



# *COBISS3 Cataloguing*

V14.0

*User Manual*



United Nations  
Educational, Scientific and  
Cultural Organization

Regional Centre for  
Library Information Systems and  
Current Research Information Systems  
Regionalni center za knjižnične  
informatijske sisteme in informatijske  
sisteme o raziskovalni dejavnosti

**IZUM**

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# PREFACE

COBISS3 is the name for the third generation of software, developed by IZUM for the needs of the COBISS system. The first generation of software was named ATCLASS; this was followed by the second one which shared the name of the COBISS system (now called COBISS2), while the latest generation, developed on the basis of object technology, is called COBISS3.

With a new concept, new tools were included into the COBISS3 software development process, such as tools for object analysis, design, and implementation and configuration management.

One of the architectural characteristics of the COBISS3 software is the three-tier concept: user interface, business logic and database. All three layers are connected through the RMI object model (*Remote Method Invocation*); Oracle is used for databases.

The COBISS3 software is developed in Java, which is more than just a programming language, since it enables the application to work in different environments:

- user interface (Windows 98/Windows 7/ME/2000/XP/Vista, Linux, Mac)
- business logic (Windows 2000/XP, Linux)
- database (Windows 2000/XP, Linux)

The COBISS3 software consists of nine modules:

- COBISS3/Cataloguing
- COBISS3/Acquisitions
- COBISS3/Serials
- COBISS3/Electronic Resources
- COBISS3/Holdings
- COBISS3/Loan
- COBISS3/Interlibrary Loan
- COBISS3/Reports
- COBISS3/Application Administration

**COBISS3/Cataloguing** is the central module of the COBISS3 software; it supports shared cataloguing within the Co-Operative Online Bibliographic System and Services (COBISS). It enables the following procedures when

working with bibliographic and authority records in different databases: searching and viewing records, creating and editing records, downloading records from the COBIB database and different foreign databases, resolving duplicate records, resolving local bibliographic records and splitting authority records. Both cataloguing and working with authority records take place in a single cataloguing user interface.

**COBISS3/Acquisitions** is a module which enables libraries the automation of the following procedures for acquiring monographs: purchase (consisting of pre-order selection, order and prepayment of items ordered, receipt of items ordered and payment of items received), receipt and shipment of monographs based on exchange, receipt of legal deposit copies and gifts, keeping records of other types of library material acquisition, claims for undelivered and received material, received invoices and documents for prepayment, partner data maintenance, fund data maintenance and counter set-up.

**COBISS3/Serials** is a module which enables the automation of the following procedures for acquiring serials: purchase (consisting of pre-order selection, order, order cancellation, prepayment and payment of serials), receipt and shipment of serials based on exchange, legal deposit copy or gifts along with other types of library acquisition, maintenance of publication pattern data and performance of serials check-ins, sending publications in exchange and sending legal deposit material, claims for missing issues, prepayment documents and received invoices, partner data maintenance, fund data maintenance and counter set-up.

**COBISS3/Electronic resources** is a module which enables libraries the automation of the following procedures for acquiring electronic resources: purchasing packages and licences for individual electronic resources, prepayment and payment of electronic resources, receipt of legal deposit of electronic publications, links to e-book loan portals, partner data maintenance and fund data maintenance as well as counter set-up.

**COBISS3/Holdings** is a module which enables the following actions: adding fields 996/997 and 998, entering and changing data in these fields, copying data to fields 996/997, changing the status in several fields 996/997 within the record, changing the data in fields 996/997 using accession numbers or loan numbers, sorting fields 996/997 within the record, making up a set, printing labels, accessioning monographs, de-accessioning missing monograph copies after inventory. Management of serial holdings data allows you to accession serials, create and edit publication patterns, perform serials check-in based on publication patterns, and also provides support with binding, unbinding and de-accessioning issues and volumes of serials. The module includes also the following procedures: creating parallel local records in the local database, transferring fields 996/997 from one bibliographic record to another, displaying records in the COMARC format, checking the loan status of copies, printing the list of recently received materials, setting up counters for adding accession numbers, running numbers and loan numbers as well as displaying the list of libraries, updating material data with multimedia, and checking and selecting discarded library material.

**COBISS3/Loan** is a module which enables libraries the automation of the following procedures: entering and editing data on library members, deleting data on library members, changing library membership card numbers and

printing library membership card labels, lending materials for outside loan or for reading room loan, renewing loan periods, changing due dates, returning material with the option of either selecting or not selecting the library member, reserving available and currently unavailable material, returning material with restriction, recording the loss of material, printing lending forms and transferring data from the reference students database. For serials, you can specify routing lists and record routing of individual issues of serials. In libraries in which loan is organized in separate departments it is possible to keep separate loan records by department, to put material on interdepartmental loan from the parent department to the host department, to lend that material further to members in the host department, to return material in any department and search for material in the catalogue by departments. For the needs of loan systems, a note about the copy (item) can be added for individual copies (items) of material; for material on loan, temporary notes can be entered as well. In the local catalogue, you can perform searches for individual items of material, view bibliographic and holdings data and, if the item is not available, provide the information about who borrowed the material if it is not currently available. It is possible to use different criteria to search for data on library members, and then print out the search results as a list. Libraries that charge their members for specific services can also manage their price lists, record and settle debts, print invoices, cancel debt settlement, close out cash register and view cash register transactions. For members with delays in returning library material, libraries can create and print out overdue notices. Libraries can also change the contents of lending forms and their own time parameters for loans, the opening days calendar, the settings for the electronic notification of library members; they can set the restricted number of material on loan, the restricted number of loan renewals and the membership validity period for individual member category, and change the URL address with contact details and notifications related to the My library service in COBISS/OPAC. It is now also possible for libraries to perform automated loan procedures in the mobile library and use the RFID self-checkout and RFID reader at the lending desk.

**COBISS3/Interlibrary Loan** is a module which includes the following procedures: recording customer requests for ILL, reservation of home library materials, ordering materials from suppliers or the library's closed stacks, recording the receipt of material to the customer, recording the receipt of materials from suppliers or the library's closed stacks, delivery of materials to the customer, return of materials from the customer and return of materials to the supplier or the library's closed stacks. It also includes preparation and submission of invoices for legal entities, i.e. partners who order or pay for the services provided, preparation of messages for customers and suppliers, partner data maintenance and price lists as well as counter set-up.

**COBISS3/Reports** is a module which allows you to create multiple types of reports, such as different forms, business documents, statistics, etc. Reports are created on the basis of data from all the COBISS3 software modules and can be printed out or sent by e-mail when they are ready. The standard-form reports for each module are designed at IZUM.

**COBISS3/Application Administration** is a module which allows libraries to maintain data on their home library and partners and to view data on system users.

The contents of the manual correspond to the currently valid version of COBISS3 software, and are also valid for all future software versions until they are withdrawn or another electronic version is published. The contents of the manual are saved on the **Training** portal and available by selecting *E-manuals*, you can also access the contents directly by going to the **Help** menu within the COBISS3 software.

For better understanding of software functioning, a glossary of the used expressions is included in the COBISS3 Basic Guidelines User Manual.

Further information and help is available at the seat of the National COBISS Centre in your country (contact details published on the last page of the manual).



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## ABOUT THE MANUAL

Writing conventions used in this manual:

1. Text in bold indicates the names of windows, tabs and buttons.



Examples:

The **Linking** window will open.  
Click the **MARC** tab.  
Click the **Select** button.

2. The names of menus and methods in the menu bar are printed in bold. The name of the menu is followed by the name of the method. Names of classes are also indicated in bold.



Examples:

Select the **Record / Edit record** method.  
Select the **Bibliographic record** class.

3. Those parts of the text which have to be emphasised are written in bold italics.



Example:

If you wish to ***remove*** data from the hit list, select it under "Hit list format attributes" and click the **Remove** button.

4. Icons are displayed graphically.



Example:

Click the  icon.

5. Names of attributes, parameters and drop-down lists are indicated with double inverted commas.



Example:

Under "Hit list format" select the format in which you wish to display the search results.

6. Attribute values are displayed in italics.



Example:

In this way you find records for publications published in the series *Penguin Classics*.

7. The keys on the keyboard are enclosed in angle brackets.



Examples:

<Enter>, <Tab>, <Shift>, <Ctrl>, <Alt>, <Esc>.

8. A plus sign (+) between two key names indicates that both keys have to be pressed simultaneously.



Example:

<Ctrl> + <P> require you to press <Ctrl> and <P> at the same time. Press <Ctrl> first and hold it down, then press <P>.

9. Designations and names of fields, subfields and codes, and indicator values are in italics. Code designations are in inverted commas.



Example:

If subfield *001a* – *Record status* within an authority record contains code "d" – *deleted record*, subfield *001x* – *Replacement record ID* is searched for automatically.

10. In the manual prefixes, suffixes, operators (logical and context) are written in capital letters for clarity reasons, when working with the software, you can also use lowercase letters.



Example:

Under "Search request" enter e.g. either *(national AND geograph\*)/SER* or *(national and geograph\*)/ser*.

---

# 1 INTRODUCTION

COBISS/Cataloguing is the central module of COBISS software that supports the shared cataloguing process within the COBISS (Co-operative Online Bibliographic System and Services) system. The COBISS/Cataloguing software module is linked with all other software modules, which enables that the same data is used selectively for various purposes.

Apart from being familiar with the cataloguing software, it is also crucial for the cooperation within the shared cataloguing system to know the COMARC and UNIMARC formats, ISBD standards and cataloguing rules as well as rules for subject cataloguing.

This manual contains specific instructions on how to use the COBISS3/Cataloguing software module. The manual is designed for cataloguers working with COBISS software.

It comprises 15 chapters and 9 appendices.

The introduction is followed by a description of the shared cataloguing system.

The next three chapters describe the COBISS3 software components: cataloguing user interface, search window and viewer. Chapters 6 and 7 describe the records clipboard and the record editor, the main components of the cataloguing user interface.

Chapter 8 contains general tips related to cataloguing in the COBISS system. The procedures for working with bibliographic records are described separately.

Chapter 9 describes the principle of cataloguing with authority control, special features in the operation of the components within the COBISS3/Cataloguing software module in the **Authority record (CONOR)** class and the procedures for working with authority records.

Chapter 10 describes special features related to the authority control of subject headings and special features in the operation of the components within the COBISS3/Cataloguing software module in the **Authority record (SGC)** class.

Chapter 11 describes temporarily saved records.

Chapter 12 describes working with bibliographic records, authority records and records from the CORES database in the browser.

Chapter 13 contains the description of multi-script records.

User settings are described in chapter 14, while the links of the COBISS3/Cataloguing software module with other COBISS software modules are described in the final chapter of the user manual.

This is followed by appendices A to I:

- search indexes
- software controls
- METADAT
- list of shortcuts for some procedures and methods
- hit list format attributes
- records downloaded from other databases
- CORES
- bibliographies and lists of subject headings
- user formats for bibliographies

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## 2 SHARED CATALOGUING SYSTEM

The basis of online shared cataloguing is the co-operative data collection and distributed data processing, which enable a rational division of work and time saving in the complex procedure of cataloguing library materials. Each item needs to be catalogued only once; after that, the record is accessible to all participants in the system through the COBIB shared (co-operative) database.

A close connection between local databases of individual libraries and COBIB is a characteristic feature of shared cataloguing. With the introduction of the new COBISS3/Cataloguing software module, the connection is even closer. Not only has the user interface been updated, but also the concept of shared cataloguing itself. All corrections and updates of bibliographic records in local databases are also automatically recorded in COBIB, whereas in the COBISS2/Cataloguing software module, they were entered upon the cataloguer's request. The only exception is certain data related to subject cataloguing. When updating records in the local database, only the subject headings linked with SGC are automatically saved to COBIB.

Databases contain bibliographic records for different types of bibliographic resources (monographs, serials, integrating resources, articles and other component parts, non-book material, antiquarian material), and for the purposes of managing authors' personal bibliographies and also records for performed works.

For the preparation of personal bibliographies of researchers within the COBISS system, the *unified typology of documents/works* must be used, according to which the bibliographic units are classified. The type of every bibliographic unit, which must comply with the valid definition, is specified (i.e. original scientific article, review article, professional article, scientific or professional monograph, scientific or professional conference contribution, etc.)

The COBIB shared bibliographic database and the local databases of all participating libraries have the same structure of bibliographic records and summary holdings data. The local databases additionally contain uniformly structured copy-specific holdings data, vital for the library local functions and for the display in the COBISS/OPAC system.

To exchange data in the COBISS system, the COMARC/B format is used for bibliographic record and the COMARC/A format for authority data, which are

both based on the UNIMARC format, while the COMARC/H format is used for holdings data and was developed by IZUM. For the international data exchange, the MARC 21 and UNIMARC formats are used. The conversion from the MARC 21 format to the COMARC format has been integrated within the implementation of Z39.50 client, and the conversion from the COMARC format to the MARC 21 format within the implementation of Z39.50 server.

In the shared cataloguing process, data is entered via the local databases while the data is also simultaneously entered into COBIB. As a rule, servers are located with the information service. Concurrently, online indexing with the use of about 100 search indexes for bibliographic, authority and holdings data is carried out.

A cataloguer who wishes to add a record to the local database, firstly checks if the bibliographic record already exists in COBIB. If it does, he/she downloads it to the local database and adds the relevant detailed holdings data. If it does not, he/she creates the record and it is then entered both to COBIB and the local database.

In the process of creating a record you can check if the record already exists in any of the shared bibliographic databases within COBISS.Net.

If an agreement is signed between the Library Information Service and the ISSN Centre in Paris, the international ISSN database, which is known as the most complete and most authoritative source for identifying serials, is used when creating records for serials. The relevant data from it is transferred to COBIB and local databases. It is also possible to download bibliographic records from WorldCat via the OCLC Z39.50 server to COBIB and the local database simultaneously, but this too, requires a special agreement between the Library Information Service and OCLC. Records can also be downloaded from the Library of Congress Online Catalog.

Retrospective conversions from machine readable records, created by a library prior to joining the COBISS system, are possible as well, if minimum quality criteria and compatibility with the COMARC format are met. As a rule, such conversions are done only in local databases.

Quality, uniformity and consistency of the local databases and COBIB are ensured in different ways: by use of authority control, duplicates control, COMARC format software controls, record editing, global code lists for all standardised data (e.g. countries, languages, UDC), local code lists for all data which is uniform within the library, automatic counters, unique identification control of serials, etc., and above all by providing a systematic training for record creators, who must obtain the official cataloguing permit for their work.

Subchapters:

- Databases
- Bibliographic records
- Authority records
- Recovery mode
- Shared cataloguing permits
- Privileges

## 2.1 DATABASES

The following databases are included in the shared cataloguing system:

- bibliographic databases
- authority databases
- archive databases

The COBIB union bibliographic/catalogue database, the local databases and the CORES database are a part of all COBISS systems.

---

### 2.1.1 Bibliographic databases

**COBIB** is the union bibliographic/catalogue database, which contains bibliographic data and summary holdings data, added from all the local databases. **Local databases** are databases of individual libraries. Every local database is an independent entity (i.e. the catalogue of an individual library), but also represents a part of COBIB.

The data on bibliographic resources is entered in COBIB, and the record is automatically added to the local database as well. Only one record is created in the local database and COBIB for the same bibliographic resource, which is then available via COBIB to all libraries within the COBISS system.

**CORES** is a specialised database that contains data on current and former editors and other persons and corporations, who are contributors to continuing resources. There is only one record for each continuing resource, which contains the basic identification data and the responsibility statement. The database is updated regularly for the purposes of personal bibliography management.

**ELINKS** is a database on Internet links to e-publications. It mainly comprises web addresses (URLs) to electronic books and serials that are, under special agreements between library consortia and information service providers, accessible only to a limited number of users; it also comprises web addresses to other e-publications.

#### 2.1.1.1 Foreign bibliographic databases

Currently, the COBISS software facilitates downloading records from other shared bibliographic databases within the COBISS.Net network and other foreign bibliographic databases (Library of Congress Online Catalog, WorldCat, ISSN).

**COBISS.Net** is the name of the network linking autonomous (national) COBISS library information systems of various countries and their current research information systems. *The Agreement on the establishment of the COBISS.Net network* and the free exchange of bibliographic records, created in

the autonomous library information systems of Bosnia and Herzegovina, Montenegro, Macedonia, Slovenia and Serbia was signed in Belgrade in February 2003. In November 2006, the agreement was also signed by the National library of Bulgaria. At the beginning of December in 2012, the COBISS.AL system was established and included in COBISS.Net on the basis of a special agreement between IZUM and the Academy of Sciences of Albania. Some other Albanian libraries have joined since.

**ISSN** is a database maintained by the International ISSN Centre in Paris. Each ISSN assigned to a serial publication is registered in an international database, the ISSN Register, formerly known as the International Serials Data System. This database, constantly updated in the framework of the network, has an annual growth of between 40,000 and 60,000 ISSNs which corresponds to an equal number of records for publications. The national and regional ISSN centres are responsible for the formation and maintenance of the ISSN database. By means of a special arrangement, also countries are included that are not formal international centre members.

If the library concluded an agreement with the database provider, it is also possible to download records from the WorldCat catalogue (OCLC).

**WorldCat** is an online union catalogue of bibliographic records of over ten thousand libraries worldwide linked via OCLC (Online Computer Library Center). The catalogue contains records for all types of material in various languages. The records are in the MARC 21 format and were created following various cataloguing rules. When downloading a record to COBIB and the local database, the record data is converted into the COMARC/B format.

**Library of Congress Online Catalog** is the bibliographic database of the Library of Congress, i.e. the US Congress research library and also the largest library in the world. The catalogue contains millions of records for various types of material in various languages, but mainly monographs, manuscripts, photographs, cartographic material, video and audio recordings. The records are in MARC 21 format and comply with the Anglo-American Cataloguing Rules (AACR). When downloading a record to COBIB and the local database, the record data is converted into the COMARC/B format.

---

## 2.1.2 Authority databases

Authority databases are intended for authority control of names, such as personal names, corporate names, titles, subject headings, geographic names, etc. They are being included to COBISS systems gradually and in different ways.

In 2003, the **CONOR.SI** database was included in COBISS.SI, which contains authority records for personal names and corporate body names that appear as authors in bibliographic records. The field for authors can be linked with the corresponding authority records.

In 2021, authority control for subject headings was included in COBISS.SI. For this purpose, the *General List of Subject Headings (SGC)* is used. The **SGC** authority database contains records for subject access points in Slovene and



English. Records for topical, family and geographic names constitute the core of the list. The basis for the creation of the SGC authority database was the translation of the Sears file by H. W. Wilson (2001) with records for subject access points from the hard copy of the *Sears List of Subject Headings*, published in 2000. The COBISS3/Cataloguing software module makes it also possible to edit SGC, which is carried out by the SGC Editorial Board.

When the shared cataloguing system was established in Bulgaria, in addition to the local database and COBIB, the authority database for personal names and corporate body names (**CONOR.BG**) and the authority database of subject access points (**COSUB.BG**) were also established through the mapping process. Bibliographic records are linked only with records from CONOR.BG, but not with records from COSUB.BG.

Authority control for personal names is also established in COBISS.SR, COBISS.CG, COBISS.AL and COBISS.KS.

In all other COBISS systems within COBISS.Net, where authority databases do not exist yet, the editing process of relevant data in bibliographic databases is taking places. Such revised records will later be the basis for establishing relevant authority databases.

### 2.1.2.1 Foreign authority databases

There is the option of downloading files from the authority database of names LC/NAF<sup>1</sup> – Library of Congress/NACO Authority File using COBISS software.

*LC/NAF* is an authority file containing several millions of authority records for names, which were added by libraries participating in the NACO programme (Name Authority Cooperative Program), one of the international Programs for Cooperative Cataloging (PCC) coordinated by the Library of Congress. The file contains records for personal names, corporate names, political and territorial units as well as records for uniform titles, titles of book series and name/title access points. The file is updated several times a year and the records are in the MARC 21 format.

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## 2.1.3 Archive databases

Archive databases are intended for saving all versions of bibliographic and authority records. Archive databases fill up when records are created, updated or deleted. Every version of a record a cataloguer saves to the COBIB, CONOR or SGC database is also saved to the archive database where it receives its identification number and does not overwrite the previous versions.

Within the COBISS.SI system, it is possible to check and display all previous versions of a record from 2007 onwards for every bibliographic record from the COBIB.SI database and every authority record from the CONOR.SI database. For authority records from the SGC database, it is possible to check and display

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<sup>1</sup> This file used to be included in the COBISS.SI system under the name LC NAMES.

all previous versions of a record from April 2018 onwards and also some older versions that were archived in case of major SGC updates.

## 2.2 BIBLIOGRAPHIC RECORDS

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### 2.2.1 Creating a new bibliographic record

Before creating a new bibliographic record, you must check if the record for the same bibliographic resource already exists in the local database or COBIB in order to avoid creating duplicate records.

The newly created record is saved both to COBIB and the local database.

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### 2.2.2 Editing an existing bibliographic record

In the COBISS3/Cataloguing software module the existing record can be edited in COBIB and the local database or in COBIB only.

In COBISS systems where the COBISS2/Cataloguing software module was used before the implementation of the COBISS3/Cataloguing software module it is in some cases only possible to edit an existing record in the local database. This means you can use a special procedure to edit only those records that have been created in COBISS2/Cataloguing but have not been revised in COBISS3/Cataloguing yet (see chapter 8.4.2). Considering the efficiency and quality of the COBISS systems it is recommended to edit or update the existing records in both COBIB and the local database.

An existing record can be edited in COBIB only in cases when the library does not keep the material, but does not wish to copy the record to the local database (see chapter 8.4.3).

Only one cataloguer within the system can edit an existing record at one time.

Local databases of individual libraries may contain records which are not in COBIB. These are called local bibliographic records and were created by mapping the records from the system, used by the library prior to joining the COBISS system.

It is recommended to copy local bibliographic records to COBIB as soon as possible (see chapter 8.6).



## 2.3 AUTHORITY RECORDS

Authority control enables a more consistent use of headings and subject headings in the process of cataloguing, but also easier maintenance of both in bibliographic records. Authority control is based on the link between bibliographic and authority records. Authority records contain access points that are uniformly defined for the use in the entire shared cataloguing system, and also other data such as variant access points, related access points, notes, etc. In the case of cataloguing with authority control, changing authorized forms, adding variant forms or other data is only possible in the authority record.

The authority control is implemented for personal names, corporate body names who have the role of authors in bibliographic records, and for subject headings.

For personal names, brief authority records with a limited set of fields are created by all cataloguers creating bibliographic records. For creating full authority records for personal names and corporate body names a special privilege is required. With a privilege for creating full authority records you can adopt an authority record and lock it by doing so. Such a record can only be edited by the cataloguers from the library which locked the record. The procedure can be used for records for personal names and corporate body names you are well familiarised with.

The SGC is edited exclusively by the SGC editorial board, whereas cataloguers can only suggest updates.

Special software is used to synchronise the bibliographic databases with the authority database CONOR and SGC. Once you change the authorized, variant or related access point in the CONOR authority record or change the authorized access point in the SGC authority record, the fields in the bibliographic records are automatically changed in COBIB, and, if a library requested so, also in the local database (see chapters 9.12 and 10.5).



## **2.4 RECOVERY MODE**

The COBISS3/Cataloguing software makes sure that the record is saved to the temporarily saved records file in certain time intervals during data entry. The recovery mode is used if an unexpected failure or error in software operation occurs while creating or editing the record. Later, when it is possible to work again, you can find such a record in the temporarily saved records file, finish editing it and save it.





## 2.5 SHARED CATALOGUING PERMITS

Adequately trained librarians with good knowledge of cataloguing rules, other bibliographic standards and COMARC formats can participate in the shared cataloguing system.

With the change of the concept of shared cataloguing in the COBISS3 environment, new permits for shared cataloguing have been implemented. In addition to the shared cataloguing permits for monographs, serials and articles, new permits have been added for the shared cataloguing of continuing resources, non-book material and antiquarian material.

The categories of permits/privileges for creating bibliographic records are as follows:

- permit A – privileges acquired for shared cataloguing of monographs, and the creation of collection-level records and records for performed works
- permit B1 – privileges acquired for shared cataloguing of component parts
- permit B2 – privileges acquired for shared cataloguing of continuing resources
- permit C – privileges acquired for shared cataloguing of non-book material
- permit D – privileges acquired for shared cataloguing of antiquarian material

All of the abovementioned permits also include privileges for downloading records in the MARC 21 format (Library of Congress Online Catalog, WorldCat) and the privileges for editing records in COBIB.

Cataloguers who only download records from the COBIB shared database do not require these permits/privileges.

The procedure for acquiring individual permits has also been updated.

In Slovenia, the process of acquiring a shared cataloguing permit is governed by the document *Pridobitev dovoljenja za vzajemno katalogizacijo v sistemu COBISS.SI* (Acquiring a shared cataloguing permit in the COBISS.SI system). The document was adopted by the National and University Library (NUK) and the Institute of Information Science (IZUM), who, based on Article 44 and Article 47 of the Librarianship Act (ZKnj-1, Official Gazette RS, No. 87/01, 96/02 – ZUJIK, Exercising of the Public Interest in Culture Act and 92/15) are responsible for verifying the qualification of library staff to participate in shared cataloguing.

The sequence of training and courses for acquiring each permit is published in the NUK and IZUM training programmes. The overview of all required activities is also available on IZUM's Training portal along with all relevant documents.

In other countries, the national libraries are competent for granting shared cataloguing permits and preparing transparent and suitably formalised procedures to do so.

## 2.6 PRIVILEGES

The privileges for working in the COBISS3/Cataloguing software module enable:

- access to COBISS3/Cataloguing, and data viewing and printing (**CAT**)
- shared cataloguing of monographs (books), and the creation of collection-level records and records for performed works (**CAT\_A\_MON**)
- shared cataloguing of component parts (**CAT\_B1\_ART**)
- shared cataloguing of continuing resources (**CAT\_B2\_CON**)
- shared cataloguing of serials (**CAT\_NEWSER**)
- shared cataloguing of non-book material (**CAT\_C\_NBM**)
- shared cataloguing of antiquarian material (**CAT\_D\_ANT**)
- downloading records from the Library of Congress Online Catalog and the WorldCat database (**CAT\_NEWMARC21**)
- creating and editing full authority records for personal names and downloading records from the LC/NAF database (**CAT\_NEWPN**)
- creating and editing full authority records for corporate bodies (**CAT\_NEWCB**)
- editing all authority records including those adopted by another library (**CAT\_CONOR**)
- batch linking bibliographic records with CONOR or SGC authority records (**CAT\_LINKAU**)
- downloading and editing records in the CORES database (**CAT\_NEWCORES**)
- changing properties of fields and subfields, setting up and editing counters (**CAT\_EDITTYPE**)
- exporting bibliographic records (**CAT\_EXPORT**)
- verifying typology of documents/works (**CAT\_LOCKTD**)
- access to the METADAT database (**CAT\_METADAT**)
- creating, editing and confirming records for subject headings – privilege for verifying records (**CAT\_COSUB**)
- creating and editing records for subject headings – privilege for editing records (**CAT\_SUBRED**)
- entering links with SGC authority records into bibliographic records (**CAT\_SUBLINK**)

Within the COBISS3/Holdings software module, it is possible to work with bibliographic records to a limited extent:

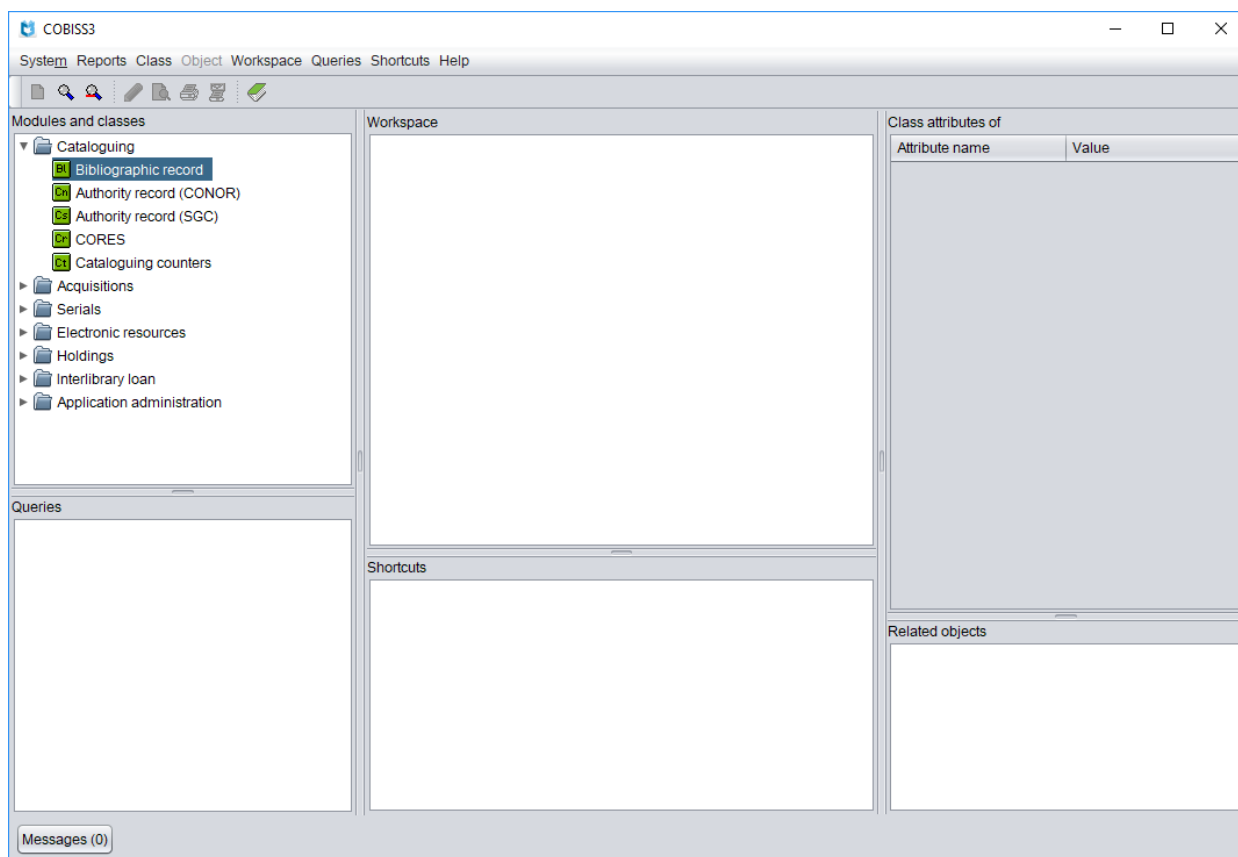
- record download from shared database to local database (**CAT\_RCT**)
- editing a limited set of bibliographic data in the local database (subfields 100e, 330az, 539a, 610az, 675bs, 992by, 9930 to 9939) (**CAT\_610**)

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## 3 CATALOGUING USER INTERFACE

The cataloguing user interface is the main part of the COBISS3/Cataloguing software module. You can use it to perform all the procedures for cataloguing bibliographic resources, as well as the procedures for working with authority records.

You can access the cataloguing user interface from the browser via the **Bibliographic record** class, the **Authority record (CONOR)** class, the **Authority record (SGC)** class and the **CORES** class.



**Figure 3-1: Browser – access to the cataloguing user interface**

The functioning of the cataloguing user interface is described on the example of a bibliographic record. Special features of the cataloguing user interface, related to authority records from the CONOR database, are described in chapter 9.1, whereas special features of the cataloguing user interface, related to authority records from the SGC database, are described in chapter 10.1.


Open the cataloguing user interface in the browser.

### Procedure

1. In the **Modules and classes** pane, select the **Bibliographic record** class.
2. Select the **Class / Cataloguing user interface** method.

The **Bibliographic record** window will open.

### Options

You can also open the cataloguing user interface if you click the  icon in the toolbar. You can also select the **Cataloguing user interface** method from the shortcut menu.

Once you finish working, close the cataloguing user interface.

### Procedure


1. Select the **Search / Exit** method.



Note:

*If you wish to close the cataloguing user interface and records are still loaded in the editor or the records clipboard, then the software will display a warning.*

### Options

You can also close the cataloguing user interface by clicking the  button in the title bar.

In the cataloguing user interface, you can:

- find records in different databases
- edit existing records
- download records from COBIB
- download records from other shared bibliographic databases within the COBISS.Net network
- download records from foreign bibliographic databases (Library of Congress Online Catalog, WorldCat, ISSN)
- create new records
- derive new records from existing records
- delete records
- add local records to COBIB
- start the automatic validation process
- create templates for new records
- print records

- view and compare records

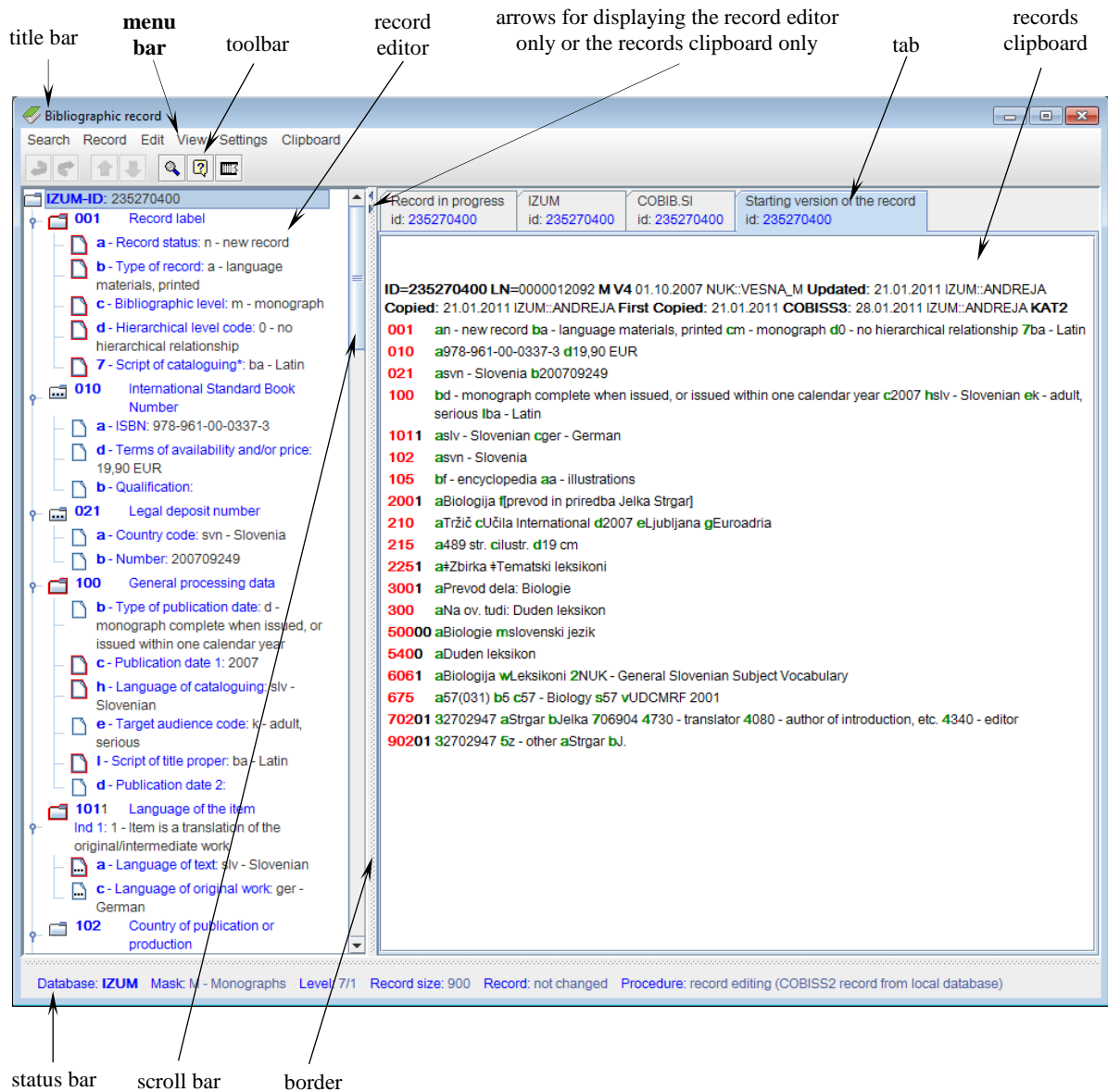


Figure 3-2: Cataloguing user interface

#### Subchapters:







- Title bar
- Menu bar
- Toolbar
- Records clipboard
- Record editor
- Status bar






## 3.1 TITLE BAR

The title bar is located on the top edge of the window. It contains the icon for the cataloguing user interface for bibliographic records and the window name *Bibliographic record*.

The buttons in the title bar are used to change the size of the cataloguing user interface ( for minimizing,  for maximizing and  for restoring). You can extend the window over your entire desktop, if you click the  button or double-click the title bar. By clicking the  button or by double-clicking the title bar, the window will be restored to its original size which usually only takes up a part of the screen. By using the  button, the window will be minimized to the size of a button in the taskbar. Even though the window is not displayed on your desktop, it remains open. To open the minimized window, click the button with its name in the taskbar.

Use the  button in the title bar to close the cataloguing user interface.



## 3.2 MENU BAR

The menu bar is located below the title bar. It contains six menus, each of which contains several methods that you use to perform certain cataloguing procedures. The methods are graphically displayed in Figure 3.2-1.

The methods in the menu bar depend on whether you selected a bibliographic record or an authority record in the cataloguing user interface.

If there is a key or a key combination next to the method name, then you can also perform that method by pressing the corresponding keys on the keyboard. The list of keys and key combinations, known as shortcuts (hotkeys) are listed in Appendix *D* (see Table D-1).

As a rule, the content of the menu bar should not be changed.

# Bibliographic record

<b>Search</b>	<local database acronym>/COBIB CONOR SGC COBISS.Net Library of Congress Online Catalog WorldCat ISSN CORES METADAT Temporarily saved records Show starting version of the record Records updated in COBIB Exit	<b>Record</b>	Edit record Download record Derive new record Create record Delete record Add local record to COBIB Validate record Save record temporarily Save as template Save record Change input mask Close record without saving	<b>Edit</b>	Edit Confirm Cancel Add field Add subfield Delete field Delete subfield Copy text Copy field Copy subfield Copy subfield content Cut text Paste text Paste field Paste subfield Paste special Move up Move down Insert COBISS character Insert NSB character Insert LaTeX character Add defined value Convert to lowercase Convert to uppercase Convert to Serbian/Macedonian Cyrillic Convert to Latin Download title from ISSN Add 13-digit ISBN Activate country Transfer country code for resource Transfer data (COBISS-XX-ID) Redo Undo Undo all changes	<b>View</b>	Expand all Collapse all Refresh editor ZNAČKA PREKAT ISSN Manual COMARC help	<b>Settings</b>	Invert layout <input type="checkbox"/> Resolve codes <input type="checkbox"/> Resolve field/subfield names <input type="checkbox"/> Resolve indicators <input type="checkbox"/> Expand selected field only <input type="checkbox"/> Expand record display <input type="checkbox"/> Edit in separate entry field <input type="checkbox"/> Show selected field/subfield <input type="checkbox"/> Show changes <input type="checkbox"/> Spell checker <input type="checkbox"/> Show holdings Set field properties Set subfield properties	<b>Clipboard</b>	Validate record Compare record Show version of the record from the local database Show COBIB version of the record Prepare records for printing Show list of libraries Check duplicates Archive display Show in standard format Show in COMARC format Show in original format Refresh record Print record Remove tab Remove all tabs Remove other tabs
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**Figure 3.2-1: Bibliographic record – methods**

### 3.2.1 Search menu

The cataloguing process always starts with searching. You can search in the local database, in COBIB, other shared bibliographic databases within the COBISS.Net network and other foreign bibliographic databases (Library of Congress Online Catalog, WorldCat, ISSN). Also you can search in authority databases and some other databases. The methods in the **Search** menu are used to call up records that load up as tabs in the records clipboard.

**Table 3.2-1: Overview of methods in the Search menu**

<b>Method</b>	<b>Purpose</b>
< local database acronym>/COBIB	Searching the local database or COBIB
CONOR	Searching the CONOR authority database
SGC	Searching the SGC authority database
COBISS.Net	Searching the shared bibliographic databases within the COBISS.Net network
Library of Congress Online Catalog	Searching the Library of Congress catalogue
WorldCat	Searching the WorldCat database
ISSN	Searching the ISSN database
CORES	Searching the CORES database
METADAT	Viewing the METADAT database
Temporarily saved records	Searching the temporarily saved records file
Show starting version of the record	Displaying the version of record before editing
Records updated in COBIB	Searching the records that were updated in COBIB
Exit	Exiting the cataloguing user interface

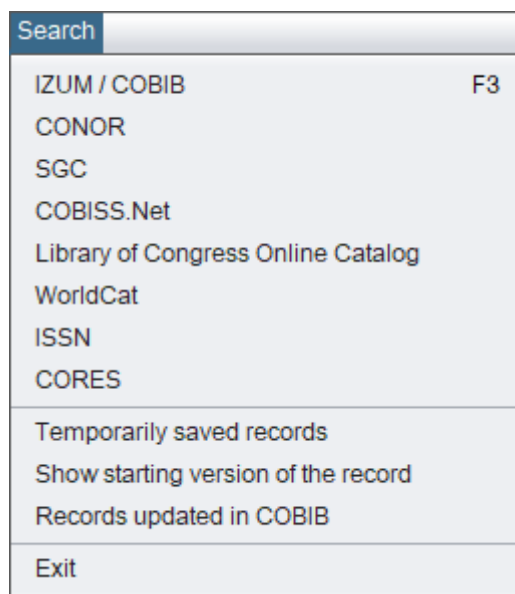


Figure 3.2-2: Search – methods

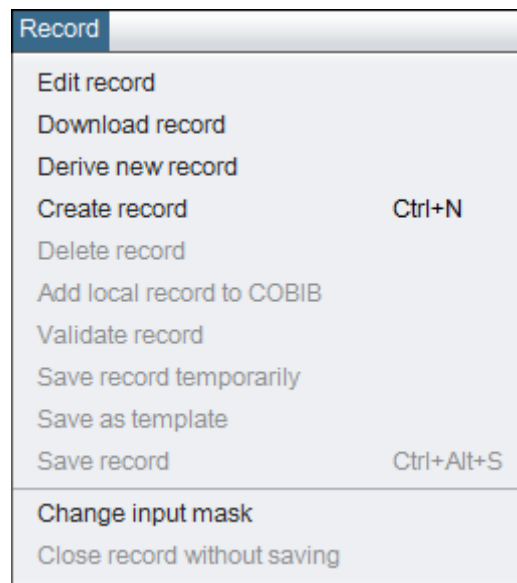
### 3.2.2 Record menu

The **Record** menu contains methods used for managing bibliographic records. They enable different procedures for working with a bibliographic record, starting with editing a record, downloading a record, deriving a new record from an existing one, creating and deleting, adding a record to COBIB, validating and saving a record.

Table 3.2-2: Overview of methods in the Record menu

Method	Purpose
Edit record	Editing a record in the local database and/or COBIB
Download record	Downloading a record from COBIB, another shared bibliographic database within the COBISS.Net network or other foreign database (Library of Congress Online Catalog, WorldCat, ISSN)
Derive new record	Deriving a new record from an existing one
Create record	Creating a new record
Delete record	Deleting a record from the local database and/or COBIB and clearing the editor
Add local record to COBIB	Saving a local record to COBIB
Validate record	Automatically checking the record in the editor

Save record temporarily	Saving record in the temporary records file and clearing the editor
Save as template	Saving template for new record and clearing the editor
Save record	Saving to the local database and/or COBIB and clearing the editor
Change input mask	Selecting or changing the input mask
Close record without saving	Clearing the editor (record not saved)



**Figure 3.2-3: Record – methods**

The functions of the methods in the **Record** menu are described in more detail in chapter 7.1.

### 3.2.3 Editing menu

The methods in the **Editing** menu are used to edit the record in the editor. The menu can only be opened once there is a record in the editor. The selection of methods in each group is changeable and depends on where in the record you are located (e.g. on the designation, field or subfield name or in the entry field).

**Table 3.2-3: Overview of methods in the Editing menu**

Method	Purpose
Edit	Opening the entry field
Confirm	Completing entry and closing entry field
Cancel	Cancelling entry and closing entry field
Add field	Adding blank field to record

<b>Method</b>	<b>Purpose</b>
Add subfield	Adding blank subfield to record
Delete field	Deleting field from record
Delete subfield	Deleting subfield from record
Copy text	Copying selected text
Copy field	Copying selected field
Copy subfield	Copying selected subfield
Copy subfield content	Copying entire subfield content
Cut text	Cutting selected text
Paste text	Adding text by pasting
Paste field	Adding field by pasting
Paste subfield	Adding subfield by pasting
Paste special	Adding text, field or subfield by pasting
Move up	Moving field or subfield up
Move down	Moving field or subfield down
Insert COBISS character	Inserting COBISS characters to the entry field using a table
Insert NSB character	Inserting sorting character (NSB, NSE) to the entry field
Insert LaTeX character	Inserting LaTeX character to the entry field
Add defined value	Adding a default value to subfield
Convert to lowercase	Converting selected text in entry field to lowercase
Convert to uppercase	Converting selected text in entry field to uppercase
Convert to Serbian/Macedonian Cyrillic	Converting selected text in entry field to Serbian or Macedonian Cyrillic script
Convert to Latin	Converting selected text in entry field to Latin script
Download title from ISSN	Downloading key title from the ISSN database
Add 13-digit ISBN	Adding 13-digit ISBN to subfield 010a based on 10-digit ISBN
Activate counter <counter name>	Copying number from counter to individual subfields (e.g. 020b, 021b, etc.)
Transfer country code for resource	Transferring the country code for the resource to the record for the article
Transfer data (COBISS.XX-ID)	Transferring data to or from a record for a bound-with item (481, 482)
Redo	Repeating last action in record
Undo	Undoing last action in record
Undo all changes	Undoing all actions in record



Edit	
Confirm	
Cancel	Escape
Copy text	Ctrl+C
Cut text	Ctrl+X
Paste text	Ctrl+V
Paste special	
Insert COBISS character	
Insert NSB character	
Insert LaTeX character	
Add defined value	
Convert to lowercase	
Convert to uppercase	
Redo	Ctrl+Y
Undo	Ctrl+Z
Undo all changes	

**Figure 3.2-4: Editing – methods (entry field selected)**

The set of methods available in the **Editing** menu depends on which place in the editor you opened it from (e.g. the entry field is selected). The same methods can also be selected from the shortcut menu that you can open by clicking the right mouse button.

### 3.2.4 View menu

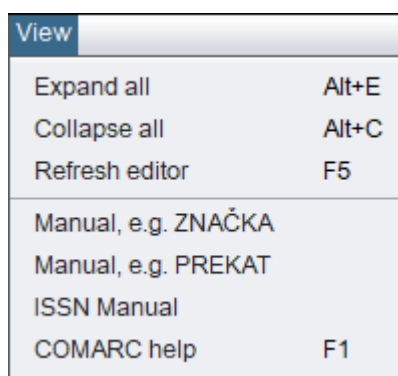
The **View** menu contains methods which are used to change the display options for fields and subfields including the corresponding indicators on the screen, and the methods with which you can access the manuals in electronic form.

**Table 3.2-4: Overview of methods in the View menu**

Method	Purpose
Expand all	Opening all fields in the editor
Collapse all	Closing all fields in the editor
Refresh editor	Refreshing record display in the editor
ZNAČKA <sup>1</sup>	Connecting to the electronic version of the ZNAČKA manual

<sup>1</sup> The methods are displayed as examples and are only available in the COBISS.SI system. To enable access to the cataloguing manuals which are applicable to other COBISS systems and are also available in electronic form, it is possible to define similar methods for each system separately.

Method	Purpose
PREKAT <sup>1</sup>	Connecting to the electronic version of the PREKAT manual
ISSN Manual	Connecting to the electronic version of the ISSN manual
COMARC help	Description of individual field/subfield in COMARC formats



**Figure 3.2-5: View – methods**

The **COMARC help** method can also be selected from the shortcut menu. To open the shortcut menu, place the mouse cursor on the designation or name of a field or subfield and right-click.

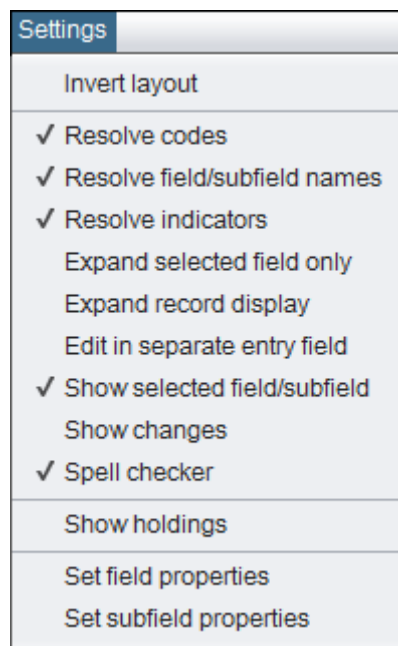
### 3.2.5 Settings menu

The **Settings** menu contains methods that enable changing the display settings in the editor and the records clipboard. The settings are saved and remain the same when you re-log to COBISS3.

**Table 3.2-5: Overview of methods in the Settings menu**

Method	Purpose
Invert layout	Swapping pane content (the records clipboard is in the left and the editor in the right pane)
Resolve codes	Displaying the code meaning in the editor, the records clipboard and the viewer
Resolve field/subfield names	Displaying field/subfield names in the editor
Resolve indicators	Displaying indicator meaning in the editor
Expand selected field only	When opening a selected field in the editor, the other fields close
Show selected field/subfield	Showing contents of selected field/subfield in records clipboard (in blue letters)

<b>Method</b>	<b>Purpose</b>
Show changes	Showing fields/subfields with indicators in the editor (names and/or designations of fields/subfields with indicators are indicated in yellow)
Spell checker	Checking entry with spell checker
Show holdings	Showing fields for holdings (996, 997, 998) in the records clipboard
Set field properties	Setting properties for selected field in the editor
Set subfield properties	Setting properties for selected subfield in the editor



**Figure 3.2-6: Settings – methods**

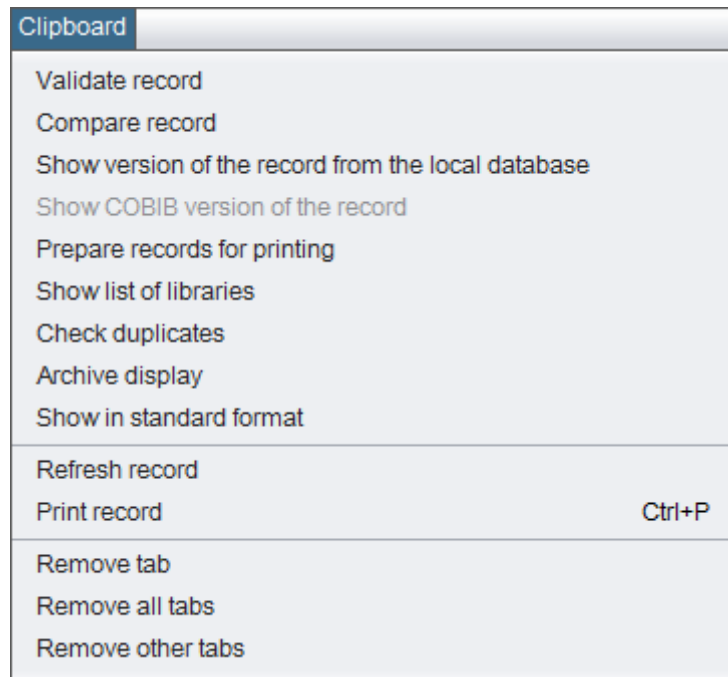
### 3.2.6 Clipboard menu

The methods in the **Clipboard** menu enable various activities related to the record loaded in the records clipboard.

**Table 3.2-6: Overview of methods in the Clipboard menu**

<b>Method</b>	<b>Purpose</b>
Validate record	Automatic validation of the record selected in the records clipboard
Compare record	Comparing two records

<b>Method</b>	<b>Purpose</b>
Show version of the record from the local database	The corresponding record from the local database is added to the records clipboard
Show COBIB version of the record	The corresponding record from COBIB is added to the records clipboard
Prepare records for printing	Selection of record display and selection of records you wish to print
Show list of libraries	Showing the list of libraries' local databases and holdings data
Check duplicates	Checking automatically if the selected record is a duplicate of the records that already exist in the COBIB database
Archive display	Displaying a list of all archived versions of the bibliographic record from the COBIB database
Show in standard format	Showing selected record in the standard format
Show in COMARC format	Showing selected record in the COMARC format
Show in original format	Displaying the selected record in the MARC 21 format
Refresh record	Harmonising selected record in the clipboard with the state in the local database
Print record	Printing record selected in the records clipboard
Remove tab	Removing selected tab in the records clipboard
Remove all tabs	Removing all tabs except the tab with the record in progress in the records clipboard
Remove other tabs	Removing all tabs except the selected tab and the tab with the record in progress in the records clipboard



**Figure 3.2-7: Clipboard – methods (record from COBIB selected)**








Some methods from the **Clipboard** menu can also be selected from the shortcut menu (see chapter 6).



### 3.3 TOOLBAR

The icons in the toolbar enable quick access to the most frequently used methods. As a rule, the content of the toolbar should not be changed. Only active methods can be selected and performed. Inactive methods are displayed in grey.

The toolbar contains the following icons:

-  icon for undoing the last command, equal to the **Edit / Undo** method
-  icon for redoing the last command, equal to the **Edit / Redo** method
-  icon for moving field or subfield up, equal to the **Edit / Move up** method
-  icon for moving field or subfield down, equal to the **Edit / Move down** method
-  icon for opening the search window, equal to the **Search / <local database acronym> / COBIB** method
-  icon for viewing the COMARC format manual, equal to the **View / COMARC help** method icon
-  icon for validating a record, equal to the **Record / Validate record** method





## 3.4 RECORDS CLIPBOARD

The records clipboard is a part of the cataloguing user interface where you can add records in various ways. Records added to the clipboard are displayed as tabs. A record from the records clipboard can be loaded to the record editor with certain methods. In the **Record in progress** tab, you can see the record that you are currently editing in the editor.

The records clipboard is described in more detail in chapter 6.



## 3.5 RECORD EDITOR

The record editor is a part of the cataloguing user interface where you can edit the bibliographic record, i.e. enter or edit the data in the record. You can also manage records in the editor, e.g. copy the record to the local database. You can activate it by using certain methods in the **Record** menu. In the case of existing records you can only use some methods, if you add the record to the records clipboard as a tab first.

The record editor is described in more detail in chapter 7.



## 3.6 STATUS BAR

The status bar is located at the bottom edge of the window. It contains basic information on the procedures you are currently carrying out in the record editor.

The status bar contains the following data:

- database – the acronym of the database you are currently logged into is displayed
- mask – the data indicates the selected input mask
- level – the entry level and exit level are displayed
- record size – the data on the length of record (in bytes) is displayed
- record – the data indicates the record's status
- procedure – the data indicates the procedure of creating or editing the record



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## 4 SEARCH WINDOW

The search window is a user interface component which enables the following:

- searching for bibliographic records in different databases
- selecting bibliographic records for further processing
- viewing bibliographic records
- saving queries

The search window consists of two parts. The top part is used for entering queries and the bottom part for displaying the search results.

