
<td></td>
<td>Pseudo question mark</td>
</tr>
<tr>
<td>34</td>
<td>`</td>
<td>Double acute</td>
</tr>
<tr>
<td>156</td>
<td>£</td>
<td>British pound</td>
</tr>
<tr>
<td>241</td>
<td>±</td>
<td>Plus or minus</td>
</tr>
<tr>
<td>224</td>
<td>α</td>
<td>Alpha</td>
</tr>
<tr>
<td>142</td>
<td>Ä</td>
<td>A umlaut upper</td>
</tr>
<tr>
<td>143</td>
<td>Å</td>
<td>A circle above upper</td>
</tr>
<tr>
<td>146</td>
<td>Æ</td>
<td>AE diagraph upper</td>
</tr>
<tr>
<td>128</td>
<td>Ç</td>
<td>C cedilla upper</td>
</tr>
<tr>
<td>144</td>
<td>É</td>
<td>E acute upper</td>
</tr>
<tr>
<td>165</td>
<td>Ñ</td>
<td>N tilde upper</td>
</tr>
<tr>
<td>153</td>
<td>Ö</td>
<td>O umlaut upper</td>
</tr>
<tr>
<td>154</td>
<td>Ü</td>
<td>U umlaut upper</td>
</tr>
<tr>
<td>225</td>
<td>ß</td>
<td>Beta</td>
</tr>
<tr>
<td>133</td>
<td>à</td>
<td>A grave lower</td>
</tr>
<tr>
<td>160</td>
<td>á</td>
<td>A acute lower</td>
</tr>
<tr>
<td>Character Number</td>
<td>Font Symbol</td>
<td>Symbol Description</td>
</tr>
<tr>
<td>------------------</td>
<td>------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>131</td>
<td>â</td>
<td>A circumflex lower</td>
</tr>
<tr>
<td>132</td>
<td>ā</td>
<td>A umlaut lower</td>
</tr>
<tr>
<td>134</td>
<td>å</td>
<td>A circle above lower</td>
</tr>
<tr>
<td>145</td>
<td>æ</td>
<td>AE diagraph lower</td>
</tr>
<tr>
<td>135</td>
<td>ç</td>
<td>C cedilla lower</td>
</tr>
<tr>
<td>138</td>
<td>è</td>
<td>E grave lower</td>
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<tr>
<td>130</td>
<td>é</td>
<td>E acute lower</td>
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<tr>
<td>136</td>
<td>ê</td>
<td>E circumflex lower</td>
</tr>
<tr>
<td>137</td>
<td>ë</td>
<td>E umlaut lower</td>
</tr>
<tr>
<td>141</td>
<td>ì</td>
<td>I grave lower</td>
</tr>
<tr>
<td>161</td>
<td>í</td>
<td>I acute lower</td>
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<tr>
<td>140</td>
<td>î</td>
<td>I circumflex lower</td>
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<tr>
<td>139</td>
<td>ï</td>
<td>I umlaut lower</td>
</tr>
<tr>
<td>164</td>
<td>ñ</td>
<td>N tilde lower</td>
</tr>
<tr>
<td>149</td>
<td>ò</td>
<td>O grave lower</td>
</tr>
<tr>
<td>162</td>
<td>ó</td>
<td>O acute lower</td>
</tr>
<tr>
<td>147</td>
<td>ô</td>
<td>O circumflex lower</td>
</tr>
<tr>
<td>148</td>
<td>ö</td>
<td>O umlaut lower</td>
</tr>
<tr>
<td>229</td>
<td>σ</td>
<td>O hook lower</td>
</tr>
<tr>
<td>151</td>
<td>û</td>
<td>U grave lower</td>
</tr>
<tr>
<td>163</td>
<td>ú</td>
<td>U acute lower</td>
</tr>
<tr>
<td>150</td>
<td>ū</td>
<td>U circumflex lower</td>
</tr>
<tr>
<td>129</td>
<td>ü</td>
<td>U umlaut lower</td>
</tr>
</tbody>
</table>

ALIF appears as Modifier Letter Apostrophe on the special characters bar 02BC

AYN appears as Modifier Letter Turned Comma on the special characters bar 02BB
A7  **External databases, Z39.50 targets**

**External databases**
- Library of Congress Catalogue
- OCLC WorldCat
- Te Puna (New Zealand National Bibliographic Database)
- Chinese University of Hong Kong
- Hong Kong University of Science and Technology
- University of Hong Kong

**Library of Congress Catalogue**

The Library of Congress Online Catalogue contains approximately 12 million records representing books, serials, computer files, manuscripts, cartographic materials, music, sound recordings, and visual materials. As an integrated database, the online Catalogue includes 3.2 million catalogue records from an earlier database. These catalogue records, primarily for books and serials catalogued between 1898 and 1980, are being edited to comply with current cataloguing standards and to reflect contemporary language and usage.

**General Search Rules for the Library of Congress Catalogue**

<table>
<thead>
<tr>
<th>Display</th>
<th>Results sets on the search results screen cannot be sorted</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Search term not highlighted in red in records on search results screen</td>
</tr>
<tr>
<td>Truncation</td>
<td>Does not support ? for truncation at the end of a word stem</td>
</tr>
<tr>
<td>Wildcard</td>
<td>Does not support # as a wildcard to replace a character in a word</td>
</tr>
<tr>
<td>Material Group Limits</td>
<td>None available</td>
</tr>
</tbody>
</table>

**OCLC World Cat**

The OCLC WorldCat database is an online union catalogue produced by OCLC (Online Computer Library Center) in Dublin, Ohio. WorldCat is the OCLC Online Union Catalogue, and contains more than 56 million records contributed by libraries around the world, including material dating from 1000 AD.

Items described include books, serials, articles/chapters, musical scores, websites, computer programs, manuscripts, sound recordings, films, slides, maps and videotapes.

On October 1 2007, RLG & SCIPIO records merged into OCLC’s WorldCat database.
## General Search Rules for OCLC WorldCat

<table>
<thead>
<tr>
<th>Display</th>
<th>Results sets on the search results screen cannot be sorted</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Search term not highlighted in red in records on search results screen</td>
</tr>
<tr>
<td>Spelling</td>
<td>Supports variant spellings</td>
</tr>
<tr>
<td></td>
<td>e.g. labour will find labor or labour</td>
</tr>
</tbody>
</table>

## Te Puna (New Zealand National Bibliographic Database)

The Te Puna database contains records of New Zealand publications and resources held in New Zealand libraries. The database contains over 10 million records. The National Library of Australia and National Library of New Zealand have reciprocal arrangements for access by Libraries Australia and Te Puna users to the Australian National Bibliographic Database and the Te Puna database.

### General Search Rules for Te Puna

<table>
<thead>
<tr>
<th>Display</th>
<th>Results sets cannot be sorted on search results screen</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Search term not highlighted in red in records on search results screen</td>
</tr>
<tr>
<td>Wildcard</td>
<td>Cannot use # to replace a character in a search term</td>
</tr>
</tbody>
</table>

## Chinese University of Hong Kong

The university library system houses the Hong Kong Studies Archive, Hong Kong Literature Collection, Chinese Overseas Collection, Nobel Laureate GAO, Xingjian Collection, Nobel Laureate CY Yeung Archive, American Studies Resource Collection and Modern Chinese Drama Collection which highlight the distinctive CUHK stock of literatures in Hong Kong. The library system has more than 1.8 million holdings.

## Hong Kong University of Science and Technology

The Library has a collection of more than 610,000 volumes of books and bound periodicals, as well as a collection of electronic and non-print materials. The digital collection includes antique maps of China consisting of more than 230 maps, charts, pictures, books and atlases representing almost all samples of China maps produced by European cartographers from the 16th to 19th centuries. The collection also includes theses and university archives.

## University of Hong Kong

The University of Hong Kong has the oldest academic library in Hong Kong with over 2.3 million holdings. It is comprised of the Main Library and six specialist branch libraries, the Dental, Education, Fung Ping Shan (East Asian Language), Yu Chun Keung Medical, Lui Che Woo Law and the Music Library.
A8  **Keyboard layouts and Input Method Editors**

The Client supports the standard Windows tools for entering Unicode data, such as Input Method Editors (IME) for Japanese, Chinese and Korean and keyboard layouts for Arabic, Russian, Hebrew and so on.

This Appendix describes how to install additional language support, keyboard layouts and IMEs.

These components are part of Windows 2000 and Windows XP, although not installed by default. For Windows 98SE, NT4-SP6 and ME Microsoft provides the [Global IME 5.02 for 32-bit Windows](http://www.microsoft.com/globaldev/handson/user/xpintlsupp.mspx) or the [Global IME 50.2 for Office XP](http://www.microsoft.com/globaldev/handson/user/xpintlsupp.mspx), which contains IMEs for East Asian Languages.

**NOTE:** You may have to have Administrator privileges or be authorised to perform these procedures. Contact your Library Administrator or Information Technology Section if you are not sure.