The elements of the search window for searching the local database and COBIB are:

- title bar
- button for selecting the database:
  - **COBIB.XX** – searching records in the shared bibliographic database
  - **<local database acronym>** – searching bibliographic records in the local database
- button for selecting the search mode:
  - **Expert search** – searching with search prefixes and suffixes as well as logic and context operators
  - **Advanced search** – search by search fields
- field for selecting the attribute according to which the search results will be sorted and checkbox for descending sorting type
- search fields (only available in advanced search mode)
- buttons for selecting additional operators EMPTY, NOT or NOTEMPTY (only available in advanced search mode)
- fields for entering search parameters
- expand buttons
- drop-down lists for selecting between the operators AND and OR (only available in advanced search mode)
- fields for additionally limiting the search: "Limiting" (only available in advanced search mode) and "Scanning"
- buttons for adding and deleting the ID list (available only in expert search mode)
- buttons for displaying the list of search prefixes and suffixes and limiting suffixes (available only in expert search mode)

- button for converting the search request entered in advanced search mode
- button for displaying instructions for scanning
- fields for entering search parameters
- search buttons
  - **Find** – finding bibliographic records after entering search parameters
  - **Clear** – deleting search parameters and search results
  - **Last search** – repeating last query
  - **Save query** – saving entered search criteria
- line breaks checkbox
- field for changing the hit list format
- field for selecting previously saved queries
- number of hits
- search results
- buttons
  - **Select** – selecting bibliographic record(s) for further processing; usually to the records clipboard or the workspace
  - **Show** – detailed viewing of bibliographic record(s)
  - **Next 200** – copying the next 200 bibliographic records to the search results
  - **Close** – exiting the search window
- message about the options of displaying more search results (e.g. More, End)



The screenshot shows the COBISS search interface with the following annotated components:

- Search Mode Selection:** Buttons for "Bibliographic record (IZUM)", "COBIB.SI", "Expert search", and "Advanced search".
- Search Fields:** Input fields for "Personal author", "Title", "Subject headings", "Language", and "Publication year".
- Search Parameters:** "Sort by: Publication year" with "Ascending" and "Descending" options, and "From: eng" / "To:" fields.
- Search Execution:** "Find", "Clear", "Last search", and "Save query" buttons.
- Navigation:** "Select", "Show", "Next 200", and "Close" buttons.
- Results Table:** A table with columns: Cur. No., COBISS#, Main entry heading, Title and statement of responsibility, Publication year, Publisher, Language of text/lo.
- Annotations:**
  - "button for converting search request" (Bibliographic record)
  - "button for selecting the database" (COBIB.SI)
  - "title bar" (Search - Bibliographic record (IZUM))
  - "selecting an additional operator" (Sort by)
  - "fields for entering search requests" (Search fields)
  - "selecting the sorting attribute" (Ascending/Descending)
  - "descending or ascending order of search results" (Sort by)
  - "deleting values from the input field" (X)
  - "free value input" (Input field)
  - "open code list for value selection" (Code list icon)
  - "selecting the operator AND or OR" (AND/OR buttons)
  - "search button" (Find)
  - "delete search parameters and search results" (Clear)
  - "button for retrieving last query" (Last search)
  - "save search parameters" (Save query)
  - "border" (Window border)
  - "scroll bar" (Results table scroll bar)
  - "button for selecting record" (Select)
  - "button for viewing record" (Show)
  - "button for showing next records" (Next 200)
  - "button for exiting the search window without selecting a record" (Close)
  - "message about more search results" (More...)
  - "display of hit list with or without line wrap" (Line wrap checkbox)
  - "fields for additionally limiting the search" (Hit list format)
  - "help with scanning" (Scanning checkbox)
  - "select hit list format" (Hit list format dropdown)
  - "selected record" (Selected row in table)
  - "hit list" (Table of results)
  - "select query" (Close)

Figure 4-1: Search window

You can open the search window in the browser, the cataloguing user interface or elsewhere if the procedure you are performing requires searching for bibliographic records.

By using the search parameters, you can use the search window to find the bibliographic records that exist in the local database or COBIB.

### Procedure


Start out from the cataloguing user interface (see chapter 3).

1. Select the **Search / <local database acronym> / COBIB** method.

The **Search – Bibliographic record (<local database acronym>)** window will open.



**Tip:**

The quickest way to open the search window is to press the <F3> key or click the  icon.

2. If necessary, change the search mode by clicking the **Expert search** button.
3. You can also add a prepared ID list by clicking the **ID list** button (see chapter 4.7).



**Note:**


*The **ID list** button is only available in the expert search mode.*

4. Specify the search parameters (see chapter 4.1–4.3).

You can also specify the search parameters, if you select a previously saved query from the drop-down list in the "Queries" field (see chapter 4.5). The search terms are transferred to the search fields.



**Tip:**

When creating a search request, you can make the process easier by creating the search request first by using the search fields in advanced search mode and then clicking the  button. Once you click the button, the software changes the search mode from advanced to expert and converts the entered search request to the appropriate search structure (prefixes and suffixes are added to the search terms and the search terms are linked with logical and context operators). If required, you can then update the search request or change it in some other way before you perform the search.

5. You can select the sorting type according to a specific attribute. If you tick the checkbox next to "Descending", all search results will be sorted by the selected attribute in descending order.
6. Click the **Find** button.  
The search is started in the local database.



Note:

*If you previously added an ID list, the search in the selected database will only be performed in the records whose IDs are on the list.*

Once the search is complete, the search results are displayed in the bottom part of the window. Records indicated in grey are marked for deletion (001a = "d").

7. Under "Hit list format", select how you want the data to be displayed in the hit list (see chapter 4.6).
8. If you tick the "Page break" checkbox, the hit list will be displayed with a page break (the text is displayed downwards and completely). If you clear the checkbox, the hit list will be displayed without a page break (the text is displayed to the right and only within the width of the column).
9. If the software finds more than 10 bibliographic records that correspond with the selected search parameters, only the first ten hits will be copied to the search results. To copy the next 200 bibliographic records to the search results, click the **Next 200** button.
10. The displayed hit list can also be edited later: you can sort the data by various criteria, swap the columns or change the column width. You can only edit the search results that are displayed in the bottom part of the search window.

To *sort* the data, click on the name of the column. The data is sorted in descending or ascending order. Symbols are followed by numbers and then letters.

To *swap* columns, hold the mouse pointer over the name of the column, click and hold the left mouse button, then drag the column either to the left or right.

To *change* column *width*, hold the mouse pointer over one of the borders of the column, click and hold the left mouse button, then move the border left or right.



Tip:

If you wish to use the search results that are displayed in the bottom part of the window for further processing, you can copy them to an Excel file. Click the bibliographic records in the search results and use the key combinations <Ctrl> + <C> and <Ctrl> + <V> to copy the list to the selected place in the Excel file.

11. Once you finish searching you can select a specific record or several records simultaneously and transfer them to the records clipboard by selecting it/them, and then clicking the **Select** button.

You can select several records at once in the following ways:

- if the records are listed one after the other in the list
  - click the first record

- press and hold the <Shift> key
  - click the last record you wish to include
  - release the <Shift> key
- or
- point to the first record with the mouse pointer
  - press the left mouse button and drag to the last record you wish to include
- if the records are not listed one after the other in the list
    - press and hold the <Ctrl> key
    - click every individual record
    - release the <Ctrl> key



Tip:

The quickest way to transfer a bibliographic record to the records clipboard is to double-click it.

12. To view one or more bibliographic records from the hit list, highlight the desired record(s) and click the **Show** button.  
The viewer for the bibliographic record(s) will open (see chapter 5).
13. To remove the entered search parameters and the search results, click the **Clear** button.
14. If you wish to repeat the last search or check the search results again, click the **Last search** button.
15. To start a search in COBIB, click the **COBIB.XX** button.  
The search will be performed by using the same search parameters as for the local database.  
You can switch back to searching in the local database by clicking the **<local database acronym>** button.
16. To exit the search window without selecting a record click the **Close** button.

### Options

You can also open the search window in the browser, if you select the **Bibliographic record** class first and then use the **Class / Search** method.

#### Subchapters:

- Expert search
- Advanced search
- Unindexed data searching (scanning)
- Expand
- Saving queries
- Selecting the hit list format
- Searching with the record ID list

## 4.1 ADVANCED SEARCH

In the top part of the search window there are search fields you can use to search for bibliographic records. Five search fields and two fields for additionally limiting your search are visible.

You can swap the default search fields by selecting other ones from the drop-down list. You can swap one or all search fields in the window.

You can also change the order of the search fields (if they do not contain any search parameters). If you click the **Save query** button, the order of the search fields will remain the same after you close the search window and will remain valid until you change and save the order again. The rearranging of search fields is bound to your username.

### Truncating a query

Most search fields are indexed *by phrase* so make sure you enter the whole query or truncate it at the end by using the "\*" sign. You can truncate individual words at the beginning, in the middle or at the end with the "%" or the "\*" sign. The "%" sign replaces one character (there can be several "%" signs in a string), while the "\*" sign replaces any string of characters.



Example:

Under "Title", enter e.g. *French po\**.

The search retrieves records that contain words beginning with *French po* in the title (e.g. *French poetry*, *French policy*, etc.).

### Diacritic or other characters

When entering search parameters that include the commonly used diacritic and other characters, you can use the **COBISS character set** window (see chapter 7.3.1.1). Press the key combination <Ctrl> + <S> to open the window.

Records that contain the characters č, š, ž, ć and đ can be retrieved in two ways. You can enter search parameters with all diacritics listed above or just with basic characters, but it is important that you are consistent when using or omitting the characters č, š, ž, ć and đ. All other diacritic characters are not indexed (you can enter them completely, partially or not at all).

If the data in the record is entered in one of the foreign scripts, the search request is also formed in this script<sup>1</sup>.

<sup>1</sup> In the COBISS.SR, COBISS.BH, COBISS.RS, COBISS.CG and COBISS.MK systems (in countries that use two scripts), a search request in Latin script also retrieves data in Cyrillic script and vice versa.



Example:

If you enter *Muller\** under "Personal author", the search will retrieve both authors with the surname *Muller* and *Müller*.

---

## 4.1.1 Search fields

### Searching by "Personal author"

- In bibliographic databases, personal names in the fields for authorship are usually inverted, which means that the surname is first, followed by a comma and a space and then one or more first names. This has to be taken into account when searching by personal author.



Example:

Under "Personal author", enter e.g. *Bartol, Vladimir*.

The search retrieves records that have the form of the name and surname of the author *Vladimir Bartol* in the field for authorship.

- To avoid disambiguation, the year of birth, death and other additional information are added to identify the author uniformly so it is recommended to add an asterisk (\*) to the end of your search query in the search field (e.g. *Surname, First name\**).



Example:

Under "Personal name", enter e.g. *Newton, Isaac\**.

The search retrieves records where the following forms of the name appear in the field for authorship: *Newton, Isaac* or *Newton, Isaac, sir* or *Newton, Isaac, sir, 1642-1727*.

- Personal names can also appear in fields for subject headings where the same search rules apply.



Example:

Under "Subject headings", enter e.g. *Gandhi, Mahatma\**.

The search retrieves records where a subject heading appears in the field for personal names, forms of the name: *Gandhi, Mahatma* or *Gandhi, Mahatma, 1869-1948*.

### Searching by "Title"

When searching by title, you can omit definite and indefinite articles (or other non-sorting words) that are surrounded by NSB/NSE characters in records.



Example:


Under "Title", enter e.g. *Schule\**.

The search retrieves records where the field for title contains the forms of the title *Die Schule*.

### Searching by "Language"

For coded bibliographic data (e.g. language, bibliographic level, UDC access), search by using code lists in a separate window.

#### Procedure

1. Click the  icon next to the entry field for search requests.
2. Click and select the desired value in the list as follows:
  - place the mouse pointer on it and click
  - select it by using arrow keys (<up>, <down>, <Home>, <End>, <PgUp>, <Pg Dn>)
  - find it by using the buttons **Find** and **Find next**

When searching for values in the code list, click the **Find** button and enter the value you wish to find in the window for entering search terms. It is enough to only enter a part of the value you are looking for. However, you must not use the "\*" sign for truncation because the software searches for the exact string of characters you enter.

By clicking the **Find next** button, you can search for all the next values if the first indicated value in the code list is not what you are looking for.

3. Either click the **OK** button or press the space bar or <Enter>.


The selected value will be transferred to the field in front of the icon for displaying the code list.



Tip:

The quickest way to select a value from the code list is to point the mouse pointer on it and double-click.

#### Options

If you know the coded data, you can enter it into the field for entering search requests manually. To activate the field, click the  icon. Enter the code and *not* the code resolution into the entry field.



Example:

If you wish to find records for Franz Kafka's works in English, enter *Kafka, Franz\** under "Personal author" and select "*eng*" – *English* from the code list under "Language".

### Searching by "Publication year"

In the "Publication year" search field, you can search by the publication year or a longer period. When searching by a specific year, enter it either under "From" or under "To". Once you click the **Find** button, the entered search parameter will automatically be copied also into the other search field – either "To" or "From". When searching by a period of time, enter the first year under "From" and the other year under "To".



Example:

Under "Publication year" enter e.g. *2008* under "From" and *2010* under "To".

The search retrieves records for works published between *2008* and *2010*.



Note:

*When searching by a period of time, the "\*" or "%" signs for truncation are not used. Enter the years of the specified period in their entirety.*

### Searching by "ISBN"

When searching by ISBN, it is not necessary to enter hyphens.



Example:

Under "ISBN", enter e.g. *9616162861*.


The search retrieves records with ISBN 961-6162-86-1.

### Searching by "SGC subject headings"<sup>2</sup>


Searching by SGC subject headings takes into account the 60X fields that have the "SGC" code entered in subfield 2. In the search request, you must enter the complete subject heading, or its variant or English form, and all prescribed punctuation marks for dividing subfields. Truncation characters can be used.

When forming the search request, use the list of subject headings for guidance.

#### Procedure

1. Under "SGC subject headings", enter any words or beginnings of words from the subject heading.
2. Click the  icon next to the entry field for search requests.

You will get a list of those SGC access points that contain the entered words or beginnings of words. The list contains SGC terms in Slovenian and English, unused terms, and sometimes also terms from other lists of subject headings. In the right half of the window, you will see the authority record belonging to the currently selected access point.

<sup>2</sup> Searching by "SGC subject headings" retrieves results only if there are records with SGC subject headings in your bibliographic database. Regardless of the results, clicking the  icon in this row enables you to look through the list of subject headings.



3. Finding and selecting the appropriate access point can be done in the following ways:
  - place the mouse pointer on it and click
  - select it by using arrow keys (<up>, <down>, <Home>, <End>, <PgUp>, <Pg Dn>)
  - with the **Show related objects** button, you can check the related authority records
4. Clicking the **Select** button transfers the corresponding authorized form (term) for the selected access point into the search window entry field. The **Select** button is inactive if you select a reference or a general explanatory record. In this case you must rephrase the search request according to the instructions in the reference.



Example:

If you want to search for publications that talk about the Republic of Sierra Leone, enter the term *Republic of Sierra Leone* under "SGC subject headings". It is clear from the list of subject headings that *Republic of Sierra Leone* is a non-preferred term in the authority record. You can either transfer the term *Sierra Leone* into the search window or leave the non-preferred term *Republic of Sierra Leone* in the search request.

### Searching by "Keywords"

In the "Keywords" search field it is possible to search *by word* in all fields and subfields that are indexed as the basic index (see Appendix A.1). You can enter one or more words as a search request; the logical operator AND will automatically be used between the words.



Example:

If you wish to find publications that are about librarianship and science, enter both search terms *librarianship science* into "Keywords".

---

## 4.1.2 Searching by several search fields

You can combine search requests by entering them into separate search fields. The logical operator AND is set as the default value between search fields.



Example:

Under "Personal author", enter e.g. *Hesse, Hermann\**, under "Title" enter e.g. *Steppenwolf*. The logical operator AND is set between the two search fields.

The search retrieves records for works with the author *Hermann Hesse* and the title *Steppenwolf*.



Example:

Under "Place of publication", enter e.g. *New York*, and under repeated search field "Place of publication", enter e.g. *Berlin*. Select the logical operator OR from the drop-down list.

The search retrieves records for works published either in *New York* or *Berlin*.

---

### 4.1.3 Additional operators

Search requests can be additionally limited by using additional operators.

- EMPTY

The operator EMPTY specifies that the search results do not include any records that contain the attribute by which you limited the selected search field.



Example:

Under "Personal author" select the operator EMPTY.

The search retrieves records that do not contain fields 700, 701 and 702.



Note:

*If you select the operator EMPTY for an individual search field, entry of the search request into the entry field is disabled.*

- NOT

The operator NOT specifies that the search results include records that do not contain the values you enter into the entry field for the selected search field.



Example:

Under "Language" select the operator NOT and type in *slv*.

The search retrieves records that do not contain the code for the Slovene language in subfield 101a.

- NOTEMPTY

The operator NOTEMPTY specifies that the search results include records that definitely include the attribute by which you limited the selected search field.



Example:

Under "Series" select operator NOTEMPTY.

The search retrieves records that do contain data on the book series.



Note:

*If you select the operator NOTEMPTY for an individual search field, entry of the search request into the entry field is disabled.*



Note:

*When performing a search, the operators NOT, EMPTY and NOTEMPTY take precedence, followed by AND and OR. If you combine the last two, the search is performed in the sequence that the operators are written in (i.e. if the operator OR is before the operator AND, OR takes precedence).*



Example:


Under "Series", select the operator EMPTY, under "Publisher" enter *Beletrina*. Use the operator AND between the two search fields.

The search retrieves records for Beletrina's publications without the data on the series.

#### 4.1.4 Limiting

Limiting is a procedure that enables you to limit your search by type of bibliographic resource or by script. Both data items are coded.

##### Procedure

1. In the "Limiting" search field, click the  icon.

The **Limiting** window will open where you can select the value by which you wish to limit your search from the list.

##### Options

If you wish to limit the search, you can enter one or more suffixes into the field for entering search requests under "Limiting". Use a comma to separate the suffixes (do not enter a space).



Example:

If you wish to find all the articles written by Mitja Novak in 2005, type in *Novak, Mitja\** under "Personal author", *2005* under "Publication year", link both search requests with the operator AND, and, under "Limiting", select *ART* from the code list as the type of bibliographic resource for articles.



Example:

Under "Limiting", enter e.g. *BMA,MON*.

The search retrieves records for books that contain code *"a"* – *textual materials, printed* in subfield 001b and code *"m"* – *monograph* in subfield 001c, but do not contain subfield 130a.



## 4.2 EXPERT SEARCH

Expert search is used to search all indexed fields and subfields in bibliographic records.

Once you click the **Expert search** button, enter the search request into the "Search request" search field. Compose it by using:

- search terms with added prefixes or suffixes
- logical operators OR, AND and NOT and the context operator NEAR that are used to link search terms

You can select the default search mode. If you click the **Save query** button right after you click the **Expert search** button, expert search will be saved as the default search mode and will remain valid until you change and save it again. The default search mode is bound to your username.

### *Procedure*

1. To create a search request with a prefix, enter prefix, followed by equals sign<sup>1</sup> and the search term:  
*<prefix>=<search term>*  
or  
*<prefix>=<search term> <operator> <prefix>=<search term>etc.*
2. To create a search request with a suffix, enter the search term followed by a slash<sup>2</sup> and the suffix:  
*<search term>/<suffix>*  
or  
*<search term>/<suffix> <operator> <search term>/<prefix> etc.*
3. To create a search request to search only by a specific subfield, enter the field and subfield designation, followed by an equals sign and the search term:  
*<field and subfield designation>=<search term>*  
or  
*<field and subfield designation>=<search term> <operator> <field and subfield designation>=<search term>...*

---

<sup>1</sup> In the COBISS.SR, COBISS.BH, COBISS.RS, COBISS.CG and COBISS.MK systems (in countries that use two scripts), it is also possible to use expert search to search only by phrases in Cyrillic script. In such cases, use two equals signs between the prefix and the search term instead of one.


<sup>2</sup> In the COBISS.SR, COBISS.BH, COBISS.RS, COBISS.CG and COBISS.MK systems (in countries that use two scripts), it is also possible to use expert search to search only by words in Cyrillic script. In such cases, use two slashes between the suffix and the search term instead of one.

4. To create a search request to search by an indicator value, enter the field designation, the "ind" abbreviation and the indicator designation, followed by an equals sign and the search term:

*<field designation>ind<indicator designation>=<search term>*

or

*<field designation>ind< indicator designation>=<search term>  
<operator> <field designation>ind< indicator designation>=<search term>...*

5. When creating search requests, you can use the **expand** function (see chapter 4.4).
6. If you wish to view the list of all search prefixes and suffixes and the list of limiting suffixes, click the  button next to "Search request".

The **Search prefixes and suffixes** window will open where the list of prefixes and suffixes will be displayed along with their meaning and search examples.

A list of all search indexes used in bibliographic databases can be found in Appendix A.1.



Example:

Under "Search request", enter e.g. *CL= Penguin Classics AND AU=Austen\**

You will find publications by the author *Jane Austen* published in the collection *Penguin Classics*.



Example:

Under "Search request", enter e.g., *CC=v1 AND CO=svn AND 200ind1=1 AND 300a=Besedilo v slov., angl. in nem.*

This way you combine the search by indexed and unindexed fields/subfields/indicator values in bibliographic records in the search request.



Tip:

When you search by keyword, you can omit the search prefix (KW=) or suffix (/KW).



Note:

*When searching by several keywords simultaneously, the operator AND is used automatically. You have to enter other logical and/or context operators yourself.*

- Order of performing logical operations:
  - round bracket
  - context operators
  - NOT

- AND
- OR
- Use of brackets

By using brackets correctly, you can change the order in which search operations will be performed.



Example:

Under "Search request", enter e.g. *((ocean OR air) AND polut\*) NOT rivers*

By doing so, you can search for records that include the search terms *polut\**, *ocean* or *air*, but not *rivers*. The software will search for the search terms in brackets first.

- Use of quotation marks

If you use the characters "(", ")", "=", "/", ":", "%" or the logical operators AND, OR and NOT in the search term, it must be in quotation marks.



Example:

Under "Search request", enter e.g. *TI="science and technology\*" and PP=oxford\**

By doing so, you can search for records that start with the search terms *science and technology* in the title and with *oxford* as the place of publication. The first search term must be entered in quotation marks as it includes the reserved word "and".

- Truncating a search term

You can truncate a search term at the beginning, in the middle or at the end with the "%" or the "\*" sign. The "%" sign replaces one character (there can be several "%" signs in a string), while the "\*" sign replaces any string of characters. When you are searching for a phrase that contains the "\*" sign, you can enter a space instead of the "\*" sign.

---

## 4.2.1 Logical operators

You can use logical operators to additionally narrow or broaden your search. Logical operators must be used in English.

- Logical operator AND

The search retrieves records containing **both** terms or **all** terms connected with operator AND.



Example:

Under "Search request", enter e.g. *mountaineering AND guides*

In this way, you will, by keywords, find records that contain both search terms, i.e. *mountaineering* and *guides*. You would get the same results if you entered both words, separated by a space and without an operator, i.e. *mountaineering guides*.

- Logical operator OR

The search retrieves records containing **at least one** of the listed search terms.



Example:

Under "Search request", enter e.g. *CO=(cze OR svk)*

In this way, you will find records for publications published in the *Czech Republic* or in *Slovakia*.

- NOT – logical negation

The search retrieves records that contain the first term, but **do not contain** the term following operator NOT.



Example:

Under "Search request", enter e.g. *journalism NOT televis\**

In this way, you will find records that contain the term *journalism*, but not the term *televis\**.

---

## 4.2.2 Context operators

Context operators define the relative proximity between search terms; they must be in English. You can use them for searching basic index data (see Appendix A.1.1).

- (N) – NEAR

Operator NEAR requests that both search terms are adjacent to each other, but in any order.



Example:

Under "Search request", enter e.g. *rudolf (N) maister*

The search retrieves records that contain the phrase *Rudolf Maister* or *Maister Rudolf*.

With operator (nN), the order of both search terms is not defined and up to "n" number of words can appear between them.





Example:

Under "Search request", enter e.g. cost (1N) benefit

The search retrieves records that contain cost to benefit, benefit to cost, cost-benefit, cost/benefit, etc.



Note:

The operator NEAR cannot be used in combination with left truncation.

---

### 4.2.3 Range search

This type of search is most frequently used to search by year range and by other numerical data.

#### Procedure

1. To search by range, enter first the lower value, a colon, and then the higher value.



Example:

Under "Search request", enter e.g. *PY=2000:2005*

The search retrieves records for publications with publication years from 2000 up to and including 2005.



Note:

*When searching by range, do not use the "\*" or "%" signs for truncation. Instead, enter the range in its entirety.*



Example:

Under "Search request", enter e.g. *DA=20080105:20080505*

The search retrieves records for publications with the date of accessioning from 5. 1. 2008 to 5. 5. 2008. You can use the DA= index only for searching in the local database.



Note:

*Range searches can take longer if the range is very large.*

---

### 4.2.4 Search limiting in expert searching

In expert search mode you can limit your search by:

- publication year
- type of bibliographic resource
- script

**Procedure**

## Limiting by publication year

1. To limit the search by publication year, enter the search term, followed by a slash and the year or the year range (from – to).



## Example:

Under "Search request", enter e.g. *librarianship/2002*

The search retrieves records that contain the keyword *librarianship* and publication year *2002*.



## Example:

Under "Search request", enter e.g. *librarianship/1994:2003*

The search retrieves records that contain the keyword *librarianship* and have publication years from *1994* up to and including *2003*.

**Procedure**

## Limiting by type of bibliographic resource or script


1. To limit the search by type of resource or script, enter the search term, followed by a slash and the limiting suffix.

## Suffixes for limiting by type of bibliographic resource:

- /MON – monographs  
Search results are limited to records for monographs (001c = "m").
- /SER – serials  
Search results are limited to records for serials (001c = "s").
- /ART – articles and other component parts  
Search results are limited to records for articles and other component parts (001c = "a").
- /BMA – book material  
Search results are limited to records for book material (001b = "a" and 130a does not exist).
- /NOMON  
Search results do not include records for monographs.
- /NOSER  
Search results do not include records for serials.
- /NOART  
Search results do not include records for articles and other component parts.
- /NBM  
Search results do not include records for book material.



## Tip:

To display the list of limiting suffixes, click the  button next to "Search request".



Example:

Under "Search request", enter e.g. *FR=ltd/MON* or e.g. *FR=ltd/SER*

The search retrieves records for text electronic monographs or serials.



Example:

Under "Search request", enter e.g. *(wine OR vinicult\*)/SER*

The search retrieves records for serials that contain the keyword *wine* or keyword *viniculture*.

Suffixes for limiting by script:

- /LAT  
The search retrieves records for documents in Latin (1001 = "ba").
- /CIR  
The search retrieves records for documents in Cyrillic (1001 = "c\*" or 1001 = "oc").



Example:

Under "Search request", enter e.g. *Bible/CIR*

The search retrieves records that contain the keyword *Bible* and are in *Cyrillic*.

You can limit search results also by combining suffixes. Separate the suffixes with a coma (do not enter a space).



Example:

Under "Search request", enter e.g. *Bible/ART,CIR,1991*

The search retrieves records for *articles and other component parts* in *Cyrillic* that were issued in 1991 and contain the keyword *Bible*.



## 4.3 UNINDEXED DATA SEARCHING (SCANNING)

Scanning is used to narrow down the search in other search fields, if required. In this way you can search also unindexed subfields and indicator values or check if a subfield and/or indicator is present in a bibliographic record.

### Procedure

1. Under "Scanning", enter the field, subfield or indicator designation, the equals sign and the search term. Several search requests can be connected by using logical operators. You can use the logical operator AND (you must enter the "&" character), the logical operator OR (you must enter "&OR") or the logical negation (you must enter "&NOT").

Enter the search request as follows:

*<field designation><subfield or indicator designation>=<search term>*

or

*<field designation><subfield or indicator designation>=<search term> &  
<field designation><subfield or indicator designation>= <search term>...*

or

*<field designation><subfield or indicator designation>=<search term>  
&NOT <field designation><subfield or indicator designation>= <search  
term>...*

or

*<field designation><subfield or indicator designation>=<search term>  
&OR <field designation><subfield or indicator designation>= <search  
term>...*

### Options

Searching by content of any subfields and individual indicator values can also be included in a search request when using expert search.

When scanning subfields you can truncate the search terms in the beginning, in the middle or at the end by using the characters "%" or "\*":

- the "%" character replaces one character (there can be several "%" characters in one string)
- the "\*" character replaces any string of characters



Example:

Under "Search request", enter e.g. *PY=2008/mon AND LA=scc*, and under "Scanning", enter e.g. *105f=g & 200ind1=0*

In this way you will find records for *monographs*, published in *Serbian* in *2008* and containing the code *"g"* – *poetry* in subfield *105f* – *Literature code* and the indicator 1 in field *200* – *Title and statement of responsibility* is set to *0* – *Title is not significant*.

**Example:**

Under "Search request", enter e.g. *TD=2.30:2.32 AND PY=2007*, and under "Scanning", enter e.g. *101d=\* &NOT 101d=eng*

In this way you will find records for *proceedings* with the typology codes "2.30", "2.31" or "2.32" entered into subfield *001t – Typology of documents/works* and a summary in any language (*101d – Language of summary*), but no abstract in English.

**Example:**

Under "Scanning", enter e.g. *215a=%%% p.*

You will select records where in subfield *215a – Specific material designation* there is a blank space in the fifth place, followed by the letter "p.", i.e. records that contain data on the number of pages, higher than 1000 or which have all four spaces filled in subfield 215a (e.g. [24] p.).

When entering search requests in the "Scanning" field, do not enter the characters for switching on/off the LaTeX characters and the NSB/NSE signs.

You can, however, use round brackets and thus change the order of performing individual search operations in appropriate positions.

The order of performing search operations:


- round bracket
- "&NOT"
- "&"
- "&OR"

**Example:**

Under "Scanning", enter for example *105f=a\* &NOT (205a=\*ponat\* &OR 100c=19\*)*

This way you will search records for novels of an unspecified genre (*105f=a\**) that include no reprints (*205a=\*ponat\**) and were not published between 1900 and 1999 (*100c=19\**). The software first uses the search terms in round brackets.

## 4.4 EXPAND

When entering search requests, you can use the *expand* function ( icon).


This function makes it possible to see the list of search terms that currently exist in the database. It is used when you want to make sure that the search term you entered is correct.

The *expand* function is not available for the search fields "Keywords" and "COBISS.XX-ID".

### Procedure

1. Enter the beginning of the search request into the entry field (e.g. the beginning of the title of a publication, the author's surname, etc.).

If you are not familiar with the beginning of the search term, you can leave the entry field blank.

2. Click the  icon next to the entry field.

The **Expand** window will open displaying a list of all terms starting with the entered (or first) search term. The list is sorted alphabetically in ascending order. The number before each term tells you how many times that term occurs in the database. To move on to the next page of the list, click the **Forward** button.



Note:

*The search terms in the list do not contain the "≠" sorting character (NSB/NSE).*

3. Find and select the desired value from the list.

You can do this in two ways:

- select the value with your mouse pointer and confirm it by clicking the **OK** button
- select the value using the <up>, <down>, <PgUp> and <PgDn> keys, and press the <Enter> key


The selected value will be transferred to the entry field.



Tip:

The quickest way to select a value from the list is to point the mouse pointer at it and double-click.

**Example:**

If you wish to find all authors whose surnames begin with the string of characters Dickens, enter *dickens* under "Personal author" and click the  icon next to the search field. In the **Expand** window you will see a list of authors from the database starting with the entered string of characters.



## 4.5 SAVING QUERIES

You can save search terms within one search in the form of a query and use it later.

### *Procedure*

1. Enter the search terms (see chapter 4.1–4.3).
2. Click the **Save query** button.

The **Query** window will open.

3. Enter the name you wish to use to save the query.
4. Click the **OK** button.

The query will be added to the search window next to "Queries" and to the browser in the **Queries** pane.

The procedure of renaming and deleting a query is described in the *COBISS3 Basic Guidelines* User Manual.

A previously saved query can be retrieved and used for further searching.

### *Procedure*

1. Under "Queries", select the desired query.

The search terms from the query will be transferred to the corresponding search fields.

2. Click the **Find** button.

The software will start a search in the selected local database. A list of results that correspond to the search parameters saved in the query will be displayed.

### *Options*

The query can also be activated in the browser. In the **Queries** pane you can select the **Queries / Find** method or double-click the graphic display or the name of the query. The search window will open displaying the hit list; however, there is no option for a new search.



## 4.6 SELECTING THE HIT LIST FORMAT

The hit list is displayed in the bottom part of the search window. It is displayed in different formats, depending on the number of displayed bibliographic data.

### *Procedure*

1. Under "Hit list format" select the desired display format for the hit list. You can do this before searching or after a search is performed.

The lastly selected hit list format will be saved and taken into account for the next search (until it is changed).

The extent of bibliographic data, which appears in the hit list, is predefined or it can be defined by the cataloguer.

For all resources, a default display format is predefined and contains data on basic resource identification and bibliographic record identification, and a display that contains more detailed data required for record downloading.

Various types of hit list formats can be defined in the browser (see chapter 12.1.2 and chapter 12.1.3).

The list of predefined attributes with corresponding fields and subfields, from which data is displayed in the hit list format, can be found in Appendix E.1.



## 4.7 SEARCHING WITH THE RECORD ID LIST

In the expert search mode, you can use previously saved ID lists for further searching.


### Procedure

1. Click the **ID list** button.  
The **ID list** window will open.
2. Enter IDs separated by a new line, comma, space or tab.



Note:

*The number of IDs you can add to the list is limited to 25,000. If you add more, only the first 25,000 will be taken into account when searching.*

3. Click the **OK** button.  
The button will display the number of added IDs.
4. You can enter additional search requests (see chapters 4.2–4.3).
5. Click the **Find** button.  
This will activate the search in the selected database but only in the records whose IDs were added to the list. The search results that correspond to the search requests will be displayed.
6. You can delete the ID list by clicking the  or the **Clear** button.







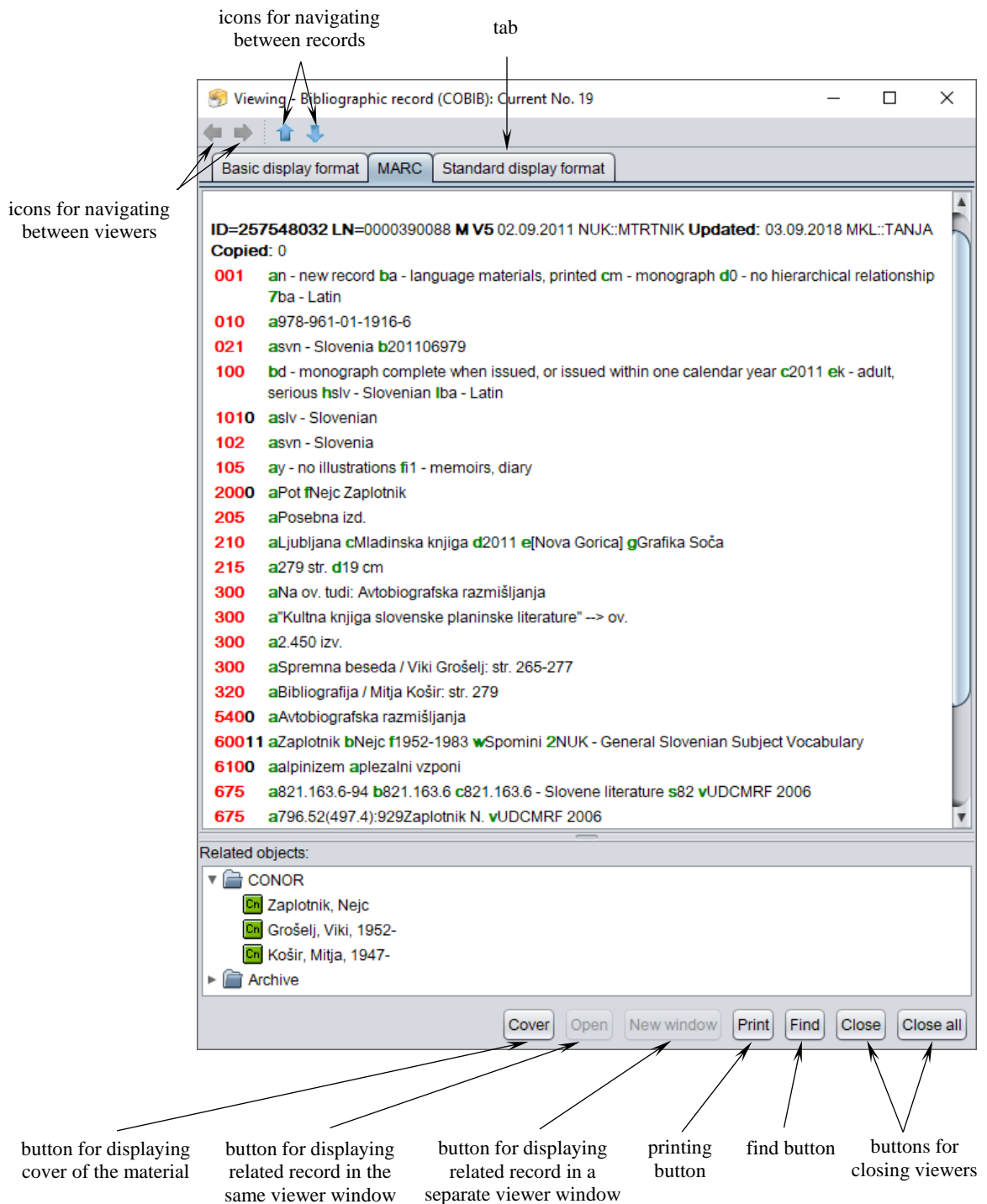
---

## 5 VIEWER

The viewer is a user interface component that enables the viewing of a bibliographic record and/or records that are linked to it. You can view one or more bibliographic records at the same time.

The viewer elements are:

- title bar
- the icons  **Back** and  **Forward**, which are inactive when you first open the viewer
- the icons  **Previous** and  **Next**, which are only displayed if you open the viewer for more bibliographic records at the same time
- the tabs **Basic display format**, **MARC** and **Standard display format**, which enable viewing a selected bibliographic record in different formats
- part of the window displaying the bibliographic record
- part of the window displaying the objects related to the selected bibliographic record
- buttons
  - **Cover** – for displaying the cover of the material
  - **Open** – for displaying the related record in the same viewer
  - **New window** – for displaying the related record in a separate viewer
  - **Print** – for printing the bibliographic record
  - **Find** – for searching in the bibliographic record
  - **Close** – for closing one viewer window
  - **Close all** – for closing all viewer windows



**Figure 5-1: Viewer**

The viewer can be opened in the browser or in the search window.

**Procedure**

Start out from the search window.

1. To open the viewer, select the bibliographic record from the hit list and click the **Show** button.



The **Viewing – Bibliographic record: Current No. nn** window will open where the bibliographic record will be displayed in the form you last selected when viewing a bibliographic record (basic display format, MARC, standard display format).

If you click the **Basic display format** tab (see chapter 5.1) you can view the bibliographic record in the form of a list of attributes. In the **MARC** tab the record will be displayed in COMARC/B format (see chapter 5.2). If you wish to view the ISBD display, click the **Standard display format** tab (see chapter 5.3).





If other record or objects are related to the selected record, you can view them in the **Related objects** pane.

2. If you wish to view the cover of the material, click the **Cover** button. The cover is displayed only if it exists in COBISS+.
3. If you wish to view the record or another object that is related to the record you are currently viewing, you have to select it in the list of related objects first and then click the **New window** button. The selected record will be displayed in a separate viewer window. If you wish to display the record in the same viewer (and cover the records you are viewing), click the **Open** button.



Tip:

You can also view the related bibliographic record by double-clicking it. The selected record will be displayed in the existing window.

4. To move between the related bibliographic records in the same viewer, use the  icon to move *back* and the  icon to move *forward*.
5. If you selected several bibliographic records and opened the viewer, you can move to the *previous* record by using the  icon and to the *next* record by using the  icon.
6. If you wish to print the bibliographic record, click the **Print** button.



Note:

*In order for the record to be printed out correctly, Java, version 1.6 or higher must be installed on your computer.*

7. If you want to find specific text in the record display in the MARC format, click the **Find** button. Enter the search term and confirm by clicking the **OK** button. The searched text in the record will be highlighted in blue.
8. To close an individual viewer, click the **Close** button. If you opened a related record in a separate viewer, you can close all viewers by clicking the **Close all** button.

If you change the viewer's window size, the new size will be saved as the default value after you close the viewer and will remain valid until you change the window size again.

## Subchapters:

- Basic display format
- MARC display format
- Standard display format

## 5.1 BASIC DISPLAY FORMAT

The basic display format enables viewing a selected bibliographic record by attributes. If other records or objects are related to the selected record, you can view them in the **Related objects** pane. In this part of the window, you can also view, e.g. the corresponding authority records, if they exist.

The following attributes, along with their values, if existing, are displayed in the basic display format:

- author
- title and statement of responsibility
- status and type of material
- type of content
- record data
- language of text/original
- country of publication
- edition
- specific data on the material
- imprint
- secondary authors
- physical description
- series
- notes
- contents note
- standard identifiers
- subject headings
- UDC
- URL
- identification number (COBISS.XX-ID)
- created by
- record updated by
- COBISS system



## 5.2 MARC DISPLAY FORMAT

The MARC display format enables viewing the record in the form of fields and subfields of the COMARC/B format.

The data on the record from the system field is listed first, followed by fields with subfields and indicators.

The following data (if existing) is displayed from the system field:

- record ID ("ID")
- local record number ("LN")
- mask type
- record version
- date of record creation and the name of the person who created the record
- date of last update and the name of the person who updated the record ("Updated")
- date of last download from COBIB and the name of the person who downloaded the record ("Copied")
- date of first download from COBIB ("First Copied")
- date of record download to COBIB ("SaveToHost")
- date of confirming typology and the name of person who confirmed typology ("TD Confirmed")
- date of last automatic synchronisation of bibliographic records with the CONOR and SGC authority databases ("SynToCon")
- date of record download from COBISS.Net network and the name of the person who downloaded the record ("COBISS.Net")
- date of last entry of holdings data in the COBISS3/Holdings software module and the name of the person who entered the data ("COBISS3")
- designation stating that the record was saved in the COBISS2/Cataloguing software module ("KAT2")



Example:

In the viewer, you are viewing the record with record ID 1168. The following data on the record will be displayed from the system field:

**ID=1168 LN=0000011525 M V4 06.11.2002 SIKRSL::METKA Updated:**  
**22.01.2008 IZUM::TANJA Copied: 22.01.2008 IZUM::TANJA First Copied:**  
**22.01.2008 SynToCon: 05.09.2005 KAT2**

The following colours are used when displaying a record:

- **red** for field numbers
- black for numeric indicator values and subfield contents
- **green** for subfield designations
- **blue** for element designations
- **purple** for content, entered to subfield *996/997f – Accession number*

If there are other records or objects related to the selected record, you can view them in the **Related objects** pane.

## 5.3 STANDARD DISPLAY FORMAT

The standard display format enables viewing a record in the ISBD format. The display elements in the **Standard display format** tab are listed in the following order:

- heading
- bibliographic description of item
- additional entries (authors, subject headings)
- classification system number
- identification number (COBISS.XX-ID)

If there are other records or objects related to the selected record, you can view them in the **Related objects** pane.





---

## 6 RECORDS CLIPBOARD

The records clipboard is a part of the cataloguing user interface where you can add any records that you find by using the search window or retrieve by using special methods. In the records clipboard, you can view records, compare them with each other or with other records, check if they are correct, use special methods to add them to the record editor or use them as an aid when editing a record in the editor. You can also check if a record is a duplicate of an already existing record (or records), and display the archive version of a record that exists in the COBIB database.

The records are added to the clipboard as tabs and each tab is labelled with the database acronym (e.g. CONOR) and the record's identification number or text that explains the record's origin (record in progress, starting record, etc.). In the tabs, the records are displayed in the COMARC format.

The records clipboard always contains a **Record in progress** tab. It displays the record you are currently editing in the record editor.

record you are editing in the editor      version of record from local database      version of record from COBIB      record in progress before editing      record from CONOR authority database

Record in progress id: 235270400    IZUM id: 235270400    COBIB.SI id: 235270400    Starting version of the record id: 235270400    CONOR.SI id: 73687395

ID=235270400 LN=0001143396 M V4 01.10.2007 NUK:VESNA\_M Updated: 17.12.2007 NUK:MTRTRNIK Copied: 0 KAT2

001 an - new record ba - language materials, printed cm - monograph d0 - no hierarchical relationship 7ba - Latin  
 010 a978-961-00-0337-3 d19,90 EUR  
 021 asvn - Slovenia b200709249  
 100 bd - monograph complete when issued, or issued within one calendar year c2007 hslv - Slovenian ek - adult, serious lba - Latin  
 1011 aslv - Slovenian cger - German  
 102 asvn - Slovenia  
 105 bf - encyclopedia aa - illustrations  
 2001 aBiologija f[prevod in priredba Jelka Strgar]  
 210 aTržič cUčila International d2007 eLjubljana gEuroadria  
 215 a489 str. cilustr. d19 cm  
 2251 a#Zbirka #Tematski leksikoni  
 3001 aPrevod dela: Biologie  
 300 aNa ov. tudi: Duden leksikon  
 5000 aBiologie mslovenski jezik  
 5400 aDuden leksikon  
 6061 aBiologija wLeksikoni 2NUK - General Slovenian Subject Vocabulary  
 675 a57(031) b5 c57 - Biology s57 vUDCMRF 2001  
 70201 32702947 aStrgar bJelka 706904 - STRGAR, JELKA / 1959 (Biologija) 4730 - translator 4080 - author of introduction, etc. 4340 - editor  
 90201 32702947 5z - other aStrgar bj.

Figure 6-1: Records clipboard

If you right-click in the clipboard (not on the tab), the shortcut menu will open that contains the methods for text search and copying, and some methods from the **Clipboard** menu. The methods which cannot be used at that moment (inactive methods) are displayed in grey.

Find	
Copy text	Ctrl+C
Copy field	
Copy subfield	
Copy subfield content	
<hr/>	
Validate record	
Compare record	
Show version of the record from the local database	
Show COBIB version of the record	
Prepare records for printing	
Show list of libraries	
Check duplicates	
Archive display	
Show in standard format	
<hr/>	
Refresh record	
Print record	

**Figure 6-2: Records clipboard – list of methods from shortcut menu**

To the records clipboard, you can add various types of records that you find by using the search window in various databases. The set of methods in the clipboard, available for each type of record, depends on the record type. For example: for authority records from the CONOR and SGC databases or records from the CORES database you can use the same methods as in the **Clipboard** menu in the **Authority record** (<authority database acronym>) window (see chapter 9.4 and chapter 10.4) or the **CORES** window (see Appendix G).

The records remain in the records clipboard until you delete them from the clipboard manually or close the cataloguing user interface.

Subchapters:

- Record in progress
- Adding a record to the clipboard
- Removing tabs from clipboard
- Validating a record
- Comparing records
- Using the records clipboard while editing
- Other clipboard options
- Clipboard settings



## 6.1 RECORD IN PROGRESS

The record you are editing in the editor is also displayed in the **Record in progress** tab in the records clipboard. The data you enter or edit in the record editor are visible immediately. All entries and changes are automatically highlighted in yellow in the tab.

The record in the **Record in progress** tab is displayed in concise form which enables a complete view of the record in the editor.

The record in the **Record in progress** tab is displayed in the COMARC format by default. You can change the display format, if you select the required method in the **Clipboard** menu (see chapter 6.7.2).

In the **Record in progress** tab you can display the content of the field or subfield you selected in the record editor in blue. To change the display mode, tick the "Show selected field/subfield" checkbox in the **Settings** menu (see chapter 6.8).



Example:

If you are editing a new record in the editor, the ID of the record in progress will be displayed as *ID=-1* in the **Record in progress** tab. Because the record does not have an identification number before you save it, the software assigns the number -1 temporarily.



## 6.2 ADDING A RECORD TO THE CLIPBOARD

You can add one or more records to the records clipboard. You can add records from the search window, various types of records for the same bibliographic resource or temporarily saved records to the clipboard.

---

### 6.2.1 Adding a record from the search window

You can add records to the clipboard by activating the search window in different databases (e.g. in the local database, COBIB, the CONOR and SGC authority database, CORES database, another shared bibliographic database within the COBISS.Net network or another foreign database (Library of Congress Online Catalog, WorldCat, ISSN)).

#### *Procedure*

1. Select the **Search / <local database acronym>** method (e.g. **Search / CONOR**).

The **Search – <...>** window will open (e.g. **Search – Authority record (CONOR)**).

2. Enter the appropriate query and perform the search. The detailed search procedure is described in chapter 4.

The **record** you are looking for is among the search results. There can be several records in the search results.

3. Highlight the desired record(s) in the hit list and click the **Select** button.

The record(s) you selected in the search window will be added as a tab to the records clipboard.

#### 6.2.1.1 Records updated in COBIB

In the local database, you can search for records that were updated in COBIB and update them if necessary.

#### *Procedure*

1. Select the **Search / Records updated in COBIB** method.

The **Search – Records updated in COBIB** window will open.

2. Enter the search request and perform the search.

This will open the **Records updated in COBIB** window, which only contains records that were updated in the shared database after they were entered into your local database.

3. Check the records and select the ones you want to update.

The selected records will be transferred to the clipboard. Download them once more with the **Record / Edit record** method so that the updates are saved to your local database as well.



Note:

*Updated record search is limited to 5,000 records. We advise you to divide your search into smaller portions, e.g. to focus on a few months or years (depending on the size of your database) in which the records were created.*

### Options

You can also search for records that were updated in COBIB with the **Bibliographic record / Records updated in COBIB** method in the browser.

---

## 6.2.2 Adding a record for the same bibliographic resource

You can add the corresponding version of the record from the local database or COBIB to the selected record in the clipboard. By doing so, you can compare different versions of a record for the same bibliographic resource.

### 6.2.2.1 The COBIB version of a record

You can add the COBIB version of a record to the record in progress without activating the search in the search window. You can also add the COBIB version to some other records in the clipboard.

### Procedure

1. Find and select the record.
2. Select the **Clipboard / Show COBIB version of the record** method.

The corresponding record from COBIB will be added to the records clipboard.



Note:

*If there is no corresponding record in COBIB, the software will alert you.*

### 6.2.2.2 Version of the record from the local database

You can add the currently saved version of a record from the local database to the record in progress without activating the search in the search window. You can also add the version from the local database to some other records in the clipboard.

### Procedure

1. Find and select the record.



2. Select the **Clipboard / Show version of the record from the local database** method.

The corresponding record from the local database will be added to the records clipboard.



Note:

*If there is no corresponding record in the local database, the software will alert you.*

### 6.2.2.3 The starting version of a record

You can add the state of the record before you start editing to the record in progress in the clipboard. The starting version of the record does not necessarily match the saved state in the database and can only be checked before you save the record in progress.

#### *Precondition*

The record must be in the editor.

#### *Procedure*

1. Select the **Search / Show starting version of the record** method.

The starting version of the record is added to the records clipboard. It matches the record that was loaded to the editor before editing (state of the record before updates).



Note:

*If you create a new record in the editor, the **Search / Show starting version of the record** method is not active.*

---

## 6.2.3 Adding a temporarily saved record

You can also add a temporarily saved record to the records clipboard (see chapter 11.1 and chapter 11.2).

#### *Procedure*

1. Select the **Search / Temporarily saved records** method.

The **Temporarily saved records** window will open.

2. Find and select the record (see chapter 11.3).

The temporarily saved record will be added to the records clipboard.



## 6.3 REMOVING TABS FROM CLIPBOARD

You can remove one or several tabs with records from the records clipboard.



Note:

*You cannot remove the tab with the record in progress from the records clipboard.*

---

### 6.3.1 Removing the selected tab

You can remove a selected tab with a record from the records clipboard.

*Procedure*

1. Select the tab you wish to remove.
2. Select the **Clipboard / Remove tab** method.

*Options*

You can also remove a tab with a record from the records clipboard, if you select the **Remove tab** method from the shortcut menu.

---

### 6.3.2 Removing unselected tabs

You can remove all the tabs except the selected one from the records clipboard.

*Procedure*

1. Select the tab you do *not* wish to remove.
2. Select the **Clipboard / Remove other tabs** method.

*Options*

You can also remove unselected tabs from the records clipboard, if you select the **Remove other tabs** method from the shortcut menu.

---

### 6.3.3 Removing all tabs

You can remove all tabs from the records clipboard at the same time.

*Procedure*

1. Select the **Clipboard / Remove all tabs** method.

*Options*

You can also remove all tabs from the records clipboard, if you select the **Remove all tabs** method from the shortcut menu.



## 6.4 VALIDATING A RECORD

It is possible to check if the record contains errors which can be detected automatically. Software controls are used to check the validity of the record (see Appendix B). Automatic validation is crucial for older records and records transferred from other systems.

### *Procedure*

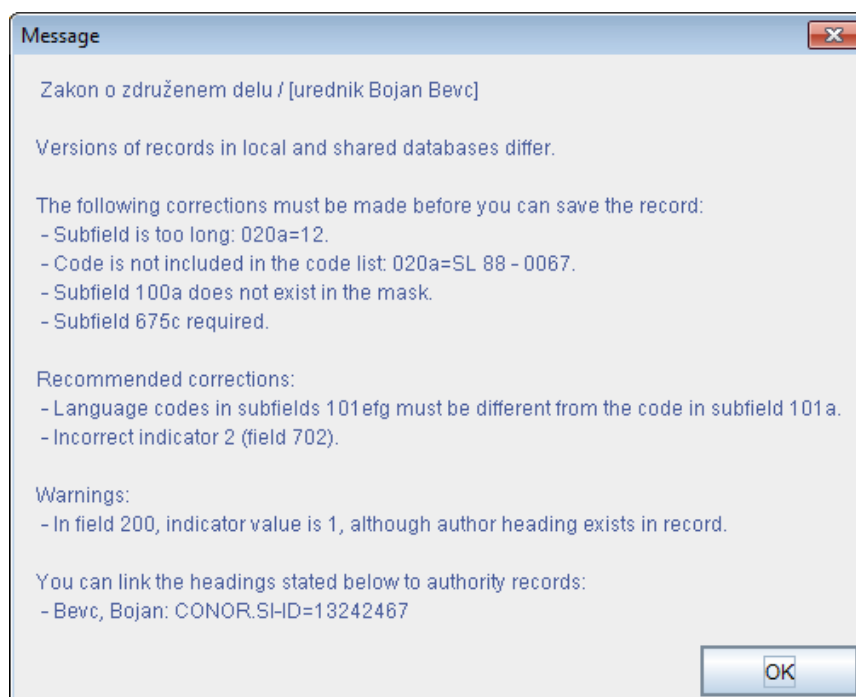
1. Select the tab with the record you wish to validate.
2. Select the **Clipboard / Validate record** method.

If there are no errors, the software will alert you.

If there are errors in the record, a window with the list of errors in the record will be displayed. The window may contain:

- title and responsibility data
- notification about different record versions
- list of errors and notes

3. Click the **OK** button.



**Figure 6.4-1: Automatically detected errors**

### *Options*

You can also use the **Record / Validate record** method to check the validity of the record in the editor.



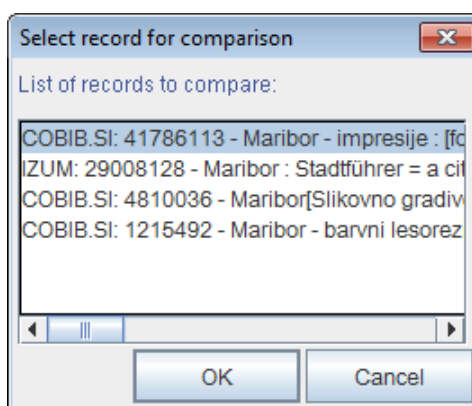
## 6.5 COMPARING RECORDS

You can compare records in the records clipboard.

### *Procedure*

1. Find and select the record you wish to compare.
2. Select the **Clipboard / Compare record** method.

The **Select record for comparison** window will open with a list of records that are available for comparison with the selected record. The list contains records from the records clipboard, and the version of the selected record from the local database or from COBIB.



**Figure 6.5-1: Select record for comparison window**

3. Select the record you wish to compare with the selected record and click the **OK** button.

The **Compare records** window will open displaying both records in the COMARC format. The differences are highlighted in yellow and the fields that are different are listed under "Different fields" above the records.

4. If you wish to print the records you are comparing, click the **Print** button.
5. To close the **Compare records** window, click the **Exit** button.





## 6.6 USING THE RECORDS CLIPBOARD WHILE EDITING

You can transfer any data from the records in the clipboard to the record in the editor. You can also search through the record in the clipboard.

---

### 6.6.1 Text search

You can search for specific text in a record in the clipboard.

#### *Procedure*

1. From the shortcut menu, select the **Find** method.  
The **Clipboard** window will open.
2. In the search term window, enter the text you want to find and click the **OK** button.  
The searched text will be highlighted in blue in the record in the clipboard.

---

### 6.6.2 Copying text

You can copy the text in subfields from the record in the clipboard.

#### *Procedure*

1. Select the text you wish to copy.  
The selected text will be highlighted in blue.
2. From the shortcut menu, select the **Copy text** method.  
The selected text will be saved to the text clipboard.

#### *Options*

You can also copy text by using the key combination <Ctrl> + <C>.

---

### 6.6.3 Copying a field

You can copy any field with its corresponding subfields and the existing content from the record in the clipboard.

#### *Procedure*

1. Click anywhere in the desired field.
2. From the shortcut menu, select the **Copy field** method.  
The selected field with its subfields and the existing content will be highlighted in blue and saved to the fields clipboard.

---

## 6.6.4 Copying a subfield

You can copy any subfield and the existing content from the record in the clipboard.

### *Procedure*

1. Click anywhere in the desired subfield.
2. From the shortcut menu, select the **Copy subfield** method.

The selected subfield with its existing content will be highlighted in blue and saved to the subfields clipboard.

---

## 6.6.5 Copying subfield content

You can copy the entire content of any subfield from the record in the clipboard.

### *Procedure*

1. Click anywhere in the desired subfield.
2. From the shortcut menu, select the **Copy subfield content** method.

The content of the selected subfield (without the subfield designation) will be highlighted in blue and saved to the text clipboard.

## 6.7 OTHER CLIPBOARD OPTIONS

In the records clipboard, you can also refresh a record, display it in standard format, print it, check which local databases have it and check the holdings data for it in COBISS+. At the same time, you can check if the record is a duplicate of an already existing record. When you select a record from COBIB, you can also check and display its archived versions.

---

### 6.7.1 Refreshing a record

You can reconcile the record in the clipboard with the state of records in the database. The state will be different if the record you loaded to the clipboard was updated and saved to the database in the meantime by somebody else.

#### *Procedure*

1. Select the record you wish to refresh.
2. Select the **Clipboard / Refresh record** method.

The record in progress cannot be overwritten by the current state in the database.

---

### 6.7.2 Changing the display

You can display a record in the records clipboard in the standard format or the COMARC format.

#### *Procedure*

1. Find and select the record.
2. Select the **Clipboard / Show in standard format** method.



**Tip:**

You can also open a record in the standard format in the default web browser by selecting the **Show in web browser** method from the shortcut menu.

To switch from standard format to COMARC format, select the **Clipboard / Show in COMARC format** method. The record in progress will be displayed in the COMARC format as soon as you select any field from the editor.

### 6.7.3 Printing a record

You can print the record that is in the records clipboard in the COMARC format or the standard format.

**Procedure**

1. Find and select the record.
2. Select the **Clipboard / Print record** method.

You can print the record in standard format, if you select the **Clipboard / Show in standard format** method first.

### 6.7.4 Printing a set of records

If there are several records in the clipboard, you can print all of them simultaneously.

**Procedure**

1. Find and select the record.
2. Select the **Clipboard / Prepare records for printing** method.

The **Print records** window will open.

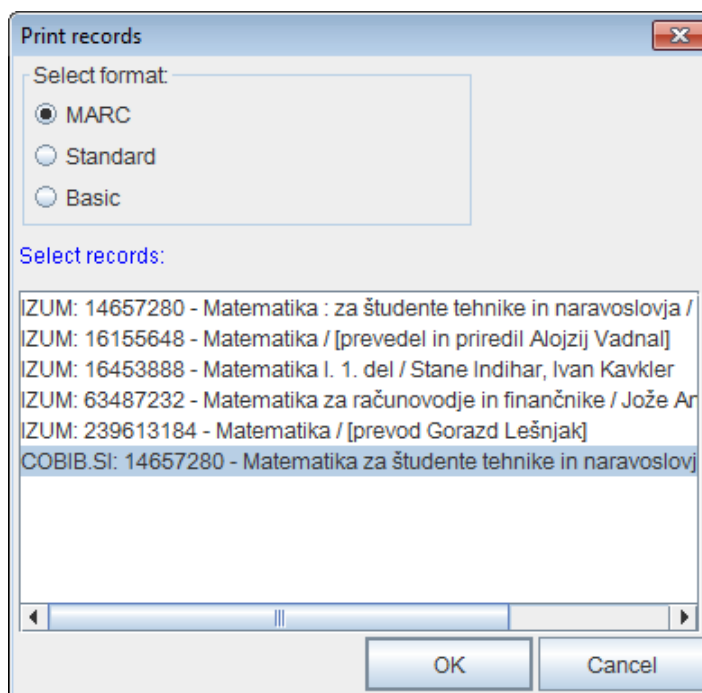


Figure 6.7-1: Print records window

3. Under "Select format" select the format in which you wish to print the records:
  - *MARC* for a print-out in the COMARC format
  - *Standard* for a print-out in the standard format

- *Basic* for a print-out in the form of a list of attributes



Note:

*Some libraries may have an additional format activated, e.g. CIP format.*

4. Under "Select records" select one or more records (see step 10 in the procedure in chapter 4).
5. Click the **OK** button.

The **Print records** window will open with the selected records in the selected print format.

6. Click the **Print** button.

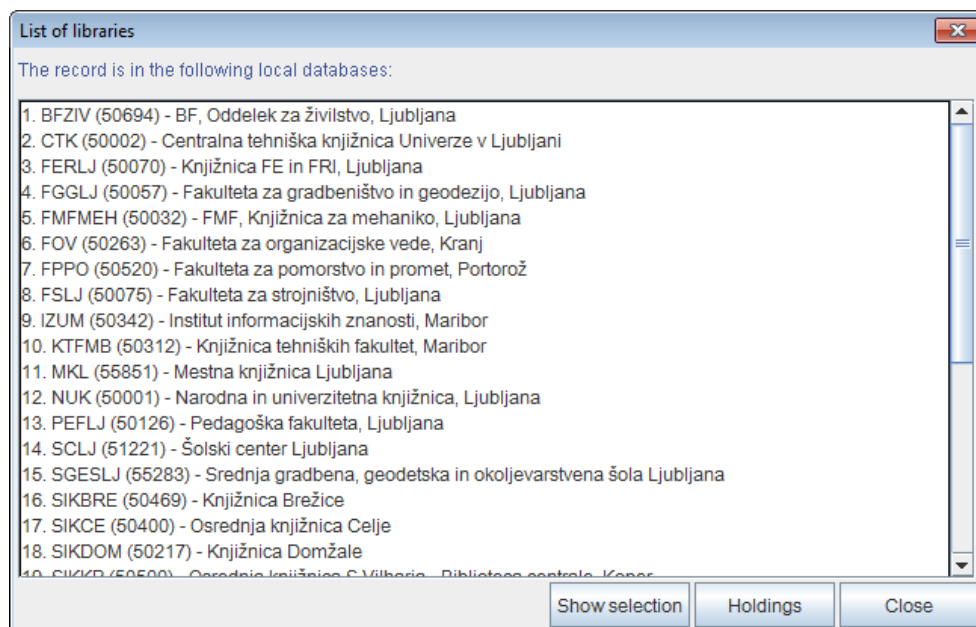
## 6.7.5 Showing the list of libraries

For every bibliographic record in the clipboard you can check in which local databases it is contained and its holdings data in libraries (data in COBISS+).

### *Procedure*

1. Find and select the record.
2. Select the **Clipboard / Show list of libraries** method.

The **List of libraries** window will open containing all the local databases where the selected record is located.



**Figure 6.7-2: List of libraries window**

3. If you wish to limit the list to a smaller group of libraries, click the **Show selection** button.

In COBISS.SI, the libraries are divided into the same groups as on the COBISS+ entry page. The list is limited only to the group of libraries to which your library belongs to. For example: a cataloguer from the Maribor University Library will only see the list of libraries from the University of Maribor.

If you wish to display the list of all libraries again, click the **Show all** button.

4. If you wish to check the holdings in each library, click the **Holdings** button. The web browser window will open, where you can see the selected record in COBISS+ along with its holdings in the libraries.

---

## 6.7.6 Checking duplicates

For each record from the local database, COBIB, foreign databases, COBISS.Net and the METADAT database it is possible to check in the clipboard if the record is a potential duplicate of any of the records in COBIB.

### *Procedure*

1. Find and select the record.
2. Select the **Clipboard / Check duplicates** method.

Records that could be duplicates are searched for in COBIB.

If there are no such records, the relevant notification appears, otherwise a window will open with a list of potential duplicates that must be checked.

3. Click the **OK** button.

### *Options*

You can also check in the record editor if a record you are creating or editing is a duplicate of an existing record. To do so, select the **Clipboard / Check duplicates** method in the **Record in progress** tab.

---

## 6.7.7 Display from the archive database

In some COBISS systems it is possible to archive records.<sup>1</sup> If an archive database is available, it is possible to check and print all the previous versions of a bibliographic record from the COBIB database.

### *Procedure*

1. Find and select the record from COBIB.
2. Select the **Clipboard / Archive display** method.

---

<sup>1</sup> The archive database of bibliographic records is available in the COBISS.SI system. All versions of records from COBIB from 2007 onwards are archived.



Note:

*The **Clipboard / Archive display** method is not visible if a record from the local database is selected in the clipboard.*

The **Print records** window will open.

3. Under "Select format", select the format in which you wish to display the archived versions of the selected record.
4. Click the **OK** button.

The **Print records** window will open with a list of archive records in the selected record format.

5. Click the **Print** button.

If you previously selected the *MARC* format, the structure of the archived records will be visible on the printout. Every version of a record from COBIB receives a new identification number and an additional field 999 with subfields c, t and x. Subfield c contains the identification number from COBIB, subfield t the date and time when the record was entered into the archive database, and subfield x data on whether the record was entered from COBIB to the archive database when the record was created, updated or deleted.







## 6.8 CLIPBOARD SETTINGS

The workspace in the cataloguing user interface can be customized.

The default setting of the workspace divides the user interface window to the editor in the left pane and the records clipboard in the right pane. If you wish to change the workspace so that the records clipboard is in the left pane and the editor in the right pane, select the **Settings / Invert layout** method.

If you wish to see the left pane only, click the  icon (arrow right) on the scroll bar dividing the two panes. If you click the  icon (arrow left) only the right pane will remain open.

If you wish that the content of a selected field/subfield in the record in progress in the clipboard is displayed in blue, tick the checkbox "Show selected field/subfield" in the **Settings** menu.

All entries or changes you enter to the record in the editor will automatically be highlighted in **yellow** in the record in progress.

If you wish that the fields for holdings 996, 997 and 998 are displayed in the records clipboard, tick the checkbox "Show holdings" in the **Settings** menu.



---



## 7 RECORD EDITOR

The record editor is a part of the cataloguing user interface. It facilitates editing and managing of bibliographic records.

Load the record you wish to create or edit in the record editor, using one of the following methods in the **Record** menu: **Edit record**, **Download record**, **Derive new record**, **Create record** and **Add local record to COBIB**. These methods, with the exception of the **Record / Create record** method can be used only for an existing record, which must be added as a tab in the records clipboard first (see chapter 6.2). Before you select the appropriate method, you must highlight the tab with the appropriate record in the records clipboard.

In the record editor, records are edited in the COMARC/B format.




The record editor contains fields, subfields and indicators, which appear in the selected mask.




Field designations consist of a set of three numbers and have a graphic sign for a folder () , whereas subfield designations consist of a letter or a number and have a graphic sign for a file (). Some fields also have defined numeric indicator values. Depending on the selected settings in the **Settings** menu, fields, subfields and indicators can be indicated with designations only or also with names.

Different colours are used for the display of records:

- **blue** for field and subfield designations and names
- **green** for subfield designations and names that you cannot edit
- **black** for indicator values
- **red** for fields and subfields that must be checked and edited, e.g. a missing code must be added to a mandatory subfield

Fields and subfields can be mandatory or repeatable. In the record editor, the following graphic signs are used to denote that the field or subfield is mandatory or repeatable:

-  – the field is mandatory
-  – the field is repeatable
-  – the field is mandatory and repeatable

-  – the subfield is mandatory
-  – the subfield is repeatable
-  – the subfield is mandatory and repeatable

To move between the fields and subfields, use the arrow keys or the mouse, or you can type in the first number from the field or subfield designation. By doing so, you will move to the first piece of data visible in the editor whose designation starts with the entered character. If a field is already open, you can move to a subfield by pressing the key corresponding to the desired subfield (e.g. you can move to subfield 210g by pressing the <g> key).

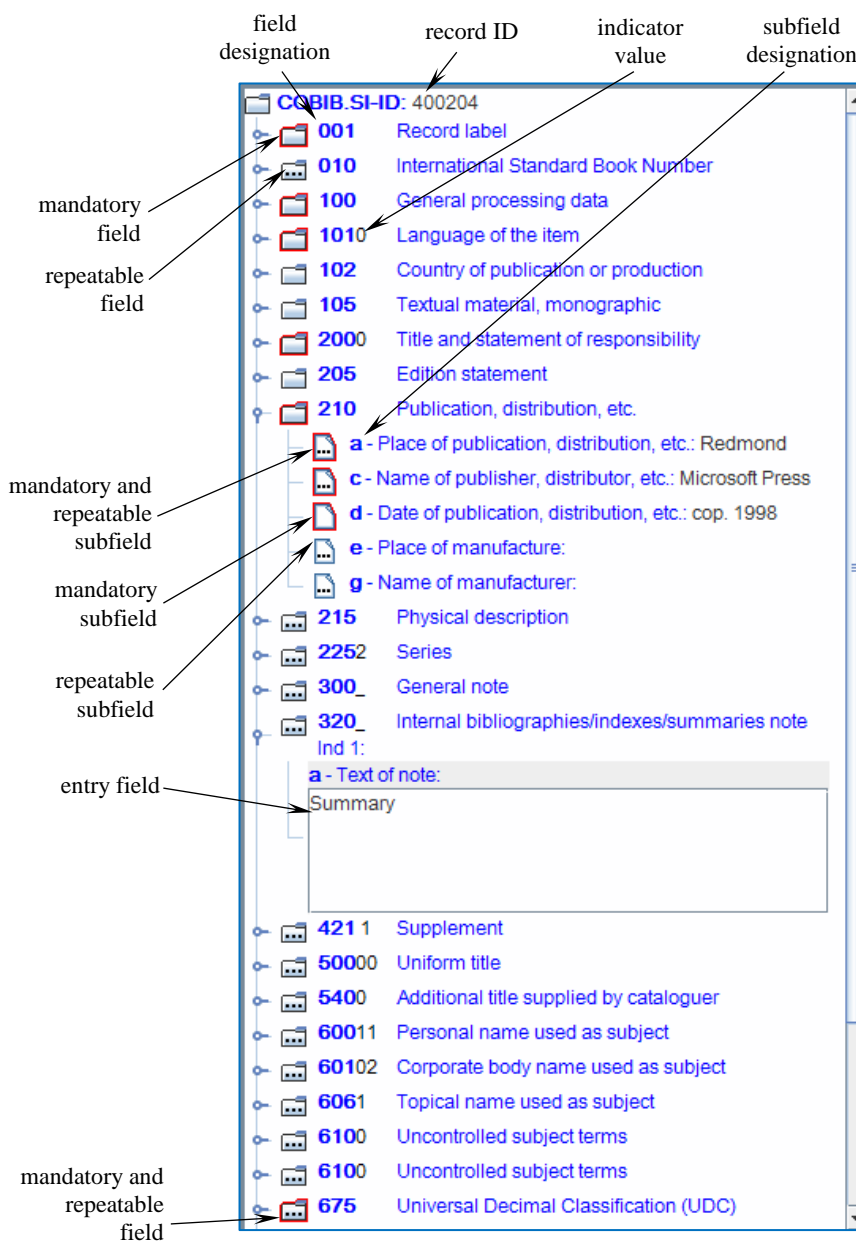


Figure 7-1: Record editor

The data on the bibliographic resource is entered or edited in the entry field, which opens once you select the subfield you wish to edit. The set of fields and/or subfields can be changed, i.e. you can add them, delete them, copy or paste them. The fields and subfields are listed in a specific order, which can be changed (but the ascending order of field numbers cannot be changed). You can also change certain properties of fields and subfields, e.g. entry level, length, etc. Records can be displayed in condensed or extended form.

When editing records, you can use COMARC/B and COMARC/A manuals, which are available in electronic form as well. In some systems, reference e-manuals are also available.

You can change the default settings of the record editor.

Subchapters:

- Managing records
- Opening and closing fields and subfields
- Data entry
- Adding fields and subfield
- Deleting fields and subfields
- Copying and pasting
- Defining the order of fields and subfields
- Condensed and expanded record display
- Consulting manuals
- Record editor settings
- Changing field and subfield properties



## 7.1 MANAGING RECORDS

This subchapter describes methods from the **Record** menu, which are used for managing bibliographic records.



Note:

*The following privileges are required to use the methods in the **Record** menu:*

- CAT\_A\_MON – *for shared cataloguing of monographs (books), and the creation of collection-level records and records for performed works*
- CAT\_B1\_ART – *for shared cataloguing of component parts*
- CAT\_B2\_CON – *for shared cataloguing of continuing resources*
- CAT\_NEWSER – *for shared cataloguing of serials*
- CAT\_C\_NBM – *for shared cataloguing of non-book material*
- CAT\_D\_ANT – *for shared cataloguing of antiquarian material*
- CAT\_NEWMARC21 – *for downloading records from the Library of Congress Online Catalog and the WorldCat database*

---

### 7.1.1 Edit record method

Use the **Record / Edit record** method when you wish to edit or supplement an existing record.

The procedure of editing and supplementing a record is described in chapter 8.4.

---

### 7.1.2 Download record method

Use the **Record / Download record** method when there is no record in the local database but a record exists in COBIB. By using this method, download a record from COBIB or another shared bibliographic database within the COBISS.Net network or other foreign bibliographic database (Library of Congress Online Catalog, WorldCat, ISSN). Edit the record if necessary. The procedure of downloading a record is described in chapter 8.2.

---

### 7.1.3 Derive new record method

If a record exists in COBIB or in the local database that is very similar to the record you wish to create, you can derive a new record from the existing record by using the **Record / Derive new record** method.

The procedure of creating a new record by deriving it from a similar one is described in chapter 8.3.2.

---

## 7.1.4 Create record method

Use the **Record / Create record** method to create a new record when a record for the bibliographic resource does not exist in the local database or in COBIB.

The procedure of creating a record from scratch is described in chapter 8.3.1.

---

## 7.1.5 Delete record method

Use the **Record / Delete record** method to delete a record from the local database or from COBIB. This method is primarily used to solve the problem of duplicate records (see chapter 8.5.2).



Note:

*Records that have other records linked to them in terms of hierarchy via ID (subfield 4641) cannot be deleted. However, you can delete records that have records linked to them via ISSN (subfields 011as).*

### **Precondition**

The record must be in the editor. It does not matter whether you loaded the record to the editor from the local database or from COBIB.

### **Procedure**

1. Select the **Record / Delete record** method.

You must confirm the deletion.

2. Click the **Yes** button.

If the record that you are deleting exists in another local database, it is deleted only from your local database; otherwise it is deleted also from COBIB. A program message appears, stating from which database the record was deleted.

3. Click the **OK** button.

The record is no longer in the editor or in the records clipboard.



Note:

*Records deleted from the local database and COBIB are saved in a separate file – along with the information about who deleted the record and when.*



---

## 7.1.6 Add local record to COBIB method

Use the **Record / Add local record to COBIB** method when you wish to copy to COBIB a record that exists only in the local database. If required, you can also edit or supplement such a record. If a record for the same bibliographic resource already exists in COBIB, you must copy it and delete the local record from the local database.

The procedure of solving local records is described in chapter 8.6.

---

## 7.1.7 Validate record method

By using the **Record / Validate record** method you can check, while editing the record, whether it contains errors that can be automatically checked. Software controls are carried out to check the correctness of entry (see Appendix B).

**Precondition** The record must be in the editor.

**Procedure**

1. Select the **Record / Validate record** method.  
See the explanation under step 2 of the procedure described in chapter 6.4.
2. Click the **OK** button.

**Options** By using the **Clipboard / Validate record** method, you can check the correctness of records in the clipboard.

---

## 7.1.8 Save record temporarily method

Use the **Record / Save record temporarily** method when you wish to save the record, which you are editing in the editor, manually and temporarily, in a separate file intended for this purpose. Save a record temporarily when you cannot complete the procedure of creating or editing a record or when you would like to check it again before saving it in the local database and/or in COBIB.

It is also possible to automatically save a record on a temporary basis (see chapter 11.1).

Temporarily saved records do not exist in COBIB or the local database and you cannot find them using the search window. You can call up temporarily saved records for further editing by using the procedure described in chapter 11.3.

**Precondition** The record must be in the editor.

**Procedure**

1. Select the **Record / Save record temporarily** method.  
The **Name** window will open.

2. Under "Name of temporarily saved record" enter the name you wish to use.
3. Click the **OK** button.

The program alerts you that the record was saved to the temporarily saved records.

The record that you saved temporarily is removed from the editor and the **Record in progress** tab in the records clipboard. At the same time the new **Temporarily saved** tab is added to the clipboard, with the latest data on the record.

---

## 7.1.9 Save as template method

Use the **Record / Save as template** method when you wish to save a record where you entered data that is common to several bibliographic resources, and save it as a template for a new record to use several times.

### *Precondition*

The record must be in the editor.

### *Procedure*

1. Only enter the data that is common to several records.
2. Select the **Record / Save as template** method.  
The **Name** window will open.
3. Under "Template name" enter the name you wish to use.
4. Click the **OK** button.

The program alerts you that the record was saved as a template.

The template is saved to the temporarily saved records file. The editor and the **Record in progress** tab are cleared.

---

## 7.1.10 Save record method

Use the **Record / Save record** method to save a record that you have created, edited or supplemented. If the record contains no errors that can be automatically identified, a message appears, stating in which database the record has been saved. When saving, you are automatically notified about errors (if any) and other deficiencies (see Appendix B), which are denoted as follows, depending on:

- whether the record contains an obvious error (you can save the record once you have corrected the error)

The record contains an obvious error (in Appendix B, this type of error is indicated as "F" – Fatal); the editor will open automatically where you can correct the error and save the record again. The error that is displayed in the message begins with: "The following corrections must be made before you can save the record:".

- whether a record contains (a possible) error (you can save the record anyway)

There is a strong probability of an error (in Appendix B, this type of error is indicated as "W" – Warning); so you are asked automatically whether it is necessary to correct the record. First go back to the editor and then correct the error; if you establish that there is no error, save the record without any corrections. The error that is displayed in the message begins with: "Recommended corrections:".

- whether there is another (possible) deficiency or inconsistency in the record (you can save the record anyway)

It is possible that the record contains another possible deficiency or inconsistency (in Appendix B, this type of deficiency or inconsistency is indicated as "I" – Info), which you are automatically notified about, but you cannot correct this in the editor before saving the record. The deficiency or inconsistency that is stated in the message begins with: "Warnings:".

- whether there are unlinked headings in the record, which are also present as authorized access points in authority records (you can save the record anyway)

After the warning a list with these authority records is displayed. If you discover that the unlinked heading indicates the same entity as in the authority record, link this heading (see chapter 7.3.4.1.2).

- whether the record is perhaps a duplicate (you can save the record anyway)

It is possible that the record is a duplicate. A list of all possible duplicates appears, following the warning. If you have not done that already, it is required to check all the data identifying the bibliographic resource.

When a record is saved to the database it is also indexed. After the indexing is completed, you can search for a record by data from all indexed fields. Records that include SGC subject headings can also be found by searching by non-preferred terms that are entered in fields 4XX and 7XX in SGC authority records, but which are not included in bibliographic records.

### ***Precondition***

The record must be in the editor.

### ***Procedure***

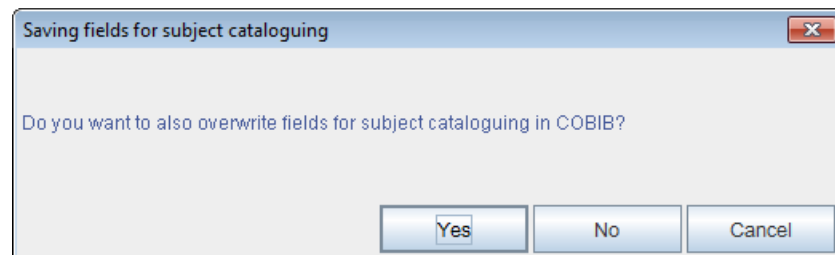
1. Select the **Record / Save record** method.

If the record contains errors or deficiencies that can be automatically identified the **Note** window opens with a list of errors.

1. Close the window by clicking the **OK** button.
2. If obvious errors were detected in the record, the software returns you to the editor. Correct or update the data in the record accordingly and save the record again.

3. If inconsistencies that may be errors were detected in the record, the software asks you if you wish to return to editing the record.
  1. To edit the record again, click the **Yes** button and then correct or update the record accordingly and save the record again.
  2. If you click the **No** button, the record is saved without corrections.

Should the fields for subject cataloguing change when saving to COBIB, the software displays the following question:



**Figure 7.1-1: Saving fields for subject cataloguing**

1. By clicking the **Yes** button, you will save the fields for subject cataloguing to COBIB and the local database. By doing so, you will overwrite the fields for subject cataloguing that were in the record before editing.
2. By clicking the **No** button, the fields for subject cataloguing will only be saved in the local database whereas they will remain unchanged in COBIB.
3. You can also return to editing the record if you click the **Cancel** button. Update the record and save it again.

Once the record is saved you receive a message indicating in which databases the record was saved.

4. To close the **Message** window, click the **OK** button.

The record is removed from the editor and the **Record in progress** tab in the records clipboard. At the same time, the latest state of the record is displayed in the records clipboard.

---

### 7.1.11 Change input mask method

Use the **Record / Change input mask** method to select or change the input mask, or set it as default.

Input masks include a selection of most frequently used fields and subfields when entering a specific bibliographic resource; they help enter and edit bibliographic records. You can add other fields and subfields intended for a specific bibliographic resource.

The following input masks are prepared for bibliographic records:

- M – monographs

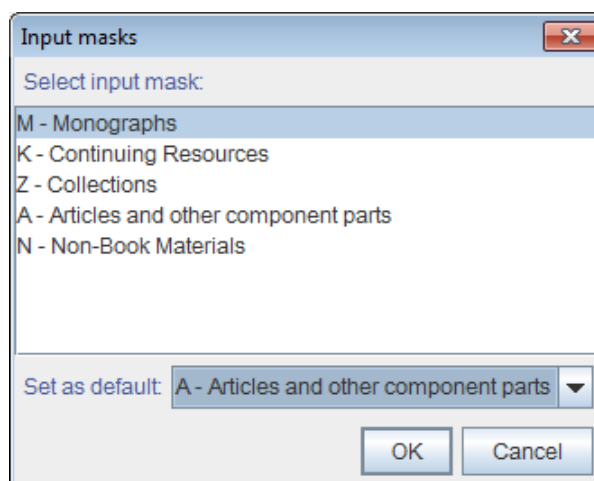
- K – continuing resources
- Z – collections
- A – articles and other component parts
- N – non-book material

Each input mask is adjusted to the bibliographic description of a specific type of resource.

Before creating a new bibliographic record you must select the required input mask. Also, you can define a default input mask, which is valid until cancelled (also when logging into the system again).

### **Procedure**

1. Select the **Record / Change input mask** method.
2. In the **Input masks** window select the required input mask from the list.
3. If you wish for an input mask to be set as default, select the required input mask under "Set as default" by choosing it from the drop-down list.



**Figure 7.1-2: Input masks window**

4. Click the **OK** button.

If no mask is defined as default, the **Input masks** window will automatically open when creating a new record. Select the required input mask in this window.

The currently selected input mask is displayed in the status bar of the cataloguing user interface.

When editing an existing record for a specific type of bibliographic resource, the relevant input mask will open automatically when loading the record to the editor. As an exception, you can change the input mask by using the same procedure as when selecting an input mask before creating a new record. You can only change the input mask *M – monographs* to the input mask *N – non-book material* and vice versa.

---

## 7.1.12 Close record without saving method

Use the **Record / Close record without saving** method to close a record you are creating or editing without saving.

**Precondition** The record must be in the editor.

**Procedure**

1. Select the **Record / Close record without saving** method.

You are automatically notified that the record will not be saved.

2. Click the **OK** button.

The record will be removed from the editor and the **Record in progress** tab in the records clipboard. The record in the records clipboard remains unchanged.

## 7.2 OPENING AND CLOSING FIELDS AND SUBFIELDS

When a record is loaded in the editor, all the fields are listed in condensed mode.

If you wish to open a field and display its content (its corresponding subfields and indicators), click the graphic sign ► in front of the field. If you wish to close the field and hide its content, click the graphic sign ▼.

### *Options*

To open or close a field, you can also double-click it. You can also open a field by using the arrow key <right> and close it by pressing the arrow key <left>.

To open a subfield for data entry, use one of the following methods:

- double-click the subfield
- click or press the arrow key to highlight the subfield and then press the <Enter> key
- click or press the arrow key to highlight the subfield and then select the **Edit / Edit** method
- click or press the arrow key to highlight the subfield and then select the **Edit** method from the shortcut menu

To finish the process of entering contents into a subfield, use one of the following methods:

- click outside the entry field
- press the <Enter> key
- select the **Edit / Confirm** method
- select the **Confirm** method from the shortcut menu

You can open (expand) or close (minimize) all the fields within the record at once (see chapter 7.8).





## 7.3 DATA ENTRY

In the record editor, the data can be entered or edited if you enter it into the entry field, select it from the code list or select it from a drop-down list.

### 7.3.1 Entering subfield content

Subfield content is entered into entry fields. Subfields have an unlimited or a limited entry length, which can vary in both cases. Some subfields have a fixed entry length that cannot be changed (e.g. you must enter exactly four characters into subfield *100c – Publication date 1*).

#### Procedure

1. Open the subfield (see chapter 7.2).
2. Enter the text or correct or change the existing contents in the entry field.

When entering the text, you can use the COBISS character set, which you can access by using the **Edit / Insert COBISS character** method. The procedure of inserting characters by using the COBISS character set is described in chapter 7.3.1.1.

Check if the entered text is correct in the entry field by using the spell checker. The spell checker is described in chapter 7.3.1.2.

You can also enter the following into the entry fields:

- NSB/NSE sorting character (e.g. ≠The ≠)

Select the **Edit / Insert NSB character** method.



Tip:

You can insert an NSB character also by pressing the <Ctrl> key + <space bar>.

- LaTeX character

Select the **Edit / Insert LaTeX character** method.



Note:

*Subfields in fields with activated authority control are entered indirectly, via the CONOR (see chapter 7.3.4.1) and SGC (see chapter 7.3.4.2) authority databases.*

3. If necessary, convert the case (e.g. from uppercase to lowercase or vice versa).

If you wish to convert the letters in the entry field into lowercase, select the relevant content of the subfield and use the **Edit / Convert to lowercase**

method. If you wish to convert the letters in the entry field into uppercase, select the **Edit / Convert to uppercase** method.

4. If necessary, change the script (e.g. from Latin to Cyrillic or vice versa).

If you wish to convert the script in the entry field into Cyrillic, select the relevant content of the subfield and select the **Edit / Convert to Serbian/Macedonian Cyrillic** method. Thereby the combinations lj, nj, dž, dz are converted into letters љ, њ, џ, s. If you wish to convert the script in the entry field into Latin, select the **Edit / Convert to Latin** method.

These two methods are only active in systems that use the Cyrillic script.

5. Close the subfield (see chapter 7.2).

If the subfield content is not controlled, the entered value will be transferred into the entry field next to the subfield designation.

If the subfield content is controlled, the entered value will not be displayed if it is incorrect. A warning will appear instead. You can re-enter the value to the entry field by using the <Ctrl> + <V> key combination and then correct it.

### Options

To finish the entry of contents into the subfield, you can also select the **Edit / Cancel** method. In that case, the subfield contents will remain the same as before editing.



#### Tip:

The methods from the **Edit** menu can also be selected from the shortcut menu (see chapter 3.2.3).

### 7.3.1.1 COBISS character set window

The software enables entering and searching for data that contains any character from the UNICODE character set. In the **COBISS character set** window, you will find the most commonly used letters from the extended Latin script that can aid you with data entry.

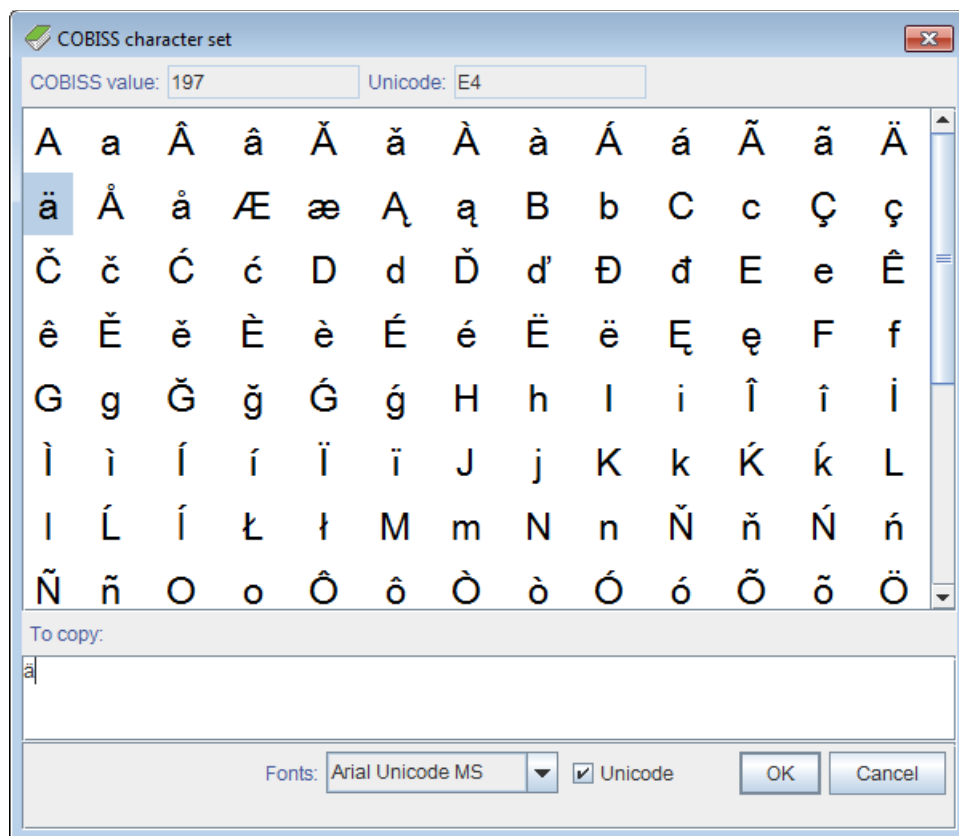
### Procedure

1. Activate the entry field in the editor or search window and move to the place where you wish to enter the character or string of characters.
2. Press the key combination <Ctrl> + <S>.

The **COBISS character set** window will open. The central part of the window contains a list of COBISS characters.

If the entry field in the search window or the editor already contains text, it will be automatically transferred to the "To copy" entry field.

3. If you click on any character, the COBISS code will be displayed at the top of the list under "COBISS value". Under "Unicode", the Unicode code of the selected value will be displayed.



**Figure 7.3-1: COBISS character set**

4. Under "Fonts" select the type of font for the display of COBISS characters. The font is set to *Arial Unicode MS* by default. You can choose from all the fonts installed on your computer, but some of them do not include definitions of all the characters from the COBISS character set. Characters that are not defined in a specific font, are displayed as "?".
5. If you tick the "Unicode" checkbox, the list under "Fonts" is limited to Unicode standard fonts only.
6. From the list, select the character by double-clicking it. The selected characters will be transferred to the designated place in the "To copy" entry field. You can also type the characters directly in the "To copy" entry field if they are on your keyboard.
7. Click the **OK** button.

The contents of the "To copy" entry field will be entered to the entry field in the editor or the search window in the size and font you selected for displaying text in the user interface and not in the font you selected in the **COBISS character set** window.

If the font, selected for displaying text in the user interface, does not include the COBISS character you selected in the **COBISS character set** window, the selected character will be displayed as "□" in the entry field in the editor or the search window.

**Options**

Some letters with diacritics can also be entered by first simultaneously pressing the <Alt Gr> + <diacritic character> keys, followed by the key for the basic character.

**7.3.1.2 Spell checker<sup>1</sup>**

The software enables the use of a spell checker for the Slovene language, which checks for typos and misspellings in real time. The corpus also includes frequently used abbreviations that are used in cataloguing.

The spell checker is enabled for subfields where you enter:

- data in the language of cataloguing
- data taken from the item, but only if the item is in Slovene
- subject headings



Note:

*To check the title and other data taken from the item, you have to enter the code for the Slovene language to subfield 101a first.*

**Precondition**

The "Spell checker" checkbox must be ticked in the **Settings** menu.

**Procedure**

1. In the editor, activate the entry field and enter the text.

The software will display a misspelled or unknown word as soon as you enter it, once you press the space bar or add a punctuation mark.

2. If you wish to check similar words available in the corpus, click the word indicated in red and press the <Ctrl> key and the right mouse button at the same time.

A menu with suggestions will open; select the desired word or word form.



Note:

*The spell checker helps to prevent typos and misspellings in the Slovene language. If the text in Slovene contains quotes from other languages, foreign words, symbols and similar, the spell checker will indicate that they are incorrect. Similarly, this will also happen with titles in a foreign language that are in the record for the resource in Slovene. Adding words to a personal dictionary is not possible.*

3. Confirm the selected word and complete the entry.

---

<sup>1</sup> The spell checker for Slovene is only available in the COBISS.SI system.

## 7.3.2 Entering coded data

You can enter coded data in two ways. Type in the code if you know it. If you do not know it, select it from shorter code lists, by using the drop-down lists or from longer code lists, which open in separate windows.

### 7.3.2.1 A code list in the form of a drop-down list

In case of shorter code lists, select the relevant code from the drop-down list.

#### *Procedure*

1. Open the subfield (see chapter 7.2).
2. To open the drop-down list, use the <up> and <down> arrow keys or click on the field marked with "▼".
3. You can select the required value in two ways:
  - use the arrow keys (<down>, <Home>, <End>, <PgUp>, <Pg Dn>) and then press the <Enter> key
  - point the mouse pointer at the value and click

The drop-down list will close.

4. Close the subfield (see chapter 7.2).

The selected value will be transferred next to the subfield designation.



#### Tip:

The quickest way to select a value is if you press the key for the first letter of the required value in the drop-down list.




#### Note:

*If you wish to remove the transferred value from the subfield, select the first, i.e. the blank line, from the drop-down list.*

### 7.3.2.2 A code list in a separate window

In case of longer code lists, select the code from the list in a separate window.

#### *Procedure*

1. Open the subfield (see chapter 7.2).
2. Enter the code or the beginning of the code and click the  icon next to the subfield entry field to display the code list, or click the icon for displaying the code list straight away, if you wish for the code list to open at the beginning. If you wish to only use keys to open the code list, press the <Tab> key followed by the space bar.
3. Find and select the required value from the list.

You can do this in three ways:

- place the mouse pointer on it and click
- select it by using the arrow keys (<up>, <down>, <Home>, <End>, <PgUp>, <Pg Dn>)
- find it by using the **Find** and **Find next** buttons

When searching for a value in the code list, click the **Find** button and enter the value you are looking for in the window for entering search terms. It is sufficient to enter a part of the value you are looking for, but make sure you do not use the truncation sign "\*" because the software will search for the exact string of characters.

By clicking the **Find next** button, you will search for all the next values if the first selected value in the code list is not adequate.

4. Click the **OK** button or press the space bar or the <Enter> key.
5. Close the subfield (see chapter 7.2).

The selected code will be transferred to the entry field next to the subfield designation.



**Tip:**

The quickest way to select a value from the drop-down list is to double-click on it.

### 7.3.2.3 Non-binding code lists

You can also link code lists to the subfield so that the data is entered either via the code list or freely. In this case, you can enter the code from the code list, or any other text.

Some subfields are already linked to such code lists, or you can create the code list and the link to it yourself.

Code the text and enter it to the local code list (the procedure is described in the *COBISS3 Basic Guidelines* User Manual), and then link the local code list to the desired subfield by using the **Settings / Set subfield properties** method (see chapter 7.11). In the **Subfield properties** window, untick the "Mandatory entry" check-box.

### 7.3.2.4 Code lists for uncoded subfields

You can also use code lists to enter uncoded text. This can be used for subfields, where phrases are entered that are often repeated.

The procedure of data entry is the same as for coded data by using a code list in a separate window and is described in chapter 7.3.2.2. The only difference is that after you select the code from the code list, the meaning of the code is transferred to the entry field instead of the code itself.

Some uncoded fields are already linked to such code lists, but you can also create the code list and link yourself.

Code the text and enter it to the local code list (see *COBISS3 Basic Guidelines User Manual*), and then link the local code list to the desired subfield by using the **Settings / Set subfield properties** method (see chapter 7.11). In the **Subfield properties** window, untick the "Code entry help" check-box.



Example:

To enter data to subfield *200b – General material designation*, a code list with the following elements has been prepared:

"br" – *Braille*  
"cm" – *Cartographic material*  
"er" – *Electronic resource*  
"gr" – *Graphic*  
"kt" – *Kit*  
"mm" – *Multimedia*  
"mp" – *Motion picture*  
"ob" – *Object*  
"pm" – *Music*  
"sr" – *Sound recording*  
"tm" – *Two media*  
"vp" – *Visual projection*  
"vr" – *Videorecording*

The code list is non-binding. If you wish, you can also enter text that is not in the code list.

Entry is quicked with the code list because you only type in the code, while the text of the general material designation is entered automatically.

---

### 7.3.3 Changing indicator values

Certain fields contain indicators that additionally explain the field content, the relation between this field and other fields within the record or specify the type of data processing in reports (e.g. catalogue card).

A field can have up to two specified indicators, for which you can specify or change the value.

#### **Procedure**

1. Open the field that contains indicators.

You can do this in several ways:

- highlight the field and press the <Enter> key
- highlight the field, press and hold the <Alt> key and double-click
- highlight the field and select the **Edit / Edit** method
- highlight the field and select the **Edit** method from the shortcut menu



Note:

*You cannot open the drop-down list for specifying indicator values if you double-click on it. By doing so, you will change the field display to condensed.*

2. Select the required indicator value from the drop-down list.
3. Confirm the selected value and close the entry.

You can do this in several ways:

- click outside the entry field
- press the <Enter> key
- select the **Edit / Confirm** method
- select the **Confirm** method from the shortcut menu

The selected value will be transferred to the indicator designation entry field.

---

## 7.3.4 Entering data under authority control

Entering data into fields with activated authority control (see chapter 2.1.2) differs from the entry into other fields. Data can be downloaded from the CONOR or SGC authority databases, or entered manually (corporate body names, subject headings). For downloading records from the authority database, subfield 3 – *Authority record number* is used, where you enter the authority record identification number, with which you wish to link the field within the bibliographic record. On the basis of this subfield, the authorized access point is automatically entered into the bibliographic record, and when entering data on authors, variant and related access points from the CONOR authority record, if any, are also entered into the bibliographic record.

Fields in bibliographic records are also changed via the authority database. Subfield 3 enables subsequent automatic synchronisation of fields in bibliographic records with changes performed in authority records (see chapters 9.12 and 10.5).

In the COBISS systems where authority control has not been activated yet, data is entered into fields for authors, subject headings and corresponding fields of 9XX – *National use block* manually. Subject headings formed according to the rules of other subject heading lists are also manually entered into the fields for subject headings.

### 7.3.4.1 CONOR authority control

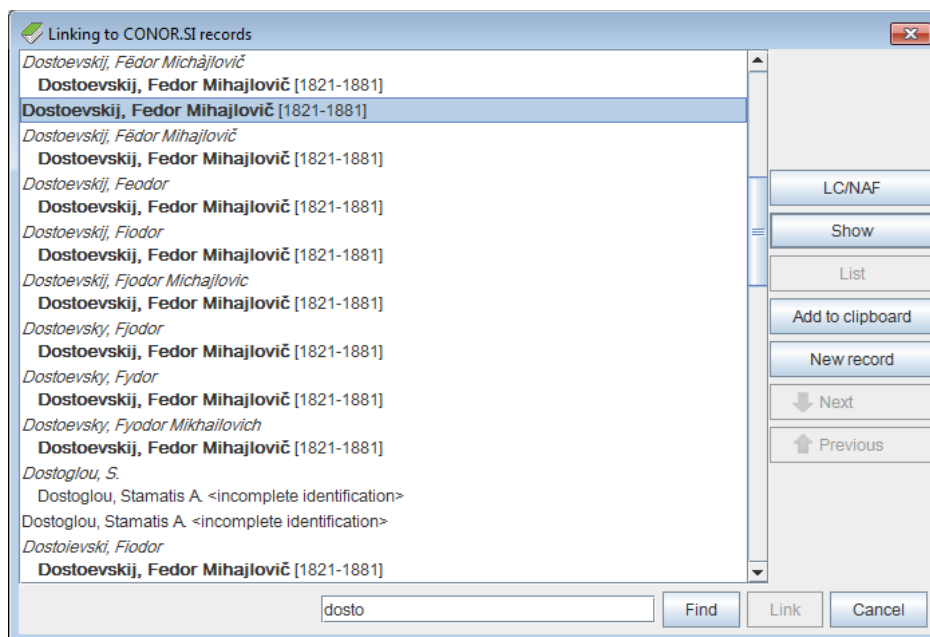
For linking fields for authors with relevant authority record from the CONOR database, use the **Linking to CONOR.XX records** window.

Window elements are as follows:



- title bar
- left part of the window, which can contain a list of access points or display the authority record in the COMARC format or the MARC21 format
- field for entering search request
- buttons
  - **LC/NAF** – used for switching to the LC/NAF database
  - **CONOR.XX** – used for switching to the CONOR.XX database
  - **Show** – used for displaying the entire record for the selected access point from the list
  - **List** – used for displaying the list of access points retrieved through search
  - **Add to clipboard** – used for transfer to the **Authority record (CONOR)** window; the selected record is moved to the records clipboard (the records from the LC/NAF database are converted to COMARC/A format)
  - **New record** – used for transfer to the **Authority record (CONOR)** window
  - **Next** – used for displaying the next record from the list
  - **Previous** – used for displaying the previous record from the list
  - **Find** – used for starting the search after entering the search request
  - **Link** – used for closing the window; the authority record identification number is entered into subfield 3
  - **Cancel** – used for closing the window; the field is saved without any changes in subfield 3

The **LC/NAF** button is visible when you search in the CONOR.XX database; when you search in the LC/NAF database, the **CONOR.XX** button is visible. The **Show** button is active when the list of access points is displayed in the window, whereas the **List**, **Next** and **Previous** buttons are active when the entire individual record is displayed in the window. The **Link** button is only active when the entire record from the CONOR.XX database is displayed in the window.



**Figure 7.3-2: Example of Linking to CONOR.SI records window**

In the list in the left part of the window, different types of access points from the authority database are displayed. They can be divided into:

- **Authorized access points** from records from the CONOR.XX database that have code "a" – *established* in subfield 100b are displayed in bold in the list, whereas other authorized access points are displayed in regular font.
- **Variant access points** are displayed in italics. Each variant access point is followed by an authorized access point in the next line and indented to the right.
- **Related access points** are displayed in regular font. Each related access point is followed by an authorized access point in the next line and indented to the right.

Some other data is also displayed in the list from the CONOR.XX database:


- When the year is not part of the authorized access point (no subfield 200f – *Dates*), the years from subfields 190a – *Year* (of birth/beginning) and 191a – *Year* (of death/end) appear in square brackets.
- Subfield 200r – *Researcher code* appears in angle brackets.
- The text "several persons" is added if subfield 120b – *Differentiated or undifferentiated personal name* contains code "b" – *undifferentiated personal name*.
- The text "incomplete identification" is added if, within the record, the data has not been entered into the subfield 120b – *Differentiated or undifferentiated personal name* and into none of the following fields: 190 – *Date of birth/beginning*, 191 – *Date of death/end*, 200c –

*Additions other than dates, 200d – Roman numerals, 200f – Dates, 200r – Researcher code.*

### 7.3.4.1.1 Entering a new field

Instead of entering data into field with activated authority control manually, find the required access point in the authority database and confirm the corresponding authority record.

#### *Procedure*

1. Open subfield 3 and use it to enter the search request: enter any word or the beginnings of words from the access point (word search), or the access point in inverted commas (phrasal search) and, if required, indicate truncation by using an asterisk ("\*"). You can also enter the relevant authority record identification number if you know it.
2. Then press the <Enter> key or the <Tab> key, followed by the space bar, or click the  icon next to the field for search parameters.

If the access points exist in the authority database that correspond with the search request, the **Linking to CONOR.XX records** window will open with a list of these access points.



#### Tip:

You can check the authority records for the access points on the list. To do this, select the corresponding access point and click the **Show** button. The record is displayed in the window in the MARC format, and the list can be displayed again later by clicking the **List** button.

If the access point in the authority database does not exist, a message appears. After you confirm it by clicking the **OK** button, a blank **Linking to CONOR.XX records** window will open with the entered search request in the entry field.



#### Note:

*If the search retrieves too many records, a message appears suggesting to improve your search request. Repeat the search by entering a more specific search request.*

3. If the required access point is not on the list, search for variant forms. Enter the new search request into the entry field under the list of names and click the **Find** button.



#### Note:

*It is very important to be precise when searching for the appropriate access point as you could otherwise create a new record for the same entity or link the bibliographic record with the wrong authority record.*

4. If you found the authority record in the CONOR.XX authority database and you have the required privilege for editing, check if the record must be

updated. To update it, click the **Add to clipboard** button and then follow steps 4 to 6 in chapter 9.9. Then, return to the **Linking to CONOR.XX records** window. Find the record you just edited.



Note:

*Which data can be added to the authority record depends on the type of record and the privileges you have.*

*Editing records, adopted by one of the libraries, is only allowed for cataloguers from that library and cataloguers with the privilege CAT\_CONOR, with the exception of variant access points in records for personal names, which can be added by any cataloguer.*

*To edit whole records for personal names, the cataloguer requires the privilege CAT\_NEWPN. Only a limited set of fields can be edited without this privilege.*

*To edit any data in records for corporate bodies, the cataloguer requires the privilege CAT\_NEWCB. Without this privilege, variant access points cannot be added to the record.*

5. If you didn't find the authority record in the CONOR.XX database, you can also search in the foreign authority database LC/NAF by clicking the **LC/NAF** button.



Tip:

By clicking the **CONOR.XX** button, you can later return to searching in the CONOR.XX authority database.

6. If you found the authority record in the LC/NAF database, download it from there, if you have the required privilege. Click the **Add to clipboard** button and follow steps 4 to 6 in chapter 9.7.1. Then, return to the **Linking to CONOR.XX records** window. Find the record you just edited.



Note:

*Only cataloguers with the privilege CAT\_NEWPN (for persons) or CAT\_NEWCB (for corporate bodies) have the possibility to download authority records.*

7. If you cannot find the authority record and have the required privilege for creating records, click the **New record** button, and create a new record in the **Authority record (CONOR)** window, which will open or become active (see chapter 9.8). Then, return to the **Linking to CONOR.XX records** window. Find the record you just created.



Note:

*Authority records for personal names can be created by all cataloguers.*

*Only cataloguers with the privilege CAT\_NEWCB can create an authority record for a corporate body name. For cataloguers without this privilege,*

*the **New record** button is inactive and they must enter the heading into the bibliographic record manually.*


8. If you cannot find the authority record and do not have the required privilege for creating records, click the **Cancel** button to leave the **Linking to CONOR.XX records** window and fill in the field in the bibliographic record manually. Otherwise, continue with step 9.
9. In the list of access points, find the required access point and click the **Show** button, followed by the **Link** button.  
  
The **Linking to CONOR.XX records** window will close. The authority record identification number will be entered into subfield 3 of the bibliographic record, at the same time all subfields from the authorized access point (in case of personal names of authors also the researcher code) will automatically be added. Also all fields with variant and related access points, if any, will be added to the bibliographic record.
10. Into the field for heading, enter manually the subfields which are not subject to authority control (e.g. relator code).
11. If the access point that is listed in the source is missing from the authority record, but you do not have the required privilege to add it to the authority record, add it to the bibliographic record manually.

#### 7.3.4.1.2 Linking existing fields

Bibliographic records may contain headings that are not linked with the authority database. They do not have the authority record identification number in subfield 3.

When editing such records, it is required, if only possible, to link them with the appropriate authority records. If you do not link headings for personal names when editing and if some of them already exist in the authority database, you are automatically notified about this.

#### *Procedure*

1. In the field with a heading that is not linked, open subfield 3.
2. Click the  icon.

If the authority database does not contain the required access point, a message appears.

The **Linking to CONOR.XX records** window will open. If the access point exists, it will appear on the list of access points from the authority database.

3. Next, follow steps from 4 to 11 of the procedure described in chapter 7.3.4.1.1.

#### *Options*

You can link more bibliographic records with unlinked headings simultaneously in the **Authority record (CONOR)** window by using a special method (see chapter 9.4.3).

### 7.3.4.1.3 Relinking fields

Relinking is used when fixing incorrectly linked fields in bibliographic records. These are fields where the record ID for the wrong authority record is entered in subfield 3.

You must link the field with the appropriate authority record.