### A8.1  Windows XP

Under Windows XP and 2000, the first step is to add supplemental language support, for complex script, right-to-left languages and for East Asian languages. The complex script and right-to-left languages include Arabic, Armenian, Georgian, Hebrew, the Indic languages, Thai and Vietnamese; the East Asian languages include Chinese, Japanese and Korean. The files for most other languages are installed on your computer automatically by Windows.

See also: [http://www.microsoft.com/globaldev/handson/user/xpintlsupp.mspx](http://www.microsoft.com/globaldev/handson/user/xpintlsupp.mspx)

#### A8.1.1  Add Language Support

1. Open the **Control Panel**.
2. Click on **Date, Time, Language and Regional Options**.
3. Click on **Regional and Language Options**. The **Regional and Language Options** applet appears.
4. Click on the **Languages** tab.
5. Under **Supplemental language support**, select the check box beside the applicable language collection:
   a. Install files for complex script and right-to-left languages, and
   b. Install files for East Asian languages.
6. Click **OK** or **Apply**. You will be prompted to insert the Windows CD-ROM or point to a network location where the files are located. After the files are installed, you must restart your computer.

#### A8.1.2  Add Keyboard / Input Method Editor

1. Follow Steps 1-4 from **A8.1.1 Add Language Support**.
2. Under **Text services and Input languages**, click on **Details...**.
3. Under **Installed services**, click on **Add...**.
4. In the **Add Input language** dialog box, select the input language and keyboard layout or IME you want to add. Click **OK** to exit.
5. Repeat Steps 3 and 4 to add more input languages. When finished, click OK to close Text services and input languages, and click OK to close Regional and Language Options.

6. You should now see a language indicator in the System Tray (located at the bottom right hand corner of the desktop by default). You can switch between different input methods by pressing the left or right Alt+Shift keys.

**A8.2 Windows 2000**

See also: [http://www.microsoft.com/globaldev/handson/user/2kintlsupp.mspx](http://www.microsoft.com/globaldev/handson/user/2kintlsupp.mspx)

### A8.2.1 Add Language Support

1. Open the Control Panel.
2. Click on Regional Options. The Regional Options applet appears.
3. On the General tab, under Language settings for the system, select the check box next to the language group(s) you want to install.
4. Under Supplemental language support, select the check box beside the applicable language collection.
5. Click Apply. You will be prompted to insert the Windows CD-ROM or point to a network location where the files are located. After the files are installed, you must restart your computer.

### A8.2.2 Add Keyboards / Input Method Editor

1. Click on Regional Options in the Control Panel.
2. Click on the Input Locales tab.
3. On the Input Locales tabs, click on Add….
4. In the Add Input Locale dialog box, select the input locale and keyboard layout or IME you want to add. Click OK to exit.
5. Repeat steps 3 and 4 to add more input languages. When finished, click OK to close Regional Options.
6. You should now see a language indicator in the System Tray (located at the bottom right hand corner of the desktop by default). You can switch between different input methods by pressing the left or right Alt+Shift keys.

**A8.3 Windows 98, ME and NT**

Under Windows 98, ME and NT it is possible to install IMEs for Chinese (traditional or simplified), Japanese and Korean. Support for other complex script and right-to-left languages such as Arabic, Armenian, Georgian, Hebrew, the Indic languages, Thai and Vietnamese is not possible.

### A8.3.1 IMEs for East Asian Languages

Microsoft provides the Global IME 5.02 for 32-bit Windows for East Asian languages that can be used under Windows 98-SE, ME and NT4-SP6, not using Office XP.

1. Download the setup files for the IMEs including the Language Pack for Chinese (simplified or traditional), Japanese or Korean from:

2. Run the setup and follow the instructions presented by the setup program. After the files are installed, you must restart your computer.

The language only shows in the language bar when a program has focus that supports the IME.

After installation, documentation is provided in the **Start menu**, which is also accessible via the IME Help button.

NOTE: When Office XP is used under Windows 98, ME or NT, a different setup (**Microsoft Global IME for Office XP**) must be used. Refer to:  

### A8.3.2 Additional languages and keyboard layouts

Under Windows 98, ME and NT, additional languages and keyboard layouts can be configured via **Keyboard** in the **Control Panel**.

NOTE: That while IMEs for East Asian languages may have been installed in the previous step, these languages will not appear during this procedure.
A9 Unicode fonts

In order to display all characters in the Special characters bar as well as non-Latin scripts such as Chinese, it may be necessary to install additional fonts. The Client distribution does not supply Unicode fonts.

The Arial Unicode MS font contains all characters used in the Special characters bar as well as many non-Latin scripts including Chinese, Japanese and Korean. This font is, however, not part of any Windows version, but is supplied with Microsoft Office 2007, FrontPage 2000, Office XP and Publisher 2002.