#### Procedure

1. Open subfield 3 in the field with the incorrectly linked heading.



Note:

*If the heading in the bibliographic record is different to the authorized access point in the authority database, but subfield 3 contains the record ID of the correct authority record, you do not have to correct the contents of the subfield. It is enough to save the bibliographic record again and the heading will be corrected automatically.*

*These cases occur if you correct the authorized access point in the authority record but you have not saved the bibliographic record and the bibliographic database is not synchronised with the authority database.*

2. Delete the record ID of the wrong authority record. Then follow steps from 2 to 11 described in the procedure in chapter 7.3.4.1.1.

#### Options

You can relink more bibliographic records with incorrectly linked fields for personal names in the **Authority record (CONOR)** window simultaneously by using a special method (see chapter 9.4.3).

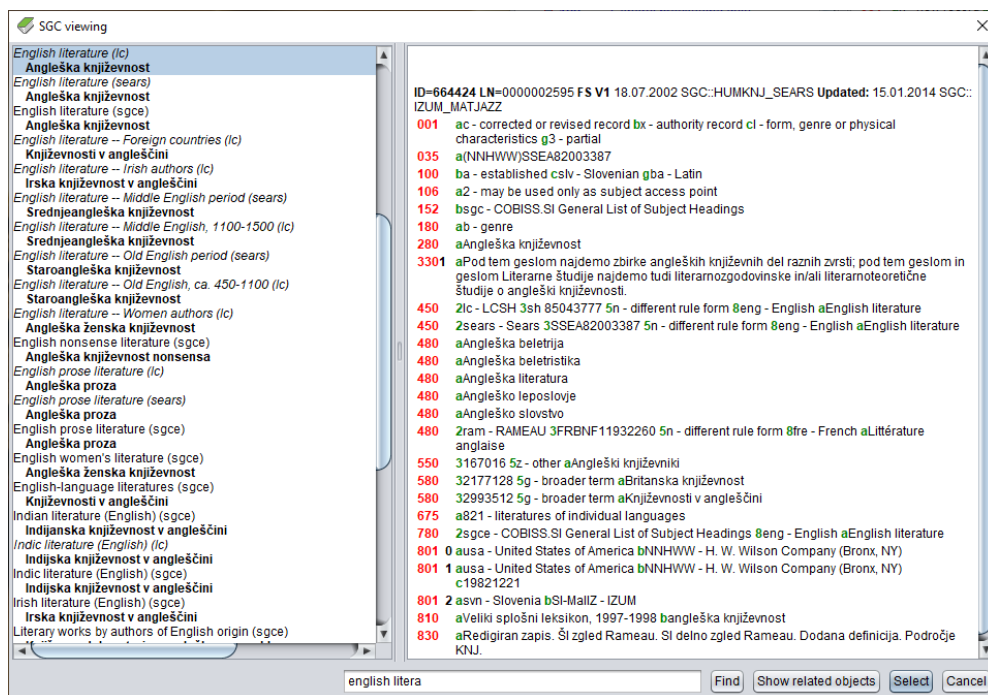
### 7.3.4.2 SGC authority control

Fields for subject headings are linked with the appropriate authority record from the SGC database via the **SGC viewing** window.

Window elements are as follows:

- title bar
- left part of the window with the list of access points retrieved with the search
- right part of the window that displays the complete record for the access point selected on the list
- field for entering the search request
- buttons
  - **Find** – activates the search after entering the search request
  - **Show related objects** – displays the record for the selected access point in the viewer where you can check broader, narrower and related terms among the related objects. Clicking the **Select** button transfers the record from the viewer to the **SGC viewing** window.
  - **Select** – closes the window; the ID of the SGC authority record is entered in subfield 3

- **Cancel** – closes the window; the field is saved without any changes to subfield 3



**Figure 7.3-3: Example of a window for linking with records from SGC**

The list in the left part of the window contains different types of access points from the SGC authority database that you can tell apart in the following ways:

- **SGC authorized access points** are displayed in boldface (field 2XX from authority records, i.e., records with the *x* – *authority record* code in subfield 001b).
- **Variant access points** are displayed in italics (field 4XX from all records and field 2XX from reference and general explanatory records, i.e., records with the "y" – *reference record* or "z" – *general explanatory record* code in subfield 001b). In the next line, each variant access point is followed by:
  - the corresponding authorized access point displayed in boldface and indented to the right (in the case of an authority record).
  - the corresponding reference from field 310 displayed in regular font and indented to the right (in the case of a reference record).
  - the corresponding reference from field 320 displayed in regular font and indented to the right (in the case of a general explanatory record).
- **Authorized access points formulated according to the rules from other subject systems** are displayed in the same way as variant access points, i.e., in italics, but with an added system code from subfield 4XX2 in round brackets.
- **SGC authorized access points in English** are displayed in regular font

(field 7XX). The "SGCE" system code from subfield 7XX2 is also added in round brackets. In the next line, each authorized access point in other language is followed by:

- the corresponding authorized access point displayed in boldface and indented to the right (in the case of an authority record).
- the corresponding reference from field 310 displayed in regular font and indented to the right (in the case of a reference record).
- the corresponding reference from field 320 displayed in regular font and indented to the right (in the case of a general explanatory record).

SGC authority records are visible on the list regardless of the type of subject heading you are entering to the bibliographic record, but the link can only be established with the correct type of the access point. Incorrect access points and their corresponding data are displayed in grey on the list (e.g., if you enter a personal name instead of a topical subject in subfield 6063, you will see the data for the entered personal name on the list, but it will be displayed in grey). Only data from correct records are displayed in black.

The following are the correct combinations:

- field 600 in the bibliographic record and field 200 in the SGC authority record
- field 601 in the bibliographic record and field 210 in the SGC authority record
- field 602 in the bibliographic record and field 220 in the SGC authority record
- field 604 in the bibliographic record and field 240 or 243 in the SGC authority record
- field 605 in the bibliographic record and field 230 in the SGC authority record
- field 606 in the bibliographic record and field 250 or 280 in the SGC authority record
- field 607 in the bibliographic record and field 215 in the SGC authority record
- field 609 in the bibliographic record and field 280 in the SGC authority record

#### **7.3.4.2.1 Entering a new field**

In fields 60X with an activated authority control, the data is not entered manually. Instead, you search for the desired access point in the authority database and confirm the corresponding authority record. The only exceptions are the chronological subject headings in field 608. Fields 608 are free-form fields as there are no records for chronological subject headings in SGC.






Note:

*The CAT\_SUBLINK privilege is required for entering data to subfield 60X3 and for editing or deleting data in a field 60X that contains the subfield 60X3.*

### Procedure

1. Open subfield 3 and enter the search request: enter any word or the beginnings of individual words from the subject heading (word search), or the subject heading in inverted commas and, if required, indicate truncation with the "\*" character (phrasal search). You can also enter the appropriate authority record ID if you know it.
2. Then press the <Enter> key or the <Tab> key, followed by the space bar, or click the  icon next to the search request field.

If verified records exist in the authority database that correspond to the search request, the **SGC viewing** window will open with a list of these access points.



Tip:

The authority records for access points on the list on the left side of the window can be quickly checked on the right side of the window. When you use the <up> or <down> arrow keys or the mouse to move through the list on the left side of the window, the right side will display the record that corresponds to the selected access point.

If the access point does not exist in the authority database, a message appears. After you confirm it by clicking the **OK** button, a blank **SGC viewing** window will open with the entered search request in the entry field.



Note:

*If the search retrieves too many records, a message appears suggesting improving your search request. Repeat the search by entering a more specific search request.*

3. If the required access point is not on the list, search for variant forms. Enter the new search request into the entry field and click the **Find** button.



Note:

*When searching for an appropriate access point, you should follow the SGC subject indexing principles. An incorrect subject heading in a bibliographic record means that the search will not retrieve relevant results.*

4. Clicking the **Show related objects** button enables you to access records that are linked to the selected record. You can check broader, narrower or related terms. The record you selected is opened in the viewer. If you select another record in the lower part of the **Related objects** window and click the **Open** button, another record will be loaded in the viewer, and if you

confirm it by clicking the **Select** button, it will be transferred to the **SGC viewing** window.


5. If you cannot find an appropriate access point on the access points list, click the **Cancel** button and leave the **SGC viewing** window and manually fill in the field 60X in the bibliographic record. Otherwise, continue the procedure with step 6.
6. Select the appropriate access point on the access points list and click the **Select** button.

This will close the **SGC viewing** window. In subfield 3 of the bibliographic record, the ID of the SGC authority record will be entered, and in subfield 2, the "SGC" code will be entered. Simultaneously, all subfields from the authorized access point will be entered automatically.

#### 7.3.4.2.2 Linking existing fields

Subject headings that are not linked with the SGC authority database can be identified by the missing authority record ID in subfield 3. These subject headings can be linked if an appropriate authority record exists.

#### *Procedure*

1. In the field with a subject heading that is not linked, open subfield 3.
2. Click the  icon.

If the authority database does not contain the required access point, a message appears.

The **SGC viewing** window will open. If the access point exists, it will appear on the list of access points from the authority database.

3. Next, follow the steps from 3 to 6 of the procedure described in chapter *Error! Reference source not found.*

---

### 7.3.5 Entry with the use of a counter

In some subfields, numbers are copied from a counter.

#### *Precondition*

The counter must be defined (see chapter *12.1.10.1*).

#### *Procedure*

1. Open the appropriate subfield (e.g. 020b, 021b).
2. From the context menu, select the **Activate counter <counter name>** method.

The next number from the counter is entered into the entry field.



Note:

*If you have several counters defined for the same subfield, select the appropriate counter first.*

3. Close the subfield.

---

## 7.3.6 Special features when entering data in fields in the COMARC/B format

Below is a detailed description of entering data into some fields in the COMARC/B format where special care applies.

### 7.3.6.1 Linking fields for continuing resources (4XX)

The fields in block 4XX are used to show the relation between the continuing resource you are describing and related continuing resources. They contain the subfields *a* – *Title proper/Key title* and *x* – *ISSN*, which are used to enter the (key) title and/or the ISSN of the related continuing resource.

Only enter subfield *a* if the record for the related continuing resource is not in COBIB or if the existing record does not have field 530 – *Key title*. Also enter subfield *a* if you do not have the ISSN.

#### **Precondition**

You added the corresponding field from block 4XX.

#### **Procedure**

1. Open subfield *x*.
2. Enter the ISSN of the related continuing resource.

Once you confirm the entry a window with the corresponding message will open. The further procedure depends on whether:

1. ***The record with this ISSN exists in COBIB and the record also contains field 530*** (the message displays the key title from COBIB, i.e. COBIB: KT=<key title>).
2. ***The record with this ISSN exists in COBIB and also in the ISSN database; the record in COBIB does not contain field 530*** (the message displays the key title from the ISSN database, i.e. COBIB: KT=?, ISSN: KT=<key title>, at the same time the software displays a warning that the key title must be entered to subfield *a* with a special method).
3. ***The record with this ISSN exists in COBIB, but not in the ISSN database; the record in COBIB does not contain field 530*** (the message displays the title from COBIB, i.e. COBIB: KT=?, TI=<title proper>, ISSN: KT=?, at the same time the software displays a warning that the title proper must be entered to subfield *a*).
4. ***The record with this ISSN does not exist in COBIB, but exists in the ISSN database*** (the message displays the key title from the ISSN database, i.e. ISSN: KT=<key title>, at the same time the software displays a warning that the key title must be entered to subfield *a* with a special method).
5. ***The record with this ISSN does not exist in COBIB nor in the ISSN database*** (the key title from the ISSN database is not displayed in the

message, i.e. ISSN: KT=?, at the same time the software displays a warning that the title proper must be entered to subfield a).

3. Click the **OK** button.

The ISSN of the related continuing resource is transferred to the entry field for subfield designation.

In case of the condition described under no. 1 in step 2, the procedure is finished. If not, continue with the next step.

4. Open subfield a.

5. Enter the title.

- If the condition described under no. 2 or 4 in step 2 applies, use the **Download title from ISSN** method from the shortcut menu.

The key title from the ISSN database is automatically entered to the entry field.

- If the condition described under no. 3 in step 2 applies, enter the title proper of the related continuing resource by copying it from field 200 of the record for the related continuing resource in COBIB.
- If the condition described under no. 5 in step 2 applies, enter the title proper of the related continuing resource by copying it off the publication.

6. Close the subfield.

The key title or title proper is transferred to the entry field for subfield designation.

### 7.3.6.2 ISBN (010)

If you enter a 10-digit ISBN, but the 13-digit ISBN must be entered as well, the software will calculate it automatically on the basis of the 10-digit one.

**Precondition**

The record must contain field 010 with a 10-digit ISBN in subfield a.

**Procedure**

1. After field 010 with the 10-digit ISBN, add another field 010 that contains subfield a.
2. Open subfield 010a.
3. From the shortcut menu, select the **Add 13-digit ISBN** method.  
The newly calculated 13-digit ISBN is entered to the entry field.
4. Close the subfield.

### 7.3.6.3 Country of publication (102)

When cataloguing articles and component parts you can transfer the country code from the record of the source.

**Procedure**

1. Open subfield 102a.
2. From the shortcut menu, select the **Transfer country code for resource** method.  
The code of the country that applies to the source is transferred to the entry field.
3. Close the subfield.

### 7.3.6.4 Bound-with items (481, 482)

When cataloguing monographs, you can automatically transfer data for the bound-with item from the record to field 481, and when cataloguing the bound-with item, you can transfer data for the basic item from the record to field 482.

**Procedure**

1. Click and mark field 481 or 482.
2. Select the **Edit / Copy data (COBISS.XX-ID)** method.  
The **Source data found** window will open.
3. Under "COBISS.XX-ID", enter the identification number of the corresponding bibliographic record. Close the window by clicking the **OK** button.

The fields and subfields with data from the corresponding record will be embedded into the field.



Note:

*Data entered in field 481 or 482 prior to the transfer will be overwritten with data from another record. The only exceptions are embedded subfields 0, 5 and 9 in field 200, from which data is not deleted.*

**Options**

The **Copy data (COBISS.XX-ID)** method can also be selected from the shortcut menu.

---

## 7.3.7 Values predefined by the user

You can enter values that you previously defined to the record. The procedure of defining them is described in chapter 11.4.

**Precondition**

A "default" record must be created in the temporarily saved records file, which contains the data that represents the defined values.

**Procedure**

1. Open any subfield to which you wish to add your defined value.
2. Select the **Edit / Add defined value** method.

The content from the corresponding subfield in the "default" record is transferred to the entry field.

3. Close the subfield.

### ***Options***

You can also add your defined value by using the key combination <Ctrl> + <D>.



Note:

*When the record is loaded to the editor, only those values are added to the empty record automatically that are defined on system level for the selected input mask.*

## 7.4 ADDING FIELDS AND SUBFIELDS

Fields and subfields that are most frequently used for a certain type of resource form the input mask (e.g. *M – monographs*). Other fields and subfields that are relevant for a certain type of resource can be added to the input mask.

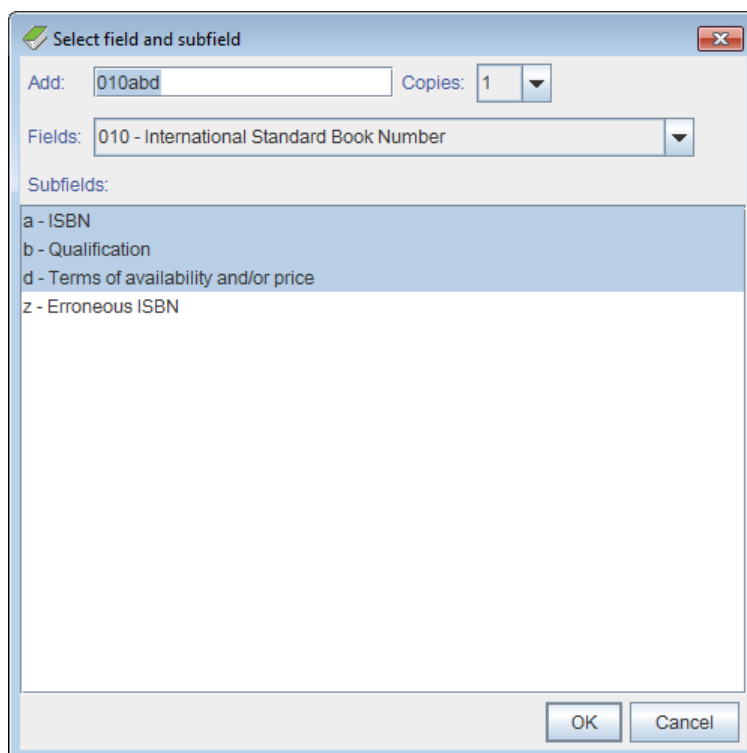
In the record, fields are always sorted in ascending order of the field numeric designation. The cataloguer must specify the order of subfields in compliance with the COMARC format and the cataloguing rules.

Add a field when it does not exist in the set of fields of the selected input mask or if you wish to repeat it.

### *Procedure*

1. Click the record ID or any field or subfield to select it.
2. Select the **Edit / Add field** method.

The following window will open:



**Figure 7.4-1: Select field and subfield window**

3. Under "Add" the number of the first field and the designations of the subfield, which can be added after the selected field, will be displayed.

**Example:**

If you selected field 100 in mask M, subfield *106a* will be displayed as the next field that can be added to the record under "Add" in the **Select field and subfield** window after you select the **Edit / Add field** method.

**Tip:**

Under "Add" you can manually enter the field number and subfield designation that you wish to add (it can also be several subfields, e.g. 200aefg).

4. Under "Fields" the number and name of the field, entered under "Add", will be displayed. If you click on the drop-down list, you can select also any other field that you wish to add to the record.

Only fields that can be added to a certain mask according to the COMARC format are available in the drop-down list. Non-repeatable fields that are already included in the mask are not on the list.

Once you select a field, its number will appear under "Add".

5. Under "Subfields" the designations and names of the subfields in the selected field that can be added to a certain mask according to the COMARC format will be displayed. Non-repeatable subfields that are already included in the mask are not on the list.
6. Once you select the subfield(s), the subfield(s) designation is/are displayed under "Add".
7. Under "Copies" a number is displayed which signifies how many times you wish to repeat the field or add it to the record.
8. Click the **OK** button.

The **Select field and subfield** window will close. The selected field with subfields (or several repetitions of the field) will be added to the record in the place based on the field number with regards to the order of fields within the record.

**Options**

The **Select field and subfield** window can also be opened by pressing the <F7> key.

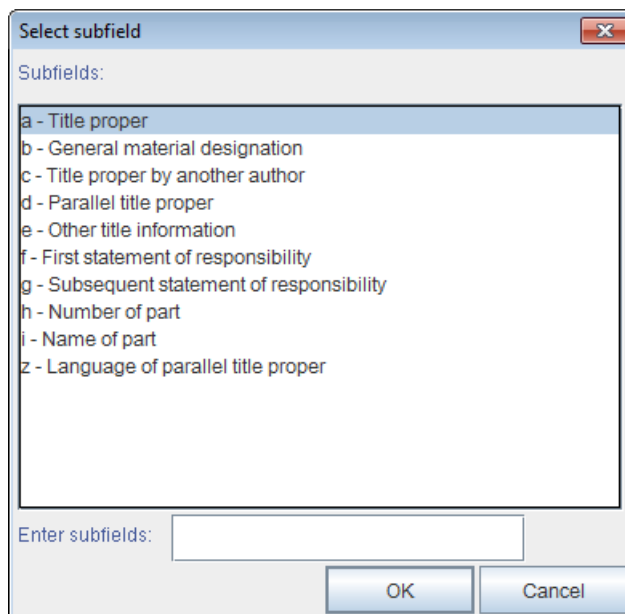
Within a field in the record, you can add subfields that are not included in the selected mask, or additional repeatable subfields.

**Procedure**

1. Click to select the field you wish to add a subfield to, or select the subfield within this field.
2. Select the **Edit / Add subfield** method.

The following window will open:





**Figure 7.4-2: Select subfield window**

3. Select the required subfield from the list of subfields (use the <Shift> or <Ctrl> key to select several subfields (see chapter 4, step 10)), or enter the subfields you wish to add under "Enter subfields" (e.g. aedefgz).

The list includes only subfields that can be added to the field according to the COMARC format. Non-repeatable subfields that are already in the field are not included on the list.

4. Click the **OK** button.

The window with the selected subfield(s) will close. The selected subfield(s) will be added to the record after the current subfield or in the first place within the field if you have selected the field.

### *Options*

The **Select subfield** window can also be opened by pressing the <F9> key.



## 7.5 DELETING FIELDS AND SUBFIELDS

Fields and subfields can be deleted from the record. You can also highlight several *same* fields.


### Procedure

1. Click on the field or subfield to highlight it.
2. Select the **Edit / Delete field** method.

The selected field (or several same fields) with its corresponding subfields will be deleted and saved to the fields clipboard.



#### Tip:

To return the lastly deleted field (or several same fields) to the record, click the  icon.

### Options

The field (or several same fields) can also be deleted by pressing the key combination <Ctrl> + <F7> or the <Delete> key.

In the record editor, you can also delete a subfield.

### Procedure

1. Click on the subfield to select it. You can also select several *different* subfields within the same field.
2. Select the Edit / **Delete subfield** method.

The selected subfield(s) will be deleted and saved to the subfields clipboard.




#### Note:

*Once you delete the last subfield within any field, the entire field will be deleted.*



#### Tip:

To return the lastly deleted subfield(s) to the record, click the  icon.

### Options

A subfield can also be deleted by pressing the key combination <Ctrl> + <F9> or the <Delete> key.



## 7.6 COPYING AND PASTING

You can copy from the record in the records clipboard (see chapter 6.6) and also from the record you are editing in the editor.

---

### 7.6.1 Copying

You can copy from the record in the editor if you wish to re-use the existing text, field or subfield.

#### 7.6.1.1 Copying text

You can copy text or part of the text from a subfield.

##### *Procedure*

1. Open the subfield.
2. Drag the mouse over the selected text and highlight it.
3. Select the **Edit / Copy text** method.

The text you highlighted in the entry field will be saved to the text clipboard.



##### Tip:

If you wish to remove the text from the entry field at the same time, select the **Edit / Cut text** method.

##### *Options*

Text can also be copied by using the key combination <Ctrl> + <C>.

#### 7.6.1.2 Copying a field

Copying any field is enabled.

##### *Procedure*

1. Click on the field or subfield to select it.
2. Select the **Edit / Copy field** method.

The selected field with subfield content will be saved to fields clipboard.

##### *Options*

A field can also be copied by using the key combination <Alt> + <F7>.

#### 7.6.1.3 Copying a subfield

You can copy an individual subfield.

**Procedure**

1. Click on the subfield to select it.
2. Select the **Edit / Copy subfield** method.

The selected subfield with its content will be saved to the subfields clipboard.

**Options**

A subfield can also be copied by using the key combination <Alt> + <F9>.

### 7.6.1.4 Copying subfield content

You can also copy the entire subfield content without highlighting the text.

**Procedure**

1. Click on the subfield to select it.
2. Select the **Edit / Copy subfield content** method.

The entire content of the subfield will be saved to the text clipboard.

---

## 7.6.2 Pasting

Deleted or copied texts, fields or subfield can be pasted in the record.

**Tip:**

You can re-use the content from the clipboard as it remains unchanged until you delete or copy the next content.

### 7.6.2.1 Pasting text

By pasting you can add copied or deleted text that has been saved in the text clipboard.

**Procedure**

1. Open the subfield.
2. Select the **Edit / Paste text** method.

The text that was copied or deleted last will be added to the entry field.

**Tip:**

By special pasting, you can paste any text that you copied during one login session in the COBISS3 software (see chapter 7.6.3).

**Options**

Text can also be pasted by using the key combination <Ctrl> + <V>.

### 7.6.2.2 Pasting a field

You can use pasting to add a copied or deleted field, which has been saved in the fields clipboard.

#### Procedure

1. Click on the field or subfield to select it.
2. Select the **Edit / Paste field** method.

The field copied or deleted last is added to the record.

A field is always added to the record in such a way that the ascending order of field designations is kept.

If you are positioned in the record so that it is possible to paste the field after that, the field will be added directly after the selected field.

Otherwise it will be added in such a way that the ascending order of field designations is kept. If the field with this designation already exists and is repeatable, it will be added after it.



#### Tip:

*If a non-repeatable field already exists in the record, it cannot be pasted.*



#### Example:

The record contains one field 675. You wish to paste another field 675, which you have copied prior to this.

If you are on field 610, which is followed by field 675, field 675 will be added before the existing field 675 after you select the **Edit / Paste field** method.

If you are on field 200, the copied field 675 will be added after the existing field 675 after you select the **Edit / Paste field** method.



#### Tip:

By special pasting, you can paste all fields that you deleted or copied within one login session in COBISS3 software (see chapter 7.6.3).

#### Options

A field can also be pasted by using the key combination <Ctrl> + <Alt> + <F7>.

### 7.6.2.3 Pasting a subfield

By pasting you can add a copied or deleted subfield that has been saved in the fields clipboard.

#### Procedure

1. Click on the field or subfield to select it.
2. Select the **Edit / Paste subfield** method.

The subfield copied or deleted last is added to the record.

If you selected a field, the subfield will be added to the first place in the field. If you selected a subfield, the subfield will be added to the record after the selected subfield.



Note:

*If a non-repeatable subfield already exists in the field, it cannot be pasted.*



Tip:

By special pasting, you can paste all subfields that you deleted or copied within one login session in COBISS3 software (see chapter 7.6.3).

### Options

A subfield can also be pasted by using the key combination <Ctrl> + <Alt> + <F9>.

---

## 7.6.3 Special pasting

The texts, fields and subfields will remain in the clipboard until you logout of COBISS3 software. Use special pasting when you wish to paste them in the record.

### Procedure

1. Click on the field or subfield to select it or open the entry field.
2. Select the **Edit / Paste special** method.  
The **Clipboard** window will open with three tabs.
3. If you wish to paste *text*, select the text from the list of copied and deleted texts under the **Text** tab. On the top of the list is the text that you copied or deleted last.
4. If you wish to paste a *field*, select the field from the list of copied and deleted fields under the **Fields** tab. On the top of the list of fields is the field that you copied or deleted last. Each field on the list is represented by the field number, the numeric indicator values, if present, and the subfield designations and the existing content.

If you wish to paste a *subfield*, select the field from the list of copied and deleted subfields under the **Subfields** tab. On the top of list of subfields is the subfield that you copied or deleted last. Each subfield on the list is represented by the field number, the subfield designation and the existing content.

5. Click the **OK** button.

If you are positioned in the record so that it is possible to paste the field (regarding ascending order of field designations), the field will be added directly after the selected field.

Otherwise it will be added to the appropriate place in the record so that ascending order of field designations is kept. If the field with this designation already exists or is repeatable, it will be added after this field.



If the field is not repeatable and it already exists in the record, you cannot add it.

When pasting a subfield, the subfield is added directly after the selected field or subfield.

The copied text is added to the entry field of the selected subfield.



## 7.7 DEFINING THE ORDER OF FIELDS AND SUBFIELDS

The fields are always arranged in ascending order of field designations. The order of fields within a record can only be defined within repeatable fields. Within each field, you can also change the order of subfields.

### *Procedure*



1. Click on a repeatable field to select it, or select a subfield.
2. Select the **Edit / Move up** method.

The field or subfield will move up by one place.

3. Select the **Edit / Move down** method.

The field or subfield will move down by one place.

### *Options*

To move a copied field or subfield up or down by one place, select it in the record and click the  or the  icon.



## 7.8 CONDENSED AND EXPANDED RECORD DISPLAY

All fields in the record can be opened (expanded) or closed (collapsed) at the same time.

### *Procedure*

1. Select the **View / Expand all** method.

All the fields will open in the editor so that the corresponding subfields are visible.

2. Select the **View / Collapse all** method.

All the fields will close in the editor so that the corresponding subfields are not visible.



Note:

*The **View / Expand all** and **View / Collapse all** methods are not active if you ticked the checkbox "Expand selected field only" in the **Settings** menu.*

### *Options*

All fields can also be opened by using the key combination <Alt> + <E> and closing by using the key combination <Alt> + <C>.



## 7.9 CONSULTING MANUALS

In every COBISS system you can use various manuals while you work, if they are available in electronic form.

The methods for consulting manuals can be found in the **View** menu.

### 7.9.1 COMARC manuals

The COMARC manuals are also available in electronic form which means that you can quickly check each field or subfield while you work. Depending on which class in the Cataloguing module you are positioned, the COMARC/A manual or the COMARC/B manual is displayed.

Start out from the cataloguing user interface and select the **View / COMARC help** method. The window will open where on the left side you will see the list of contents for all the chapters of the COMARC format manual. On the right side is the description of the selected field. The last updates to the manual are displayed in green.

**COMARC/B Format for Bibliographic Data**

[INTRODUCTION](#)

**0XX IDENTIFICATION BLOCK**

[001](#) Record label

[010](#) International Standard Book Number

[011](#) ISSN

[012](#) Fingerprint identifier

[013](#) International Standard Music Number (ISMN)

[016](#) International Standard Recording Code (ISRC)

[017](#) Other identifier

[020](#) National bibliography number

[021](#) Legal deposit number

[022](#) Government publication number

[040](#) CODEN

[041](#) Other codes\*

[071](#) Publisher's number (sound recordings and music)

**1XX CODED INFORMATION BLOCK**

[100](#) General processing data

[101](#) Language of the item

[102](#) Country of publication or production

[105](#) Textual material, monographic

[106](#) Textual material – physical attributes

[110](#) Continuing resources

[115](#) Visual projections, videorecordings and motion pictures

[116](#) Graphics

[117](#) Three-dimensional artefacts and realia

[120](#) Cartographic materials – general

[121](#) Cartographic materials – physical attributes

[PDF COMARC/B December 2014](#)

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### 011 ISSN

The online accessible ISSN database within the COBISS shared cataloguing system is the basis for continuing resources cataloguing. Records download from the ISSN database (ISSN format) to the COBIB shared database (COMARC/B format) proceeds automatically with the ISSN.

**Subfields & repeatability**

FIELD/SUBFIELD	REPEATABILITY
011	ISSN
<b>a</b>	<i>ISSN – article*</i>
<b>c</b>	<i>Internal continuing resource number*</i>
<b>d</b>	<i>Terms of availability and/or price</i>
<b>e</b>	<i>Valid ISSN*</i>
<b>f</b>	<i>Unverified ISSN*</i>
<b>l</b>	<i>ISSN-L*</i>
<b>m</b>	<i>Cancelled ISSN-L*</i>
<b>s</b>	<i>ISSN – article in series with subseries or in supplement*</i>
<b>y</b>	<i>Cancelled ISSN</i>
<b>z</b>	<i>Erroneous ISSN</i>

**Indicators**

INDICATOR	VALUE	MEANING
1		<b>Level of interest</b>
	0	<i>Continuing resource of international or national interest</i>
	1	<i>Continuing resource of local interest</i>
	␣	<i>Level not specified</i>
2		<b>Not defined</b>

**SUBFIELDS**

**011a ISSN – article\***

A data may be entered only for articles related to a serial which ISSN (or temporary number or COBIB number) is entered in this subfield.

**011c Internal continuing resource number\***

Figure 7.9-1: COMARC/B Help window


The *html* format is intended for viewing the manual online, and the *pdf* format for printing.

To access the *pdf* format, click the abbreviation "pdf" positioned on the top right of the window.

You can also search through the contents of the COMARC/A and COMARC/B manuals. Entering the search request into the search field in the top right of the window will simultaneously search through both manuals.



Tip:

You can also open the COMARC manual if you press the <F1> key or click the  icon.

---

## 7.9.2 Other manuals

When editing records, you can also use the reference manuals available in each COBISS system.

The methods in the **View** menu can differ in different COBISS systems and can be defined for each system separately. The names of the methods for calling up the manuals are the same as the manual titles (or abbreviations thereof).

In the **View** menu in the COBISS.SI system the methods for accessing the electronic form of the manuals *ZNAČKA* and *PREKAT* are available.

If you select the **View / ZNAČKA** method, the website for accessing the *ZNAČKA* manual will open.

If you select the **View / PREKAT** method, the website for accessing the *PREKAT* manual will open.



In the **View** menu in all COBISS systems, you can also select the **ISSN Manual** method, with which you can access the manual of the ISSN International Centre (*ISSN manual*).



## 7.10 RECORD EDITOR SETTINGS

The workspace in the cataloguing user interface can be customized.

The default setting of the workspace divides the user interface window to the editor in the left pane and the records clipboard in the right pane. If you wish to change the workspace so that the records clipboard is in the left pane and the editor in the right pane, select the **Settings / Invert layout** method.

If you wish to see the left pane only, click the  icon (arrow right) on the scroll bar dividing the two panes. If you click the  icon (arrow left) only the right pane will remain open.

The first line in the editor is the record ID, below are the fields in condensed display mode and in ascending order. Only the field numbers and the numeric indicator values, if present, are displayed in the condensed display mode.

If you wish to see the meanings and names in addition to the designations of fields, subfields, codes and indicators, tick the following checkboxes in the **Settings** menu:

- "Resolve field/subfield names"
- "Resolve indicators"
- "Resolve codes" (this setting applies also to the records clipboard)



Tip:

If you do not tick the checkbox "Resolve field/subfield names" in the **Settings** menu, the field and subfield names will be displayed in the record editor as a tooltip when you point the mouse pointer on the field or subfield.

If you wish to expand an individual field only in the editor, tick the checkbox "Expand selected field only" in the **Settings** menu.

If you wish that the record in the editor always opens in the expanded form tick the checkbox "Expand records display" in the **Settings** menu.

You can also enter data into subfields in a separate window. If you tick the checkbox "Edit in separate entry field" in the **Settings** menu, a separate entry field will open below the editor and the records clipboard.

If you wish that all the changes made in the record are indicated in the editor, tick the checkbox "Show changes" in the **Settings** menu. Changed fields, subfields and indicators are then displayed in **yellow**.

If you wish that it is automatically checked if the text you are entering into the entry field is spelled correctly, tick the checkbox "Spell checker" in the **Settings** menu (see chapter 7.3.1.2).

If the fields and subfields cover each other so that you cannot see them fully, refresh the record in the editor by selecting the **View / Refresh editor** method.



## 7.11 CHANGING FIELD AND SUBFIELD PROPERTIES

Some field and subfield properties can be changed by a library. The special privilege CAT\_EDITTYPE granted to the person who is in charge of cataloguing in a library is required to change the properties. The changed properties only become valid once the cataloguers from the library relog to COBISS3.

Field or subfield properties must be set up for each input mask separately. Some properties refer to the whole field and others on individual subfields.

For fields you can change the following properties:

- default indicator values (if the indicators are defined)
- number of repeats of each field in the mask (if the field is repeatable)

**Figure 7.11-1: Field properties window**

### *Procedure*

1. Select the **Settings / Set field properties** method.  
The **Field properties** window will open.
2. Under "Mask" select the input mask.
3. Under "Field" select the field you want to set the properties for.
4. Under "No. of fields" you can specify how many times the field should show up in the mask (if the field is repeatable).



**Note:**

*If you wish to specify the number of fields in the mask for a field that is not in the mask yet, you have to change the level first for at least one subfield of that field (see procedures about changing subfield properties below).*

5. You can change the default indicator value (for one or both indicators) if you select a new value in the drop-down list.
6. Click the **Save** button to save the data.
7. Click the **Exit** button to close the window.

For subfields you can change the following properties:

- record entry level
- mandatory presence in the field
- maximum length
- number of repeats of individual subfield in the input mask
- mandatory entry according to code list
- optional entry according to code list
- help with code list entry



Note:

*Some globally defined properties cannot be changed. For example, you cannot change the length or the level for subfield 001c – Bibliographic level.*

**Figure 7.11-2: Subfield properties window**

**Procedure**

1. Select the **Settings / Set subfield properties** method.  
The **Subfield properties** window will open.
2. Under "Mask" select the input mask.

3. Under "Field" select the field that the subfield belongs to.
4. Under "Subfield" select the subfield you want to set the properties for.
5. Under "Record entry level" the current level value of the selected subfield in the record is listed.

The level is defined with the numbers 0, 1 or 7. The following levels are globally defined:

- **Level 1:** subfield is present in the mask and is mandatory (if subfield is mandatory at the system level, the level cannot be changed).
- **Level 7:** subfield is present in the mask and is not mandatory.
- **Level 0:** subfield is not included in the mask, but it can be added.

The record entry level is most frequently changed for subfields that you wish to include in or exclude from the input mask (e.g. you change the level in a specific subfield from 0 to 7 to include it in the input mask, and you change level in another subfield from 7 to 0 to exclude it from the input mask).

6. Under "Mandatory in field" you can specify if the selected subfield under "Subfield" is mandatory in the selected field under "Field".
7. Under "Length" the maximum entry length for the selected subfield can be specified if it is not limited at the system level. If there is no data, it means that the length is not limited.
8. Under "Number of subfields", you can enter the number of repeats for the selected subfield (if the subfield is repeatable).



**Example:**

If you define the properties of subfield *610a – Subject heading* in the input mask M and enter 4 under "Number of subfields", it means that there are four blank subfields created when entering the selected input mask in field 610.

9. Under "Code list" select the local code list applicable to the selected subfield. All local code lists are available along with some global ones.
10. If you tick the "Mandatory entry" checkbox, it is only possible to enter data to the subfield from the code list; if not, you could type in any data to the subfield.
11. If you tick the "Code entry help" checkbox, you will type in or select the code from the code list, and the code meaning will be entered to the subfield instead of the code.
12. Click the **Save** button to save the data.
13. Click the **Exit** button to close the window.



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## 8 CATALOGUING

This chapter contains general guidelines and other explanations regarding cataloguing in the COBISS system. It also describes basic procedures when working with bibliographic records, such as downloading records, creating new records (from scratch or by derivation), editing existing records, resolving duplicate records, etc. Bibliographic records work is carried out in the cataloguing user interface (see chapter 3).

It is the responsibility of the cataloguers in libraries that participate in the COBISS shared cataloguing system that the data contained in the bibliographic records is accurate, and that records comply with the cataloguing rules. This is especially important for the records that libraries contribute to, or correct and supplement in COBIB. Only with the appropriate quality of these records it is possible to ensure that other libraries in the system will use them efficiently (with the least possible intervention in their contents) for their work. The same goes for the corresponding authority records.

The following requirements apply to COBIB records:

- Records must be created in accordance with the corresponding level of the bibliographic description.
- Records must not contain data of local importance.
- Headings must be checked in the corresponding authority database and, if necessary, and depending on the privilege granted, work must be done on the authority records linked with the bibliographic record.
- Valid data in the records may not be changed or deleted. Only obvious mistakes should be corrected or deleted. When in doubt whether some data is correct or not, consult with the national institution in charge.<sup>1</sup>
- A record may not be changed into a record for another bibliographic entity. If, based on the data from the record, it is not evident whether the record belongs to the same bibliographic resource or not, consult with the library that created the record, and check the data together. If it is established that the record does not belong to the same resource, a new record must be created, otherwise correct or supplement the existing record accordingly.

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<sup>1</sup> In the case of the COBISS.SI system, the National and University Library and IZUM.

- In a record derived from a similar one, data in all appropriate fields must be edited. The data must reflect the bibliographic resource described.
- A record downloaded from a foreign bibliographic database may not be changed into a record for another bibliographic entity. It has to be properly corrected (e.g. fields that have to be in the cataloguing language) and supplemented as required.
- A record for a multi-volume bibliographic resource may not be changed into a single-volume record and vice versa.

When cataloguing in the COBISS systems, national level cataloguing standards and other national guidelines are used. The following two standards are common to all COBISS systems:

- *COMARC/B Format for Bibliographic Data*<sup>2</sup>
- *COMARC/A Format for Authorities Data*<sup>3</sup>

In the COBISS systems where Cyrillic script is used, it is possible to enter data in Cyrillic, Latin or both scripts combined. In all other COBISS systems data is entered in Latin script (see chapter 13).

Different transliteration or transcription systems, prescribed on the national level, are used in the COBISS systems to enter data about bibliographic resources written in non-Latin scripts.

Records for bibliographic resources that libraries contribute to COBIB should be as complete as possible. It is recommended that when creating a new record, or editing an existing one, to enter the mandatory data as well as all other data about the resource as appropriate. A list of all fields or subfields to be taken into account in the records for separate kinds of bibliographic resources is available in *Appendix A – Fields/subfields List* in the *COMARC/B Format for Bibliographic Data* User Manual.

Errors found when editing records should be corrected. If that is not possible (e.g. the privilege granted is not sufficient) contact the library that created the record. If in doubt about the appropriate solution, contact the national institution in charge. A similar procedure is used for duplicate records that cannot be resolved.

All library material that is received or that the library wishes to make available has to be bibliographically processed. It is important to check the local database and COBIB thoroughly before processing to check if the corresponding record for the bibliographic resource already exists. If it does, check whether it has to be corrected or supplemented. Also check the local

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<sup>2</sup> COMARC/B Format for Bibliographic Data: User Manual / [prepared by] Institut informacijskih znanosti. Maribor: IZUM, 1991-. Available with username and password also at [http://izobrazevanje.izum.si/EntryFormDesktopDefault.aspx?tabid=38&type=manual&manual=Comarc\\_B\\_svn](http://izobrazevanje.izum.si/EntryFormDesktopDefault.aspx?tabid=38&type=manual&manual=Comarc_B_svn).

<sup>3</sup> COMARC/A Format for Authorities Data / [prepared by] Institut informacijskih znanosti. - Maribor: IZUM, 2008-. Available with username and password also at [http://izobrazevanje.izum.si/EntryFormDesktopDefault.aspx?tabid=38&type=manual&manual=Comarc\\_A\\_svn](http://izobrazevanje.izum.si/EntryFormDesktopDefault.aspx?tabid=38&type=manual&manual=Comarc_A_svn)



database and COBIB to see if more records for the same bibliographic resource exist.

Some basic instructions for efficient searching are presented below.

- When searching by names, always use "\*" for truncation.
- If there are more variant titles on the publication, it is recommended to check all of them.
- Possible mistyped titles can be found by using word search (/TI) by separate words from the title. Especially for longer titles, also search for various combinations of the individual words in the title.



Example:

The book *Earthquake and volcano deformation* by Paul Segall is being catalogued. A record for the book exists in the database, but there is a typing error in the title. The title entered is *Earthquike and volcano deformation*.

Under "Personal author" enter *Segall, Paul\**. The author heading is *Segall, Paul, 1954*, so the corresponding record can only be found if you use the truncation symbol.

Enter *Earthquake and volcano deformation* under "Title". The record cannot be found, because the title in the database contains a typing error. Even with a truncation e.g. *Earthquake and\**, there is no result because the error is in the first word of the title. Try also with expert search by individual words from the title. The result is obtained if you enter *AU= Segall, Paul\* AND (volcano and deformation)/TI* under "Search request".

The following privileges are required for working with bibliographic records:

- CAT\_A\_MON – *for shared cataloguing of monographs (books), and the creation of collection-level records and records for performed works*
- CAT\_B1\_ART – *for shared cataloguing of component parts*
- CAT\_B2\_CON – *for shared cataloguing of continuing resources*
- CAT\_NEWSER – *for shared cataloguing of serials*
- CAT\_C\_NBM – *for shared cataloguing of non-book material*
- CAT\_D\_ANT – *for shared cataloguing of antiquarian material*
- CAT\_NEWMARC21 – *for downloading records from the Library of Congress Online Catalog and the WorldCat database*

With the privilege CAT\_A\_MON it is possible to create and edit records for printed and text electronic monographs, and with the privilege CAT\_B2\_CON for printed and text electronic serials. For serials in non-book form, the privileges CAT\_B2\_CON and CAT\_C\_NBM are required.

Typical cataloguing procedures are described below.

## Subchapters:

- A record exists in the local database
- Downloading records
- Creating records
- Correcting and updating records
- Resolving duplicate records
- Resolving local records

## 8.1 A RECORD EXISTS IN THE LOCAL DATABASE

When by searching it is established that the record for the bibliographic resource already exists in the local database, use the procedure described below.

### *Procedure*

Start out from the **Bibliographic record** window.

1. Select the **Search / <local database acronym>/COBIB** method.

The **Search – Bibliographic record (<local database acronym>)** window will open.

2. Enter the appropriate query and perform the search in the local database. The detailed search procedure is described in chapter 4.

The record for the bibliographic resource you are looking for is among the search results.

3. Check if the record in the local database is correct and complete.

If the record is suitable, the cataloguing process is completed.

If the record needs to be corrected or updated, follow the steps of the appropriate procedure in chapter 8.4.

If the record is local, use one of the procedures described in chapter 8.6.



## 8.2 DOWNLOADING RECORDS

If during your search it is established that the record for the bibliographic resource is not in the local database, check if it exists in COBIB. If the record does not exist in COBIB, you can check one of the shared bibliographic databases within the COBISS.Net network or another foreign database (Library of Congress Online Catalog, WorldCat, ISSN). If the record exists, you (can) download it to COBIB and the local database.

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### 8.2.1 A record exists in COBIB

If by searching it is established that the record for the bibliographic resource is not in the local database yet, but it exists in COBIB, download it from there.

#### *Procedure*

Start out from the **Bibliographic record** window.

1. Select the **Search / <local database acronym>/COBIB** method.

The **Search – Bibliographic record (<local database acronym>)** window will open.

2. Enter the appropriate query and perform the search in the local database. The detailed search procedure is described in chapter 4.

The record for the bibliographic resource you are looking for is not among the search results.

3. Click the **COBIB** button to repeat the same search in COBIB.

The record for the bibliographic resource you are looking for is among the search results. Continue with the next step.

If the record for the bibliographic resource is not among the search results, check the other shared bibliographic databases within the COBISS.Net network and/or other foreign bibliographic databases (see chapters 8.2.2, 8.2.3 and 8.2.4).

4. Highlight the desired record in the hit list and click the **Select** button.

The selected record will be added as a tab to the records clipboard.

5. Select the desired tab and use the **Record / Download record** method.

The record is loaded in the record editor. At the same time the record is validated automatically. If the record contains errors, a window containing a list of errors will open. You can close the window by clicking the **OK** button.

If there are no corrections or supplements required in the record, proceed to step 7. Otherwise, continue with the next step.



Note:

*The **Record / Download record** method is not active if another record is already loaded in the editor or if the record selected in the records clipboard is not from COBIB.*

*If you try to download a record from COBIB that already exists in the local database, the program displays a message that it is not possible to do so.*

*If you try to download a record for a collection (001c = "c"), the program displays a message that this is a record for a collection.*

*When copying the contents of the selected record to the editor, the fields containing subfield 5 with the library code of another library (fields 012, 141, 316, etc.) will not be transferred. After the record is saved, these fields are again added to the record in COBIB.*

6. Correct or update the data in the record as required. Editor options are described in chapter 7.
7. Save the record by using the **Record / Save record** method.

If the record contains errors which can be detected automatically, the program displays a warning. The program also displays a warning if there are records in COBIB which could be duplicates of the record you just edited. The program also displays a warning if the fields for subject cataloguing are about to change in COBIB (see chapter 7.1.10).

The corrected or updated record is saved to COBIB and the local database. If no changes were made to the record, it is saved in the local database only.



Note:

*Always check and, if possible, correct errors that the program warns you about.*

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## 8.2.2 A record exists within the COBISS.Net network

If by searching it is established that the record for the bibliographic resource is not in the local database or COBIB yet, but it exists in another shared bibliographic database within the COBISS.Net network, download it from there to COBIB and the local database.

### **Precondition**

The record is not in the local database or COBIB.

### **Procedure**

Start out from the **Bibliographic record** window.

1. Select the **Search / COBISS.Net** method.

The **Search – Bibliographic record (COBISS.Net)** window will open.

2. Enter the appropriate query and perform the search. Depending on the source you wish to catalog, you can search in all shared databases within the COBISS.Net network simultaneously, or select one of them from the drop-down list next to the **COBISS.Net** button (e.g. COBIB.SR) and then search in only one COBIB.

If you find the record for the bibliographic resource and the record is sufficiently complete, continue with the next step.

If you decide that correcting or updating record would take too much time, do not download the record and create it from scratch instead (see chapter 8.3.1).



Note:

*When searching in the COBISS.Net network, the "Scanning" search field is not available in the search window but searching by content of any subfields and individual indicator values can be included in a search request when using expert search.*

3. Highlight the desired record in the hit list and click the **Select** button.

The selected record will be added as a tab to the records clipboard.

4. Select the desired tab and use the **Record / Download record** method.

The record is loaded in the record editor. Some of the data is automatically adapted to the rules applicable in the system, to which you wish to download the record. Some terms which frequently appear in the record (e.g. general material designation) are translated. Some data of local significance is deleted (e.g. researcher code). If the subject heading fields did not contain the code for the subject headings system, the required code is added depending on which COBISS system the record was downloaded from, e.g. *BG – Unspecified list of subject headings COBISS.BG*. If the system uses Latin script only, any data in Cyrillic script is automatically converted into Latin script. At the same time, the record is automatically validated. If the record contains errors, a window containing a list of errors will open. You can close the window by clicking the **OK** button.



Note:

*The **Record / Download record** method is not active if another record is already loaded in the editor or if the record selected in the records clipboard is not from COBIB.*

*If you try to download a record from the COBISS.Net network that is marked for deletion, or download a record that already exists in the local database, the program displays a message that it is not possible to do so.*

5. Correct or update the data in the record as required. Editor options are described in chapter 7.



Note:

*Each record that you download from another shared database within the COBISS.Net network must be checked and, if necessary, made compliant to the cataloguing rules within the COBISS system to which the record was downloaded.*

*In COBISS systems with established authority control the fields under authority control must be linked to the corresponding authority records regardless of whether the system, from which you downloaded the record, has authority control turned on or not.*

6. Save the record by using the **Record / Save record** method.

If the record contains errors which can be detected automatically, the program displays a warning. The program also displays a warning if there are records in COBIB which could be duplicates of the record you just edited (see chapter 7.1.10).

The corrected or updated record is saved to COBIB and the local database.

The date when the record was downloaded from the COBISS.Net network and the name of the person who downloaded the record is added to the record's system field. Next to the name of the person who created the record the designation of the COBIB database, from which the record was downloaded, is added. The record receives the version 1 and keeps the ID number from the COBISS system from which it was downloaded.



Note:

*Always check and, if possible, correct errors that the program warns you about.*

---

### 8.2.3 A record exists in the Library of Congress Online Catalog or the WorldCat database

If by searching it is established that the record for the bibliographic resource is not in the local database or COBIB yet, but it exists in the Library of Congress Online Catalog or the WorldCat<sup>1</sup> database, download it from there to COBIB and the local database. These two databases are mainly used to download records for monographs and non-book material. Records for continuing resources should only be downloaded, if you find them in the ISSN database (see chapter 8.2.4).

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<sup>1</sup> Records from the WorldCat database can only be downloaded in systems that have concluded a contract with the database provider.



The records are in MARC 21 format and are converted to COMARC/B format when you download them. At the same time, some standard expressions are translated from English or another foreign language.

To download records, you need the privilege CAT\_NEWMARC21.

**Precondition**

The record is not in the local database or COBIB.

**Procedure**

Start out from the **Bibliographic record** window.

1. Select the **Search / Library of Congress Online Catalog** method.

The **Search – Bibliographic record (Library of Congress Online Catalog)** window will open.

2. Enter the appropriate query and perform the search (for different search and record viewing options, see appendix *F.1.1* and appendix *F.1.2*).



**Tip:**

When searching in the Library of Congress Online Catalog, take into account that the data in records for bibliographic resources in non-Latin scripts are entered in accordance with the transliteration and/or transcription rules as outlined in the *ALA-LC Romanization Tables*. This means that the rules for individual languages can differ from the rules for the same languages applicable to cataloguing in the COBISS systems.

Searching by "Standard number" includes searching by all standard numbers, also ISBNs, which are entered as non-hyphenated in the records.

If you find the record for the bibliographic resource and the record is sufficiently complete, continue with the next step.

If you decide that correcting or updating the record would take too much time, do not download the record and create it from scratch instead (see chapter *8.3.1*).

3. Highlight the desired record(s) in the hit list and click the **Select** button.

The selected record will be added as a tab to the records clipboard (for specific information on records in the clipboard, see appendix *F.1.3*).

4. Select the desired tab and use the **Record / Download record** method.

The record is loaded in the record editor. At the same time the record is validated automatically. If the record contains errors, a window containing a list of errors will open. You can close the window by clicking the **OK** button.



**Note:**

*The **Record / Download record** method is not active if another record is already loaded in the editor or if the record selected in the records clipboard is not from the appropriate bibliographic database.*

5. Correct or update the data in the record as required. Editor options are described in chapter 7.



Note:

*The source record is in MARC 21 format and is catalogued in English in compliance with the Anglo-American Cataloguing Rules (AACR2, RDA) or other cataloguing rules. When you download the record, it can only be automatically converted to COMARC/B format to some extent, so you have to check it thoroughly, and, if necessary, adapt to the cataloguing rules within the COBISS system.*

*In COBISS systems with established authority control the fields under authority control must be linked to the corresponding authority records.*

6. Save the record by using the **Record / Save record** method.

If the record contains errors which can be detected automatically, the program displays a warning. The program also displays a warning if there are records in COBIB which could be duplicates of the record you just edited (see chapter 7.1.10).

The record is saved to COBIB and the local database.



Note:

*Always check and, if possible, correct errors that the program warns you about.*

### Options

The same principle applies to downloading records from the WorldCat database. To search, use the **Search / WorldCat** method (for different search and record viewing options, see appendix F.2.1 and appendix F.2.2, for specific information on records in the clipboard, see appendix F.2.3).



Tip:

Searching by "OCLC ID" includes searching by OCLC identification numbers. In records from WorldCat, the OCLC accession number is entered in field 001, after the letters "ocm", which should be omitted in your search. Also omit any zeros in the beginning of the number (e.g. search for ocm00697326 by entering 697326).

If you need to copy several similar records, which can all be found using one query, select them all at the same time in the hit list. This means that you do not have to repeat the search, but only copy the records that you added to the records clipboard.

---

## 8.2.4 A record exists in the ISSN database

If by searching it is established that the record for the bibliographic resource is not in the local database or COBIB yet, but it exists in the ISSN database, download it from there to COBIB and the local database.

The records are in MARC 21 format and are automatically converted to COMARC/B format when you download them.

**Precondition**

The record is not in the local database or COBIB.

**Procedure**

Start out from the **Bibliographic record** window.

1. Select the **Search / ISSN** method.

The **Search – Bibliographic record (ISSN)** window will open.

2. Enter the appropriate query and perform the search (for different search and record viewing options, see appendix *F.3.1* and appendix *F.3.2*).

**Tip:**

Always start the search with the ISSN number.

If you find the record for the continuing resource, continue with the next step. If not, check if the record exists in the Library of Congress Online Catalog.

3. Highlight the desired record in the hit list and click the **Select** button.

The selected record will be added as a tab to the records clipboard (for specific information on records in the clipboard, see appendix *F.3.3*).

4. Select the desired tab and use the **Record / Download record** method.

The record is loaded in the record editor. At the same time the record is validated automatically. If the record contains errors, a window containing a list of errors will open. You can close the window by clicking the **OK** button.