Some scripts such as Lao or Khmer may still not display correctly even if you have a suitable font installed on your PC. In this case you must also set the client to use the font in presentation and edit screens, see Section 2.9.2.3 Fonts and Colors. Note that these two scripts do not display correctly in the client with Ariel Unicode MS, even though they may in Microsoft Office applications.

Other free, shareware or commercial fonts are available. A resource for information about Unicode fonts is:

http://www.alanwood.net/unicode/index.html

A9.1 Arial Unicode MS font

The Arial Unicode MS font is installed as part of the Microsoft Office setup and is part of the International Support features. To install the Arial Unicode MS font, follow these steps:

1. Open the Control Panel.
2. Click Add or Remove Programs.
3. Do one of the following:
   a. In Microsoft Windows 98, Microsoft Windows ME or Microsoft Windows NT 4.0: On the Install/Uninstall tab, click Microsoft Office XP (or Microsoft Word 2002), and then click Add/Remove OR
   b. In Microsoft Windows 2000 or Microsoft Windows XP: Click Change or Remove Programs, click Microsoft Office XP (or Microsoft Word 2002), and then click Change.
4. In the Features to Install window, click Next.
5. Click to expand Office Shared Features.
6. Click to expand International Support.
7. Click the icon next to Universal Font and click Run all from My computer on the shortcut menu.
8. Click Update to complete the installation of the Universal Font (Arial Unicode Ms) to your computer.

Further information about the Arial Unicode MS Font can be found in the Microsoft Knowledge Base, http://support.microsoft.com/default.aspx?scid=kb:en-us:287247
A10 Bibliography


MARC21 concise format for authority data. Library of Congress, 2004 and updates


A11 Training Logins

These logins are for use with the Libraries Australia Cataloguing Client Training Database.

The logins below cannot be used to access the real (‘production’) database.

If you have difficulty accessing a training account, or find that the logins do not provide an appropriate set of practice exercises, contact the Libraries Australia Help Desk (1800 026 155, nla.gov.au/librariesaustralia/contact/) and describe the problem.

<table>
<thead>
<tr>
<th>USERNAME</th>
<th>PASSWORD</th>
</tr>
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<tbody>
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</tr>
</tbody>
</table>
GLOSSARY

AACR2

ADI
Additional Discriminative Information filters. The ADI filter can be used to filter search results or to reduce them. The database you are logged into determines which filters are available. Examples of ADI filters are type of publication, year of publication, language code and type of record.

proximity operators
Symbols used in searching to retrieve titles when you know some of the words and they are close to each other.

AN
The unique system generated number assigned to each record in the Client. These are visible using the MARC21 view in field 001 of the record. Former Amicus database numbers have been used as the AN in order to have backwards compatibility with Amicus numbers that already exist in local systems. See also PPN.

ANBD
See Australian National Bibliographic Database.

anuc - Australian National Union Catalog
Australian Content code, used in both bibliographic and authority records. It signifies that the descriptive elements have been edited and all headings verified against the relevant authority file to prepare the record for inclusion in the Australian National Bibliographic Database. In bibliographic records it indicates that the author was born or has lived in Australia for a substantial period of time, the work is considered to have significant Australian content or if the work has been published in Australia. In authority records it indicates that this is a verified Australia heading, for example an Australian author or Australian subject heading.

Australian content
For bibliographic records, Australian content is where the author was born or has lived in Australia for a substantial period of time, the work is considered to have significant Australian content or if the work has been published in Australia. For authority records it signifies that this is an authorised Australian heading. The Australian Content code is $042 $aanuc.

Australian National Bibliographic Database
ANBD. The national union catalogue of participating Australian libraries. Includes bibliographic records from national cataloguing agencies in Britain, Canada, New Zealand, Vietnam and the United States.

authority file
A collection of authority records containing the preferred forms of headings for subjects, names, series and uniform titles.
authority record
A record of the preferred heading for a subject, person, place, corporate body, series or uniform title.

bibliographic level
A code in the MARC leader; the most common values are ‘m’ for monograph and ‘s’ for serial.

Boolean operators
The words AND, OR, NOT that enable you to combine search terms to retrieve different result sets.

CJK Service

coded data
Part of a MARC record that enables it to be retrieved using a MARC code.

corporate name
The name of an organisation or group of people identified by that name, and acting as an entity.

diacritic
A mark, such as an accent, used with a letter to show how it is pronounced.

GMD
General material designation. Broad category of material to which an item belongs for example, sound recording -defined in AACR2R.

government publication
A document prepared for or by a government agency which is published and distributed for public information.