**Note:**

*The **Record / Download record** method is not active if another record is already loaded in the editor or if the record selected in the records clipboard is not from the appropriate bibliographic database.*

5. Correct or update the data in the record as required. Editor options are described in chapter 7.

**Note:**

*The source record is in the MARC 21 format and is catalogued in compliance with the rules applicable to the ISSN network. When you download the record, the data from the ISSN record is automatically converted to COMARC/B format. Check the record thoroughly, and, if necessary, adapt to the cataloguing rules within the COBISS system.*

6. Save the record by using the **Record / Save record** method.

If the record contains errors which can be detected automatically, the program displays a warning. The program also displays a warning if there

are records in COBIB which could be duplicates of the record you just edited (see chapter 7.1.10).

The record is saved to COBIB and the local database.



Note:

*Always check and, if possible, correct errors that the program warns you about.*

## 8.3 CREATING RECORDS

If by searching it is established that the record for the bibliographic resource is not in the local database or COBIB and cannot be downloaded from any foreign bibliographic databases, it has to be created from scratch. You can also derive a record from a similar record from the local database or COBIB, or use a template for a new record that you previously created.



Note:

*To maintain the quality of the COBIB database, it is important to check if the record already exists in this database. If you do not check thoroughly and cannot find the record in COBIB, chances are that you will create a duplicate.*

---

### 8.3.1 Creating a record from scratch

If the record for bibliographic resource does not exist in the local database or COBIB and cannot be downloaded from any foreign bibliographic database, create a new record from scratch. Choose this method if there are no similar records in the local database or COBIB, from which a new record could be derived, or if you do not wish to use your own template for a new record.

#### *Procedure*

Start out from the **Bibliographic record** window.

1. Select the **Search / <local database acronym>/COBIB** method.

The **Search – Bibliographic record (<local database acronym>)** window will open.

2. Enter the appropriate query and perform the search in the local database. The detailed search procedure is described in chapter 4.

The record for the bibliographic resource you are looking for is not among the search results.

3. Click the **COBIB** button to repeat the same search in COBIB.

The record for the bibliographic resource you are looking for is not among the search results.



Tip:

If the resource you wish to catalog was published in one of the countries participating in the COBISS.Net network, there is the probability that a record for it already exists in one of the other shared bibliographic databases within the network. It is recommended to check if a record already exists in the COBISS.Net network, which could be downloaded (see chapter 8.2.2).

4. To close the search window, click the **Close** button.
5. In the **Bibliographic record** window, select the **Record / Create record** method.

If a default input mask is not defined, the **Input masks** window opens. Otherwise, blank fields and subfields from the default input mask are loaded into the editor, with the exception of some subfields, where the values are already entered. In the first case, continue with the next step, in the second case, continue with step 7.



Note:

*The **Record / Create record** method is not active if another record is already loaded in the editor.*

6. Select the input mask (see chapter 7.1.11).
7. Enter all required data into the record. Editor options are described in chapter 7.
8. Save the record with the **Record / Save record** method.

If the record contains errors which can be detected automatically, the program displays a warning. The program also displays a warning if there are records in COBIB which could be duplicates of the record you just edited (see chapter 7.1.10).

9. The record is saved to COBIB and the local database.



Note:

*Always check and, if possible, correct errors that the program warns you about.*

---

### 8.3.2 Creating a record by deriving it from a similar one

If a record similar to the one you wish to create (only e.g. with a different publication date, publisher etc.) exists in COBIB, the local database or the COBISS.Net shared database, it can be used as a template.

#### **Procedure**

Start out from the **Bibliographic record** window.

1. Select the **Search / <local database acronym>/COBIB** method.

The **Search – Bibliographic record (<local database acronym>)** window will open.

2. Enter the appropriate query and perform the search in the local database and/or COBIB. You can also perform the search in other shared bibliographic databases within the COBISS.Net network. The detailed search procedure is described in chapter 4, and for COBISS.Net in chapter 8.2.2.

The record for the bibliographic resource you are looking for is not among the search results, but there is a similar record that can be used as a template.



**Tip:**

If the record you wish to use as a template exists in both COBIB and the local database, compare the two and choose the one that is more complete. Do not use records with many deficiencies as templates; create a record from scratch instead.

3. Highlight the appropriate record in the hit list and click the **Select** button.

The selected record will be added as a tab to the records clipboard.

4. Select the desired tab and use the **Record / Derive new record** method.

The record is validated automatically. If the record contains errors, a window containing a list of errors will open. You can close the window by clicking the **OK** button.

The contents of the selected record are loaded into the editor as a template for the new record. The record receives the temporary record ID COBISS.XX-ID= -1.

If a default input mask is not defined, the **Input masks** window opens before record validation, where the appropriate input mask should be selected (see chapter 7.1.11).



**Note:**

*The **Record / Derive new record** method is not active if another record is already loaded in the editor or if a record is selected in the clipboard that is not a bibliographic record.*

*When transferring the contents of the selected record into the editor the following subfields are not transferred: 001e, 011ec, 017abdz2, 020abz, 021abz, 022abz, 70X9. The same applies to fields 992 and 993.*

*Fields that contain subfield 5 with the library code of another library are also not transferred (fields 012, 141, 316, etc.).*

5. Change the input mask if required (see chapter 7.1.11).
6. Correct or update the data in the record as required. Editor options are described in chapter 7.
7. Save the record with the **Record / Save record** method.

If the record contains errors which can be detected automatically, the program displays a warning. The program also displays a warning if there are records in COBIB which could be duplicates of the record you just edited (see chapter 7.1.9).

The record is saved to COBIB and the local database.



Note:

*Always check and, if possible, correct errors that the program warns you about.*

### Options

You can also create a new record by using a template for a new record that you previously created (see chapter 8.3.3).

---

## 8.3.3 Creating a template for a new record

If you have a large number of bibliographic resources, for which most of the data is the same, you can make your work easier by creating a template for new records. You can use the template that contains only the data common to all records every time you wish to create a similar record.

### Procedure

Start out from the **Bibliographic record** window.

1. Select the **Record / Create record** method.

If a default input mask is not defined, the **Input masks** window opens. Otherwise, blank fields and subfields from the default input mask are loaded into the editor, with the exception of some subfields, where the values are already entered. In the first case, continue with the next step; in the second case, continue with step 3.



Note:

*If another record is already loaded in the editor, the **Record / Create record** method is not active.*

2. Select the input mask (see chapter 7.1.11).
3. Only enter the data that is common to several bibliographic resources. Editor options are described in chapter 7.



Tip:

Once you have completed the data entry, you can select the **Record / Validate record** method to check if the record contains any errors that can be detected automatically. Correct the found errors.

4. Save the record with the **Record / Save as template** method (see chapter 7.1.9).

The **Name** window will open.

5. Under "Template name", enter the desired name.
6. Click the **OK** button.

The software will inform you that the record was saved as a template.



The template is saved to the temporarily saved records file (see chapter 11), the editor and the **Record in progress** tab in the records clipboard are cleared.

### *Options*

You can also create a template for a new record if you find a similar record in the local database or COBIB, add it to the clipboard as a tab and then select the **Record / Edit record** method (follow steps from 1 to 4 of the procedure described in chapter 8.4.1 or chapter 8.4.2), or the **Record / Derive new record** method (follow steps from 1 to 4 in chapter 8.3.2). Then modify the record so that you can use it as a template for new records; only keep the data that is common to several bibliographic records and delete the rest. Save the record with the **Record / Save as template** method (follow steps from 3 to 6 of the procedure described above).



## 8.4 CORRECTING AND UPDATING RECORDS

In existing records, data can be added, deleted or edited.

The procedure depends on whether the record exists in the local database and COBIB, or just in COBIB.

In COBISS systems where the COBISS2/Cataloguing software module was used before the implementation of the COBISS3/Cataloguing software module, the procedure also depends on whether the record to be edited was created using COBISS2 or COBISS3 software.

In COBISS systems, where COBISS2/Cataloguing was not used, only the procedures described in chapter 8.4.1 and in chapter 8.4.3 are relevant.

---

### 8.4.1 Record from COBISS3/Cataloguing

A record exists in the local database, created with the COBISS3/Cataloguing software module. There can also be a record, created with the COBISS2/Cataloguing software module and later edited with the COBISS3/Cataloguing software module.

#### *Procedure*

Start out from the **Bibliographic record** window.

1. Select the **Search / <local database acronym>/COBIB** method.

The **Search – Bibliographic record (<local database acronym>)** window will open.

2. Enter the appropriate query and perform the search in the local database. The detailed search procedure is described in chapter 4.

The record for the bibliographic resource you are looking for is among the search results.

3. Highlight the appropriate record in the hit list and click the **Select** button.

The selected record will be added as a tab to the records clipboard.

4. Select the desired tab and use the **Record / Edit record** method.

The record is loaded into the editor. At the same time the record is validated automatically. If the record contains errors, a window containing a list of errors will open. You can close the window by clicking the **OK** button.



Note:

*The **Record / Edit record** method is not active if another record is already loaded in the editor or if a record is selected in the clipboard that is not a bibliographic record.*

*If you try to edit a record that is marked for deletion in COBIB, the program will alert you.*

*When copying the selected record, the COBIB version is always loaded to the editor, but without the subject heading fields and the classification fields. These fields are copied from the local database, if they exist.*

*The fields containing subfield 5 with the library code of another library (fields 012, 141, 316, etc.) will also not be transferred into the editor. After the record is saved, these fields are again added to the record in COBIB.*

5. Correct or update the data in the record as required. Editor options are described in chapter 7.

If the subject headings fields from the local database were transferred to the editor, correct or update them if necessary by comparing them with the subject headings in the record in COBIB.

6. Save the record with the **Record / Save record** method.

If the record contains errors which can be detected automatically, the program displays a warning. The program also displays a warning if there are records in COBIB which could be duplicates of the record you just edited. The program also displays a warning if the fields for subject cataloguing are about to change in COBIB (see chapter 7.1.10).



Note:

*Always check and, if possible, correct errors that the program warns you about.*

## 8.4.2 Record from COBISS2/Cataloguing

For records created in the COBISS2/Cataloguing software module and which have not been edited in the COBISS3/Cataloguing software module yet, the program asks from which database the record should be loaded to the editor. If the cataloguer decides to edit a record from the local database, and the version of the record in the local database differs from the version of the record in COBIB, after editing, the record is saved only in the local database. Otherwise, it is also saved in COBIB.



Tip:

It is recommended to edit records in COBIB, because then they are also saved in COBIB, and can later be edited by standard procedure.

### **Procedure**

Start out from the **Bibliographic record** window.

1. Select the **Search / <local database acronym>/COBIB** method.

The **Search – Bibliographic record (<local database acronym>)** window will open.

2. Enter the appropriate query and perform the search in the local database. The detailed search procedure is described in chapter 4.  
The record for the bibliographic resource you are looking for is among the search results.
3. Highlight the appropriate record in the hit list and click the **Select** button. The selected record will be added as a tab to the records clipboard.
4. Select the desired tab and use the **Record / Edit record** method.

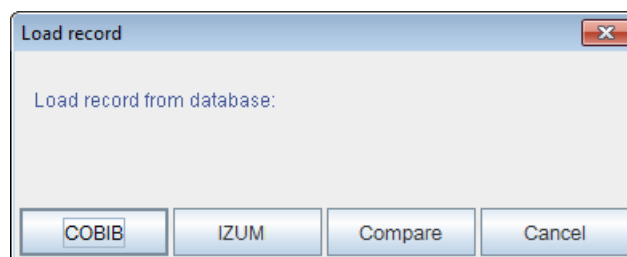


Note:

*The **Record / Edit record** method is not active if another record is already loaded in the editor or if the record selected in the clipboard is not a bibliographic record.*

*If you try to edit a record that is marked for deletion in COBIB, the program will alert you.*

The **Load record** window will open displaying a message about the possibility to select the record for editing.



**Figure 8.4-1: Selecting database from which the record will be loaded**

5. Before deciding which record to edit you can click the **Compare** button to check the differences between the records in COBIB and local database.  
The **Compare records** window will open displaying the record from COBIB and the local database. The differences between them are highlighted in yellow (see chapter 6.5).
6. Click the **COBIB** button, the **< local database acronym >** button or the **Cancel** button.
  - If you clicked the **COBIB** button, the record from COBIB is loaded into the editor. At the same time the record is validated automatically. If the record contains errors, a window containing a list of errors will open. You can close the window by clicking the **OK** button.



Note:

*When copying the selected record, the COBIB version is always loaded to the editor, but without the subject heading fields and the classification fields. These fields are copied from the local database, if they exist.*

*The fields containing subfield 5 with the library code of another library (fields 012, 141, 316, etc.) will also not be transferred into the editor. After the record is saved, these fields are again added to the record in COBIB.*

- If you clicked the <**local database acronym**> button, the record from the local database is loaded into the editor. At the same time the record is validated automatically. If the record contains errors, a window containing a list of errors will open. If the local database contains lower version of the record than COBIB, the software displays a warning. Such a record is later saved only to the local database. You can close the window by clicking the **OK** button.
  - If you want to interrupt the procedure, click the **Cancel** button and the record will not be loaded into the editor.
7. Correct or update the data in the record as required. Editor options are described in chapter 7.
  8. Save the record with the **Record / Save record** method.

If the record contains errors which can be detected automatically, the program displays a warning. The program also displays a warning if there are records in COBIB which could be duplicates of the record you just edited. The program also displays a warning if the fields for subject cataloguing are about to change in COBIB (see chapter 7.1.10).

The following rules apply to saving:

- The record is saved to COBIB and the local database, if it was loaded into editor from COBIB, or if it was loaded from the local database and the versions of the record are *the same* in both databases.
- The record is only saved in the local database, if it was loaded into editor from the local database and the versions of the record in COBIB and local database are *different*.



Note:

*Always check and, if possible, correct errors that the program warns you about.*

---

### 8.4.3 Record editing in COBIB

The record for the bibliographic resource is not in the local database, but you would like to correct or update it directly in COBIB. For example, this is how records for researchers' bibliographies are edited.

#### **Procedure**

Start out from the **Bibliographic record** window.

1. Select the **Search / <local database acronym>/COBIB** method.

The **Search – Bibliographic record** (<local database acronym>) window will open.

2. Enter the appropriate query and perform the search in COBIB. The detailed search procedure is described in chapter 4.

The record for the bibliographic resource you are looking for is among the search results.

3. Highlight the appropriate record in the hit list and click the **Select** button.

The selected record will be added as a tab to the records clipboard.

4. Highlight the appropriate tab and select the **Record / Edit record** method.



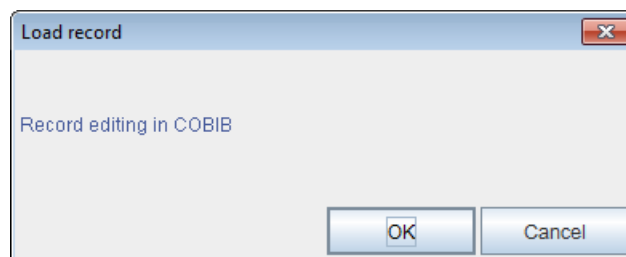
Note:

*The **Record / Edit record** method is not active if another record is already loaded in the editor or if the record selected in the clipboard is not a bibliographic record.*

*If you try to edit a record that is marked for deletion in COBIB, the program will alert you.*

*The fields containing subfield 5 with the library code of another library (fields 012, 141, 316, etc.) will also not be transferred into the editor. After the record is saved, these fields are again added to the record in COBIB.*

The **Load record** window will open saying that the editing will be done directly in COBIB.



**Figure 8.4-2: Message before editing a record in COBIB**

5. Click the **OK** button.

The record is loaded into the editor. At the same time the record is validated automatically. If the record contains errors, a window containing a list of errors will open. You can close the window by clicking the **OK** button.

If you do not want to edit the record in COBIB, click the **Cancel** button. In that case the record will not be loaded into the editor.

6. Correct or update the data in the record as required. If editing a record for the researcher's bibliography, enter data such as typology of documents/works, researcher code, institution/organization code. Editor options are described in chapter 7.

7. Save the record with the **Record / Save record** method.

If the record contains errors which can be detected automatically, the program displays a warning. The program also displays a warning if there are records in COBIB which could be duplicates of the record you just edited (see chapter 7.1.10).

The record is saved only to COBIB.



Note:

*Always check and, if possible, correct errors that the program warns you about.*



## 8.5 RESOLVING DUPLICATE RECORDS

The procedure is carried out if established that two or more records for the same bibliographic resource exist in COBIB.

The decision about which duplicate record to keep and which to delete, depends on the COBIB entry date:

- *date of record creation* (in the system field) for records created in the shared cataloguing system
- *date of record download to COBIB* (in the system field) for records transferred into the local database from other systems (with conversion); the date of record download to COBIB is marked with the phrase "SaveToHost" in the system field

Keep the record that was first entered to COBIB and delete the rest.

Further processing depends on whether the duplicate records to be deleted exist in the local database or not.

---

### 8.5.1 Duplicate record is not in the local database

If duplicate records do not exist in the local database, mark them for deletion in COBIB.

#### *Procedure*

Start out from the **Bibliographic record** window.

1. Select the **Search / <local database acronym>/COBIB** method.

The **Search – Bibliographic record (<local database acronym>)** window will open.

2. Enter the appropriate query and perform the search in COBIB. The detailed search procedure is described in chapter 4.

Repeat search if necessary.

There are duplicate records among the search results.

3. Highlight the duplicate records in the hit list and click the **Select** button.

The selected records will be added as a tab to the records clipboard.

4. Check the date of record creation and the date of record download to COBIB in the duplicate records.

If there is no date of record download to COBIB it means that the record was created in the shared cataloguing system and simultaneously entered to COBIB and the local database. In this case the date of record creation must

be taken into account, otherwise, take into account the date of record download to COBIB. Keep the record with the older date.

5. Highlight one of the tabs containing one of the records with a more recent creation date that you wish to mark for deletion and select the **Record / Edit record** method.

The record is loaded into the editor. At the same time the record is validated automatically. If the record contains errors, a window containing a list of errors will open. You can close the window by clicking the **OK** button.



Note:

*The **Record / Edit record** method is not active if another record is already loaded in the editor or if the record selected in the clipboard is not a bibliographic record.*

6. In subfield *001a* – *Record status*, enter the code "d" – *deleted record*.
7. In subfield *001x* – *Replacement record ID* enter the ID number of the record to be kept.
8. Save the record with the **Record / Save record** method.
9. Mark all the remaining duplicate records for deletion by repeating steps from 5 to 8.



Note:

*The records marked for deletion in COBIB must be manually deleted from the libraries' local databases. Occasionally, special lists are created for separate libraries for this purpose.*

---

## 8.5.2 Duplicate record is also in the local database

If duplicate records also exist in the local database, the procedure is more complicated. However, nothing has to be done when the local database does not contain any duplicate records except the record with the earliest creation date.

### *Procedure*

Start out from the **Bibliographic record** window.

1. Follow steps from 1 to 4 in chapter 8.5.1.
2. If among the duplicate records in the local database there is also the record with the earliest creation date, continue with step 3.

If the record with the earliest creation date is not yet among the records in the local database, highlight the tab containing the record with the earliest creation date and select the **Record / Download record** method. Follow steps from 5 to 7 in chapter 8.2.1. Then continue with the next step.

3. In the COBISS3/Holdings software module, transfer the holdings data (if existing) from the record to be deleted to the record to be kept.
4. In the records clipboard, highlight the tab containing the record from which the holdings data was transferred in the previous step, and select the **Record / Edit record** method.

The record is loaded into the editor. At the same time the record is validated automatically. If the record contains errors, a window containing a list of errors will open. You can close the window by clicking the **OK** button.



Note:

*The **Record / Edit record** method is not active if another record is already loaded in the editor or if the record selected in the clipboard is not a bibliographic record.*

5. Select the **Record / Delete record** method.

The record is deleted from the local database. It is also deleted from COBIB if it does not exist in any other library's local database. The software displays a message about where the record was deleted.

6. If the record was deleted from the local database only, it has to be marked for deletion in COBIB. Follow steps from 5 to 9 in chapter 8.5.1.



## 8.6 RESOLVING LOCAL RECORDS

Local records are created by converting the records from the system that the library was using before participating in the COBISS system, and are entered in the local database only.

Before editing a local record it is necessary to check if the record for the same bibliographic resource already exists in COBIB. If it exists, delete the record in the local database and download the record from COBIB instead. If the record does not yet exist in COBIB, however, update and edit the local record, and then save it to COBIB.



Tip:

You can find all local records in the bibliographic database, if you enter *CR=<creator, assigned at conversion>* (usually *CR=\*OLD*) under "Expert search", and *000e=only* under "Scanning" in the search window of the **Bibliographic record** class.

### 8.6.1 Local record is a duplicate

This procedure is used if another record already exists in COBIB for the bibliographic resource described in the local record.

#### *Procedure*

Start out from the **Bibliographic record** window.

1. Select the **Search / <local database acronym>/COBIB** method.  
The **Search – Bibliographic record (<local database acronym>)** window will open.
2. Enter the appropriate query and perform the search in the local database.  
The detailed search procedure is described in chapter 4.  
The record for the bibliographic resource you are looking for is among the search results.
3. Highlight the appropriate record in the hit list and click the **Select** button.  
The selected record will be added as a tab to the records clipboard.
4. Use the same procedure to search for the appropriate record in COBIB, and add it to the records clipboard.
5. Highlight the tab containing the record from COBIB and select the **Record / Download record** method. Follow steps from 5 to 7 in chapter 8.2.1. Then continue with the next step.
6. In the COBISS3/Holdings software module, transfer the holdings data (if existing) from the record to be deleted to the record to be kept.

7. In the records clipboard select the tab containing the local record and select the **Record / Add local record to COBIB** method.

The record is loaded into the editor. At the same time the record is validated automatically. If the record contains errors, a window containing a list of errors will open. You can close the window by clicking the **OK** button.

8. Select the **Record / Delete record** method.

The record is deleted from the local database. The software displays a message that the record was deleted.

---

## 8.6.2 Local record is not a duplicate

The procedure is used if a record does not exist in COBIB yet for the bibliographic resource described in the local record.

### *Procedure*

Start out from the **Bibliographic record** window.

1. Select the **Search / <local database acronym>/COBIB** method.

The **Search – Bibliographic record (<local database acronym>)** window will open.

2. Enter the appropriate query and perform the search in the local database. The detailed search procedure is described in chapter 4.

The record for the bibliographic resource you are looking for is among the search results.

3. Highlight the appropriate record in the hit list and click the **Select** button.

The selected record will be added as a tab to the records clipboard.

4. Use the search window to check if a record for the same bibliographic resource already exists in COBIB.

The record for the bibliographic resource we are looking for is not among the search results.

5. Close the search window and, in the records clipboard, highlight the tab containing the local record, then select the **Record / Add local record to COBIB** method.

The record is loaded in the editor. At the same time the record is validated automatically. If the record contains errors, a window containing a list of errors will open. You can close the window by clicking the **OK** button.



Note:

*Local records cannot be edited with the **Record / Edit record** method.*

6. Correct or update the data in the record as required. Editor options are described in chapter 7.
7. Save the record with the **Record / Save record** method.

If the record contains errors which can be detected automatically, the program displays a warning. The program also displays a warning if there are records in COBIB which could be duplicates of the record you just edited (see chapter 7.1.10).

The record is saved in COBIB and the local database.



Note:

*Always check and, if possible, correct errors that the program warns you about.*





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## 9 AUTHORITY CONTROL OF AUTHORS

This chapter describes the general principles of cataloguing with authority control, the components of COBISS3/Cataloguing software (cataloguing user interface, search window and viewer) and the working procedures with authority records from the CONOR database. As the interface components that open in the **Authority record (CONOR)** class work under the same principles as the components in the **Bibliographic record** class, mainly the differences between the two are described.

The introduction of authority control into the shared cataloguing system changes the way data is entered into the fields to which authority control applies (see chapter 7.3.4.1).

Into these fields, uniform headings for personal names can be entered only through the authority database, whereas headings for corporate body names can be entered through the authority database or manually. Similar applies to adding variant and related headings and changing headings.

Subfield 3 – *Authority record number*, intended for the entry of the authority record identification number, is used for linking headings in bibliographic records with authority records. On the basis of this subfield, the authorized access point is automatically entered into the bibliographic record together with any existing variant and related access points from the authority record. Subfield 3 also allows bibliographic records to also be automatically synchronised with authority records (see chapter 9.12).

Even after the establishment of authority control, a large number of headings in old bibliographic records may still remain unlinked in COBISS systems where no authority control had existed up until now. Unlinked headings should subsequently be manually linked to the records in the relevant authority database.

To ensure maximum efficiency and quality of the COBISS system, it is vital that records in the existing authority databases are as complete as possible. As many records as possible should be verified. To this end, among records for personal and corporate names, records for local authors and frequently represented foreign authors should have priority.

Cataloguing with authority control is currently available only in COBISS systems where one of the authority databases is included in the shared cataloguing system (see also chapter 2.1.2).

## Subchapters:

- Cataloguing user interface
- Search window
- Viewer
- Records clipboard
- Record editor
- Preliminary steps with authority control
- Downloading records
- Creating records
- Correcting and updating records
- Resolving duplicate records
- Splitting records
- Synchronising bibliographic records with authority records

## 9.1 CATALOGUING USER INTERFACE

Procedures for working with authority records are carried out in the record editor and the cataloguing interface clipboard, i.e. in the **Authority record (CONOR)** window.

### *Procedure*


Start out from the browser.

1. Select the **Authority record (CONOR)** class and then select the **Class / Cataloguing user interface** method.

The **Authority record (CONOR)** window will open.



Tip:

The quickest way to open the **Authority record (CONOR)** window is to click the  icon in the toolbar after selecting the class.

In the menu bar, the menus are the same as the menus in the **Bibliographic record** window. Individual menu methods are tailored to the needs of the authority database, some are added, while others, not applicable to authority records, are excluded.

# Authority record (CONOR)

Search	Record	Edit	View	Settings	Clipboard
<p>&lt;local database acronym&gt;/COBIB CONOR SGC LC/NAF CORES</p> <p>Temporarily saved records</p> <p>Show starting version of the record</p> <p>Exit</p>	<p>Edit record</p> <p>Create record</p> <p>Download record</p> <p>Derive new record</p> <p>Delete record</p> <p>Validate record</p> <p>Save record temporarily</p> <p>Save as template</p> <p>Save record</p> <p>Change input mask</p> <p>Close record without saving</p>	<p>Edit</p> <p>Confirm</p> <p>Cancel</p> <p>Add field</p> <p>Add subfield</p> <p>Delete field</p> <p>Delete subfield</p> <p>Copy text</p> <p>Copy field</p> <p>Copy subfield</p> <p>Copy subfield content</p> <p>Cut text</p> <p>Paste text</p> <p>Paste field</p> <p>Paste subfield</p> <p>Paste special</p> <p>Move up</p> <p>Move down</p> <p>Insert COBISS character</p> <p>Insert NSB character</p> <p>Insert LaTeX character</p> <p>Add defined values</p> <p>Convert to lowercase</p> <p>Convert to uppercase</p> <p>Convert to</p> <p>Serbian/Macedonian Cyrillic</p> <p>Convert to Latin</p> <p>Copy data</p> <p>(COBISS.XX-ID)</p> <p>Transfer data from record currently being edited</p> <p>Redo</p> <p>Undo</p> <p>Undo all changes</p>	<p>Expand all</p> <p>Collapse all</p> <p>Refresh editor</p> <p>ZNAČKA</p> <p>PREKAT</p> <p>ISSN Manual</p> <p>COMARC help</p>	<p>Invert layout</p> <p><input type="checkbox"/> Resolve codes</p> <p><input type="checkbox"/> Resolve field/subfield names</p> <p><input type="checkbox"/> Resolve indicators</p> <p><input type="checkbox"/> Expand selected field only</p> <p><input type="checkbox"/> Expand record display</p> <p><input type="checkbox"/> Edit in separate entry field</p> <p><input type="checkbox"/> Show selected field/subfield</p> <p><input type="checkbox"/> Show changes</p> <p><input type="checkbox"/> Spell checker</p> <p><input type="checkbox"/> Show holdings</p> <p>Set field properties</p> <p>Set subfield properties</p>	<p>Validate record</p> <p>Compare record</p> <p>Adopt record</p> <p>Unadopt record</p> <p>Link with bibliographic records</p> <p>Linked bibliographic records</p> <p>Prepare records for printing</p> <p>Archive display</p> <p>Show in standard format</p> <p>Show in COMARC format</p> <p>Show in original format</p> <p>Refresh record</p> <p>Print record</p> <p>Remove tab</p> <p>Remove all tabs</p> <p>Remove other tabs</p>

Figure 9.1-1: Authority record (CONOR) – list of methods

## 9.2 SEARCH WINDOW

For searching in the CONOR authority database, a similar search window as for searching in bibliographic databases will open.

The screenshot shows a search window titled "Search - Authority record (CONOR)". It features several search fields with dropdown menus and "AND" buttons: "Personal name", "Corporate body name" (containing "facult\*"), "Corporate body - Addition/Loc...", "Date of meeting", and "Auth. access point - personal ...". There are also "Expert search" and "Find" buttons. Below the search fields are "Limiting:" and "Scanning:" sections with input boxes. At the bottom, there is a table of search results with columns: "Cur. No.", "CONOR.SHID", "Status and type of authorized acce...", "Authorized access point", and "Variant access points". The table shows 15 records, with the 10th record highlighted. To the right of the table are buttons for "Select", "Show", "Next 200", and "Close".

Cur. No.	CONOR.SHID	Status and type of authorized acce...	Authorized access point	Variant access points
7	287146339	b - corporate name, c - provisional	Fakulteta za matematiko in fiziko (Ljubljana). O...	Faculty of Mathematics and Physic...
8	287146851	b - corporate name, c - provisional	Fakulteta za matematiko in fiziko (Ljubljana)	Faculty of Mathematics and Physic...
9	287149155	b - corporate name, c - provisional	Fakulteta za naravoslovje in tehnologijo. Oddel...	Faculty of Natural Sciences and Te...
10	287152483	b - corporate name, c - provisional	Fakulteta za strojništvo (Ljubljana). Center za e...	Faculty of Mechanical Engineering...
11	287154019	b - corporate name, c - provisional	Fakulteta za strojništvo (Maribor). Katedra za m...	Faculty of Mechanical Engineering ...
12	287156067	b - corporate name, c - provisional	Fakulteta za strojništvo (Ljubljana). Laboratorij ...	Faculty of Mechanical Engineering ...
13	287155299	b - corporate name, c - provisional	Fakulteta za strojništvo (Maribor). Laboratorij z...	Faculty of Mechanical Engineering ...
14	287156323	b - corporate name, c - provisional	Fakulteta za strojništvo (Ljubljana). LAVEK	Faculty of Mechanical Engineering ...
15	287156835	b - corporate name, c - provisional	Fakulteta za strojništvo. Oddelek za tekstilstvo (...)	Faculty of Mechanical Engineering...

Figure 9.2-1: Example of CONOR search window

The search window can be opened in the browser or the cataloguing user interface, i.e. in the **Bibliographic record** window or the **Authority record (CONOR)** window.

### Procedure

Start out from the cataloguing user interface.

1. Select the **Search / CONOR** method.

The **Search – Authority record (CONOR)** window will open.

Continue by following the procedure as described in chapter 4.

Search fields to search for authority records are displayed in the upper part of the window. Below them the fields "Limiting" and "Scanning" are included just like in the search window for searching in bibliographic databases.

Authority records that correspond to the search request are displayed in the lower part of the window. Records marked for deletion (001a = "d") and records marked for splitting (001a = "r") are indicated in grey.

The search technique is the same as the search technique used in bibliographic databases. This applies to truncating search requests and searching by several search fields, as well as to the expert search mode syntax and scanning (see chapter 4.1–4.3).

Other search features of the search window:

### **Search indexes**

The list of all search indexes used in expert search mode in the CONOR authority database is given in Appendix A.2.

### **Search by diacritics**

In the additional index, fields for access points are indexed with all diacritics. In the basic index, they are indexed also without them, similar as other fields. When you search in the additional index, always enter all the diacritics.



#### **Example:**

Search by the name of the composer Georg Friedrich Händel.

The entry of *Händel, Georg Friedrich\** under "Personal name" returns one authority record. The same search request without diacritics returns no results. A record for Händel without diacritics can be found only in the basic index if the expert search mode is used, i.e. by entering (*Handel and Georg and Friedrich*)/PN.

## 9.3 VIEWER

Viewing the records from the hit list in the **Viewing – Authority record (CONOR)** window is done in the same way as in the bibliographic record viewer window. The only difference between the two is the set of data in the record display. Like the bibliographic record viewer, this viewer also features three format displays.

---

### 9.3.1 Basic display format

The basic display format allows you to view records in the form of a list of attributes.

The following attributes and their values (if existing) are displayed as follows:

- record identification number (CONOR.XX-ID)
- type of authorized access point
- authorized access point
- public notes
- variant access points
- related access points
- source data found
- source data not found
- usage
- general note
- language and nationality
- date of birth/beginning – death/end
- institution/organisation code
- record data
- URL

---

### 9.3.2 MARC display format

The MARC display format allows you to view records in the form of COMARC/A format fields and subfields (see *COMARC/A User Manual*).

The following data (if existing) is displayed from the system field:

- record ID ("ID")
- local record number ("LN")
- mask type
- record version

- date of record creation and the name of the person who created the record
- date of last update and the name of the person who updated the record ("Updated")
- acronym of the library which adopted the record ("Adopted by")



Example:

In the authority record viewer, view the record with the identification number ID=3099491. The system field displays the following record data:

**ID=3099491 LN=0000012107 PN V01 20.12.2001 CONOR::IZUM Updated:**  
20.06.2002 CONOR::NUK\_TEJA **Adopted by:** NUK

---

### 9.3.3 Standard display format

The standard display format allows you to view the record in the manner consistent with GARR (*Guidelines for Authority Records and References*). The displayed elements, if existing, are listed in the following order:

- authorized access point
- notes from the public notes block
- variant access points
- related access points
- notes from the information on the source block
- identification number (CONOR.XX-ID)



## 9.4 RECORDS CLIPBOARD

Authority records from the CONOR database can be added to the clipboard of the user interface for cataloguing bibliographic and authority records. In the **Clipboard** menu, methods, which are similar to methods for bibliographic records, are available for CONOR records, with the following methods added: **Adopt record**, **Unadopt record**, **Link with bibliographic records** and **Linked bibliographic records**. Methods not used when working with authority records are excluded.

### 9.4.1 Adopting a record

A library can adopt (assume responsibility for) an authority record.



Note:

*To adopt a record, the CAT\_NEWPN or the CAT\_NEWCB privilege is required.*

#### *Procedure*

Start out from the **Authority record (CONOR)** window.

1. Select the **Search / CONOR** method.

The **Search – Authority record (CONOR)** window will open.

2. Enter the appropriate query and perform the search. The detailed search procedure is described in chapter 4 and chapter 9.2.

A record for the entity you are looking for is among the search results.

3. Highlight the appropriate record in the hit list and click the **Select** button.

The selected record will be added to the records clipboard as a tab.

4. Select the **Clipboard / Adopt record** method.

A message will appear to say that the record has been adopted by you.

From that moment on, cataloguers from other libraries can no longer edit this record, unless they have the special privilege CAT\_CONOR. Other cataloguers can only add data on variant access points to the record.



Note:

*Your library cannot adopt the record if it has already been adopted by another library.*

5. Click the **OK** button.

#### *Options*

The authority record can also be adopted in the **Bibliographic record** window.

---

## 9.4.2 Unadopting a record

A library that has adopted an authority record in the authority database can also unadopt it.



Note:

*To unadopt a record, the CAT\_NEWPN or the CAT\_NEWCB privilege is required.*

### Procedure

Start out from the **Authority record (CONOR)** window.

1. Select the **Search / CONOR** method.

The **Search – Authority record (CONOR)** window will open.

2. Enter the appropriate query and perform the search. The detailed search procedure is described in chapter 4 and chapter 9.2.

A record which was adopted by your library is among the search results.

3. Highlight the record in the hit list and click the **Select** button.

The selected record will be added to the records clipboard as a tab.

4. Select the **Clipboard / Unadopt record** method.

A message will appear to say that the record has been unadopted by you.

After that, the record will again be available for editing to all libraries.



Note:

*Your library cannot unadopt a record that has already been adopted by another library.*

5. Click the **OK** button.

### Options

The authority record can also be unadopted in the **Bibliographic record** window.

---

## 9.4.3 Batch linking of authority and bibliographic records

Use the procedure for simultaneous linking or relinking the 7XX fields for personal names or corporate body names in several bibliographic records:

- if bibliographic records contain 7XX fields not yet linked to authority records (i.e. subfield 3 is missing in the field, see chapter 7.3.4.1.1);
- if bibliographic records contain 7XX fields linked to the wrong authority record;
- if bibliographic records are missing 7XX fields.

Bibliographic records fields can also be individually linked to the relevant authority record in the **Bibliographic record** window (see chapter 7.3.4.1.2); they can also be individually relinked (see chapter 7.3.4.1.3).



Note:

*To link or relink fields simultaneously in several bibliographic records, the CAT\_LINKAU privilege is required.*

### Procedure

Start out from the **Authority record (CONOR)** window.

1. Select the **Search / CONOR** method.

The **Search – Authority record (CONOR)** window will open.

2. Enter the appropriate query and perform the search. The detailed search procedure is described in chapter 4 and chapter 9.2.

The record for the entity you are looking for is among the search results.

3. Highlight the record in the hit list and click the **Select** button.

The selected record will be added to the records clipboard as a tab.

4. Select the relevant tab in the clipboard and then the **Clipboard / Link with bibliographic records** method.

The **Search – Bibliographic record (COBIB)** window will open. The query made on the basis of the access point from the authority record in the selected tab will automatically be entered under "Expert search".



Example:

Link the 70X field with the authority record for the writer Izidor Cankar.

Under "Expert search" the query: *AU=Cankar, Izidor not AR=5887587* is automatically entered.

5. If necessary, change the query and search for the bibliographic records you want to link or relink to the selected authority record. Then click the **Find** button.

Bibliographic records that you want to link or relink will be included in the hit list.

6. You can also perform the search in the local database by clicking the **<local database acronym>** and then the **Find** button.

7. In the hit list, highlight the bibliographic records that you wish to link or relink to the selected authority record. Then click the **Select** button.

The **Linking: running no. nn.** window will open. In the top half of the window the first of the selected records is shown in the COMARC/B format, with the left part of the window displaying the record version from COBIB and the right part displaying the version from the local database, if it exists. In the lower grey part of the window there is a list of checkboxes with linking options.

Linking: running no. 1

**COBIB**

ID=62310144 M V5 27.09.1996 NUK:IRENA\_K Updated: 13.09.2021  
PRFLJ:POLONAG Copied: 0 SynToCon: 30.01.2009

001 an - new record ba - language materials, printed cm - monograph d1  
- highest level record t2.02 - professional monograph 7ba - Latin

010 a961-6054-30-9

021 asvn - Slovenia b9605384

100 bd - monograph complete when issued, or issued within one  
calendar year c1996 ek - adult, serious hslv - Slovenian lba - Latin

1010 aslv - Slovenian

102 asvn - Slovenia

105 aa - illustrations e0 - no index

2000 aPrednost fCiril Ribičič g[karikature Tomaž Lavrič gRazlaganje  
politike Franci Pivec]

210 aLjubljana cEnotnost d1996 eLjubljana gPaco eKoper gGepard 1

215 a235 str. cilustr. d22 cm

300 aRazlaganje politike / Franci Pivec: str. 232-235

300 aO avtorju na zavihku ov.

320 aBibliografija pri nekaterih poglavjih

60101 aSlovenija bDržavni zbor 2NUK - General Slovenian Subject  
Vocabulary

60101 aSlovenija bDržavni svet 2NUK - General Slovenian Subject  
Vocabulary

6061 aParlamentarizem ySlovenija 2NUK - General Slovenian Subject  
Vocabulary

6100 zslv - Slovenian aParlamenti aposlanci apolitične stranke aženske  
avollini sistemi

675 a328(497.4) bPJ c328 - Parlaments. Representation of the people.  
Governments s32 vUDCMRF12

700 1 31730915 aRibičič bCiril 701333 4070 - author 83-118 - Univerza v

7001 31730915 aRibičič bCiril 701333 4070 83-118

7021 3626531 aLavrič bTomaž f1964- 4440

70221 32114403 aPivec bFranci 703636 4080

Add field 701

Add field 702

**IZUM**

ID=62310144 LN=0000002112 M V1 27.09.1996 NUK:IRENA\_K  
Updated: 31.05.2004 IZUM:ANKA\_LA Copied: 06.01.1997 IZUM:OSTIR\_1  
SynToCon: 30.01.2009 KAT2

001 an - new record ba - language materials, printed cm - monograph d1  
- highest level record 7ba - Latin

010 a961-6054-30-9

021 asvn - Slovenia b9605384

100 c1996 hslv - Slovenian ek - adult, serious lba - Latin

1010 aslv - Slovenian

102 asvn - Slovenia

105 aa - illustrations

2000 aPrednost fCiril Ribičič g[karikature Tomaž Lavrič gRazlaganje  
politike Franci Pivec]

210 aLjubljana cEnotnost d1996 eLjubljana gPaco eKoper gGepard 1

215 a235 str. cilustr. d22 cm

3001 aRazlaganje politike / Franci Pivec: str. 232-235

320 aBibliografija: str. 218-219

60102 aSlovenija bParlament 2NUK - General Slovenian Subject  
Vocabulary

6061 aParlamentarizem ySlovenija 2NUK - General Slovenian Subject  
Vocabulary

6100 aParlamentarizem adržavni zbor aposlanci apolitične  
stranke aženske avollini sistemi aSlovenija

675 a328(497.4)(081) c328 - Parlaments. Representation of the people.  
Governments b3 - Družbene vede s32

700 1 aRibičič bCiril 4070 - author

70201 3626531 aLavrič bTomaž f1964- 4440 - illustrator

70201 32114403 aPivec bFranci 703636 4080 - author of introduction, etc.

90200 3626531 aTBC.5e - pseudonym

7001 aRibičič bCiril 4070

70201 3626531 aLavrič bTomaž f1964- 4440

70201 32114403 aPivec bFranci 703636 4080

Add field 701

Add field 702

Link Forward Exit

Figure 9.4-1: Linking window

8. If you do not want to link the record, proceed to step 10, otherwise proceed to the next step.
9. Click the appropriate checkbox either only in the record from the local database, only in the record from COBIB or in both records. Then, click the **Link** button.

The corresponding data from the authority record is entered in one or both bibliographic records. The new version of the records is loaded in the window while the grey part of the window that shows the list of linking fields is hidden.

During the linking process, the identification number of the authority record is entered into the bibliographic record in subfield 7XX3. During the relinking process, new content in subfield 3 replaces the previous. When adding, a new 7XX field is added to the record. At the same time, the authorized access point from the authority record is transferred to the 7XX field, and in the case of authors' personal names also the researcher code; any variant and related access points are added to the record as well.



Note:

*In local records and records that are marked for deletion, the **Link** button is inactive.*

10. Click the **Forward** button.

The next of the bibliographic records that you have selected from the hit list will open.

11. To link or relink records or to add fields in the remaining bibliographic records, repeat steps from 8 to 10.
12. Once linking or relinking is complete, click the **Exit** button. You can also use the button to interrupt the procedure at any time.

The number of linked records in COBIB and in the local database will be displayed in the **Message** window.

13. Use the same tab in the clipboard of the **Authority record (CONOR)** window to repeat steps from 4 to 12, if necessary, by searching for all possible variant forms of the name. In this way, you can find other bibliographic records that should be linked or relinked to the same authority record.

### *Options*

Several bibliographic records can be linked or relinked simultaneously to the authority record in the **Bibliographic record** window as well.

---

## 9.4.4 Linked bibliographic records display

The **Clipboard / Linked bibliographic records** method enables displaying and viewing of bibliographic records that are linked to the selected authority record.

### *Procedure*

Start out from the **Authority record (CONOR)** window.

1. Select the **Search / CONOR** method.

The **Search – Authority record (CONOR)** window will open.

2. Enter the appropriate query and perform the search. The detailed search procedure is described in chapter 4, chapter 9.2 and chapter 10.2.
3. Highlight the record in the hit list and click the **Select** button.

The selected record will be added to the records clipboard as a tab.

4. Select the **Clipboard / Linked bibliographic records** method.

The **Search – Bibliographic record (COBIB)** window will open, with the number of the authority record from the CONOR database already entered.

5. Click the **Find** button and select the appropriate record (or records) from the hit list.

The selected record will be added to the records clipboard as a tab.

### *Options*

You can search and check the linked bibliographic records in the browser as well.



## 9.5 RECORD EDITOR

The record editor in the **Authority record (CONOR)** window works similarly to the record editor in the **Bibliographic record** window.

The **Record** menu contains methods for managing authority records, such as editing records, creating records, deriving a record, downloading records, deleting records automatically validating records, temporarily saving records, saving a record as a template for new records and saving records. Methods that cannot be used with authority records are excluded.

Cataloguers have access to different sets of fields when creating and editing records for personal names. Which fields can be edited depends on several factors.

- You can add data on variant access points to all authority records regardless of privileges.
- If you do not have the CAT\_NEWPN privilege, you can edit only a limited set of fields that meet the requirements for brief authority records, and only in the following cases:
  - when creating a new record;
  - when editing an existing record, but only if it has not been adopted by another library and if the record has not been edited by a cataloguer with the privilege CAT\_NEWPN yet.
- If you have the CAT\_NEWPN privilege, you can edit all fields in the record, but cannot edit fields in a record that has been derived from another record.
- If you have both privileges, CAT\_NEWPN and CAT\_CONOR, you can edit all fields in all records.

When creating and editing records for corporate body names, the options for editing fields are different.

- If you do not have the privileges CAT\_NEWCB, you cannot create or edit authority records for corporate bodies, and you also cannot add data on variant access points to authority records.
- If you have the privilege CAT\_NEWCB, you can:
  - edit all fields in records, but cannot edit fields in a record that was adopted by another library.
  - add data on variant access points to all authority records.
- If you have both privileges, CAT\_NEWCB and CAT\_CONOR, you can edit all fields in all records.

Names of fields and subfields available for editing are displayed in blue; green means that editing is not possible.

## 9.5.1 Managing records

### 9.5.1.1 Edit record method

Existing authority records and bibliographic records are edited in a similar way. Use the **Record / Edit record** method.

### 9.5.1.2 Create record method

A new authority record can be created only if it does not exist in the authority database yet. New authority records are created in a similar way as bibliographic records. The **Record / Create record** method is used.

### 9.5.1.3 Download record method

The process of downloading authority records is similar to downloading bibliographic records from foreign databases. The **Record / Download record** method is used.

### 9.5.1.4 Derive new record method

Creating authority records by deriving a new record from a similar authority record is similar to creating bibliographic records by deriving a new record from a similar bibliographic record. Use the **Record / Derive new record** method.

You can only derive a new authority record from records for corporate body names.



Note:

*When transferring the contents of the selected record into the editor, the following fields are not transferred: 035, 990 and 992.*

### 9.5.1.5 Delete record method

In the authority database, the **Record / Delete record** method is only active in exceptional cases. It is only possible to delete records when the authority database is being edited before authority control is established. Once the authority records are linked to the bibliographic records, it is not possible to delete the records any longer; duplicate records must be given the status *deleted* (see chapter 9.10).



### 9.5.1.6 Change input mask method

You can change the input mask in the same way as you do it in the **Bibliographic record** window, only the set of input masks is different (see chapter 7.1.11).

Currently, two input masks are prepared for authority records:

- PN – personal names
- CB – corporate bodies

---

## 9.5.2 Entry with the use of a counter

In some subfields, numbers are copied from a counter.

### *Precondition*

The counter must be defined (see chapter 12.1.10.1).

### *Procedure*

1. Open the appropriate subfield (e.g. 020b, 021b).
2. From the context menu, select the **Activate counter <counter name>** method.

The next number from the counter is entered into the entry field.



Note:

*If you have several counters defined for the same subfield, select the appropriate counter first.*

3. Close the subfield.

---

## 9.5.3 Special features when entering data in fields in the COMARC/A format

This chapter describes the detailed entry to some fields of COMARC/A format, which has some special features.

### 9.5.3.1 Source data found (810)

The data on the resource that you used for defining the form of the name in the authorized or variant access point can also be added to the authority record automatically. The data is automatically copied in the form of a bibliographic statement from the record in COBIB or from the record in the editor within the **Bibliographic record** window.

There are several possible procedures.

### *Precondition*

The editor in the **Bibliographic record** window is empty.

**Procedure**

Start out from the **Authority record (CONOR)** window.

1. Open subfield *810a – Citation*.
2. From the shortcut menu, select the **Copy data (COBISS.XX-ID)** method.  
The **Source data found** window will open.
3. Under "COBISS.XX-ID", enter the identification number of the bibliographic record. To close the window, click the **OK** button.  
The data about the resource from the record in COBIB is entered to the entry field.
4. Close the subfield.

**Precondition**

The record you are editing is loaded in the **Bibliographic record** window and contains all the basic bibliographic data you require to state the resource.

**Procedure**

Start out from the **Authority record (CONOR)** window, in which you are editing an existing authority record.

1. Add subfield *810a – Citation*.
2. Open subfield 810a.
3. From the shortcut menu, select the **Transfer data from record currently being edited** method.

The data from the record you are editing in the editor in the **Bibliographic record** window is copied to the entry field.

**Tip:**

You can (also) add data to the record from another bibliographic record, i.e. the record not loaded in the editor in the **Bibliographic record** window (see steps 2 and 3 in the procedure above).

4. Close the subfield.

**Options**

The bibliographic data from the editor in the **Bibliographic record** window is added to subfield 810a automatically when you create a new authority record.

## 9.6 PRELIMINARY STEPS WITH AUTHORITY CONTROL

When working with authority control, it is important to check first whether a record for the entity already exists in the authority database. Check all possible variant forms of the name that you find in bibliographic records or other resources.

If possible, perform as many searches and checks in the bibliographic or authority databases as possible before you start entering data.

You can perform searches in different databases also while working in the editor.

You can check the data needed to establish an access point for the entity and edit an authority record in various references and other sources available. To this end, you can also use data from the authority and bibliographic databases.



## 9.7 DOWNLOADING RECORDS

If during your search it is established that the record for the entity is not in the CONOR.XX database, check if it exists in the LC/NAF authority database of the Library of Congress. If the record exists, you can download it to the CONOR.XX database.

---

### 9.7.1 A record exists in the LC/NAF database

If by searching it is established that the record for the entity (person or corporate body) is not in the CONOR database yet, but it exists in the LC/NAF database, download it from there.

The records are in the MARC 21 format and are converted to the COMARC/A format when downloaded.

To download records for personal names, the privilege CAT\_NEWPN is required. If you do not have this privilege, you can only search in the LC/NAF database and copy the found records to the clipboard, whereas you can only download the data from them to the CONOR database by copying individual fields.

To download records for corporate body names, the privilege CAT\_NEWCB is required. If you do not have this privilege, you can only search in the LC/NAF database and copy the found records to the clipboard, and then transfer the data from them by copying it.

#### **Precondition**

The record for the entity is not in the CONOR.XX authority database.

#### **Procedure**

Start out from the **Authority record (CONOR)** window.

1. Select the **Search / LC/NAF** method.

The **Search – Authority record (LC/NAF)** window will open.

2. Enter the appropriate query and perform the search (for various options for searching and viewing records, see appendix *F.4.1* and appendix *F.4.2*).



#### Tip:

When searching in the LC/NAF database you have to take into account that the data in the records is transliterated in accordance with the rules in the *ALA-LC Romanization Tables*. The rules for each language differ from the rules of the same type applicable to cataloguing with authority control in the COBISS systems.

The LC/NAF database is a large database of various types of authority data (name/title, uniform title, etc.). Only download personal names and corporate names from this database. It is recommended to tick the "Line wrap" check-box; otherwise you cannot see the entire access point.

If you find the record for the entity and the record is sufficiently complete, continue with the next step.

If you decide that correcting or updating the record would take too much time, do not download the record and create it from scratch instead (see chapter 9.8.1).

3. Highlight the desired record(s) in the hit list and click the **Select** button.

The selected record will be added to the records clipboard as a tab (for specific information on records in the clipboard, see *F.4.3*).

4. Select the desired tab and use the **Record / Download record** method.

The record is loaded in the record editor. At the same time the record is validated automatically. If the record contains errors, a window containing a list of errors will open. You can close the window by clicking the **OK** button.



Note:

*The **Record / Download record** method is not active if another record is already loaded in the editor or if the record selected in the records clipboard is not an authority record.*

5. Correct or update the data in the record as required. Editor options are described in chapter 7.



Note:

*The source record is in MARC 21 format and is created in compliance with the Anglo-American Cataloguing Rules (AACR2, RDA). When you download the record, it can only be automatically converted to COMARC/A format to some extent, so you have to check it thoroughly, and, if necessary, adapt to the cataloguing rules within the COBISS system.*

6. Save the record by using the **Record / Save record** method.

If the record contains errors which can be detected automatically, the program displays a warning. The record cannot be saved if the authority access point is the same as any other authorized access point in the same authority database or if the record contains two identical access points.



Note:

*Always check and, if possible, correct errors that the program warns you about.*

**Options**

You can also load a record from the LC/NAF database to the **Authority record (CONOR)** window when you edit a bibliographic record. You can switch from subfield 3 in the field for heading, when you firstly click the **LC/NAF** button and then the **Add to clipboard** button in the **Linking with records from CONOR.XX** window (see chapter 7.3.4.1.1). The record is added to the records clipboard in the **Authority record (CONOR)** window.





## 9.8 CREATING RECORDS

You can create a new authority record if there is no record for the entity in the authority database. You can create either a full record or, for personal names, a brief record, the latter containing only basic information.



Note:

*For the quality of the authority database it is important to always check whether or not a record already exists in the database. If you do not check thoroughly and do not find the record in the authority database, it is very likely that a duplicate record will be created.*

---

### 9.8.1 Creating a full record

A full record can be created when there is enough information to create such a record.



Note:

*A full record can be created only by a cataloguer who is granted the privilege for creating full records.*

#### *Procedure*

Start out from the **Authority record (CONOR)** window.

1. Select the **Record / Create record** method.

If a default input mask is not defined, the **Input masks** window will open, or empty fields and subfields with the default values from the selected input mask will be loaded into the editor. In the first case continue with the next step; in the second, continue with step 3.



Note:

*The **Record / Create record** method is not active if another record is already loaded in the editor.*

2. Select the appropriate input mask (see chapter 9.5.1.4).
3. Enter the required data into the record. Editor options are described in chapter 7.

If a field with the related access point is required in the record, you have to enter the ID number of the authority record for this access point into subfield 3. You can do this only, if the record for it already exists. If no such record exists, you have to create it immediately after having finished working with the first record. Add to subfield 3 of each record the ID number of the related authority record to which it is linked.



Note:

*In the COBISS systems that use the Cyrillic script, the field for authorized access point can be repeated, to enter the parallel access point. Fields for access points must necessary contain different script codes.*

*In COBISS systems that use 3 authorized access points, a separate authority record must be prepared for the third access point. Two authority records for the same entity must be linked with the field from the block 7XX – Authorized access point in other language and/or script.*

4. Before the record is saved, code "a" – *established* must be entered into subfield 100b – *Status of authorized access point code*.



Note:

*Bibliographic records are automatically synchronised only with those authority records where subfield 100b contains code "a" – established.*

5. Save the record with the **Record / Save record** method.

If the record contains errors which can be detected automatically, the program displays a warning. The record cannot be saved if the authorized access point matches any other authorized access point within the same authority database, or if the record contains two identical access points.



Note:

*Always check and, if possible, correct errors that the program warns you about.*

### Options

It is also possible to switch to the **Authority record (CONOR)** window from the editor in the **Bibliographic record** window. You can switch from subfield 3 in the heading field if you click the **New record** button in the **Linking to CONOR.XX records** window (see chapter 7.3.4.1.1).

---

## 9.8.2 Creating a brief record for personal name

If a record does not exist in the authority database yet, cataloguers *without* the privilege to create and edit full authority records for personal names can create a brief authority record. Cataloguers with the required privileges to create and edit full records who do not have sufficient data to create a full authority record can also create a brief authority record.



Note:

*A brief authority record can only be created for a personal name.*

### Procedure

Start out from the **Authority record (CONOR)** window.

1. Select the **Record / Create record** method.

If a default input mask is not defined, the **Input masks** window will open, or empty fields and subfields with the default values from the selected input mask will be loaded into the editor. In the first case continue with the next step; in the second, continue with step 3.



Note:

*The **Record / Create record** method is inactive if another record is already loaded into the workspace.*

2. Select the appropriate input mask (see chapter 9.5.1.4).
3. Enter the available data into the record. Editor options are described in chapter 7.

If you **do not have** the privilege to create full authority records, you can edit some fields only, they are displayed in blue, but you cannot edit the fields displayed in green. In this case, continue with step 5.



Note:

*In the COBISS systems that use the Cyrillic script, the field for authorized access point can be repeated, to enter the parallel access point. Fields for access points must necessary contain different script codes.*

*In COBISS systems that use 3 authorized access points, a separate authority record must be prepared for the third access point. Two authority records for the same entity must be linked with the field from the block 7XX – Authorized access point in other language and/or script.*

4. Mark the record with the appropriate code for a new record (001a = "n") and the code for a record with partial data (001g = "3").
5. Save the record with the **Record / Save record** method.

If the record contains errors which can be detected automatically, the program displays a warning. The record cannot be saved if the authorized access point matches any other authorized access point within the same authority database, or if the record contains two identical access points.



Note:

*Always check and, if possible, correct errors that the program warns you about.*

### *Options*

It is also possible to switch to the **Authority record (CONOR)** window from the editor in the **Bibliographic record** window. You can switch from subfield 3 in the heading field if you click the **New record** button in the **Linking to CONOR.XX records** window (see chapter 7.3.4.1.1).

### 9.8.3 Creating a new record template

If you have a large number of entities of the same kind, for which most of the data is the same, you can make your work easier by creating a template for new records. You can use the template that contains only the data common to all records every time you wish to create a similar record.

#### Procedure

Start out from the **Authority record (CONOR)** window.

1. Select the method **Record / Create record**.

If a default input mask is not defined, the **Input masks** window will open, or empty fields and subfields with the default values from the selected input mask will be loaded into the editor. In the first case continue with the next step; in the second, continue with step 3.



Note:

*The **Record / Create record** method is not active if another record is already loaded in the editor.*

2. Select the appropriate input mask (see chapter 9.5.1.4).
3. Enter the data that is common to several entities. Editor options are described in chapter 7.



Tip:

Once you have completed the data entry, you can select the **Record / Validate record** method to check if the record contains any errors that can be detected automatically. Correct the found errors.

4. Save the record with the **Record / Save as template** method (see chapter 7.1.9).

The **Name** window will open.

5. Under "Template name" enter the desired name.
6. Click the **OK** button.

The software will inform you that the record was saved as a template.

The template is saved to the temporarily saved records file. The editor and the **Record in progress** tab in the records clipboard are cleared.

#### Options

You can also create a template for a new record if you find a similar record in the authority database, add it to a clipboard as a tab and then select the **Record / Edit record** method (follow steps from 1 to 4 of the procedure in chapter 9.9). Then modify the record so that you can use it as a template for new records; only keep the data that is common to several entities and delete the rest. Save the record with the **Record / Save as template** method (follow steps from 3 to 6 of the procedure described above).

## 9.9 CORRECTING AND UPDATING RECORDS

The procedure is intended for correcting and updating existing records. It also includes supplementing brief authority records for personal names to full records and adding variant access points. A brief authority record can be expanded to a full record when enough data is collected to establish the authorized access point and the variant access points, and various notes are prepared and the record is supplemented also with all other data. Only a cataloguer with the privilege to create full records can create a full record by supplementing a brief one.

Data can be edited in accordance with the privileges granted for work in the authority database (see chapter 9.5).

### *Procedure*

Start out from the **Authority record (CONOR)** window.

1. Select the **Search / CONOR** method.

The **Search – Authority record (CONOR)** window will open.

2. Enter the appropriate query and perform the search. The detailed search procedure is described in chapter 4 and chapter 9.2.

A record for the entity you are looking for is among the search results.

3. Highlight the desired record in the hit list and click the **Select** button.

The selected record will be added as a tab to the records clipboard.

4. Select the desired tab and use the **Record / Edit record** method.

The record is loaded into the editor. At the same time the record is validated automatically. If the record contains errors, a window containing a list of errors will open. You can close the window by clicking the **OK** button.



Note:

*The **Record / Edit record** method is not active if another record is already loaded in the editor or if the record selected in the clipboard is not an authority record.*

*Fields that cannot be edited because you do not have the required privilege are indicated in green in the editor.*

5. Correct or update the data in the record as required. Editor options are described in chapter 7.

If you add a field with the related access point to the record, you have to enter the ID number of authority record for this access point into subfield 3. You can do this only, if the record for it already exists. If no such record exists, you have to create it immediately after having finished working with

the first record. Add to subfield 3 of each record the ID number of the related authority record to which it is linked.



Note:

*In COBISS systems that use the Cyrillic script, pay attention to parallel access points in other scripts in all the fields for access points.*

*In these systems the field for authorized access point can be repeated to enter a parallel access point. The fields for access points must contain different codes for scripts.*

*In COBISS systems that use 3 authorized access points, a separate authority record must be prepared for the third access point. Two authority records for the same entity must be linked with the field from the block 7XX – Authorized access point in other language and/or script.*

If the record has not yet been verified and you would like to verify it, enter code "a" – established into subfield 100b – Status of authorized access point code.



Note:

*Bibliographic records are automatically synchronized only with those authority records where subfield 100b contains code "a" – established.*

#### 6. Save the record with the **Record / Save record** method.

If the record contains errors which can be detected automatically, the program displays a warning. The record cannot be saved if the authorized access point matches any other authorized access point within the same authority database, or if the record contains two identical access points.



Note:

*Always check and, if possible, correct errors that the program warns you about.*



Tip:

If you changed any of the access points in the record and you want the change(s) made to the access point to be visible immediately also in the linked bibliographic records, these bibliographic records must be saved once again.

#### **Options**

It is also possible to switch to the **Authority record (CONOR)** window from the editor in the **Bibliographic record** window. You can switch from subfield 3 in the heading field if you click the **New record** button in the **Linking to CONOR.XX records** window (see chapter 7.3.4.1.1). The record is added to the records clipboard in the **Authority record (CONOR)** window.

## 9.10 RESOLVING DUPLICATE RECORDS

If you establish that there are several authority records for one entity in the authority database, keep one and set the status of the others to *deleted* which means that they are invalid and cannot be used for linking bibliographic and authority records (see also chapter 7.3.4.1). At the same time, add to them the ID of the authority record that you decided to keep.

Authority records with this status allow the bibliographic records that had been previously linked with them to be relinked to another record automatically. This happens each time when a bibliographic record is saved again, or when synchronisation of the bibliographic database and the authority database is performed (see chapter 9.12).

Records marked *deleted* remain in the authority database. They cannot be physically deleted as it might happen that bibliographic records in different bibliographic databases could still include links to the non-existing authority record.

The records marked *deleted* are no longer visible in the **Linking to CONOR.XX records** window.



Note:

*Only a cataloguer with the privilege to create a full authority record can carry out the procedure.*

*A record cannot be given the status deleted if it has been adopted by another library. Instead, a request along with an explanation to set the status of the record to deleted is sent to that library.*

*Also, a record cannot be given the status deleted if you want to replace it with a record for the same entity but for a different type of access point. Instead, a request similar to that when the record is adopted by another library is sent to the relevant National COBISS centre.*

### **Procedure**

Start out from the **Authority record (CONOR)** window.

1. Select the **Search / CONOR** method.

The **Search – Authority record (CONOR)** window will open.

2. Enter the appropriate query and perform the search. The detailed search procedure is described in chapter 4 and chapter 9.2.

A record for the entity you are looking for is among the search results.

3. Highlight the appropriate record in the hit list and click the **Select** button. Repeat steps from 1 to 3 as needed.

The selected record will be added as a tab to the records clipboard.



Note:

*Before setting the record status to deleted, you must double-check if the record is actually a duplicate. If in doubt, do not mark it for deletion.*

4. Select the tab with the record, for which you wish to define the status as *deleted*. Then select the **Record / Edit record** method.



Note:

*The **Record / Edit record** method is not active if another record is already loaded in the editor or if the record selected in the clipboard is not an authority record.*

*Also, the method is not active if the record has been marked for deletion by another library.*

5. In subfield *001a – Record status* change the existing code to "d" – *deleted record*.
6. In field *001 – Record Label* add subfield *001x – Replacement record ID*, and enter the identification number of the authority record that you intend to keep.



Note:

*After entering into subfield *001x* for original ID the identification number of the authority record, which you intend to keep instead of the record marked for deletion, check if, after confirmation, the correct access point is displayed in the **Note** window.*

7. If required, enter an explanation about why the access point was marked for deletion in field *835 – Deleted access point information*.
8. Use the **Record / Save record** method to save the record.  
The access point in the record will be made invalid.
9. If there are more duplicate records, repeat steps from 2 to 8.



Tip:

Bibliographic records that are linked to the authority records whose status has been set to *deleted* can immediately be re-directed to the valid authority record if they are saved once again.



Note:

*If you give the record the status deleted by mistake, you can still correct the mistake if you discover it on the same day. The record with the status deleted can no longer be edited if, in the meantime, bibliographic records in COBIB have been automatically synchronised with authority records (see chapter 9.12).*



Before deciding which authority record to keep, carefully assess what would appear to be most sensible in each case. Here are some possible scenarios:

- If a complete record with a correctly formed and verified authorized access point exists, keep the record.
- If a fairly complete record with a correctly formed but unverified authorized access point exists (i.e. the record contains variant access points, various notes etc.), keep the record and, if necessary, update it.
- If a fairly complete record exists, but the data in it except for the authorized access point is inaccurate or incorrect and should be thoroughly checked, you have two options:
  - Keep the record but make the necessary corrections and update it.
  - If the first option would take more time than updating a less complete record, keep the record that is linked to more bibliographic records, if possible. To do this, first make a small change to the authorized access point of the record with a correctly formed access point so that you will be able to save the record you want to keep. Next, update the record you want to keep. Enter the correct form of the authorized access point from the first record.
- If two records exist, an incomplete record with a correctly formed and verified authorized access point and a fairly complete record with an incorrectly formed and unverified authorized access point, you have two options:
  - Keep the first record and update it. To make it easier, copy the fields from the second record and paste them into the first record.
  - Keep the second record. To do this, first make a small change to the authorized access point of the record with the correctly formed access point in order to save the record you wish to keep, and then update the record accordingly. Enter the correct form of the authorized access point from the first record.
- If all records are incomplete, but one of them has a correctly formed authorized access point, keep the record with the correctly formed authorized access point.
- If all records are incomplete and none of them contain a correctly formed authorized access point, keep the record to which the most bibliographic records are linked. If such a record does not exist, keep any of the other records.



## 9.11 SPLITTING RECORDS

When an authority record relates to more than one entity (e.g. persons with the same name), split it into several authority records if possible and where appropriate. Set the record's status to *split*, i.e. invalid for use in linking bibliographic records to authority records (see also chapter 7.3.4.1). Be sure, however, that separate authority records exist or can be created for the other entities.



Note:

*The records that replaced the split record must relate to the same type of access point as the access point in the record with the status split.*

In the bibliographic database, all records linked to such an authority record must be checked to determine which of them belongs to which entity. Then the fields in the bibliographic records must be manually relinked to the appropriate authority record. The fields that remain linked to the split authority record do not get updated when the bibliographic record is saved, or when the bibliographic database gets synchronised with the authority database (see chapter 9.12).

Records with the status *split* remain in the authority database. They cannot be physically deleted as it might happen that bibliographic records in different bibliographic databases could include links to a non-existing authority record.

Records with the status *split* are no longer visible in the **Linking to CONOR.XX records** window.



Note:

*Only a cataloguer with the privilege to create a full authority record can carry out the procedure.*

*A record cannot be given the status split if it has been adopted by another library. Instead, a request along with an explanation to set the status of the record to split is sent to that library.*

*Also, a record cannot be given the status split if you are unable to determine unambiguously whether or not the record refers to several entities.*



Tip:

When you can distinguish between some but not all the entities that are combined in a single record, or when several entities are mistakenly combined in such a record and the majority of linked bibliographic records belongs to one of those entities, a record cannot be given the status *split*. In both cases, field 990 – *Relinking* has to be used to re-direct incorrectly linked bibliographic records (see field description in the *COMARC/A User Manual*).

**Procedure**

Start out from the **Authority record (CONOR)** window.

1. Select the **Search / CONOR** method.

The **Search – Authority record (CONOR)** window will open.

2. Enter the appropriate query and search by the access point you intend to split. The detailed search procedure is described in chapter 4 and chapter 9.2.

A record for the entity you are looking for is among the search results.

3. Highlight the access point in the hit list and click the **Select** button.

The selected record will be added as a tab to the records clipboard.

4. Also find the records which you will use to replace the record, and add them to the clipboard.

If all the records are not in the database yet, continue with the next step. Otherwise, continue with step 6.

5. Create the missing records (see chapter 9.8.1).

**Tip:**

Do not remove the tabs in the clipboard where the previously created records have been added after saving because you will need them for the remainder of the procedure.

6. In the clipboard, select the tab with the record you intend to split. Then select the **Record / Edit record** method.

The record will be loaded in the editor.

7. In subfield *001a – Record status* replace the existing code with "r" – *split record*.

8. In field *001 – Record Label* add subfield *001x – Replacement record ID* and enter the identification numbers of all the replacement authority records separated with a comma.

**Note:**

*When the identification numbers of the replacement authority records are entered into subfield 001x, check if after confirmation the correct access points are displayed in the **Note** window.*

9. If necessary, enter into field *830 – General cataloguer's note* the explanation why the status of the record was set to *split*.

10. Save the record with the **Record / Save record** method.

The access point in the record will be made invalid.

11. Bibliographic records that are linked to the record defined as *split* must be manually relinked to the corresponding authority records containing the replacement access points (already loaded in the records clipboard). Then follow the procedure as set out in chapter 9.4.3.

**Note:**

*If you give the record the status split by mistake, you can still correct the mistake if you discover it on the same day. The record with the status split can no longer be edited afterwards. Also, you cannot edit a record that has been split by another library.*



## 9.12 SYNCHRONISING BIBLIOGRAPHIC RECORDS WITH AUTHORITY RECORDS

Only fields for personal names and corporate body names from intellectual responsibility block 7XX are linked to authority records.

When entering the authority record ID into the author field (subfield 3) in a bibliographic record, the following data from the authority record is added to the record:

- The authorized access point from the authority record is transferred into the heading field.
- Variant access points from the authority record are transferred into fields for variant headings.
- Related access points from the authority record are transferred into fields for related headings.

Each time a bibliographic record is saved, this data is automatically synchronised with the current state of the CONOR authority database.

Each night, a batch updating process for bibliographic records is used in COBIB.

A similar program synchronises bibliographic and authority records in local databases. The frequency of synchronisation depends on the agreement concluded with each library.

The program for bibliographic and authority record synchronisation first searches for all authority records that:

- were changed in the period from the date of the last synchronisation to the current date;
- and
- have the code "a" – *established* (i.e. verified access point) in subfield 100b – *Status of authorized access point code*, or the code "d" – *deleted record* in subfield 001a – *Record status*;
- and
- do not have the code "r" – *split record* in subfield 001a – *Record status*.

Then the program searches for all bibliographic records which in subfield 3 contain identification numbers of these authority records. In the bibliographic records, all fields containing subfield 3 are then synchronised with the corresponding authority records.

The following procedure is performed:

- If in the authority record subfield 001a – *Record status* contains the

code "d" – *deleted record*, the program will search for subfield *001x – Replacement record ID*. Into the latter, the identification number of the authority record that will replace the record marked for deletion is entered. This identification number is then transferred into subfield 3 of the bibliographic record, whereas the previous content of subfield 3 is transferred into subfield 9 – *Previous authority record number*.

- If the authority record contains one or more fields *990 – Relinking* and the code in subfield *100b – Status of authorized access point code* is "a" – *established*, the program will search for the bibliographic records contained in subfields *990b – Bibliographic record ID*. Into these records, the identification number of the authority record from subfield *990n – Authority record ID* is entered into subfield 3. The previous content of subfield 3 is then transferred into subfield 9.
- Next, for each field to which authority control applies, the following procedure is performed:
  - The uniform heading is replaced with the authorized access point from the corresponding authority record, i.e. the record whose identification number is contained in subfield 3.
  - If the authority record contains variant access points, these will be added to the bibliographic record as well.
  - Previous variant headings are deleted from the bibliographic record.
  - If the authority record contains related access points, these will be added to the bibliographic record as well.
  - Previous related headings are deleted from the bibliographic record.
- At the same time subfields *3 – Authority record number* are created, which serve as a link between the uniform heading and the variant and related headings.



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## 10 AUTHORITY CONTROL OF SUBJECT HEADINGS

This chapter describes special features related to the authority control of subject headings. Only the components of the COBISS3/Cataloguing module and the procedures of working with authority records are presented that differ from the components and the procedures in the **Authority record (SGC)** class and in the **Authority record (CONOR)** class.

The implementation of authority control of subject headings changes the way you enter data in fields 60X with activated authority control (see chapter 7.3.4.2).

If you have the CAT\_SUBLINK privilege, you can enter subject headings into fields 60X via the SGC authority database.

Linking subject headings in bibliographic records with SGC authority records is done in subfield 3 – *Authority record number*, where you enter the identification number of the SGC authority record. On the basis of this subfield, the authorized access point is automatically entered into the bibliographic record, and subfield 2 with the code "*SGC – COBISS.SI general list of subject headings*" is also added. Subfield 3 also enables subsequent automatic synchronization of bibliographic records with authority records (see chapter 10.5).

Variant and related access points are not added to bibliographic records.

If you do not have the CAT\_SUBLINK privilege, enter the subject headings into appropriate fields manually, as you did before.

Also it is possible to edit SGC, which is carried out by the SGC Editorial Board.


The COBISS General List of Subject Headings (SGC) is in Slovenian, consequently, it is available only in the COBISS.SI system.

Subchapters:

- Cataloguing user interface
- Search window
- Viewer

- Records clipboard
- Synchronising bibliographic records with authority records

## 10.1 CATALOGUING USER INTERFACE

To access the **Authority record (SGC)** window, use the **Authority record (SGC) / Cataloguing user interface** class method or the  icon in the tool bar.



Note:

*At the time being libraries cannot access the interface and supplement the list of subject headings yet.*



## 10.2 SEARCH WINDOW

For searching in the SGC authority database, a similar search window as for searching in the CONOR authority database will open.

Cur. No.	SGC-ID	Access point type	Authorized access point	Authorized access point (eng)
1	1356648	j - topical subject	Pustolovski televizijski programi	Adventure television programs
2	1391720	j - topical subject	Pust	Carnival
3	2285928	j - topical subject	Pustna oblačila	Carnival costume
4	3101032	j - topical subject	Pustne šeme	Carnival masks (Persons)
5	16488	j - topical subject	Pustolovščine	Adventures
6	1155688	j - topical subject	Pustolovska pripovedna proza	Adventure fiction
7	1634152	j - topical subject	Pustni torek	Shrove Tuesday
8	2775400	j - topical subject	Pustolovci	Adventurers
9	2775656	j - topical subject	Pustolovke	Women adventurers
10	1356136	j - topical subject	Pustolovski filmi	Adventure films
11	1356392	i - topical subject	Pustolovski radijski programi	Adventure radio programs

Figure 10.2-1: Example of SGC database search window

The search window can be opened in the browser or the cataloguing user interface, i.e. in the **Bibliographic record** window or the **Authority record (CONOR)** window.

### Procedure

Start out from the cataloguing user interface.

1. Select the **Search / SGC** method.

The **Search – Authority record (SGC)** window will open.

Continue by following the procedure as described in chapter 4.

Search fields to search for authority records are displayed in the upper part of the window. Below them the "Scanning" and "Limiting" fields are included.

Authority records that suit the search request are displayed in the lower part of the search window. The records in preparation are grey, which means that they have not been verified and permanently included in the list of subject headings yet. Also indicated in grey are records, marked for deletion (001a = "d"), and records, marked for splitting (001a = "r").

The search technique is the same as the search technique used in the CONOR authority database, which is described in chapter 9.2, whereas the set of search indexes differs from the set in the CONOR and SGC databases due to different content. The list of search indexes used in expert search in the SGC database is given in Appendix A.3.

## 10.3 VIEWER

Viewing the records from the hit list in the **Viewing – Authority record (SGC)** window is done in the same way as in the bibliographic record viewer window. The only difference between the two is the set of data in the record display. Like the bibliographic record viewer, this viewer also features three format displays.

---

### 10.3.1 Basic display

The basic display format allows you to view records in the form of a list of attributes.

The following attributes and their values (if existing) are displayed as follows:

- record identification number (SGC.SI-ID)
- type of authorized access point
- authorized access point
- authorized access point (eng)
- public notes
- variant access points
- broader terms
- related access points
- LCSH
- Sears
- MeSH
- RAMEAU
- source data found
- notes for cataloguers
- UDC

---

### 10.3.2 MARC display format

The MARC display format allows you to view records in the form of COMARC/A format fields and subfields (see *COMARC/A User Manual*).

The following data is displayed from the system field:

- record ID ("ID")
- local record number ("LN")
- mask type
- record version
- date of record creation and the name of the person who created the

record

- date of last record update and the name of the person who updated the record ("Updated")
- date of record verification and the name of the person who verified the record ("Verified")
- the name of the person who must perform the next step in the record editing procedure ("Adopted by")
- verification status ("In progress" – record in preparation, "Unverified" – record sent for verification, "Returned" – record returned to the cataloguer for checking and updating, "Rejected" – record that does not satisfy the conditions in compliance with SGC to be included in the SGC database)



Example:

In the authority record viewer, view the record with the identification number ID=185960. The system field displays the following record data:

**ID=185960 LN=0000000726 TN V1 02.04.2002 SGC::HUMGLA\_SEARS  
Updated: 21.03.2018 SGC::IZUM\_BISERKA Adopted by:  
SGCNV::IZUM\_MATJAZZ Unverified**

The record was derived from a record from the Sears list of subject headings. It was edited by the editor with the username BISERKA. The record must be verified by the editor with the username MATJAZZ.

### 10.3.3 Standard display format

The standard display format allows you to view the record in the manner consistent with GSARE (*Guidelines for Subject Authority and References Entries*). The displayed elements, if existing, are listed in the following order:

- authorized access point
- authorized access point in English
- notes from the public notes block
- variant access points
- broader terms
- related terms
- narrower terms
- notes from the information on the source block
- access points from other lists of subject headings
- UDC
- identification number (SGC.SI-ID)
- record's origin
- date of creation
- date of last update



## 10.4 RECORDS CLIPBOARD

Authority records from the SGC database can be added to the clipboard of the user interface for cataloguing bibliographic or authority records. In the **Clipboard** menu, methods, which are similar to methods for bibliographic records, are available for SGC records, with the following methods added: **Unadopt record**, **Linked bibliographic records**, **Link with bibliographic records**, **Editing procedures** and **Show related objects**. Methods not used when working with SGC records are excluded.

---

### 10.4.1 Unadopting a record

The **Clipboard / Unadopt record** is available to SGC editors only.

---

### 10.4.2 Linked bibliographic records display

The **Clipboard / Linked bibliographic records** method enables displaying and viewing of bibliographic records that are linked to the selected authority record.

#### *Procedure*

Start out from the **Authority record (SGC)** window.

1. Select the **Search / SGC** method.

The **Search – Authority record (SGC)** window will open.

2. Enter the appropriate query and perform the search. The detailed search procedure is described in chapter 4, chapter 9.2 and chapter 10.2.
3. Highlight the record in the hit list and click the **Select** button.

The selected record will be added to the records clipboard as a tab.

4. Select the **Clipboard / Linked bibliographic records** method.

The **Search – Bibliographic record (COBIB)** window will open, with the number of the authority record from the SGC database already entered.

5. Click the **Find** button and select the appropriate record (or records) from the hit list.

The selected record will be added to the records clipboard as a tab.

#### *Options*

You can search and check the linked bibliographic records in the browser as well.

---

### 10.4.3 Editing procedures

The **Clipboard / Editing procedures** method is available to SGC editors only.

---

### 10.4.4 Showing related objects

The **Clipboard / Show related objects** method makes it possible to navigate among SGC records as, using it, you can access records not linked with the originally selected record and you can add them to the clipboard.

#### *Postopek*

Start out from the **Bibliographic record** window.

1. Select the **Search / SGC** method.  
The **Search – Authority record (SGC)** window will open.
2. Enter the appropriate query and perform the search. The search procedure is described in detail in chapter 4, chapter 9.2 and chapter 10.2.
3. Highlight the desired record in the hit list and click the **Select** button.  
The record you selected will be added as a tab to the records clipboard.
4. Select the **Clipboard / Show related objects** method.  
The record you selected will open in the viewer.
5. In the lower part of the **Related objects** window click the relevant folder with related objects.  
A list with related records from the selected folder will open.
6. Select the record.
7. Click the **Open** button.  
The selected record will be transferred to the upper part of the window.
8. Click the **Select** button.  
The record is added to the clipboard. In the clipboard, both records are displayed, the original one and the one that you selected among the related objects.

#### *Options*

A SGC record can be opened in the viewer also if you have added it to the clipboard of the **Bibliographic record** window first.

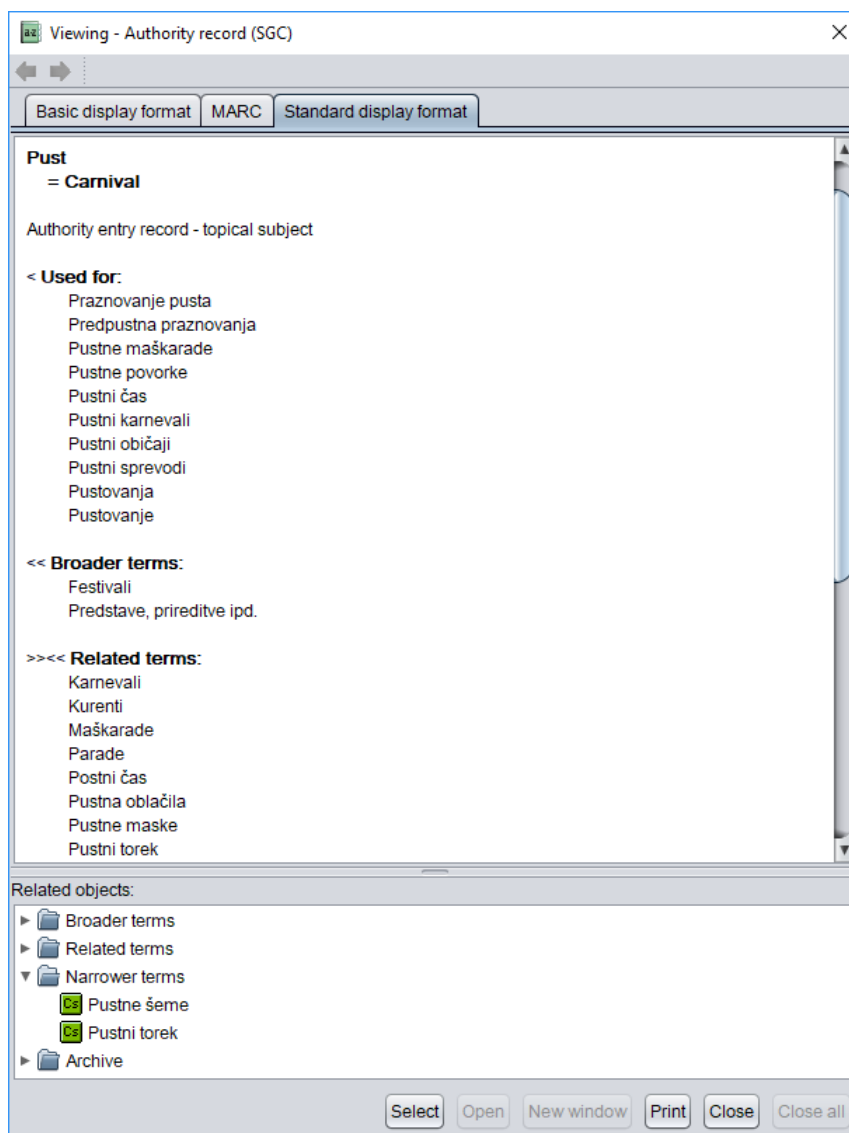


Figure 10.4-1: SGC record in viewer

## 10.4.5 Batch linking of authority and bibliographic records

The **Clipboard / Link with bibliographic records** method enables the linking of subject heading fields (600–609) in several bibliographic records simultaneously.

Subject headings in bibliographic records can also be individually linked to the relevant authority record in the **Bibliographic record** window (see chapter 7.3.4.2.2).



Note:

*To link subject headings in several bibliographic records simultaneously, the **CAT\_LINKAU** and **CAT\_SUBLINK** privileges are required.*

### Procedure

Start out from the **Authority record (SGC)** window.

1. Select the **Search / SGC** method.

The **Search – Authority record (SGC)** window will open.

2. Enter the appropriate query and perform the search. The detailed search procedure is described in chapter 4, chapter 9.2 and chapter 10.2.

The record for the entity you are looking for is among the search results.

3. Highlight the record in the hit list and click the **Select** button.

The selected record will be added to the records clipboard as a tab.

4. Select the relevant tab in the clipboard and then the **Clipboard / Link with bibliographic records** method.



Note:

*The **Link with bibliographic records** method can only be used with verified authority records.*

The **Search – Bibliographic record (COBIB)** window will open. The query made on the basis of the access point from the authority record in the selected tab will automatically be entered under "Expert search".

5. If necessary, change the query and search for the bibliographic records you want to link to the selected authority record. Then click the **Find** button.

Bibliographic records that you want to link will be included in the hit list.

6. You can also perform the search in the local database by clicking the **<local database acronym>** and then the **Find** button.

7. In the hit list, highlight the bibliographic records that you wish to link to the selected authority record. Then click the **Select** button.

The **Linking: running no. nn.** window will open. In the top half of the window, the record version from COBIB is shown in the COMARC/B format, while the right part displays the version from the local database, if it exists. In the lower grey part of the window there is a list of checkboxes with linking options.

Figure 10.4-2: Linking window

8. If you do not want to link the record, proceed to step 10, otherwise proceed to the next step.
9. Click the appropriate checkbox either only in the record from the local database, only in the record from COBIB or in both records. Then, click the **Link** button.

The corresponding data from the authority record is entered in one or both bibliographic records. The new version of the records is loaded in the window while the grey part of the window that shows the list of linking fields is hidden.

During the linking process or when adding a new field, the identification number of the authority record is entered into the bibliographic record in subfield 60X3, and the authorized access point from the authority record is transferred to field 60X. The subfield 2 with the code "SGC" – COBISS.SI general list of subject headings is added as well.



Note:

*In local records and records that are marked for deletion, the **Link** button is inactive.*

10. Click the **Forward** button.

The next of the bibliographic records that you have selected from the hit list will open.

11. To link or add the 60X fields in the remaining bibliographic records, repeat steps from 8 to 10.
12. Once linking is complete, click the **Exit** button. You can also use the button to interrupt the procedure at any time.  
  
The number of linked records in COBIB and in the local database will be displayed in the **Message** window.
13. Use the same tab in the clipboard of the **Authority record (SGC)** window to repeat steps from 4 to 12, if necessary, by searching for all possible variant forms. In this way, you can find other bibliographic records that should be linked to the same authority record.

**Options**

The 60X fields in several bibliographic records can be linked simultaneously to the authority record in the **Bibliographic record** window as well.

## 10.5 SYNCHRONISING BIBLIOGRAPHIC RECORDS WITH AUTHORITY RECORDS

When you enter a SGC authority record identification number to subfield 60X3, the authorized access point from a SGC authority record is transferred to the subject heading field.



Note:

*Variant access points, related access points and authorized access points in other language are not transferred from the SGC authority record to the bibliographic record.*

Every time a bibliographic record is saved, the data is automatically synchronized with the current state in the SGC authority database.

Every night a batch synchronization of bibliographic records in COBIB is also carried out automatically.

A similar program synchronizes bibliographic and authority records in local databases as well. How often the synchronization is carried out depends on the agreement with individual libraries.

The program for synchronization of bibliographic and authority records first looks for all verified authority records that were updated or verified between the date of the last synchronization and the current date.

Then, the program looks for all bibliographic records that contain the identification numbers of these authority records in subfield 3. In these bibliographic records, all fields that contain subfield 3 are synchronized with the corresponding authority records.

The following procedure is carried out:

- If subfield *001a – Record status* in the authority record contains the "d" – *deleted record* code, the program looks for subfield *001x – Replacement record ID*. This subfield contains the identification number of the authority record that will replace the record that is marked for deletion. This identification number is then transferred to subfield 3 in the bibliographic record, whereas the previous content of subfield 3 is transferred to subfield *9 – Previous authority record number*.
- After that the subject heading in each field with an activated authority control is substituted with the authorized access point from the corresponding authority record, i.e., the record, whose identification number is entered in subfield 3.





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## 11 TEMPORARILY SAVED RECORDS

Temporarily saved records are records that were created in the process of automatic or manual saving of bibliographic<sup>1</sup> or authority records. Among the temporarily saved records are also templates for new records that you created by yourself. A temporarily saved record or a template can also be defined as a source of predefined values. All these types of records are saved in separate fields, depending on whether you saved them in the cataloguing user interface in the **Bibliographic record** class, **Authority record (CONOR)** class or **CORES** class.

Subchapters:

- Automatically saved records
- Manually saved records
- Retrieving a record for further editing
- Predefining values
- Renaming a temporarily saved record
- Deleting a temporarily saved record

---

<sup>1</sup> Including records from the CORES database.



## 11.1 AUTOMATICALLY SAVED RECORDS

A record you create or edit is saved automatically in the temporarily saved records file.

Even in case of unexpected malfunctions or errors in the software operation (e.g. communication breakdown) you can recall the record that you were editing but did not manage to save, from the temporarily saved records file.

Automatically saved records are marked with the word "recovery".

Once the error has been fixed, the cataloguer must re-open the cataloguing user interface and find among the temporarily saved records the record he/she was creating or editing before the interruption (see chapter *11.3*).



## 11.2 MANUALLY SAVED RECORDS

Records that you create or edit can also be saved on a temporary basis manually (see chapter 7.1.8); templates for new records can be saved in a similar way (see chapter 8.3.3). Similarly to automatically saved records, these records are saved in the file of temporarily saved records.

Records that you save manually by using the **Record / Save record temporarily** method, are marked with the word "temporary".

Records that were saved to the temporarily saved records file as a template for new records are marked with the word "template".



## 11.3 RETRIEVING A RECORD FOR FURTHER EDITING

Before you continue to edit a temporarily saved record, you have to check for a new record if somebody has already created the record for the same bibliographic resource or entity in the relevant bibliographic or authority database in the meantime. If you do not check this, it is possible that you will create a duplicate record. The same applies if you continue to edit a temporarily saved record. It is possible that somebody had already corrected or updated the record in the meantime.

Temporarily saved records ("recovery" or "temporary") can only be seen by the cataloguers who temporarily saved them, whereas templates for new records ("template") can be seen by all the cataloguers in the same library.

Among the temporarily saved records ("temporary" or "recovery") you can also mark a specific record that will later be used when creating a new record or updating an existing one for entering previously defined values ("default").

### Procedure

1. Select the **Search / Temporarily saved records** method.

The **Temporarily saved records** window will open. The top part of the window contains the list of temporarily saved records including templates for new records. The record you select is displayed in full in the bottom part of the window.

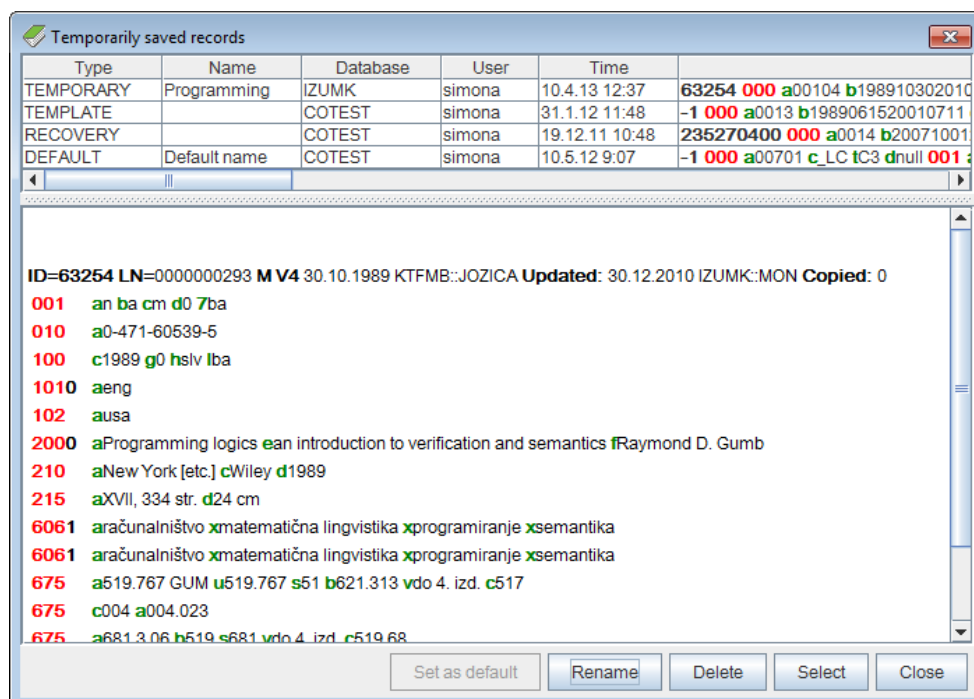


Figure 11.3-1: Temporarily saved records window

The following data is transferred automatically to the temporarily saved records file:

- the file type (*recovery, temporary, template, default*) under "Type",
  - the name of the temporarily saved record or template under "Name"
  - the acronym of the database that you were logged into before the interruption (<local database>, COBIB, <authority database acronym>, CORES) under "Database",
  - the username that was used to login to COBISS3 software under "User"
  - the date (*dd.mm.yy*) and the time (*hh.mm*) of temporary saving under "Time",
  - the complete record with the system field under "Record".
2. Highlight the required record in the list in the top part of the window and click the **Select** button.

The record will be displayed as a tab in the records clipboard.

3. Select the desired tab and use the **Record / Edit record** method.

The record will be loaded into the editor. At the same time the record is validated automatically. If the record contains errors, a window containing a list of errors will open. You can close the window by clicking the **OK** button.

If you wish to continue editing or updating a temporarily saved existing record, the program will not allow you to do this if, in the meantime, the record was changed in the database.



Note:

*The **Record / Edit record** method is not active if another record is already loaded in the editor or if the record selected in the clipboard can only be edited in another cataloguing user interface, i.e. in the cataloguing user interface matching the type of record under the tab.*

4. Correct or update the data in the record as required. Editor options are described in chapter 7.

5. Select the **Record / Save record** method.

If the record contains errors that can be identified automatically, the program notifies you about them. You are also automatically notified about records in the relevant bibliographic or authority database that could be duplicates of the record that you have just been editing.

The record is saved in the relevant bibliographic or authority database.



**Note:**

*Always check and, if possible, correct errors that the program warns you about.*

*A temporarily saved record that you have saved in the relevant database will not be automatically deleted from the temporarily saved records database (see chapter 11.6). You must do it manually. It is recommended that you do this each time when you save a record in the relevant database.*



## 11.4 PREDEFINING VALUES

A record that is saved in the temporarily saved records file can be used as a source of predefined values, which can be used in any input mask.

### *Procedure*

1. Select the **Search / Temporarily saved records** method.

The **Temporarily saved records** window will open with a list of temporarily saved records in the top part of the window (see Figure 11.3-1).

2. Select the desired record in the list and click the **Set as default** button.

Under "Type" *default* is entered, and under "Name" *default value*.

By using the **Edit / Add defined value** method the defined values are transferred from the temporarily saved record.

The defined value is valid until you delete the record from the temporarily saved records file (see chapter 11.6).



Note:

*If you defined a record as the source of defined values, the **Set as default** button becomes inactive.*



## 11.5 RENAMING A TEMPORARILY SAVED RECORD

If necessary, you can rename a record saved in the temporarily saved records file.

### *Procedure*

1. Select the **Search / Temporarily saved records** method.

The **Temporarily saved records** window will open with a list of temporarily saved records in the top part of the window (see Figure 11.3-1).

2. Select the desired record in the list and click the **Rename** button.

The **Name** window will open.

3. Under "New name" enter the desired name.

Click the **OK** button.



## 11.6 DELETING A TEMPORARILY SAVED RECORD

After saving the record in the relevant bibliographic or authority database, you must delete the record that had been automatically or manually saved in the temporarily saved records file from that file.

### *Procedure*

1. Select the **Search / Temporarily saved records** method.

The **Temporarily saved records** window will open with the list of temporarily saved records in the top part of the window (see Figure 11.3-1).

2. Select the desired record from the list and click the **Delete** button.

The program will request deletion confirmation.

3. Click the **Yes** button.

The record will be deleted from the temporarily saved records file.





## 12 WORKING WITH RECORDS IN THE BROWSER

The browser is a component of the COBISS3 user interface and enables access to COBISS3 software modules, classes within each module and individual records. The browser window is divided into several panes.

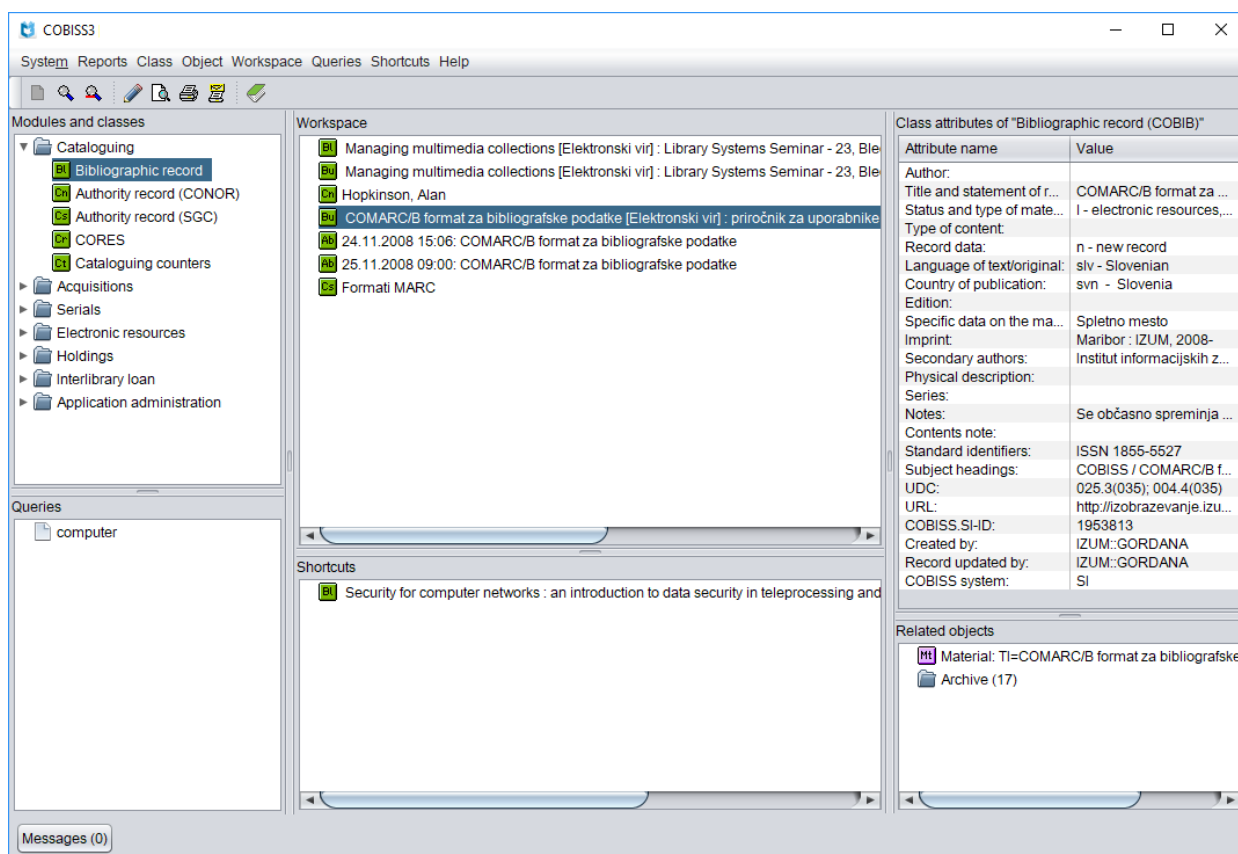


Figure 12-1: Browser – panes

Access to the COBISS3/Cataloguing software module and its classes is possible via the **Modules and classes** pane. Bibliographic and authority records selected after searching, creating or editing are loaded to the

**Workspace** pane where you can further work with them but only to a limited extent. The **Class attributes** pane shows attribute names of the selected record and their values. The **Queries** pane shows search requests created and saved in advance. The list of shortcuts is displayed in the **Shortcuts** pane, whereas links to other records and objects are displayed in the **Related objects** pane.

Subchapters:

- Modules and classes
- Workspace
- Class attributes
- Queries
- Shortcuts
- Related objects

## 12.1 MODULES AND CLASSES

This is the part of the browser window displaying the complete structure of the COBISS3 software.

The following classes are included in the COBISS3/Cataloguing module:

- **Bibliographic record**
- **Authority record (CONOR)**
- **Authority record (SGC)**
- **CORES**
- **Cataloguing counters**

In front of every class name is an icon with its letter designation, "B1" stands for a bibliographic record, "Cn" for a CONOR database authority record, "Cs" for an SGC database authority record, "Cr" for a CORES database record and "Ct" for cataloguing counters. The icon for classes is green and indicates records in the MARC format.

Once you select a class in the COBISS3/Cataloguing software module, you can perform the following methods:

- The **Class / New object** for setting a counter (see chapter 12.1.9) – the method is only available in the **Cataloguing counters** class
- the **Class / Search** method or the **Class / Search by key** method for finding records from the selected class (see chapter 4 or chapter 12.1.1)
- the **Class / Create report from queue** method for sending records from queue to destinations (see *COBISS3 Basic Guidelines User Manual*)
- the **Class / Add to report queue** method for adding selected records to report queue (see *COBISS3 Basic Guidelines User Manual*)
- the **Class / Send** method for sending selected records to destinations (see *COBISS3 Basic Guidelines User Manual*)
- the **Class / Hit list formats** method for defining hit list formats (see chapter 4.5 or chapter 12.1.2)
- the **Class / Cataloguing user interface** method for opening the cataloguing user interface (see chapter 12.1.4)
- the **Class / Prepare records for printing** method for printing several records at once (see chapter 12.1.5) – the method is not available for records from the CORES database
- the **Class / Show database information** method for displaying information on the database (see chapter 12.1.6)
- the **Class / Catalogue** window for searching for material and displaying the selected bibliographic records and corresponding holdings data from the local database in the COMARC format (see

*COBISS3/Interlibrary Loan User Manual*, chapter 2.2 and  
*COBISS3/Loan User Manual*, chapter 4.11)

- the **Class / Export records** method for exporting records in various formats (see chapter 12.1.7) – the method is only available in the **Bibliographic record** class
- the **Class / Typology verification** method for verifying the typology or unlocking an already verified typology (see chapter 12.1.8) – the method is only available in the **Bibliographic record** class
- the **Class / Deleted records** for viewing and printing the list of deleted records for each library (see chapter 12.1.9) – the method is only available in the **Bibliographic record** class
- the **Class / Records updated in COBIB** method for searching and viewing records that were updated in the shared database (see chapter 6.2.1.1) – the method is only available in the **Bibliographic record** class



Tip:

You can also select the methods from the **Class** menu from the shortcut menu.

## 12.1.1 Searching by key

Use the unique record ID (e.g. COBISS.XX-ID for a bibliographic record) to search by key.


### Procedure

1. In the **Modules and classes** pane select the relevant class and then the **Class / Search by key** method.

The **Search by key** window will open.



Tip:

The quickest way to open the **Search by key** window is to press the <F4> key after you selected the class or click the  icon in the toolbar, or double-click the class.

2. Enter the record ID for the bibliographic or authority record.
3. Click the **OK** button.

The record is loaded to the workspace.

Note:

*In the **Bibliographic record** class you can search by key only on the basis of IDs of bibliographic records that are in the local database.*

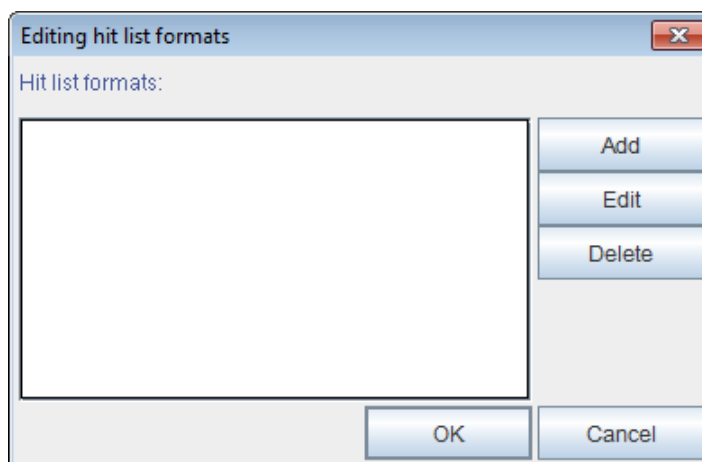
## 12.1.2 Hit list formats and predefined attributes

For each class you can define different format types in the browser, which you can use to display the hit lists in the search window.

### *Procedure*

1. In the **Modules and classes** pane, select the desired class and then select the **Class / Hit list formats** method.

The **Editing hit list formats** window will open with a list of formats that were previously defined. In the beginning, the list is empty.



**Figure 12.1-1: Editing hit list formats window**

2. Add a new hit list format or edit (see chapter 12.1.2.1) or delete (see chapter 12.1.2.2) the existing one.
3. Click the **OK** button.



Note:

*The defined hit list formats are bound to your username.*

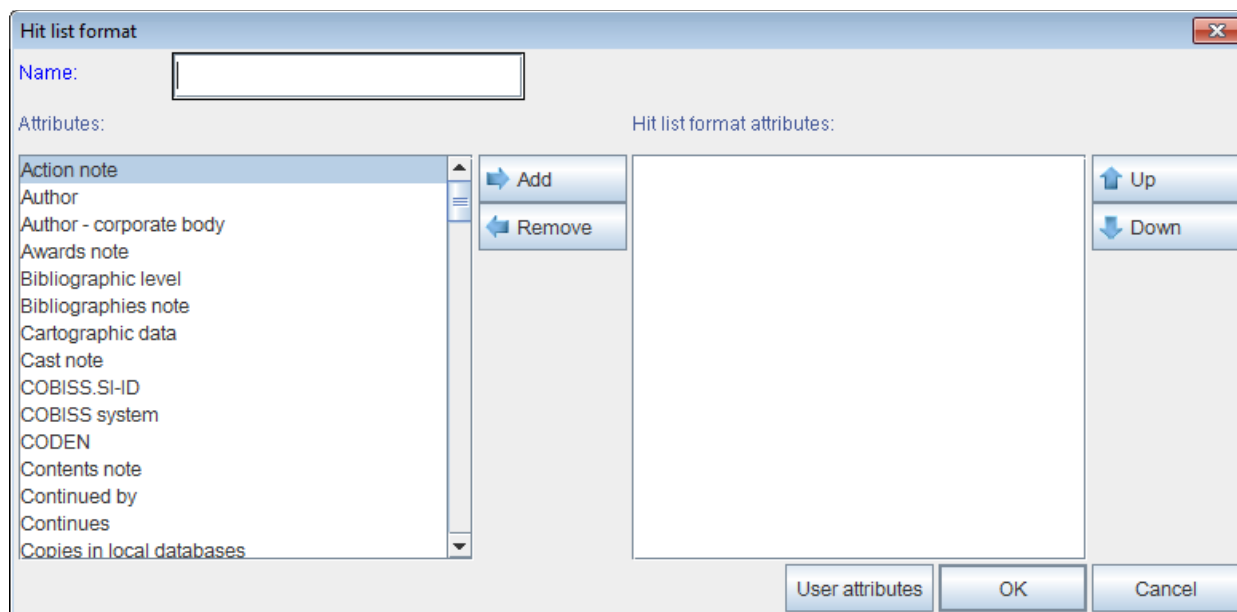
### 12.1.2.1 Adding and changing hit list formats

The list of hit list formats that you defined for each class can be updated with a new format, or an already defined format can be changed.

### *Procedure*

1. To **add** a new format, click the **Add** button in the **Editing hit list formats** window; to **change** an already defined format, click the **Edit** button.

The **Hit list format** window will open.



**Figure 12.1-2: Hit list formats window**

2. Under "Name" enter or change the format name.
3. Define the format attributes.

If you wish to **add** an attribute to the hit list format attributes, select it in the "Attributes" list and click the **Add** button.

If you wish to **remove** an attribute from the hit list format attributes, select it in the "Attributes" list and click the **Remove** button.

4. If necessary, sort the hit list format attributes. To move an attribute up or down, select it and click the **Up** or **Down** button.



**Tip:**

If you wish to define additional attributes or change or delete the additionally defined attributes, click the **User attributes** button. The **User attributes** window will open where you can add or change attributes (see chapter 12.1.3.1) or delete them (see chapter 12.1.3.4).

5. Click the **OK** button.

The lists of previously defined attributes with the corresponding fields and subfields from which data can be display in the hit lists in bibliographic databases, authority databases and the CORES database can be found in the appendices *E.1*, *E.2*, *E.3* and *G.9*.

### 12.1.2.2 Deleting hit list formats

Hit list formats can be deleted in the **Editing hit list format** window.

**Procedure**

1. Select the format from "Hit list formats" list. The selected line in the list will become highlighted.
2. Click the **Delete** button.  
The **Confirm** window will open with the question: "Are you sure you want to delete?"
3. Click the **Yes** button.

---

### 12.1.3 Hit list formats and attributes defined by the user

In addition to predefined attributes, you can also define your own attributes for hit list formats by clicking the **User attributes** button in the **Hit list formats** window.

The **User attributes** window will open.