History List
The History List is a list of all previously issued commands, deduplicated and sorted in reverse chronological order, i.e. the most recent command at the top.

holdings
A record that a library has a particular item or items in its collection.

ILL symbol
See NUC symbol.

IME
See Input Method Editors

Input Method Editors
Enables script and/or non Roman characters for various languages to be inserted into records.
International Standard Book Number
ISBN. A number intended to be unique, assigned by an agency in each country to all books and pamphlets, book readings on cassette, microfiche publications, computer software and multimedia kits containing printed material.

International Standard Music Number
ISMN. An internationally recognised number assigned to printed music by the International Standard Music Number Agency in Berlin.

International Standard Serial Number
ISSN. An internationally recognised number assigned to each serial publication by the International Serials Data System (ISDS), a network of national centres sponsored by UNESCO.

ISBN

ISMN

ISSN
See International Standard Serial Number.

classification
A significant term used in a search to retrieve a document or record.

Kinetica Chinese, Japanese and Korean (CJK) Service
Previously a database containing records of all the major Chinese, Japanese and Korean collections in Australian libraries. This database is now part of the ANBD.

Libraries Australia Advisory Committee
A committee of appointed and elected members to represent Libraries Australia users and advise the National Library on issues related to Libraries Australia use and development for example, charges, enhancements.

Libraries Australia Search
The part of Libraries Australia Services that allows you to perform simple and complex searches in a number of databases including the ANBD.

Libraries Australia Cataloguing Client
The Client designed for shared cataloguing, based on WinIBW and CBS software.

Library of Congress Catalogue
Provides access to the Library of Congress collection in the United States of America, including books, serials, government publications, manuscripts, photographs and maps.

Library of Congress Rule Interpretations
Interpretations of the Anglo-American Cataloguing Rules adopted by the Library of Congress.

Library symbol
See NUC symbol
**logon**
A combination of a username and password for connecting to Libraries Australia.

**MARC record**
The machine readable format of a bibliographic record.

**Material Type**
The type of publication of a requested item—for example, printed music.

**National Bibliographic Database**
See Australian National Bibliographic Database.

**National Union Catalogue symbol**
See NUC symbol.

**Nature of contents**
A code in a MARC record for books that shows that the item contains certain types of material—for example, bibliography, legislation.

**NBD**
See Australian National Bibliographic Database.

**Nesting**
Placing round brackets around a pair of search terms and an operator in Search and Command search so that the Client will process the terms in brackets first for example, SW vegetation AND (ALL subtropical OR ALL sub-tropical).

**NUC symbol**
*National Union Catalogue symbol.* A library’s unique identifier issued by the National Library of Australia.

**OCLC WorldCat Database**
An online union catalogue maintained by OCLC (Online Computer Library Center) in Dublin, Ohio.

**operating system**
The platform that allows other programs to run within it — for example, Windows XP, Macintosh OSX.

**password**
A string of letters and/or numbers that authorises a user to log on to Libraries Australia services; used in combination with a username.

**PPN**
Pica Production Number – System generated character string with a Modulus 11 check digit that uniquely identifies a record in the Client. The PPN is based on the system generated number that appears in the 001 tag of a record, the AN number. See also AN.
Resource Description and Access (RDA)

RDA (Resource Description and Access) is the new cataloguing standard that has replaced AACR2.

Record Export Service
Batch downloading of records from the Libraries Australia Search service. Libraries choose triggers, change or deletion of bibliographic records or holdings, and these records are then downloaded to a file on the ftp server to be retrieved by the designated library. For more detail on this and other Products, see nla.gov.au/librariesaustralia/services/cataloguing/products/

relational operators
Symbols that allow you to limit your search to a range of dates for example, >= 2001, < 1982.

right truncation
See Truncation.

Search
The interface of the Client that enables you to perform a search of a database using a single search term.

Te Puna
The New Zealand national union catalogue.

Truncation
Abbreviation of a search term using the various symbols in order to include variants of the term such as plurals, adjectives, and so on. In the Client it can be used at the end of the search term; hence ‘right’ Truncation.

Unicode
The Universal Character Set (UCS) which is ISO 10646 and its industry counterpart Unicode. The Unicode encoding rules allows sharing of records with diacritics and special characters.

Validation
When a record is saved to the database, it passes through a series of Validation tables, to check that mandatory tags, etc. are present. If the record fails validation, error message/messages will be display so that the errors can be corrected.

Wildcard
The symbols that replace none, one or more characters in a search term for example, organi#ation, wom?n.

Z39.50
An international standard ISO 23950, ANSI/NISO Z3950 that facilitates searching and retrieving bibliographic data from remote databases.
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