#### 12.1.3.1 Adding and changing attributes defined by the user

Attributes defined by the user are edited in the **User attributes** window. In the beginning, the list is empty. For the previously defined attributes, the following data is displayed:

- under "Name" – name of attribute defined by the user
- under "Format data" – fields and subfields of each attribute

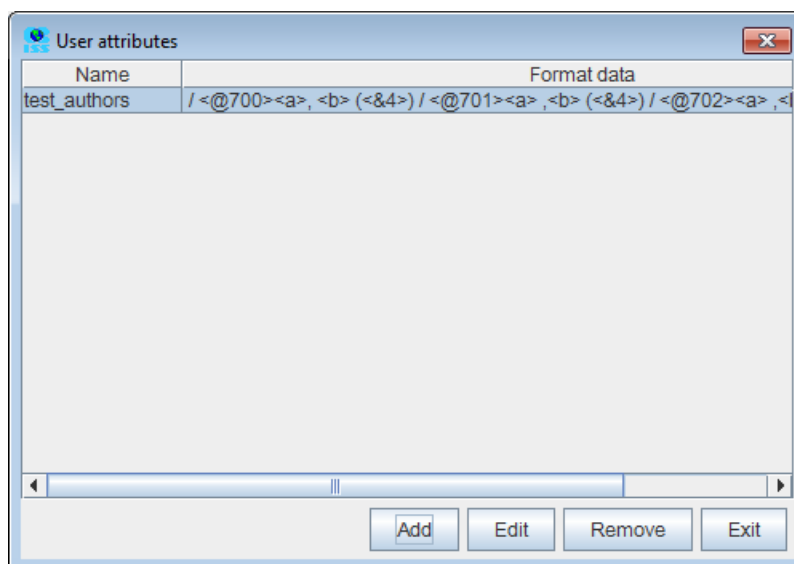


Figure 12.1-3: User attributes window

**Procedure**

1. To **add** a new user attribute, click the **Add** button, to **change** a predefined user attribute that you selected in the list, click the **Edit** button.

The **Hit list format attribute** window will open.

**Figure 12.1-4: Hit list format attribute window**

The "List of fields" contains fields that were already added to the attribute. In the beginning, the list is empty. It is not possible to enter data directly into the list. The list can be updated (see chapter 12.1.3.2). If you select a row in the list, the data is transferred to the entry fields under "Field", "Separator", "Subfields" and "Order of subfields defined".

Under "Format data" the whole format defined by the user is displayed. In the beginning, the field is empty.

2. Under "Name" enter or change the attribute name.
3. Under "Field" enter the field number.
4. Under "Separator" enter what you wish to add before the field in the hit list display. You can use one or several characters. The default separator is the "/" sign (see chapter 12.1.3.3).



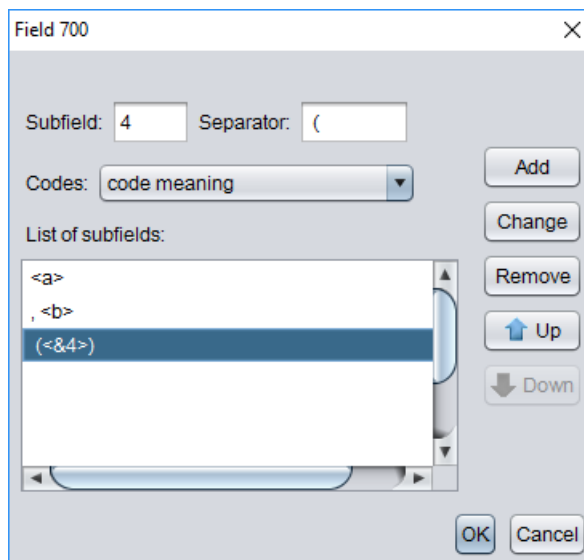
Note:

*The default separator "/" automatically has a space added before and after it.*



- Next to the **Subfields** button is the list of predefined subfields. In the beginning, the field is empty. Click the **Subfields** button.

The **Field ???** window will open. The "???" characters represent the numbers of the field included in the format.



**Figure 12.1-5: Field ??? window**

The "List of subfields" includes subfields that you already added to the field. In the beginning the list is empty. It is not possible to add data directly into the list. The list can be updated (see chapter 12.1.3.2). If you select a row in the list, the data is transferred to the entry fields under "Subfield", "Separator" and "Codes".

- Under "Subfield" enter the subfield designation.
- Under "Separator" enter what you wish to add before the subfield in the hit list format. You can use one or several characters. The default separator is the ";" sign (see chapter 12.1.3.3).



Note:

*The default separator ";" automatically has a space added before and after it.*

- The drop-down list under "Codes" is used only for coded subfields. Use it to select a hit list format to display a coded subfield.
- Once you add all the subfields for the hit list format to the list, click the **OK** button.

Return to the **Hit list format attribute** window.

- If you wish to display the subfields in the same order as they were defined in the attribute, the checkbox under "Order of subfields defined" must be ticked.
- Once you add all the fields to be displayed, click the **OK** button.

Return to the **User attributes** window.

12. To exit the **User attributes** window, click the **Exit** button.

### 12.1.3.2 Editing lists of fields and subfields

This procedure describes how to add, change or delete rows under "List of fields" in the **Hit list format attribute** window and the rows under "List of subfields" in the **Field ???** window.

#### *Procedure*

1. To **add** a field (subfield) to the list, click the **Add** button.

The data under "Field", "Separator", "Subfields" and "Order of subfields defined" ("Subfields", "Separator" and "Codes") is added to the bottom of the list.

2. To **change** a field (subfield) in the list, select the field (subfield) first, and then click the **Change** button.

3. If necessary, edit the order of fields (subfields) in the list. To move a field (subfield) up or down a row, select it and click the **Up** or **Down** button.

4. To **delete** a field (subfield) in the list, select the field (subfield) first, and then click the **Remove** button.

### 12.1.3.3 Rules for displaying user defined attributes

To the "List of fields" in the **Hit list format attribute** window the data is transferred from the entry fields under "Field", "Separator", "Subfields" and the data from the "Order of subfields defined" checkbox.

Each row has the following form:

- **Separator** + "<@" + **Field** + ">" + **Subfields**

The "@" sign means that you ticked the checkbox under "Order of subfields defined". If the checkbox has not been ticked, the "@" sign before the field designation will not be displayed.

Under "Subfields" all elements from the list of subfields from the **Field ???** window are displayed in one row. The individual element comprises data that is transferred from the entry fields under "Subfield", "Separator" and "Codes".

The form of every row depends on the values selected in the drop-down list under "Codes":

- **Separator** + "<" + **Subfield** + ">" if the selected value is *code*
- **Separator** + "<&" + **Subfield** + ">" if the selected value is *code meaning*
- **Separator** + "<%" + **Subfield** + ">" if the selected value is *code and code meaning*

**Tip:**

If you wish that the data is displayed with spacing, then the spaces must be part of the separator.

The following rules apply when displaying data:

- The defined separators are always displayed in front of the field or subfield.
- If the defined separator is brackets – "(" or "[" or "{", the second bracket is added automatically after the field or subfield – ")" or "]" or "}".
- Before the first field in the display there is no separator regardless of the separator you entered for the field. The separator you specified for the first field will only be displayed for field repetitions.
- Before the first subfield in the field there is no separator regardless of the separator you entered for the subfield. The separator you specified for the first subfield will only be displayed for subfield repetitions.
- If the "Order of subfields defined" checkbox is ticked, the order of subfields is taken into account, as we defined it in the attribute; otherwise subfields are displayed in the same order as in the record.
- The drop-down list under "Codes" influences the display of coded data. The possible values are:
  - *code* – the subfield content is displayed
  - *code meaning* – the value from the code list is displayed
  - *code and code meaning* – the subfield content is displayed, followed by "-", followed by the value from the code list

**Example:**

If you wish to display the authors with relator codes in the search window, define the attributes as follows:

/ <@700><a>, <b> (<&4>)

/ <@701><a>, <b> (<&4>)

/ <@702>/<a>, <b> (<%4>)

COMARC format display:

701 **a**Menart **b**Janez **4070**

701 **a**Kovič **b**Kajetan **4070**

701 **a**Zlobec **b**Ciril **4070**

701 **a**Pavček **b**Tone **4070**

702 **a**Moder **b**Janko **4730**

Display of attributes in the search window:

Menart, Janez (author) / Kovič, Kajetan (author) / Zlobec, Ciril (author) / Pavček, Tone (author) / Moder, Janko (730 – translator)

### 12.1.3.4 Deleting user defined attributes

User defined attributes can be deleted in the **User attributes** window.

#### *Procedure*

1. In the list of user defined attributes, click the attribute to select it. The attribute will become highlighted.
2. Click the **Remove** button.  
The attribute is removed from the list.

---

### 12.1.4 Opening the cataloguing user interface

Open the cataloguing user interface in the browser.



#### *Procedure*

1. In the **Modules and classes** pane select the relevant class and then the **Class / Cataloguing user interface** method.

The **Bibliographic record** or **Authority record (CONOR)** or **CORES** window will open.



Tip:

The quickest way to open the **Bibliographic record** or the **CORES** window is to click the  icon in the toolbar after you selected the class. The quickest way to open the **Authority record (CONOR)** window is to click the  icon.

---

### 12.1.5 Preparing records for printing

In the browser you can find and select several records and print them at once.

#### *Procedure*

1. In the **Modules and classes** pane, select the desired class and select the **Class / Prepare records for printing** method.

The **Search – Bibliographic record (<local database acronym>)** window, the **Authority record (CONOR)** window or the **Authority record (SGC)** window will open.

2. Enter the appropriate query and perform the search. The detailed search procedure is described in chapter 4, chapter 9.2 and chapter 10.2.
3. Select the desired record(s) in the hit list and click the **Select** button.  
The **Print records** window will open.
4. Next, follow steps from 3 to 6 of the procedure described in chapter 6.7.4.

---

## 12.1.6 Showing database information

You can show database properties in the browser. In the **Bibliographic record** class, only local database properties are displayed.

### *Procedure*

1. In the **Modules and classes** pane, select the desired class and select the **Class / Show database information** method.

The **Message** window will open, displaying the following information:

- (local) database acronym
- number of records in the (local) database
- number of records, created in the (local) database

2. Click the **OK** button.

---

## 12.1.7 Exporting records

In the browser you can find and export records in various formats (e.g. MARC 21, MARCXML (MARC 21 in xml), Dublin Core etc.). The export of bibliographic records takes place from the local database.

To export records, the CAT\_EXPORT privilege is required.



Note:

*Records can be exported by libraries that especially requested to do so.*

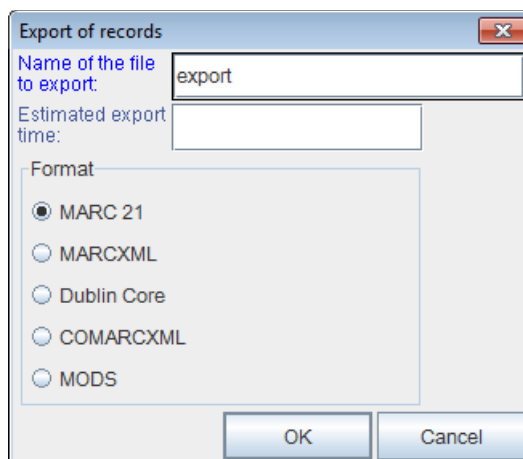
### *Procedure*

1. In the **Modules and classes** pane, select the **Bibliographic record** class and then the **Class / Export records** method.

The **Search – Bibliographic record (<local database acronym>)** window will open.

2. Enter the search query and perform the search.
3. Highlight the desired record(s) and click the **Select** button. To select all found records (without highlighting), click the **Select all** button.

The **Export of records** window will open:



**Figure 12.1-6: Export records window**

4. Under "Name of the file to export" enter the name of the file to which the records will be saved. The name *export* is entered automatically, but it can be changed. If you enter a file name that already exists the software will alert you.
5. Under "Estimated export time" enter and/or set up the date and time when the export will be performed (dd.mm.yyyy hh:mm:ss). If you do not fill in the entry field, the export process will start immediately.

If you enter a later time when the export will be performed, the export is saved to jobs. Stored jobs can be edited or deleted at a later time (the procedure of editing jobs is described in the *COBISS3 Basic Guidelines* user manual).



**Tip:**

The time of activating the preparation of exporting data is usually set up for larger exports (> 50 000 records) as it is recommended to prepare them outside office hours.

The keys <D>, <W> and <M> enable automatic data entry.

By pressing the <D> key, the current date and time are transferred to the field. Each time you press the button again, the date entered is more recent by one day.

By pressing the <W> key, the date and time entered will be by one week more recent than the current date. Each time you press the button again, the date entered is more recent by one week.

By pressing the <M> key, the date and time entered will be by one month more recent than the current date. Each time you press the button again, the date entered is more recent by one month.

To delete the entered time and date, press the space bar.

6. Under "Format" select the format in which you will export the records:

- *MARC 21* for exporting in MARC 21 format<sup>1</sup> (ISO 2709 structure)
- *MARCXML* for exporting in MARC 21 format<sup>2</sup> (xml structure)
- *Dublin Core* for exporting in Dublin Core format<sup>3</sup>
- *COMARCXML* for exporting in COMARC format (xml structure)
- *MODS* for exporting in MODS format<sup>4</sup>

7. Click the **OK** button.

The message will be displayed saying that the procedure of exporting records in the selected format has begun and the message that you will receive an e-mail when the procedure is finished. To close the window, click the **OK** button.



Note:

*Only one procedure of exporting records can be carried out in the library at the same time.*

*If you start another procedure while the procedure is still **going on**, you will receive a notification that will alert you that you must wait with the procedure until the first procedure is finished. The message also includes the name of the user who started the export, the name of the file and the time when the procedure started. To close the window, click the **OK** button.*

*If the procedure for exporting records is **not going on yet** (it is prepared, but will start later), but you start another procedure, you will receive a notification asking you to decide whether you wish to cancel the first procedure and start a new one (**Yes** button) or perform the first procedure (**No** button). The message also includes the name of the user who started the export, the name of the file and the intended time for starting the procedure.*

When the procedure for exporting records is finished, you will receive a notification by e-mail. It will also include the location of the file with these records.

Find the file where the records for exporting are saved. The file is compressed (zip) and can be type *mrc* or *xml*.

### Options

The export of records to the formats MARC 21 and Dublin Core via the COBISS3/Reports software module is intended for exporting up to 2000 records. The exports from the **Bibliographic record** class are intended for a larger number of records.

## 12.1.8 Typology verification

You can verify and lock a typology, or unlock an already locked typology. This can be done only in COBIB.

<sup>1</sup> <http://www.loc.gov/marc/bibliographic/ecbdhome.html>

<sup>2</sup> <http://www.loc.gov/standards/marcxml/>

<sup>3</sup> <http://dublincore.org/>

<sup>4</sup> <http://www.loc.gov/standards/mods/>



Note:

*When the subfield with typology is locked, the contents of field 970 cannot be changed any more.*

To verify a typology, the CAT\_LOCKTD privilege is required.

### **Procedure**

1. In the **Modules and classes** pane, select the **Bibliographic record** class and then the **Class / Typology verification** method.

The **Search – Bibliographic record (COBIB)** window will open.

2. Enter the search query and perform the search.
3. Highlight the desired record(s) and click the **Select** button.

The **Typology verification: running no. nn** window will open. In the top part of the window, the first of your selected records will be displayed in the COMARC/B format, whereas in the lower part of the window, the typology (if it exists in the record) will be displayed or the space will remain blank.

4. If you wish to verify and lock the typology, click the **Lock** button. If you wish to unlock an already verified typology, click the **Unlock** button.

A corresponding message will appear in the lower part of the window.

5. Click the **Forward** button.

The next bibliographic record you selected from the hit list will be displayed.

6. Once you are finished locking and/or unlocking the typologies, click the **Exit** button. By pressing this button, you can abort the procedure at any time.

The number of edited records will be displayed in the **Message** window.

---

## **12.1.9 Deleted records**

Bibliographic records that were deleted in an individual library can be searched for by cataloguers of this library who can check, who and when deleted the record and if the record was only deleted from the local database or also from COBIB.

### **Procedure**

1. In the **Modules and classes** pane, select the **Bibliographic record** class and then the **Class / Deleted records** method.

The **Search – Deleted records** window will open.

2. Enter the search query and perform the search.



**Tip:**

Under "Deletion date", the time period of the last year is already entered automatically, but can be changed.

3. If you wish to use the search results for further processing or print them, you can copy them to an Excel file.

---

## 12.1.10 Counters

You can set up counters for individual subfields in the bibliographic and authority databases.

To set up and edit counters, the CAT\_EDITTYPE privilege is required.

### 12.1.10.1 Adding a counter

Depending on the demand, set up as many counters as you need for setting individual numbers.

***Procedure***

1. Select the **Cataloguing counters** class.
2. Select the **Class / New object** method.

The **Cataloguing counters** window will open.

**Figure 12.1-7: Cataloguing counters window**

3. Under "Name" type in a short name for the counter.
4. Under "Type of record" select the type of record (e.g. bibliographic record) from the drop-down list.
5. Under "Subfield" enter the subfield in which it is possible to start the counter (e.g. 020b, 021b, etc.).
6. Under "Next value" enter the next number that will be copied from the counter to the subfield.
7. Under "Maximum value" enter the maximum number of the counter.
8. Under "Length" define the number of digits that the number consists of, including the leading zeros in the beginning. If you do not enter the length, the number is entered to the subfield without leading zeros.



Note:

*The largest number of digits permitted is 10.*

9. Under "Prefix" you can enter text that will be entered into the subfield in front of the number. It is also possible to enter designations to the entry field, which enable the automatic entry of the current date to an individual subfield:
  - <YYYY> – year (e.g. 2014)

- <YY> – year (e.g. 14)
  - <MM> – month
  - <DD> – day
10. To enter a note, click the **Note** button.
  11. When you wish to enable the use of the counter, tick the "Activity" checkbox.
  12. Enter the conditions for selecting the counter (see chapter 12.1.10.1.1).
  13. To save the data, click the **OK** button.



Example:

If you enter e.g. *M<YYYY><MM>* under "Prefix" and the record fulfills the condition e.g. 001c = m, the current year (e.g. 2014) and current month (e.g. 05) are entered to a certain subfield after prefix M along with a four digit number from the counter (e.g. M2014050001).

#### 12.1.10.1.1 Entering numbering conditions

If you wish that the software offers a certain counter, the record must meet the numbering conditions. The software will offer the counter for the record that meets all the required conditions (defined subfield and its value).

#### Procedure

1. In the **Cataloguing counters** window, click the **New object** button.

The **Condition** window will open for adding the subfield and its value.

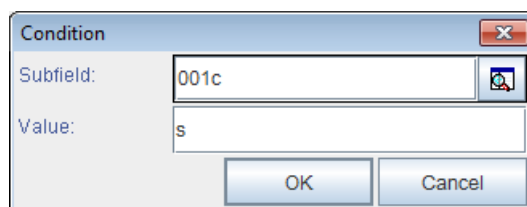


Figure 12.1–8: Entering numbering conditions

2. Under "Subfield" select the subfield from the code list.
3. Under "Value" enter the value for the selected subfield from the code list.
4. Click the **OK** button.
5. If you wish, you can now enter the next condition as described in steps 1 to 4.



## 12.2 WORKSPACE

The workspace is the part of the browser window where bibliographic and authority records that you create, edit or select after searching are loaded. In the workspace you can further work with these records.

In front of the record identification data is an icon that indicates the type of record: "Bl" – Bibliographic record from the local database, "Bu" – Bibliographic record from the COBIB database, "Cn" – Authority record from the CONOR database, "Cs" – Authority record from the SGC database, "Cr" – Record from the CORES database, "Ab" – Archive bibliographic record and "An" – Archive authority record.

---

### 12.2.1 Loading records

When you start up the COBISS3 software the workspace is empty. While you work, records are loaded to the workspace, which you:

- created
- edited
- selected from the hit list if you opened the search window in the browser
- selected from the related objects
- selected from the record shortcuts

Every added record is placed at the bottom of the list of loaded records on your workspace and is highlighted. If the record is already in the workspace, it will not load again, but will only be highlighted. If the record is marked for deletion (001a = "d") or splitting (001a = "r"), it is displayed in grey. Also displayed in grey are authority records from the SGC database that are in preparation.

---

### 12.2.2 Selecting records

On your workspace you can select records for further processing. To select a record, click the icon or the identification data from the record. The selected record will be highlighted. In the **Class attributes** pane, the attributes and attribute values for the selected record will be displayed. In the **Related objects** pane, the records related to the selected record will be displayed.

After you select the record on your workspace, the following methods are available:

- the **Object / Edit** method for loading the record to the records clipboard in the cataloguing user interface (instead of selecting the method, you can also double-click the record)
- the **Object / Show** method for viewing the selected record or its related

record

- the **Object / Add to shortcuts** method for adding the record to the shortcuts (see chapter 12.5.1)
- the **Object / Remove selected object** method for removing a record from the workspace (see *COBISS3 Basic Guidelines User Manual*)
- the **Object / Print** method for sending the record to the default destination (printer) (see *COBISS3 Basic Guidelines User Manual*)
- the **Object / Send** method for sending the record to the default destination (printer or e-mail address) (see *COBISS3 Basic Guidelines User Manual*)
- the **Object / Add to report queue** method for adding the record to the report queue (see *COBISS3 Basic Guidelines User Manual*)
- the **Object / Validate record** method for checking if the record contains (automatically detectable) errors (see chapter 6.4 and chapter 7.1.7)
- the **Object / Compare record** method for comparing records (see chapter 6.5)
- the **Object / Show version of the record from the local database** method for adding the corresponding record from the local database (see chapter 6.2.2.2)
- the **Object / Show COBIB version of the record** method for adding the corresponding record from COBIB (see chapter 6.2.2.1)
- the **Object / Prepare records for printing** method for printing several records at once (see chapter 12.1.5)
- the **Object / Show list of libraries** method for displaying a list of local databases and holdings by libraries (see chapter 6.7.5)
- the **Object / Check duplicates** method for checking if the selected record is a duplicate of an existing record or records in COBIB (see chapter 6.7.6)
- the **Object / Add digital content to dCOBISS** method for adding digital content (e.g. pictures, sound, PDF files, etc.) to the bibliographic record (see *COBISS3/Holdings User Manual*, chapter 16)
- the **Object / Archive display** for displaying a list of archived versions of the record (see chapter 6.7.7)

Once you have selected the record on the workspace, you can use the following methods in addition to the methods above, which are common to both bibliographic and authority records:

- the **Object / Adopt record** method for assuming responsibility for the data in the authority record (see chapter 9.4.1) – the method is available only for authority records from the CONOR database
- the **Object / Unadopt record** method for abandoning responsibility for the authority record (see chapter 9.4.2 and chapter 10.4.1)

- the **Object / Link with bibliographic records** method for batch linking of authority records with bibliographic records (see chapter 9.4.3 and chapter 10.4.5)
- the **Object / Linked bibliographic records** method for searching and displaying bibliographic records that are linked to the authority record (see chapter 9.4.4 and chapter 10.4.2)
- the **Object / Editing procedures** method for verifying authority records from the SGC database – the method is available only for authority records from the SGC database



**Tip:**

The methods from the **Object** menu can also be selected from the shortcut menu.





## 12.3 CLASS ATTRIBUTES

The part of the browser window where the attribute names of the selected record and their values (if the data exists) are displayed once you select the record on your workspace.

Using the key combination <Ctrl> + <C>, only the selected text can be copied from this part of the window to the clipboard.



Note:

*The data in this part of the window cannot be changed.*



## 12.4 QUERIES

This part of the browser window contains previously prepared and saved search requests – *queries*. After you select the class, all the queries you saved when searching in the search window will be displayed in this part of the window (see also chapter 4 and chapter 4.3).



Note:

*Queries are saved and displayed for each individual username.*

The procedure of using, renaming and deleting queries is described in the *COBISS3 Basic Guidelines User Manual*.



## 12.5 SHORTCUTS

This part of the browser window contains a list of shortcuts to the records you can select in the browser without prior searching.



Note:

*Shortcuts are saved and displayed for each user individually.*

---

### 12.5.1 Adding a record to shortcuts

You can add a record to the shortcuts.

#### *Procedure*

1. Select the record on your workspace.
2. Select the **Object / Add to shortcuts** method.  
The **Shortcut** window will open.
3. Specify the name of the shortcut.
4. Click the **OK** button.

The new shortcut will be listed at the bottom of the shortcuts list.

#### *Options*

An individual record from the workspace can also be added to shortcuts by dragging it with the mouse to the shortcuts pane in the browser.

If you select several records on the workspace, you can add them to shortcuts simultaneously by holding the <Ctrl> key and dragging them with the use of the right mouse button to the shortcuts pane.

---

### 12.5.2 Using a shortcut

You can transfer a record from the shortcuts pane to the workspace.

#### *Procedure*

1. In the shortcuts pane, click on the shortcut.
2. Select the **Shortcuts / Add object to workspace** method.

#### *Options*

You can also load an individual record to the workspace if you double-click its shortcut or drag it with the mouse to the workspace.

If you select several records in the shortcuts pane in the browser, you can add them to the workspace simultaneously by holding the <Ctrl> key and dragging them with the use of the right mouse button to the workspace.

The procedure of renaming and deleting shortcuts and viewing record properties in the shortcuts is described in the *COBISS3 Basic Guidelines User Manual*.

## 12.6 RELATED OBJECTS

This part of the window displays the objects that are related to the selected record.

For the **Bibliographic record** class, the following relations are added:

- from the record for the article to the record for the resource
- from the record for the continuing resource to the records for related continuing resources
- from the record for the monograph or continuing resource to the records for component parts



Note:

*If a monograph or continuing resource contains more than 1000 articles and/or component parts, it is possible to display up to 999 records in the **Component parts (nnn)** window.*

- from the object of the bibliographic record to the object for the material that is used for linking with local applications
- from the bibliographic record to the corresponding authority records
- from the bibliographic record from the COBIB database to the corresponding archive records
- from the bibliographic record to the records for Internet links from the ELINKS database

In the **Authority record (CONOR)** class, the following relation is added:

- from the authority record to the corresponding archive records

In the **Authority record (SGC)** class, the following relations are added:

- from the authority record to the corresponding archive records
- from the authority record to the authority records for broader terms
- from the authority record to the authority records for related terms
- from the authority record to the authority records for narrower terms





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## **13      MULTI-SCRIPT RECORDS**

The COBISS3 software enables entering text into bibliographic and authority records in any script within the UNICODE character set.

Subchapters:

- Cataloguing in Latin script
- Cataloguing in Cyrillic or a combination of Cyrillic and Latin scripts



## 13.1 CATALOGUING IN LATIN SCRIPT

In COBISS systems in countries that use only Latin script, cataloguing is done in Latin script. This means that the data, which is entered in the language of cataloguing (e.g., notes), is written in Latin script in the records, whereas other data can be written in foreign scripts as well (e.g., the name of the author written in the source script). The decision on which data is entered in the source script and which is transliterated is within the competence of the individual national centres.

---

### 13.1.1 Data entry

To enter data correctly, you will need a standard keyboard and the relevant keyboard settings for each language in the Windows system. Use the keyboard to enter all the letters for each language, other characters on the keyboard and characters that are entered by using a combination of a character and a letter (e.g. <Alt Gr> + <¨> + <A> displays Ä). In libraries where most of the material is in a foreign language you can set up the keyboard so that it also supports other languages. A properly set up keyboard enables the entry of most letters, and you can also help yourself with the **COBISS character set** window (see chapter 7.3.1.1), where you will find the most commonly used characters of the Latin script.

---

### 13.1.2 Searching for data

When searching for text data in Latin script you can use the basic letter set or letters with diacritics.

The exception is the phrase search for access points in CONOR authority records, where you must always use letters with diacritics in the search request.

When searching for data written in a foreign script, you must write the search request in the foreign script as well.



## 13.2 CATALOGUING IN CYRILLIC OR A COMBINATION OF CYRILLIC AND LATIN SCRIPTS

In COBISS systems in countries that use the Cyrillic script, cataloguing can be done in Cyrillic, Latin or a combination of both scripts.

Data from bibliographic resources in languages that use Cyrillic and Latin script is copied to bibliographic records in the source script. Data in other languages can be transliterated into Latin script or transcribed in the source script. The decision on which data is entered in the source script and which is transliterated is within the competence of the individual national centres.

In COBISS systems where the cataloguing language is written exclusively in Cyrillic script (e.g. Bulgarian, Macedonian), notes and other data are entered in Cyrillic script. In COBISS systems where the cataloguing language is written in two scripts (e.g. Serbian), the notes and other related data in the cataloguing language are written in the same script as the main part of the bibliographic description.

Personal and subject headings can be entered into bibliographic records uncontrolled or under authority control. The script of uncontrolled headings as well as their alternative forms is defined by the local cataloguing rules.

The entry of headings under authority control is done via authority records with access points in alternative scripts, in Cyrillic and Latin script.

---

### 13.2.1 Data entry

In COBISS systems where personal headings are written in both scripts and the entry of personal names under authority control has not been established yet, there is an agreement about the mandatory entry of the personal heading also in the alternative script in the corresponding fields as follows:

- 90X (2nd ind. = 0, 3) in Latin script
- 90X (2nd ind. = 1, 4) in Cyrillic script

By using the **Edit / Convert to Latin** method and the **Edit / Convert to Serbian/Macedonian Cyrillic** method you can automatically convert the content of the subfield or a part of the content from Cyrillic into Latin script and vice versa (see chapter 7.3.1, item 4).



Note:

*Once you select the entry in a specific script, make sure that all characters of this script are used consistently.*

*Letters from Latin script should not be replaced with similar letters from Cyrillic script and vice versa!*

Even though coded data is generally in Latin script, codes can also be entered in Cyrillic. Upon entry in Cyrillic, the code is automatically converted to Latin script.

If you search for codes in the code list in a specific window, the search request must be entered in the script of the code or its meaning.



Note:

*Codes that include letters x, y, w, q are only written in Latin script.*

### 13.2.1.1 Entry into fields under authority control

In the COBISS system, the repeatable fields 70X are used to enter headings in several scripts in the bibliographic record; the fields are under authority control (see chapter 13.2.1.2).

The general rules for entering data into fields under authority control are described in chapter 7.3.4.1. This chapter only includes the special characteristics due to the use of Cyrillic script:

- In subfield 3 of the field for the personal heading within the bibliographic record as well as in the entry field within the **Linking to CONOR.XX records** window you can enter the search request in Cyrillic or Latin script. The following factors have an impact on search precision:
  - whether the authority record contains alternative access points in Cyrillic and Latin script, which you should pay special attention to in the case of foreign names
  - whether you use word or phrasal search
 

Word search enables the entry of the search request with basic characters (e.g. Viola König or Муп Пеиг\* **and not** Viola König or Муп Пейт\*), whereas phrasal search requires precise entry of the search request using diacritics (e.g. "König, Viola" **and not** "Konig, Viola").

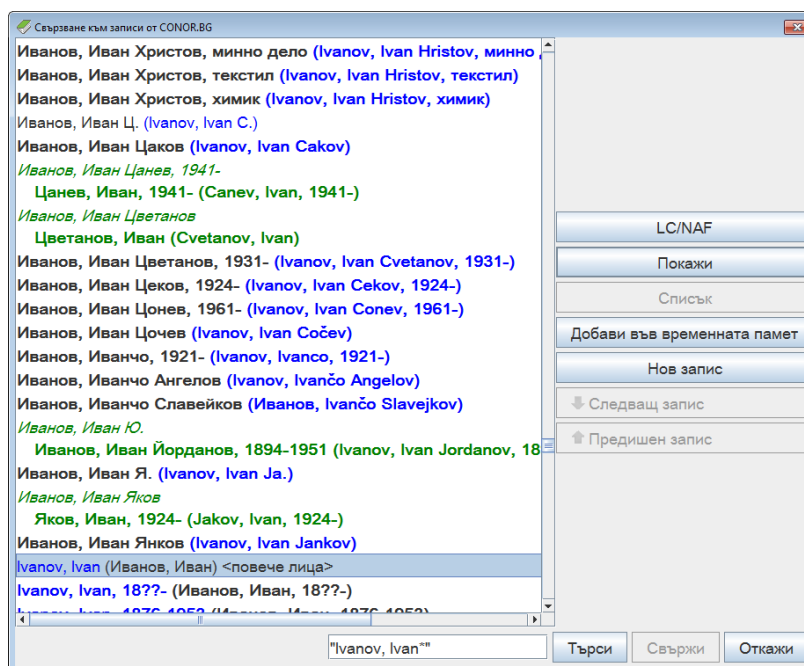


Tip:

If you did not get the desired result after entering your search request, you can repeat the search by entering the alternative form in another script and/or another known form of the name.

- The list of personal names from the CONOR.XX database is displayed as follows:
  - The access points in the list are sorted as follows: first come the access points written in Cyrillic and sorted by Cyrillic alphabet (azbuka), followed by alphabetically sorted access points written in Latin script.
  - **Authorized access points in alternative scripts** are displayed together, the Cyrillic form in black and the Latin form in blue.
  - **Variant access points** together with the additional information on the corresponding authorized access point are displayed in green.

- **Alternative access points in another language** are displayed together with the additional information on the corresponding authorized access points, created in alternative scripts.



**Figure 13.2-1: Example of a window for linking with records from CONOR.BG**

- Special attention must be paid to authorized access points that are only in one script. The script of the selected access point must correspond to the language and script of the work you are cataloguing. A software control will prevent the entry of an unsuitable heading to the bibliographic record. In this case, repeat the search and update the authority record according to the instructions in chapter 7.3.4.1.1, item 4.
- Once you click the **Link** button, the following data is copied to the bibliographic record:
  - Personal heading in parallel in two scripts, if the authority record contains alternative access points. If the authority record contains the authorized access point in only one script, the personal heading in one script is copied to the bibliographic record.
  - Copied in the first place from the pair is the personal heading in the script, which corresponds to the script of the main title proper in the bibliographic record. For the COBISS.SR, COBISS.CG and COBISS.RS systems, it applies that in the case of works in Serbian, the personal heading in Cyrillic script is in the first place.
  - All other access points from the authority record. In the COBISS.BG system the access point from field 700 in the authority record is copied to field 904 in the bibliographic record.

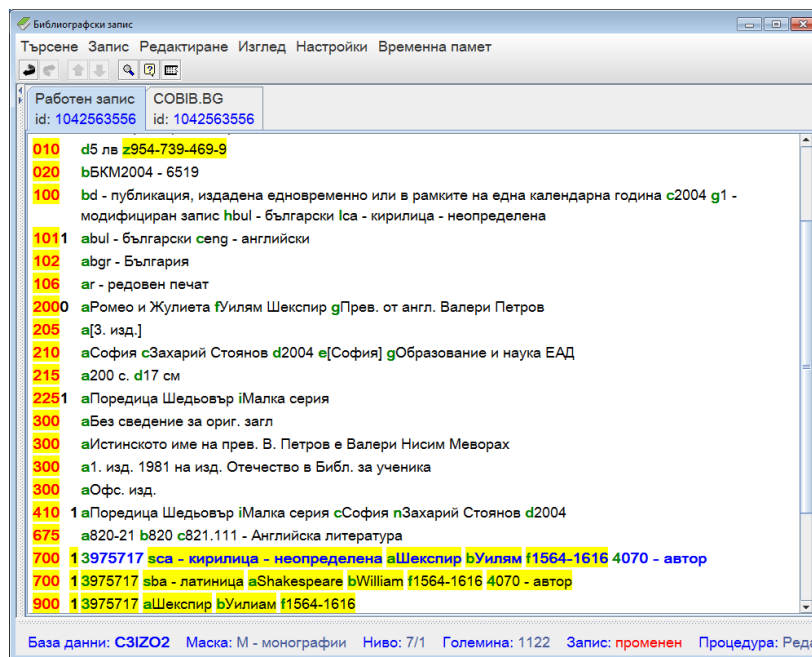


Figure 13.2-2: Example of a bibliographic record in progress in the COBISS.BG system with linked personal heading in alternative scripts

### 13.2.1.2 Entry to authority record in alternative scripts

In the structure of authority records, there can also be parallel fields for alternative access points in two scripts.

Detailed instructions for working with authority records can be found in chapter 9. The instructions in this chapter complement the basic instructions and are intended exclusively for data management in alternative scripts.

The following procedures are related to the management of alternative access points in the process of creating, editing and downloading authority records.

New records are created in the **Authority record (CONOR)** window.

#### *Procedure*

1. Use the **Record / Create record** method.

In the editor, the fields and subfields of the selected mask for personal names (PN) will be loaded; field 200 is repeated.

2. As a rule, fill in both fields 200.

In the first field 200, enter the authorized access point in Cyrillic script. You must also enter the corresponding code for Cyrillic into subfield 7. In the other field 200, enter the authorized access point in Latin script. You must also enter the code for Latin into subfield 7. Authority records in alternative scripts support the maintenance of general catalogues in Cyrillic and Latin script. This is why in the first field 200 for authors, who write in Cyrillic languages, enter the form of the name in the original language and for authors, who write in Latin languages, enter the phonetic form, created according to the rules for phonetic transcription in the national system. Into



the other field 200, enter the transliterated form of the name in Latin script for authors, who write in Cyrillic languages, and the name in the source language for authors, who write in Latin languages.



**Tip:**

Create an authorized access point in both scripts also when there are no records for works in the alternative script in the shared database.

3. If you do not have enough data to create an authorized access point in both scripts, only fill in one field 200 (either in Cyrillic or Latin script). You must also enter the corresponding script code into subfield 7.

4. Variant access points are entered into fields 400.

Based on the language and script of the bibliographic resource enter variant access points in Cyrillic or Latin script. It is recommended that variant forms of names that are generally known to catalogue users are entered in parallel in both scripts. The entry of the script code is not mandatory.

5. Related access points are entered into fields 500, in parallel in both scripts.

Because related access points appear in another record as authorized access points, it is recommended to enter alternative forms.

If the record does not contain an authorized access point in the alternative script, add it.

**Procedure**

1. Select the **Record / Edit record** method.

The filled in fields of the authority record with only one field 200 will be loaded to the editor.

2. Add another field 200.

If you have the privilege CAT\_NEWPN, add field 200 by using the **Edit / Add field** method and enter the alternative access point in another script. The records, which were adopted by another library, are exempt from this procedure.

If you do not have the privilege CAT\_NEWPN, you can only add a field 200 to those records that were created in your library under the condition that the record has not been edited by a cataloguer with the privilege CAT\_NEWPN. If not, refer to a cataloguer with the abovementioned privilege or the editor of the CONOR database.

Authority records can be downloaded from the Library of Congress authority database LC/NAF.

**Procedure**

1. Select the **Search / LC/NAF** method and find and select the desired record.

The record will be added to the records clipboard.

2. Select the **Record / Download record** method.

The record from the LC/NAF database will be loaded to the editor, which, after the conversion, is adapted to the use in the CONOR database. To download a record, the privilege CAT\_NEWPN is required.

3. Add another field 200.

If you know the alternative form of the name in Cyrillic script, use the **Edit / Add field** method to add a field 200 and enter the authorized access point in Cyrillic script. You can use the **Edit / Move up** method to move the field with the authorized access point in Cyrillic before the alternative access point in Latin script.

4. At the same time, correct and update all other data in the record.

In addition to the basic authority record with alternative access points in Cyrillic and Latin script, in the COBISS.BG system there are also additional authority records for access points in Bulgarian and Russian.

### *Procedure*

1. Select the **Record / Create record** method.

The fields and subfields of the selected mask for personal names (PN) will be loaded to the editor.

2. Fill in field 200.

Into field 200, enter the authorized access point in Bulgarian or Russian. You must then enter the corresponding code for Cyrillic script into subfield 7 and the language code in subfield 9.

3. Fill in fields 700.

Into the repeatable fields 700, enter the authorized access points for the same name from the basic authority record with alternative access points in Cyrillic and Latin script. Into fields 700, you must enter subfield 3, which contains the number of the authority record for the name in field 700, and subfield 7 with the corresponding code for the script of the basic part of the access point.

4. To fill in the other parts of the authority record, follow the basic rules for authority records in alternative scripts.

---

## 13.2.2 Searching for data

The databases within the COBISS systems have the same search fields and/or search indexes for searching records regardless of the script the data is entered in.

When searching for data that is entered in foreign scripts, you must enter the search request in the foreign script as well. The exceptions to this rule are COBISS systems from countries that use both Latin and Cyrillic script (COBISS.SR, COBISS.BH, COBISS.RS, COBISS.CG, COBISS.MK), where the search request can be entered in Latin or Cyrillic script and records in both scripts will be listed in the search results. In foreign databases that are not

installed on IZUM's server (Library of Congress Online Catalog, WorldCat) this option does not exist.

### 13.2.2.1 Bibliographic records

In the search windows of the local databases and the shared bibliographic database within the COBISS.SR, COBISS.BH, COBISS.RS, COBISS.CG, COBISS.MK national systems, the COBISS.net network or the ISSN database, you can enter the search request in Latin or Cyrillic script, with diacritics or with basic characters only.

If you wish to limit your search in the local or shared database only to records for resources in Latin script or only to records for resources in Cyrillic script, select the value *LAT* or *CIR* under "Limiting" (see chapter 4.1.4). In expert search, it is possible to search only by text entered in Latin script, or only by text entered in Cyrillic script. This is done by entering two equals signs instead of one between the search prefix and the search term in the selected script, or by entering two slashes instead of one between the search term and the suffix.



**Tip:**

When entering the appropriate characters to the search request, you can help yourself with the **COBISS character set** window in the search window by using the key combination <Ctrl> + <S>.

If you enter a search request in Cyrillic script in the WorldCat database search window or the Library of Congress Online Catalog search window, the search results will be limited to only those records that contain parallel data in Cyrillic script.

The procedure of searching bibliographic records is described in chapter 4.

### 13.2.2.2 Authority records

When phrase searching in the CONOR.XX database, you must enter the search request in the script in which the access point is entered in the authority record.

Furthermore, you must use the diacritics in the search request if you are searching for access points for personal names.

The procedure of searching authority records is described in chapter 9.2.

### 13.2.3 Downloading and editing bibliographic records in the COBISS.SR and COBISS.CG systems



Note:

*This chapter is intended for the systems COBISS.SR and COBISS.CG and partly also for the COBISS.RS system until the transition to cataloguing with authority control is completed.*

Shared cataloguing in the national systems COBISS.SR and COBISS.CG is more complex due to the use of various scripts in bibliographic records for personal and subject headings. Until now, university and special libraries were maintaining various Latin catalogues while the national, public and school libraries were maintaining the Cyrillic catalogues (with the exception of the basic Latin catalogue of foreign books in Latin languages) and this procedure remained the same also for electronic catalogues (OPAC). Downloading such bibliographic records from the shared to the local database demanded manual adaptation of data in records, which is why even in COBISS2 software there were already rules for displaying bibliographic records in two scripts as well as software support for interchanging alternative personal headings.

In COBISS3/Cataloguing the script of bibliographic data is displayed based on:

- the entry of data in the source script (Cyrillic and Latin)
- authority control via authority records with alternative access points (for personal names)

Because the transition to authority control of data in alternative scripts is a very time-consuming process, the following features are enabled for cataloguers in COBISS3/Cataloguing when changing the script of the heading in local bibliographic databases:

- automatic synchronisation of alternative personal headings and scripts of personal headings
- partial automatic synchronisation of scripts of personal and corporate headings (fields 6XX, 7XX and 9XX)
- the methods **Edit / Convert to Latin** and **Edit / Convert to Serbian/Macedonian Cyrillic**
- methods for copying fields, subfields and text as well as a method for special pasting for transferring a large amount of data from one bibliographic record to another or within the same bibliographic record

The conditions for the automatic conversion of the scripts used to record the headings in the local bibliographic database are:

- the cataloguing language is Serbian (100h = "srp")
- the cataloguing language script in the local database must differ from the cataloguing language script of the bibliographic record in the shared

database (0017 ≠ 0017)

The condition for automatic synchronisation of pairs of alternative personal headings is:

- the presence of a variant form of the personal name in the bibliographic record which is generally marked as an alternative heading in Latin (fields 90X, 2nd ind. = 0, 3) or Cyrillic script (fields 90X, 2nd ind. = 1, 4)

Under the abovementioned conditions, when you use the **Record / Download record** method, the scripts of all headings are automatically synchronised when the bibliographic data from the shared database is downloaded to the editor. If you use the **Record / Edit record** method, only the script of personal and corporate headings is automatically synchronised when the subject headings from the version of the record from the local database is downloaded to the editor.



Note:

*When downloading a record from the WorldCat database, you must manually enter the code for the script of the cataloguing language (field 0017). If you downloaded the record in Cyrillic script, you must also convert the language of the automatically translated notes and other data in the cataloguing language from Latin to Cyrillic script.*

*Both requests are a consequence of the cataloguing practice that only exists in systems where the cataloguing language is in two scripts.*

### 13.2.3.1 Local databases of national and public libraries

If the general conditions described in chapter 13.2.3 are met, the automatic synchronisation of scripts for the heading in the case of a bibliographic record that was created in COBISS2/Cataloguing, but has not been edited in COBISS3/Cataloguing yet (designation KAT2) is different to the case of a record that was created and/or edited in COBISS3/Cataloguing.

The following applies to a record that was created in COBISS2/Cataloguing:

- When the main title proper is in **Cyrillic** script (1001 = "c\*"), the automatic conversion of text from Latin to Cyrillic script applies to **all headings** (fields 503, 6XX, 7XX and 9XX). The cataloguer must check, and, if necessary, manually edit or replace:
  - alternative forms of corporate and subject headings (linked fields 60X and 96X as well as 71X and 91X)
  - subject headings that contain foreign words (fields 6XX)
  - uncontrolled subject headings with the code for English (field 610)
  - variant forms of personal headings that must be in a script that differs from the script of the authorized form (fields 90X, 2nd ind. = 9)
- When the main title proper is in **Latin** script (1001 = "ba"), the

automatic conversion of text from Latin to Cyrillic script applies to **personal and corporate headings** (fields 503, 7XX and 9XX), but **does not apply to subject headings** (fields 6XX). The cataloguer must check, and, if necessary, manually edit or replace:

- subject headings (fields 60X, 96X and 610)
- alternative forms of corporate headings (linked fields 71X and 91X)
- variant forms of personal headings that must be in a script that differs from the script of the authorized form (fields 90X, 2nd ind. = 9)



Note:

*If at the beginning of the field for the subject heading there is a control designation for the script, this will define the script of subject headings even after downloading to the library's local database.*

Regardless of the script of the main title proper (1001 = "c\*" or 1001 = "ba") the following applies to a record created in the COBISS3/Cataloguing software module:

- The automatic conversion applies **to personal and corporate headings** (fields 503, 6XX, 7XX and 9XX), but **does not apply to subject headings**. The cataloguer must check, and, if necessary, manually edit or replace:
  - subject headings (fields 60X, 96X and 610)
  - alternative forms of corporate headings (linked fields 71X and 91X)



Note:

*When editing, the local fields for subject description are downloaded to the editor, whereas the other fields are downloaded from the record in the shared database. When editing, the cataloguer must check the personal and corporate headings and their variant forms.*

### 13.2.3.2 Local databases of university and special libraries

If the general conditions described in chapter 13.2.3 are met, the following applies to a record that was created in COBISS2/Cataloguing, but has not been edited in COBISS3/Cataloguing yet (designation KAT2):

- Regardless of the language and script of the main title proper (1001 = "c\*" or 1001 = "ba"), the automatic conversion of text from Cyrillic to Latin script applies to all fields 503, 6XX, 7XX and 9XX. The cataloguer must check, and, if necessary, manually edit or replace:
  - alternative forms of corporate and subject headings
  - fields 90X, 2nd ind. = 9, if the variant form of the name is in a script that is different to the script in fields 70X



Note:

*For warnings regarding the control designation for the script in records, indicated with KAT2, as well as warnings regarding record editing see chapter 13.2.3.1.*

The following applies to a record created in COBISS3/Cataloguing:

- Regardless of the language and script of the main title proper (1001 = "c\*" or 1001 = "ba"), the automatic conversion of text from Cyrillic to Latin script applies to all fields 503, 7XX and 9XX. The cataloguer must check, and, if necessary, manually edit or replace:
  - the script in fields 60X, 96X and 610 as well as alternative subject headings
  - alternative corporate headings





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## 14 USER SETTINGS

The settings that are set as default when you install the software can be changed (e.g. change the user interface LookAndFeel, window size, font or font size). The settings that ensure the optimal use of the COBISS3/Cataloguing software module are listed as recommended settings, whereas the settings designed to suit the needs of each individual cataloguer are described as custom settings. Each setting is described from the perspective of COBISS3/Cataloguing software and does not contain any details, which are described in the *COBISS3 Basic Guidelines User Manual*.

Subchapters:

- Recommended settings
- Custom settings



## 14.1 RECOMMENDED SETTINGS

In the COBISS3/Cataloguing software module, a user can:

- change window sizes
- select the font

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### 14.1.1 Changing the window size

To change the window size of the cataloguing user interface, move the window borders. The selected setting will be kept until changed.

Set the search window size so that you can see:

- all search fields
- all search buttons
- most of the data in the selected hit list format

Set the viewer window size so that you can see:

- the largest possible part of the record in the MARC format
- in the Basic display format, the right proportion between the part of the window for displaying the bibliographic record and the part of the window for displaying linked bibliographic records and other relevant information

The procedure for changing the window size is described in the *COBISS3 Basic Guidelines User Manual*. The setting remains default until you change it again.

---

### 14.1.2 Selecting the font

The *Arial Unicode MS* font enables the most ideal display of COBISS characters, sorting characters (NSB/NSE) and LaTeX characters.

If the *Arial Unicode MS* font is installed on your personal computer, set it as the default font by following the procedure described in the *COBISS3 Basic Guidelines User Manual*.



Note:

*If the Arial Unicode MS font is not on your personal computer, it is recommended that you install it.*



## 14.2 CUSTOM SETTINGS

Custom settings refer to:

- font size
- cataloguing user interface LookAndFeel
- record display in the editor
- record display in the records clipboard
- records display in the hit list
- defining the hit list format

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### 14.2.1 Font size

Each cataloguer can select the font size in the user interface based on his/her own needs. The procedure is described in the *COBISS3 Basic Guidelines User Manual*. The new font size setting is visible immediately, however, you need to re-log for the COBISS3 software to fully adjust to the new setting. This will remain the default setting until you change it again.

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### 14.2.2 Cataloguing user interface LookAndFeel

You can change the cataloguing user interface by swapping the sides of the records clipboard and the editor. To swap, select the **Settings / Invert layout** method.

The cataloguing user interface can be divided into three parts so that the data entry into the record can be done in a separate entry field below the editor and the records clipboard. To add a separate entry field select the **Settings / Edit in separate entry field** method.

The size of the part of the window containing the separate entry field can be changed by using borders. This will remain the default setting until you change it again.

---

### 14.2.3 Record display in the editor

If you wish that only the field and subfield designations, indicators and codes are displayed (not including their names), the following checkboxes must be left blank in the **Settings** menu:

- "Resolve field/subfield names"
- "Resolve indicators"
- "Resolve codes"

If you wish that selected fields remain open when you edit the record, un-tick the "Expand selected field only" checkbox in the **Settings** menu.

If you wish that the record is always displayed in extended form when it is loaded to the editor, select the "Expand record display" in the **Settings** menu.

If you wish that the subfields you change are displayed in yellow, you have to select the "Show changes" checkbox in the **Settings** menu.

If you wish that the software doesn't check if the entered text is correct, un-tick the "Spell checker" checkbox in the **Settings** menu.

The settings will remain the default settings until you change them again.

---

## 14.2.4 Record display in the clipboard

If you wish that the fields 996, 997 and 998 are also displayed in the record in the records clipboard, tick the "Show holdings" checkbox in the **Settings** menu.



Note:

*Fields 996, 997 and 998 cannot be edited in the COBISS3/Cataloguing software module.*

If you wish that in the record in progress you are editing in the editor, the contents of the selected field/subfield are displayed in blue, tick the checkbox "Show selected field/subfield" in the **Settings** menu.



Note:

*The changes made while editing a record are automatically indicated in yellow in the record in progress in the clipboard.*

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## 14.2.5 Records display in the hit list

If you wish that the text in the hit list columns is displayed as a whole, tick the "Page break" checkbox. If you want the text to be displayed in one row, do not select the checkbox.

---

## 14.2.6 Defining the hit list format

If necessary, you can define various formats to display the search results in the search window (see chapter 4.6). The procedures of editing, adding and deleting hit list formats are described in chapter 12.1.2. The additional hit list formats are bound to your username. If several librarians require the same format, each librarian must set up the format and add it to the hit list formats individually.

You can copy and paste the hit list for further use to the Excel work environment (see step 10, chapter 4).





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## **15 LINK TO OTHER COBISS SOFTWARE MODULES**

This chapter describes how the COBISS3/Cataloguing software module is linked to other COBISS3 software modules.

Subchapters:

- COBISS3/Holdings
- COBISS3/Reports



## 15.1 COBISS3/HOLDINGS

The fields 996, 997 and 998 can be added or edited exclusively in the COBISS3/Holdings software module.

In the COBISS3/Holdings software module, work with bibliographic records is only possible to a limited extent:

- downloading records from COBIB to the local database
- editing a limited set of bibliographic data in the local database (subfields 100e, 330az, 539a, 610az, 675bs, 992by, 9930 to 9939)



## 15.2 COBISS3/REPORTS

At the moment, the following reports are available in the COBISS3/Reports software module, which are used in the COBISS3/Cataloguing software module:

- COMARC – bibliographic records
- COMARC – authority records
- COMARC – bibliographic records with authority records

In this module, data export in the formats MARC 21 and Dublin Core are prepared.

Work will continue on the preparation of new reports and the list will be updated accordingly.



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## **A      SEARCH INDEXES**

The appendix contains tables with search indexes in bibliographic databases and authority databases. The search indexes are divided into the basic index and additional indexes. You can limit the search by using various suffixes (e.g. for the type of bibliographic resource, script, etc.).

Records are indexed in two ways. You can enter a search request by using all diacritics entered in the record or the basic characters only.





## A.1 BIBLIOGRAPHIC DATABASES

### A.1.1 Basic index

Most fields and subfields are indexed in basic index. In relation to coded subfields the explanations from code lists (and not codes) are usually indexed.

It is possible to search the entire basic index without using a search suffix or on the basis of the prefix KW=. For subfields that best show the content of the indexed document and are, therefore, usually used for searching, additional search suffixes are created. By using them, it is possible to limit your search to certain subfields only.

#### A.1.1.1 Bibliographic data

**Table A.1-1: Basic index in bibliographic databases – bibliographic data**

Suffix	Meaning	Search	Subfields
/AB	Abstract	word	330af
/AU	Author – person	word	200f, 700abddf–702abddf, 900abddf–902abddf, 903abddf, 904abddf
/CB	Author – corporate body	word	710abgh–712abgh, 910abgh–912abgh, 916abgh
/CL	Series	word	225adefhiv
/CP	Location of meeting/addition to corporate body name	word	710ce–712ce, 910ce–912ce, 916ce
/GM	General material designation	word	200b, 539b
/NM	Name of manufacturer	word	210gh
/NT	Notes	word	300a, 301a, 311a, 317a, 321ax, 323a–325a, 328adefg, 338abcdefg
/PM	Place of manufacture	word	210ef
/PP	Place of publication	word	210ab, 620abcd
/PU	Publisher	word	210c
/PY	Publication year	word	100cd, 210dh
/TI <sup>1</sup>	Title	word	200acdehi, 327a, 501ae, 503a, 510aehi, 512ae, 513aehi, 514ae, 515a, 516ae–518ae, 520aehi, 530ab, 531abc, 532a, 540a, 541a, 996h, 997h
/TO	Original title	word	500ahi

<sup>1</sup> If the introductory phrase in subfield 996h or 997h equals "ISBN ", the content of the subfield is not indexed with /TI and TI=, but ISBN that follows this character string is indexed with BN=.

### A.1.1.2 Subject analysis (subject headings, classification)

You can also find records with SGC subject headings if you search by non-preferred terms from the 4XX and 7XX fields in the SGC authority records that are not included in bibliographic records.

**Table A.1-2: Basic index in bibliographic databases – data on the contents**

Suffix	Meaning	Search	Subfields
/PN	Personal name as subject	word	600abcdef, 960abcdef
/CS	Corporate body name as subject	word	601abc, 961abc
/FN	Family name as subject	word	602af, 962af
/TS	Title as subject	word	605ahiklnq, 965 ahiklnq
/TN	Topical name as subject	word	606a, 966a
/GN	Geographical name as subject	word	607a, 967a
/CH	Chronological term as subject	word	608a, 968a
/FS	Form heading as subject	word	609a, 969a
/DX	Topical subdivision	word	600x–609x, 960x–969x
/DY	Geographical subdivision	word	600y–609y, 960y–969y
/DW	Form subdivision	word	600w–609w, 960w–969w
/DZ	Chronological subdivision	word	600z–609z, 960z–969z
/DU	Uncontrolled subject headings	word	610a
/SU	Subject headings	word	600–610, 960–969 (all subfields)
/GE	Keywords – NUK	word	627a
/GC <sup>2</sup>	SGC subject headings	word	60X (all subfields)

## A.1.2 Additional indexes

Additional indexes of a database contain search terms from the fields of a record that provide additional information on a document. When searching by additional index, enter a two-letter prefix that indicates the field and the equals sign. Also in additional indexes fields can be indexed by word, phrase or by word and phrase.

When searching by certain prefixes, you can omit the words that are preceded or followed by the NSB/NSE characters (see NSB/NSE character in the following tables).

### A.1.2.1 Record data

**Table A.1-3: Additional indexes in bibliographic databases – record data**

Prefix	Meaning	Search	Subfields
CR=	Record creator/Record downloaded from COBISS.Net	phrase	---
CY=	Record downloaded from COBIB	phrase	---
DM= <sup>3</sup>	Date of creation/Record downloaded	phrase	---

	from COBIB or from COBISS.Net		
DR= <sup>4</sup>	Date of last update	phrase	---
ID=	Record identification number	phrase	---
LN=	Local number	phrase	---
RE=	Record modified by	phrase	---

<sup>2</sup> With the /GC suffix you limit yourself to those fields 60X that contain the "SGC" code in subfield 2.

<sup>3</sup> While creating a new record, the date of record creation is indexed; when downloading a record from COBIB or from the COBISS.Net network to the local database, the date of record download is indexed. The date is indexed as yyyyymmdd.

<sup>4</sup> The date is indexed as yyyyymmdd.

### A.1.2.2 Bibliographic data

**Table A.1-4: Additional indexes in bibliographic databases – bibliographic data**

Prefix	Meaning	Search	Subfields
AU= <sup>5</sup>	Author – person	phrase	700abcdf–702abcdf, 900abcdf–902abcdf, 903abcdf, 904abcdf
CB=	Author – corporate body	phrase, NSB/NSE	710ab–712ab, 910ab–912ab, 916ab
CL=	Series	phrase, NSB/NSE	225adefhiv
CP=	Location of meeting/Addition to corporate body name	phrase, NSB/NSE	710ce–712ce, 910ce–912ce, 916ce
GM=	General material designation	phrase	200b, 539b
HE= <sup>4</sup>	Author – uniform personal heading	phrase	700abcdf–702abcdf, 904abcdf
IS=	Issue number	word	215h
NM=	Name of manufacturer	phrase, NSB/NSE	210g
PM=	Place of manufacture	phrase, NSB/NSE	210e
PP= <sup>6</sup>	Place of publication	phrase	210a, 620abcd
PU=	Publisher	phrase, NSB/NSE	210c
PY= <sup>7</sup>	Publication year	phrase	100cd
P2= <sup>8</sup>	End date	phrase	100d
TI= <sup>9</sup>	Title	phrase, NSB/NSE	200acdehi, 501a, 503a, 510ai, 512ae, 513ai, 514ae, 515a, 516ae- 518ae, 520aehi, 530a, 531ab, 532a, 540a, 541a, 996h, 997h
TO=	Original title	phrase, NSB/NSE	500ahi
SO= <sup>10</sup>	Source title	phrase	200ai

<sup>5</sup> Subfields a, b, c, d and f of an individual field are indexed as one phrase in the form "a, b d, c, f". It is therefore recommended to truncate the search term with an "\*" while searching by prefix AU= or HE=.

<sup>6</sup> Subfields within field 620 are indexed as a phrase so that subfields a, b, and c are added to subfield d. Subfields are divided by "/".

<sup>7</sup> If the code in subfield 100b is equal to "b" or "j", only the year in 100c is indexed. If the code in 100b is equal to "f", "g" or "l", then all years in the period between the year specified in 100c and the year specified in 100d are indexed. If 100d = "9999", only the year in 100c is indexed.

<sup>8</sup> If the code "b" is entered into subfield 100b, subfield 100d is indexed in index P2=.

<sup>9</sup> Subfields 531ab are indexed as one phrase in the form "a b". With reference to the indexing of subfield 996/997h see note 1.

<sup>10</sup> Subfields 200ai in records for serials are indexed as one phrase in the form "a. i". It is therefore recommended to truncate the search term with an "\*" while searching by SO=.

### A.1.2.3 Identification data

**Table A.1-5: Additional indexes in bibliographic databases – identification data**

Prefix	Meaning	Search	Subfields
AR=	Authority record number	phrase	6003–6093, 7003–7023, 7103–7123
BI= <sup>11</sup>	Record marks	word and phrase	830a, 992bx, 993 (all subfields)
BN= <sup>12</sup>	ISBN	phrase	010az, 996h, 997h
CD=	CODEN	phrase	040a
CX=	ISSN of series	phrase	225x
HI= <sup>13</sup>	Hierarchy	phrase	4611–4641
NB= <sup>14</sup>	National bibliography number	phrase	020ab
NP= <sup>15</sup>	Other identifiers	word and phrase	001e, 012a, 013az <sup>16</sup> , 016az, 017az, 022a, 071a, 856g
OI=	Legal deposit number	phrase	021b
OR=	Replacement record ID	word	001x
SC=	Cancelled ISSN	phrase	011myz
SF=	Unverified ISSN	phrase	011f
SN=	ISSN – article	phrase	011as
SP=	ISSN	Phrase	011ec
SL=	ISSN-L	phrase	011l

<sup>11</sup> Subfields 830a and 992b are indexed by word, whereas subfield 992x and all subfields of the field 993 are indexed by phrase.

<sup>12</sup> The content is indexed without hyphens. If a ten-digit number (ten digits without hyphens) is entered into subfield 010a, a corresponding 13-digit number is generated automatically and also added into the index. If the first five signs in subfield 996h or 997h are equal to "ISBN ", the ISBN number preceded by these signs is indexed in index BN=; otherwise, subfields 996h or 997h are indexed in indexes /TI and TI=.

<sup>13</sup> HI= is used to search for records below the highest level (subordinate records); under HI=, you must enter the identification number of the record at the highest level (host item record).

<sup>14</sup> The contents of subfields 020a and 020b, which are separated by a space, is indexed as one phrase. Subfield b is additionally indexed, and also autonomously.

<sup>15</sup> Subfields 001e, 013az, 016az, 017az, 022a and 856g are indexed by phrase, subfield 012a by word, whereas subfield 071a is indexed by word and phrase.

<sup>16</sup> The contents of subfields 013a and 013z is indexed either with hyphens or without them. If subfield 013a or 013z contains a 10-digit number (ten digits without hyphens), the corresponding 13-digit number is calculated and added to the index.

### A.1.2.4 Subject analysis (subject headings, classification)

You can also find records with SGC subject headings if you search by non-preferred terms from the 4XX and 7XX fields in the SGC authority records that are not included in bibliographic records.

**Table A.1-6: Additional indexes in bibliographic databases – data on the contents**

Prefix	Meaning	Search	Subfields
PN= <sup>17</sup>	Personal name as subject	phrase	600abcdf, 960abcdf
CS=	Corporate body name as subject	phrase	601ab, 961ab
FN=	Family name as subject	phrase	602a, 962a
TS=	Title as subject	phrase	605ai, 965ai
TN=	Topical name as subject	phrase	606a, 966a
GN=	Geographical name as subject	phrase	607a, 967a
CH=	Chronological term as subject	phrase	608a, 968a
FS=	Form heading as subject	phrase	609a, 969a
DX=	Topical subdivision	phrase	600x–609x, 960x–969x
DY=	Geographical subdivision	phrase	600y–609y, 960y–969y
DW=	Form subdivision	phrase	600w–609w, 960w–969w
DZ=	Chronological subdivision	phrase	600z–609z, 960z–969z
DU=	Uncontrolled subject headings	phrase	610az
SU=	Subject headings	phrase	600–610, 960–969 (all subfields)
DE= <sup>18</sup>	Subject headings (controlled)	phrase	600–609, 960–969 (all subfields)
GE=	Keywords – NUK	phrase	627a
DC= <sup>19</sup>	UDC	phrase	675au
OC= <sup>20</sup>	Other class numbers	phrase	686a2
GC= <sup>21</sup>	SGC subject headings	phrase	60X (all subfields)

<sup>17</sup> With reference to the indexing of fields 600 and 960 see note 5.

<sup>18</sup> The prefix DE= is not used to search in an independent additional index, but in the indexes PN=, CS=, FN=, TS=, TN=, GN=, CH=, FS=, DX=, DY=, DW=, DZ=. The expand function is disabled.

<sup>19</sup> The contents of subfield 675a are indexed both as one phrase and by subphrases. Punctuation marks dividing the subphrases are space, colon, plus and quotation marks. The same is true for subfield 675u.

<sup>20</sup> The first word from subfield 6862 and the contents of subfield 686a are indexed as one phrase; the space is added in between. If no subfield 6862 is entered, only the contents of subfield 686a is indexed, preceded by "---" and a space.

<sup>21</sup> With GC=, only those 60X fields are indexed that contain the "SGC" code in subfield 2. Subfields of an individual field are indexed as one phrase and in the same order in which they appear in the database, which is why it is advisable to truncate the search term with the "\*" character when searching.

### A.1.2.5 Coded data

**Table A.1-7: Additional indexes in bibliographic databases – coded data**

Prefix	Meaning	Search	Subfield
AC= <sup>22</sup>	Relator code	phrase	7004–7024, 7104–7124, 9104–9124
AS=	Researcher code	phrase	7007–7027
CC=	Contents code	phrase	105bc, 110d, 140d

CO=	Country/locality of publication	phrase	102ab
DT=	Bibliographic level	phrase	001c
FC=	Institution/organization code	phrase	7008–7028, 7108–7128
FQ=	Frequency of issue	phrase	110b
FR= <sup>23</sup>	Form of release	phrase	001b, 115agk, 116ag, 117a, 124b, 126a, 128a, 135ab
GP=	Government publication code	phrase	100f
IC=	Illustration code	phrase	105a, 140a
LA=	Language of text	phrase	101a
LC=	Literature code	phrase	105fg, 140ef
LO=	Language of original work	phrase	101c
MC=	Microforms – codes	phrase	130a
RS= <sup>24</sup>	Record status	phrase	001a, 998e
RT= <sup>25</sup>	Type of record	phrase	001b
SS=	Continuing resource status	phrase	100b
TA=	Target audience code	phrase	100e
TD=	Typology of documents/works	phrase	001t
TY=	Type of continuing resource designator	phrase	110a
UC=	UDC access	phrase	675c
UG=	UDC group	phrase	675b
US=	UDC statistics	phrase	675s
EA= <sup>26</sup>	E-access	phrase	0172, 856u

<sup>22</sup> Instead of Boolean operator AND, search prefixes AU=, AC=, FC= and AS= may also be combined with (W). In that case, search prefixes may follow in the succession as shown above. If one of the prefixes AC= or FC= is omitted, then the operator (2W) is used. The results of such a search are records that contain the requested data only in the same field 7XX.

Examples:

*AU=Kos, Vinko\* (W) AC=730*

You are looking for records where Vinko Kos is stated as a translator.

*AU=Rozman, Ivan\* (W) AC=991 (W) FC=3-2\**

You are looking for records where Ivan Rozman is stated as the mentor on one of the faculties of the University of Maribor.

*AU=Rozman, Ivan\* (2W) FC=3-2\**

You are looking for records where Ivan Rozman is stated as the author on one of the faculties of the University of Maribor.

*AC=991 (2W) AS=08067*

You are looking for records where the researcher with the code 08067 is stated as the mentor.

The operator AND is not always precise at such search.

Example:

*AU=Gradišnik, Branko\* AND AC=730*

The books by the author Branko Gradišnik and the books by other authors translated by Branko Gradišnik would be found.

<sup>23</sup> The index FR= includes the code for the type of record (**001b**) and the code indicating a type of non-book materials:

- Subfield **115g** (visual projection, motion picture – form of release): the contents of subfield are preceded by the codes "g" (code for projected, film and video materials in 001b) and "a" (code for film in 115a) or "b" (code for projected materials in 115a).

Examples:

*FR=gac*

Retrieving film cassettes.

*FR=ga\**

- 
- Retrieving films.
- Subfield **115k** (videorecording – form of release): the contents of subfield are preceded by the codes "g" (code for projected, film and video materials in 001b) and "c" (code for videorecording in 115a).  
Examples:  
*FR=gcc*  
Retrieving videorecordings on videocassette.  
*FR=gc\**  
Retrieving videorecordings.
  - Subfield **116a** (graphics – specific material designation): the contents of subfield are preceded by the code "k" (code for graphics in 001b).  
Example:  
*FR=ke*  
Retrieving photonegatives (code "e").
  - Subfield **116g** (graphics – functional designation): the contents of subfield are preceded by the code "k" (code for graphics in 001b).  
Example:  
*FR=kae*  
Retrieving postcards (code "ae").
  - Subfield **117a** (three-dimensional artefacts and realia – specific material designation): the contents of the subfield are preceded by the code "r" (code for three-dimensional artefacts and realia in 001b).  
Example:  
*FR=raq*  
Retrieving toys (code "aq").
  - Subfield **124b** (cartographic materials – form of cartographic item): the contents of the subfield are preceded by the code "e" (code for printed cartographic materials in 001b).  
Example:  
*FR=ed*  
Retrieving maps (code "d").
  - Subfield **126a** (sound recordings – form of release): the contents of the subfield are preceded by the code "i" (code for sound recordings – non-musical performance in 001b) or "j" (code for sound recordings – musical performance in 001b).  
Example:  
*FR=ja*  
Retrieving musical performances on discs (code "a").
  - Subfield **128a** (form of composition): the contents of the subfield is preceded by the code from subfield 001b: "c" (printed music scores), "d" (manuscript music scores) or "j" (sound recordings – musical performance).  
Examples:  
*FR=cmr*  
Retrieving marches – printed music scores.  
*FR=jmr*  
Retrieving marches – sound recordings.
  - Subfield **135a** (electronic resources – type): the contents of the subfield are preceded by the code "l" (electronic resources) from subfield 001b and the letter "t" (type).  
Example:  
*FR=ltl*  
Retrieving text electronic resources.
  - Subfield **135b** (electronic resources – special material designation): the contents of the subfield are preceded by the code "l" (electronic resources) from subfield 001b.  
Example:  
*FR=li*  
Retrieving online electronic resources.
- <sup>24</sup> Subfield **001a** is indexed in index RS=, if code "i", "p", "r" or "d" is entered.  
Example:  
*RS=p*

Retrieving CIP records.

Subfield **998e** (acquisition indicator) is also indexed in index RS=. Prefixes SI=, RS= and AM= may be connected by the operator (W). In that case prefixes should appear as shown above. If prefix RS= is omitted, then the operator (2W) is used. The results of such a search are records that contain the requested data only in the same field 998. That is of special interest for the institutions that report for other institutions.

Example:

*RS=o*

Retrieving currently subscribed to serials. For search, the code of the libraries that do not report for other institutions is of no importance.

*SI=50003 (W) RS=o (W) AM=a*

Retrieving currently subscribed to serials with the type of acquisition being purchased by the Central Medical Library (CMK) with library code 50003. The command is of use only in the CMK local database.

*SI=50202 (W) RS=93*

Retrieving desiderata for 1993 in the institution with library code 50202. The command is of use only in the local database of the institution that reports for this institution.

*SI=50001 (2W) AM=a*

Retrieving with the acquisition type being purchased by NUK (National and University Library, library code 50001).

<sup>25</sup> Subfield **001b** is indexed in index RT=.

Example:

*RT=c*

Retrieving printed music scores.

Use the /BMA prefix to limit your search to records with code "a" entered into subfield 001b and no data entered into subfield 130a.

There is also negation of the previous, /NBM, which limits your search to non-book material only.

Example:

*AU=Cankar, Ivan\*/BMA*

<sup>26</sup> With the search request *EA=1*, you limit your search to records for resources with e-access only (there is subfield 0172 with the value "doi" or subfield 856u with the value of indicator 2 being 0 – *Electronic resource* or 1 – *Electronic version*).

### A.1.2.6 Holdings data

**Table A.1-8: Additional indexes in bibliographic databases – holdings data**

Prefix	Meaning	Search	Subfields
AM= <sup>27</sup>	Method of acquisition	phrase	998v
CN=	Loan number	phrase	9969, 9979
DA=	Date of accessioning	phrase	996o, 997o
DS= <sup>28</sup>	Recipient	phrase	9968, 9978
FI=	Financier	phrase	9964, 9974
IN=	Accession number	phrase	996f, 997f
IR=	Accession notes	word	996r, 997r
LI=	Availability level	phrase	996p, 997p
ND= <sup>29</sup>	Number and date (of invoice, etc.)	phrase	996xyz017, 997xyz017
SD=	Status date	phrase	996t, 997t
SG= <sup>30</sup>	Call number	phrase	996d, 997d, 998d
SI= <sup>31</sup>	Library code	phrase	998b
SR=	Supplier	phrase	9962, 9972
ST=	Status	phrase	996q, 997q
TM= <sup>32</sup>	Relocation	phrase	996e, 997e



DP= <sup>33</sup>	Departments	phrase	996de, 997de
NH=	Records without holdings data	word	---

<sup>27</sup> For linking the prefix AM= with the prefixes SI= and RS= see note 24.

<sup>28</sup> You can search by the element 3 – *institution name* or element 4 – *date of sending*. After the prefix DS= enter the element designation and then the search term.

Examples:

*DS=3British Library\**

*DS=4199306\**

<sup>29</sup> Search by elements of subfields 996/997x (*b – order number, X – order note*), 996/997y (*g – delivery note/list number, h – date of delivery note/list*), 996/997z (*j – claim number, k – claim date, Z – claim note*), 996/9970 (*S – pro-forma invoice number, G – date of pro-forma invoice, C – pro-forma invoice price*), 996/9971 (*m – invoice number, q – invoice date*) and 996/9977 (*1 – invoice number, 2 – invoice date*). After the prefix ND= enter the element designation and then the search term.

Example:

*ND=jREKLAMAC\**

*ND=k199309\**

*ND=mRp 101\**

<sup>30</sup> Search by call number:

- Search by complete call number (as entered into subfield 996/997d).

Example:

*SG=f2\|n113780\|s2002\**

- Searching by elements for arrangement by subject (*i – shelving location, u – open access UDC, a – title*). After the prefix SG= enter the element designation followed by the search term.

Examples:

*SG=iST*

*SG=u681.3\**

*SG=aCANKAR, I.*

- Searching by elements for arrangement by running number. The elements *n – running number, f – format* and *l – sublocation* are linked together into one search phrase so that element n is followed by a space, then element f, a comma and element l. When searching, the running number must have 7 digits. If necessary, add zeros to the beginning. Do not enter the element designation.

Examples:

*SG=0123210\**

*SG=0034025 2\**

*SG=003425 3,A*

- Searching by call number from field 998d. It is entered in unstructured form, which means that you can only search by the complete call number. After the prefix SG= enter the letter c and then the search term.

Example:

*SG=cTP Byte\**

<sup>31</sup> For linking prefix SI= with the prefixes RS= and AM= see note 24.

<sup>32</sup> You can search by element *E – sublocation* or by element *D – relocation date*. After prefix TM= enter the element designation and then the search term.

Examples:

*TM=EPo*

*TM=D199306\**

<sup>33</sup> The current sublocation number, which is determined in the local code list, is indexed in DP=.

Example:

*DP=08*

Searching for the material of which at least 1 copy has the sublocation that belongs to department 08.

---

### A.1.3 Limiting suffixes

The table contains a list of suffixes used for additionally limiting searches.

**Table A.1-9: Suffixes for limiting searches in bibliographic databases**

<b>Suffix</b>	<b>Meaning</b>	<b>Subfields</b>
/MON	Monographs	001c = "m"
/SER	Serials	001c = "s"
/ART	Component parts (articles, etc.)	001c = "a"
/BMA	Book material	001b = "a" and 130a do not exist
/NOMON	All material except monographs	
/NOSER	All material except serials	
/NOART	All material except component parts	
/NBM	Non-book material	
/year	Year of publication	100cd, 210dh
/LAT	Latin script	100l = "ba"
/CIR	Cyrillic script	100l = "c*" or 100l = "oc"

## A.2 CONOR AUTHORITY DATABASE

### A.2.1 Basic index

All fields and subfields that are indexed in basic index are searchable without entering the search suffix or by using the prefix KW=.

The table contains a list of suffixes for limiting searches only to certain basic index fields.

**Table A.2-1: Basic index in the CONOR authority database**

Suffix	Meaning	Search	Subfields
/CB	Corporate body name	word	210abcdefgh, 410abcdefgh, 510abcdefgh
/CP	Location of meeting/Addition to corporate body name	word	210ce, 410ce, 510ce, 710ce
/MY	Date of meeting	word	210f, 410f, 510f
/NT	Notes	word	300a, 330a, 340a, 820a, 830a
/PN	Personal name	word	200abcdf, 400abcdf, 500abcdf, 700abcdf

### A.2.2 Additional indexes

The table contains a list of prefixes that enable the search by additional indexes.

#### A.2.2.1 Data on the record

**Table A.2-2: Additional indexes in the CONOR authority database – data on the record**

Prefix	Meaning	Search	Subfields
AB=	Adopted records	phrase	---
CR=	Record created by	phrase	---
DM=	Date of creation	phrase	---
DR=	Date of last update	phrase	---
ID=	Record identification number	phrase	---
IS=	ISNI	phrase	010a
LC=	Control numbers from other systems	phrase	035a
RE=	Record modified by	phrase	---

### A.2.2.2 Authority data

**Table A.2-3: Additional indexes in the CONOR authority database – authority data**

Prefix	Meaning	Search	Subfields
BI=	Record marks	word	992b
CB= <sup>1</sup>	Corporate body name	phrase	210abcdefgh, 410abcdefgh, 510abcdefgh
CF=	Most frequent creator	phrase	911b
CH= <sup>1</sup>	Authorized access point – corporate body name	phrase	210abcdefgh
CP=	Location of meeting/Addition to corporate body name	phrase	210ce, 410ce, 510ce, 710ce
FR=	Frequency	phrase	911c
MY=	Date of meeting	phrase	210f, 410f, 510f
NP=	Other identifiers	phrase	017a
OR=	Replacement record ID	word	001x
PH= <sup>1</sup>	Authorized access point – personal name	phrase	200abcdf, 700abcdf
PN= <sup>1</sup>	Personal name	phrase	200abcdf, 400abcdf, 500abcdf, 700abcdf
RN=	Conversion note	phrase	916x
VN= <sup>1</sup>	Unlinked see reference	phrase	915abcdf

<sup>1</sup> Subfields of a field are indexed as one phrase. It is therefore recommended to truncate the search term with an "\*" when searching by CB=, CH=, PH=, PN= or VN=. Access points in indexes CB=, CH=, PH= and PN= are indexed with all diacritics entered into the access points. Without diacritics they are not retrieved.

### A.2.2.3 Coded data

**Table A.2-4: Additional indexes in the CONOR authority database – coded data**

Prefix	Meaning	Search	Subfields
AS=	Researcher's code	phrase	200r
FC=	Institution/organization code	phrase	911a
LA=	Language used by person/corporate body	phrase	101a
NA=	Nationality	phrase	102a
RS=	Record status	phrase	001a

### A.2.3 Limiting suffixes

The table contains a list of suffixes for additionally limiting searches.

**Table A.2-5: Suffixes for limiting searches in the CONOR authority database**

<b>Suffix</b>	<b>Meaning</b>	<b>Subfields</b>
/CBR	Corporate body name record	001c = "b"
/PNR	Personal name record	001c = "a"



## A.3 SGC AUTHORITY DATABASE

### A.3.1 Basic index

It is possible to search the entire basic index without using a search suffix or on the basis of the prefix KW=.

The table contains a list of suffixes for limiting searches only to certain basic index fields.

**Table A.3-1: Basic index in the SGC authority database**

Suffix	Meaning	Search	Subfields
/AT <sup>1</sup>	Name/title	word	240at, 440atjxyz, 740at
/CB <sup>1</sup>	Corporate body name	word	210abcdefghxz, 410abcdefghjxz, 710abcdefghxz
/DJ	Form subdivision	word	2XXj, 4XXj, 7XXj
/DX	Topical subdivision	word	2XXx, 4XXx, 7XXx
/DY	Geographical subdivision	word	2XXy, 4XXy, 7XXy
/DZ	Chronological subdivision	word	2XXz, 4XXz, 7XXz
/ET <sup>1</sup>	Conventional name/title	word	243at, 443atjxyz, 743at
/FN <sup>1</sup>	Family name	word	220acf, 420acfjxyz, 720acf
/FS <sup>1</sup>	Form, genre or physical characteristics	word	280axyz, 480axyz, 780axyz
/GN <sup>1</sup>	Geographical name	word	215axz, 415ajxyz, 715axz
/NS	Unlinked related access point	word	950a3
/NT	Notes	word	300a, 305ab, 310ab, 320a, 330a, 340a, 356a, 820a, 830a
/PN <sup>1</sup>	Personal name	word	200abcdf, 400abcdfgjxyz, 700abcdf
/SE	Authorized access point in English	word	700abcdf, 710abcdefghxz, 715axz, 720acf, 730ahiklmnqrsuw, 740at, 743at, 750axyz, 780axyz
/SF <sup>2</sup>	Access point from another system	word	400abcdfgjxyz3, 410abcdefghjxz3, 415ajxyz3, 420acfjxyz3, 430ahiklmnqrsuwjxyz3, 440atjxyz3, 443atjxyz3, 450ajxyz3, 480axyz3
/SH	Authorized access point	phrase	200abcdf, 210abcdefghxz, 215axz, 220acf, 230ahiklmnqrsuw, 240at, 243at,

<sup>1</sup> With suffixes /AT, /CB, /ET, /FN, /FS, /GN, /PN, /SU, /TN, /UT your search is limited only to the fields 4XX that do not include subfield 2.

<sup>2</sup> With suffix /SF your search is limited only to the fields 4XX that include subfield 2.

/SU <sup>1</sup>	Access point	word	250axyz, 280axyz 200abcd, 400abcdgxyz, 700abcd, 210abcdefghxz, 410abcdefghxz, 710abcdefghxz, 215axz, 415ajxyz, 715axz, 220acf, 420acfxyz, 720acf, 230ahiklmnqrsuw, 430ahiklmnqrsuwxyz, 730ahiklmnqrsuw, 240at, 440atjxyz, 740at, 243at, 443atjxyz, 743at, 250axyz, 450ajxyz, 750axyz, 280axyz, 480axyz, 780axyz
/TN <sup>1</sup>	Topical subject	word	250axyz, 450ajxyz, 750axyz
/UT <sup>1</sup>	Title	word	230ahiklmnqrsuw, 430ahiklmnqrsuwxyz, 730ahiklmnqrsuw

## A.3.2 Additional indexes

The table contains a list of prefixes that enable the search by additional indexes.

### A.3.2.1 Record data

**Table A.3-2: Additional indexes in the SGC authority database – record data**

Prefix	Meaning	Search	Subfields
CR=	Record creator	phrase	---
DM=	Date of creation	phrase	---
DR=	Date of last update	phrase	---
ID=	Record identification number	phrase	---
RE=	Record edited by	phrase	---

### A.3.2.2 Authority data

**Table A.3-3: Additional indexes in the SGC authority database – authority data**

Prefix	Meaning	Search	Subfields
AT= <sup>3</sup>	Name/title	phrase	240at, 440atjxyz, 740at
CB= <sup>3</sup>	Corporate body name	phrase	210abcdefghxz, 410abcdefghxz,

<sup>3</sup> Only the fields 4XX that do not include subfield 2 are indexed with AT=, CB=, ET=, FN=, FS=, GN=, PN=, SU=, TN=, UT=. Subfields of a field are indexed as one phrase and in the same order as they appear in the database. It is therefore recommended to truncate the search term with an "\*". Access points are indexed with all diacritics entered. Without diacritics they are not retrieved.



			710abcdefgxyz
DJ=	Form subdivision	phrase	2XXj, 4XXj, 7XXj
DX=	Topical subdivision	phrase	2XXx, 4XXx, 7XXx
DY=	Geographical subdivision	phrase	2XXy, 4XXy, 7XXy
DZ=	Chronological subdivision	phrase	2XXz, 4XXz, 7XXz
ET= <sup>3</sup>	Conventional name/title	phrase	243at, 443atjxyz, 743at
FN= <sup>3</sup>	Family name	phrase	220acf, 420acfjxyz, 720acf
FS= <sup>3</sup>	Form, genre or physical characteristics	phrase	280axyz, 480axyz, 780axyz
GN= <sup>3</sup>	Geographical name	phrase	215axz, 415ajxyz, 715axz
NS=	Unlinked related access point	phrase	950a3
OS=	Control numbers from other systems	phrase	035a, 4XX3
PN= <sup>3</sup>	Personal name	phrase	200abcd, 400abcdgjxyz, 700abcd
SE= <sup>4</sup>	Authorized access point in English	phrase	700abcd, 710abcdefgxyz, 715axz, 720acf, 730ahiklmnqrsuw, 740at, 743at, 750axyz, 780axyz
SF= <sup>5</sup>	Access point from another system	phrase	400abcdgjxyz, 410abcdefghjxz, 415ajxyz, 420acfjxyz, 430ahiklmnqrsuwjxyz, 440atjxyz, 443atjxyz, 450ajxyz, 480axyz, 4XX3
SH= <sup>4</sup>	Authorized access point	phrase	200abcd, 210abcdefgxyz, 215axz, 220acf, 230ahiklmnqrsuw, 240at, 243at, 250axyz, 280axyz
SU= <sup>3</sup>	Access point	phrase	200abcd, 400abcdgjxyz, 700abcd, 210abcdefgxyz, 410abcdefghjxz, 710abcdefgxyz, 215axz, 415ajxyz, 715axz, 220acf, 420acfjxyz, 720acf, 230ahiklmnqrsuw, 430ahiklmnqrsuwjxyz, 730ahiklmnqrsuw, 240at, 440atjxyz, 740at, 243at, 443atjxyz, 743at, 250axyz, 450ajxyz, 750axyz, 280axyz, 480axyz, 780axyz
TN= <sup>3</sup>	Topical subject	phrase	250axyz, 450ajxyz, 750axyz
UT= <sup>3</sup>	Title	phrase	230ahiklmnqrsuw, 430ahiklmnqrsuwjxyz, 730ahiklmnqrsuw

### A.3.2.3 Identification data

<sup>4</sup> The subfields of an individual field are indexed as one phrase and in the same order as they appear in the database.

<sup>5</sup> Only the fields 4XX that include subfield 2 are indexed with SF=. Subfields of a field are indexed as one phrase and in the same order as they appear in the database. Subfield 3 is an exception; it is indexed as an independent phrase.

**Table A.3-4: Additional indexes in the SGC authority database – identification data**

Prefix	Meaning	Search	Subfields
AR=	Related authority record number	phrase	5XX3
BI=	Record marks	word	992b
FA= <sup>6</sup>	Broader term record number	phrase	5XX3
OR=	Replacement record ID	word	001x

### A.3.2.4 Coded data

**Table A.3-5: Additional indexes in the SGC authority database – coded data**

Prefix	Meaning	Search	Subfields
GA=	Geographic area code	phrase	160ab
LA=	Language used by person/corporate body	phrase	101a
NA=	Nationality	phrase	102ab
RS=	Record status	phrase	001a
SS=	System code	phrase	4XX2, 7XX2
UC=	UDC	phrase	675a

### A.3.3 Limiting suffixes

The table contains a list of suffixes used for additionally limiting searches.

**Table A.3-6: Suffixes for limiting searches in the SGC authority database**

Suffix	Meaning	Subfields
/AR	Authority record	001b = "x"
/CBR	Corporate body name record	001c = "b"
/ETR	Conventional name/title record	001c = "i"
/FNR	Family name record	001c = "e"
/FSR	Form, genre or physical characteristics record	001c = "l"
/GER	General explanatory record	001b = "z"
/GNR	Geographical name record	001c = "c"
/NTR	Name/title record	001c = "h"
/PNR	Personal name record	001c = "a"
/RR	Reference record	001b = "y"
/TNR	Topical subject record	001c = "j"
/UTR	Title record	001c = "f"

<sup>6</sup> Subfields 3 of the fields 5XX that include code "g" in subfield 5 are indexed with FA=.

---

## **B SOFTWARE CONTROLS**

Software controls performed when entering data into bibliographic databases and into the authority databases are presented in this appendix.



## B.1 BIBLIOGRAPHIC DATABASES

Messages quoted in this appendix indicate:

- non-observance of defined basic field and subfield properties
- errors that occur when entering data into subfields
- errors related to incorrect combination of different data that are identified when saving the record

Each chapter in this appendix includes two parts. The first part comprises automatically generated messages sorted alphabetically. The numbers next to the messages refer to the controls listed in the table. The second part comprises a table with descriptions of the controls that are performed.

Some controls that in bibliographic records draw attention to errors in the fields under authority control (70X) require to edit the data in authority records or to form a link with the appropriate authority record.

---

### B.1.1 Controls related to field and subfield properties

Messages that appear indicate errors related to basic field and subfield properties, e.g. it is checked whether fields and subfields are present, repeatable and mandatory, whether subfields are mandatory, whether coded subfields are correct, etc.

- Code has been deleted from the code list. [1]
- Code is not included in the code list. [2]
- Entry of non-permitted character. [10]
- Field does not exist in the mask. [8]
- Field not repeatable (also check embedded fields). [9]
- Invalid indicator value. [3]
- Subfield does not exist in the mask. [4]
- Subfield in field missing. [11]
- Subfield is too long. [6]
- Subfield is too short. [6]
- Subfield not repeatable. [7]
- Subfield required in the record. [5]

**Table B.1-1: Bibliographic databases – controls related to field and subfield properties**

	<b>Field</b>	<b>Error</b>	<b>Description</b>
1.	coded subfields	W	It is checked whether the code in subfield has been cancelled.
2.	coded subfields	F	The correctness of coded subfield is checked.
3.	indicators	F	The validity of entered indicator value is checked.
4.	all subfields, input mask	F	The presence of subfields in the selected input mask is checked.
5.	all subfields	F	Subfields that are mandatory in the record are checked.
6.	all subfields	F	When subfield text length is limited, the length is checked.
7.	all subfields	F	Repeatability of subfields is checked.
8.	all fields, input mask	F	The presence of a certain field in the selected mask is checked.
9.	all fields	F	Repeatability of fields is checked.
10.	all subfields with limited character set for entry	F	The set of permitted characters is checked.
11.	all subfields	F	The presence of a certain subfield in a field is checked.

**Legend for various error types:**

F (*Fatal*) – Record cannot be saved before you correct the error.

W (*Warning*) – The program alerts you about a possible error.

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## **B.1.2 Controls related to subfield content entry**

Messages that appear refer to errors related to the entry of data into subfields.

- Enter title proper into subfield a. [9]
- Erroneous linking: only the ID of the authority record for personal name may be entered into subfield. [11]
- Incorrect ISBN. [1]
- Incorrect ISMN. [2]
- Incorrect ISSN. [3]
- Incorrect number. [5]
- Incorrect URL. [13]
- Incorrect use of the LaTeX commands. [4]
- Incorrectly structured subfield. [5]
- No accession number. [10]
- Record for publication does not exist in local database. [8]

- Record with ID = ??? does not exist. [5]
- The designation "v" in subfield 001x is used only in additional local records. [5]
- The home library code must be entered into the subfield. [12]
- There is no record in COBIB with this number in 011e or 011c. [8]
- Typology cannot be changed since it has been confirmed. [6]
- When verifying the code "2.31"/"2.32", central specialised information centres can request proof confirming the document type. [7]

**Table B.1-2: Bibliographic database – controls related to subfield content entry**

	<b>Field</b>	<b>Error</b>	<b>Description</b>
1.	010a	F <sup>1</sup>	The correctness of ISBN entry is checked.
2.	013a	F	The correctness of ISMN entry is checked.
3.	011cef	F	The correctness of ISSN entry is checked.
4.	330a, 539acdei, 610a	F	The correctness of LaTeX command entry is checked.
5.	001x, 4641	F	The correctness of identification number entry is checked.
6.	001t	F	When editing or supplementing a record, you cannot change the content of subfield 001t if the typology has been locked.
7.	001t	I	If 001t = "2.31" or "2.32", you are notified.
8.	011as	F	It is checked whether subfield 011a or subfield 011s within the record for the article contains the number entered into subfields 011e or 011c in the record for the continuing resource.
9.	4XXax	F	Enter the data into subfield 4XXa when no record for the related continuing resource exists in COBIB (or it exists but it does not include field 530).
10.	992y, 997f	F	Check the link between the serial accession number in subfield 992y and in subfield 997f.
11.	70X3, 001c in authority record	F	It is checked whether authority record identification number for corporate body (001c = "b") has been entered into subfield 70X3.
12.	012, 141, 316, 317, 318, 481, 482, 702, 712 subfield 5	F	It is checked if the library code of another library is entered into subfield 5.
13.	321u, 856u	W	The correctness of the URL entry is checked.

**Legend for various error types:**

F (*Fatal*) – Record cannot be saved before you correct the error.

W (*Warning*) – The program alerts you about a possible error.

I (*Information*) – The program displays a warning but the record is saved.

<sup>1</sup> If the ISBN is entered without hyphens, but otherwise correct, the control has the status W and not F.

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### B.1.3 Controls related to record saving

Messages that appear when saving a record indicate other content-related errors. When saving a record, the messages described in chapter *B.1.1* also appear. Some messages are generated automatically just to draw your attention, whereas others indicate errors that must be eliminated before you can save a record. When a record is marked for deletion (001a = "d") and subfield 001x is filled in, the controls are not carried out.

- All fields 327 must have the same indicator values. [82]
- Also record for host item of component part with typology code 1.16 must include typology data. [102]
- Alternative numbering is entered incorrectly (215rqp). [40]
- Article with typology ??? must be published in a serial. [87]
- At least two fields ??? must exist in order to fully link serials. [78]
- Bibliographic level (001c) does not match the code in subfield 110a. [9, 85]
- Check if the transliteration code is missing (100i). [109]
- Check language code ??? in subfield ???!. [62]
- Check publication date 1 (100c)! [15]
- Check publication date 1 in subfield 100c as it refers to the future! [17]
- Check publication date 2 (100d)! [16]
- Check publication date 2 in subfield 100d as it refers to the future! [18]
- Check the country of publication and code in subfield 102a (Salvador)! [25]
- CIP record (001a = "p") should not contain typology unless it has DOI (017). [93]
- Code DVD-Video as videorecording (115a = "c") and videodisc (115k = "b"). [77]
- Code for proceedings, festschrift, etc. missing (105b = "z"). [86]
- Code in subfield 001b is different to code in subfield 001b in host item record. Please check if these are really two different types of records. [123]
- Code in subfield 102a is different to code in subfield 102a in host item record. [108]
- Codes for regions (102b) are entered only if code "srb" or "bih" exists in 02a. [26]
- Codes in subfields 121a and 124b must match. [65]
- Component part related to proceedings must have typology for



- conference contribution. [90]
- Component parts with typology %0 must be related to a monograph (4641) or web encyclopaedia (001t = "2.06"). [88]
  - Connection with host item missing (011a or 4641). [6]
  - Continuing resource no longer being published (100b = "b"). Incorrect publication date 2 (100d). [118]
  - Continuing resource of unknown status (100b = "c"). Incorrect publication date 2 (100d). [21]
  - Control characters (NSB/NSE characters, characters for LaTeX commands) must occur in pairs (field ???). [47]
  - Enter Roman numerals only in subfield ???d. [95]
  - Field ??? is for cartographic materials only (001b = "e", "f"). [31]
  - Field ??? is for electronic resources only (001b = "l"). [34]
  - Field ??? is for sound recordings and printed music only (001b = "c", "d", "i", "j"). [32]
  - Field ??? is used for textual material (001b = "a", "b"). [63]
  - Field ??? must contain subfield 6. [58]
  - Field ??? must contain subfield a, always in the first place. [12]
  - Field 017 must contain subfield 2 and subfield a or z. [115]
  - Field 071 is used for sound recordings, videorecordings and printed music (001b = "c", "i", "g", "j"). [11]
  - Field 115 contains subfield k or l, which is used for videorecordings only (115a = "c"). [122]
  - Field 115 is used for visual projections, videorecordings and motion pictures only (001b = "g"). [28]
  - Field 116 is for graphics only (001b = "k"). [29]
  - Field 117 is for three-dimensional artefacts and realia only (001b = "r"). [30]
  - Field 126 is for sound recordings only (001b = "i", "j"). [33]
  - Field 130 is used for microforms. Check subfield 001b. [81]
  - Field 208 is for printed music only (001b = "c", "d"). [38]
  - Field 327 can be repeated only if the 1st field already contains the maximum number of subfields. [82]
  - Field 900 cannot be used without field 700 and field 710 cannot be used without field 910. [67]
  - Field 970 cannot be changed because subfield 001t in the record is verified. [124]
  - Field with CONOR.SI-ID=??? must include indicator for exclusion

from personal bibliography. [100]

- Fields ??? must contain subfield a, always in the first place if the field is not linked. Linked fields require subfield 3 in the first place. [12]
- Fields 700 and 710 are not used if there are more than 3 authors. [46]
- Fields 700 and 710 cannot be used in a record at the same time. [66]
- Fields 711 (712) and 911 (912) are not properly linked. [138]
- For analytical description of serials 011e or 011c are needed. [61]
- For currently published continuing resource (100b = "a"), publication date 2 (100d) must be "9999". [20]
- For form heading, the value of indicators in field 710 must be 01. [52]
- For non-book material, it is recommended to enter basic coded data (field ???). [119]
- For scientific articles and other component parts data on literature used is mandatory (field 320). [120]
- General material designation (200b) does not match the type of record (001b). [68]
- Heading missing: personal (field 700), corporate (field 710) or title (value of indicator 1 in field 200). [35]
- Hierarchical level is not compatible with input mask. [69]
- If field 910 with no data in subfield 3 exists, also field 710 without data in subfield 3 must exist. [139]
- If field 916 exists, at least one subfield 71X3 must be filled in. [137]
- If subfield 970g is filled in, subfields 970a and 970d must also be filled in. [127]
- If subfield 970g is filled in, the record must have the typology for a conference contribution in subfield 001t. [125]
- If subfield z is filled in in fields 330 or 610, subfield a must also be filled in. [136]
- Illustration codes (105a, 140a) must match the data in subfield 215c. [27]
- In anonymous works, indicator 1 in field 532 must be set to 1. [73]
- In embedded field ???, indicator ? is incorrect. [43]
- In field 200, value of indicator 1 is 1, although author heading exists in record. [36]
- In field 327, subfield a is mandatory. [49]
- In the first or only field 210, the value of indicator 1 must be blank. [140]
- Incomplete see references. Check subfield 6 for linking blocks 9 and

6/7. [58]

- Incorrect form heading. Field 710 missing. [45]
- Incorrect indicator 2 (field ???). [60], [134]
- Incorrect indicator in field 101. [54]
- Incorrect ISSN (011as). Check host item identification. [105]
- Incorrect ISSN (011cef). Contact NUK for allocation. [53]
- Incorrect locality code (subfield 102b). [135]
- Incorrect order of subfields in field 600. [117]
- Indicators must be uniform for note display (indicator 2 in fields ???). [79]
- ISSN (011c, e or f) missing. [10]
- ISSN of series/subseries/supplement (011s) missing. [41]
- ISSN required. [10]
- It is not allowed to embed field ??? into field ???. [43]
- Key title is added along with ISSN. [97]
- Language codes in subfields 101abc must differ from each other. [23]
- Language codes in subfields 101efg must be different from the code in subfield 101a. [24]
- Multiple ISBNs (010) require qualifications (010b). [72]
- Numbering is entered incorrectly (215hig). [39]
- Only enter digital object identifier (DOI) into subfield 017a (without the strings "http://" and "dx.doi.org"). [121]
- Only fill in subfield 970g in records that are not linked to a record for a monograph source (subfield 4641 does not exist). [126]
- Only one variant heading can be marked as a phonetic form and one as an etymological form. [110]
- Parallel title entry recommended also to field 510. [59]
- Previous or first entry of record (001a= "p", "i") cannot contain accession number. [7]
- Publication date 2 (100d) missing. [106]
- Publication date 2 (100d) must be more recent than publication date 1 (100c). [19]
- Publication year of article (component part) does not match publication year of host item! [111, 112]
- Punctuation "=" appears automatically in front of subfield ???. [57]
- Record for 001t = "2.20" or "2.21" must contain the code for electronic resource (001b = "I"). [84]

- Record for component part 001c = "a" must have hierarchical level 001d = "2". [2]
- Record for electronic resource (001b = "1") must include either field 017, 337 or 856, or an ELINKS link. [103]
- Record for event 001b = "u" must have bibliographic level 001c = "d". [1]
- Record for online electronic resource (135b = "i") must contain either field 017 or 856, or an ELINKS link. [71]
- Record for scientific monograph (001t = "2.01") must have data in subfield 105e. [101]
- Relator code (70X4) missing. [50]
- Repeated subfield ???f must start with an equals sign. [113]
- Reproduction was published before original? Check 100bcd! [42]
- Scientific article (001t = ???) should not be related to a serial with subfield 110a = ???. [91]
- Scientific monograph (001t= "2.01") has no ISBN (010a). Check typology! [99]
- Scientific monograph (001t = "2.01") requires an ISBN (010a) and an extent of more than 20 pages. Check the information entered in 215a or fill in 970c as well.
- Script in subfield 100l does not match the language in subfield 101g or 101a. [107]
- Selected input mask is not compatible with document type. [51]
- Subfield ??? can only be in a record for component part (001c="a"). [8]
- Subfield ???c contains a number. Check entry! [94]
- Subfield ???f missing. [48]
- Subfield 011a missing. [55]
- Subfield 101c missing. If you do not know the original language, enter the code "und". [96]
- Subfield 3270 can only exist in the first field 327. [82]
- Subfield 421a not repeatable. [37]
- Subfield 4641 can only be used for linking with a monograph. [44]
- Subfield 7024 contains relator code ???. Check the entry in subfield 105b. [104]
- Subfield a in field ??? missing. [74]
- Subfield d entered into field ??? so check the value of indicator 2. [75]
- Subfields 115prstuvz123 are used for motion pictures (115a = "a"). [64]
- The authorship code 927 is only entered into field 702. [131]

- The authorship code 927 is only given to those research contributors that are not also authors. [130]
- The content of field 020 cannot be changed if it contains a number in the Slovenian national bibliography. [70]
- The contents in subfields 001a and 001x do not match. [116]
- The contents in subfields 115a and 115g do not match. [80]
- The number of authors in the record is larger than the number of research group members. Check both numbers! [132]
- The total number of authors in subfield 970b must not be smaller than the number of authors in fields 70X. [128]
- The total number of research contributors, entered into subfield 970f, must not be smaller than the number of research contributors, entered into fields 702. [129]
- The type of publication date code 100b = "j" requires exact date in subfield 100d. [22]
- The value of the indicator 2 does not correspond with the code for specific material designation of the document (135b = "i"). [133].
- Type of publication date code (100b) for continuing resources (001c = "i", "s") is entered. [13]
- Type of publication date code (100b) for monographs (001c = "m") is entered. [14]
- Typology 001t = ??? requires appropriate code in subfield 105b. [89]
- Typology cannot be changed since it has been confirmed. [98]
- Typology code 001t is from 1st group. Article description 001c = "a" required. [3]
- Typology code 001t is from 2nd group. Description of integrating resource or monograph required. [4]
- Typology code 001t is from 3rd group. Description of performance work 001c = "d" required. [5]
- Typology for bibliography requires appropriate code in subfield 105b. [92]
- Typology for textbook requires appropriate code for textbook in subfield 105b. [83]
- Typology is (generally) not used in records for integrating resources, with the possible exception of web proceedings, web encyclopedias and updating loose-leaves. [114]
- Under offprint (105b = "8"), the note about offprint is missing (324). [56]
- URN (856g) or URL (856u) must precede public note (856z). [76]

**Table B.1-3: Bibliographic databases – controls related to record saving**

	<b>Field</b>	<b>Error</b>	<b>Description</b>
1.	001bc	F	If 001b = "u", 001c = "d".
2.	001cd	F	If 001c = "a", 001d = "2".
3.	001ct	F	If data in 001t starts with "1", 001c = "a".
4.	001ct	F	If data in 001t starts with "2", 001c = "i" or 001c = "m".
5.	001ct	F	If data in 001t starts with "3", 001c = "d".
6.	001c, 011a, 4641	F	If 001c = "a", 011a or 4641 must exist, in case of local records 992v.
7.	001a, 996f, 997f	F	If 001a = "i" or "p", 996/997f must not exist.
8.	011a, 4641, 001c	F	If 011a or 4641 exists, 001c = "a".
9.	001c, 110a	W	If 110a = "e", it is checked if 001c = "i".
10.	001c, 011ecf, 100b	F	If 001c = "s", one of subfields 011e, c or f must exist. If 001c = "i" and 100b = "a", "b" or "c", one of subfields 011e, c or f must exist.
11.	071, 001b	F	If 071 exists, one of the codes in 001b must be "c", "g", "i", "j", "l" or "m".
12.	071, 115, 116, 200, 205, 225, 5XX, 6XX (except 610, 620 and 675), 7XX, 90X, 91X, 96X	F	In the listed fields, subfield 3 or subfield a must always be in the first place.
13.	001c, 100b	F	If 100b = "a", "b" or "c", 001c = "s" or "i".
14.	001c, 100b	F	If 100b = "d", "e", "f", "g", "h", "i" or "j", 001c must differ from "s".
15.	100c	W	It is checked if year in 100c is before 1000.
16.	100bd	W	It is checked if the number in 100d (except if 100b = "j") is lower than 1000.
17.	100c	F	Year in 100c must not be more recent than the current year + 3.
18.	100d	F	Year in 100d must not be more recent than the current year + 3, with the exception of 9999.
19.	001c, 100bcd	F	Year in 100d must be more recent than in 100c, except if one of the codes in 100b is "d", "e", "h", "i" or "j", or if the code in 001c is "a". Year in 100d must be more recent or equal to the year in 100c if code "b" is in 100b.
20.	100bd	F	If 100b = "a", 100d = "9999".
21.	100bd	F	If 100b = "c", 100d = "????".
22.	100bd	F	If 100b = "j", 100d contains month and day in the following format: MMDD.
23.	101abc	W	It is checked if the contents of subfields a, b, c differ from each other. If indicator 1 has value 2 in field 101, the control is not carried out.
24.	101aefg	W	It is checked if the contents of subfields e, f, g differ from the content of the first subfield a.
25.	102a	I	It is checked whether code "slv" – Salvador has been

	<b>Field</b>	<b>Error</b>	<b>Description</b>
			entered into 102a.
26.	102ab	W	If subfield 102a is filled in, field 102b exists only if the content of subfield 102a is "srb" or "bih".
27.	105a, 215c	F	If 001a ≠ "p" and 105a exists with a code that differs from "f" and "y", also 215c must exist. If 215c exists and 001b = "a" and 001c = "m" and 130 does not exist, 105a with code that differs from code "y" or 140a with a code that differs from code "ay" must exist.
28.	001b, 115	F	If 115 exists, 001b = "g", "l" or "m".
29.	001b, 116	F	If 116 exists, 001b = "k", "l" or "m".
30.	001b, 117	F	If 117 exists, 001b = "r" or "m".
31.	001b, 120, 121, 123, 124, 206	F	If 120, 121, 123, 124 or 206 exists, 001b = "e", "f", "l" or "m".
32.	001b, 125, 127, 128	F	If 125, 127 or 128 exists, 001b = "c", "d", "g", "i", "j", "l" or "m".
33.	001b, 126	F	If 126 exists, 001b = "i", "j" or "m".
34.	001b, 135, 230, 336, 337	W	If 135, 230, 336 or 337 exists, it is checked if 001b = "l" or "m".
35.	200, 532, 700, 710	F	If none of the fields 700, 710 or 532 exists, indicator 1 must be in field 200 (for anonymous works no personal or corporate name heading of the main entry but proper name heading).
36.	001b, 200, 700, 710	I	If indicator in 200 is set to 1 and 001b = "a", neither 700 nor 710 usually exist.
37.	421a	F	Subfield 421a for continuing resources is not repeatable.
38.	208, 001b	F	If field 208 exists, 001b = "c", "d" or "m".
39.	215gih	I	If subfield i exists, it is checked if subfield h exists. If subfield g exists, it is checked for subfields i and h.
40.	215pqr	I	If subfield q exists, it is checked if subfield r exists. If subfield p exists, it is checked for subfields q and r.
41.	215opqrs, 011s	F	If any of subfields 215opqrs exist, also subfield 011s must exist.
42.	100bcd	F	If 100b = "e", the year in 100c must be more recent than the year in 100d.
43.	embedded fields in block 4XX	F	It is checked which fields can be embedded and if the indicators in the embedded fields are correct. The field repeatability is also checked.
44.	4641	F	ID is entered in 4641. In the record with this ID, the content of 001c must be "m" or "i".
45.	503, 710	F	If field 503 exists, also field 710 must exist.
46.	7X0, 7X1	W	If field 700 (710) exists, the record may not include more than two fields 701 (711).
47.		F	The NSB/NSE character and the character for LaTeX must appear in a pair in a subfield.
48.	200fg, 205fg	F	If subfield g exists in any of these fields, subfield f must exist in the same field.
49.	327a	F	It is checked if subfield a is entered within field 327.

	<b>Field</b>	<b>Error</b>	<b>Description</b>
50.	70X4	W	It is checked if subfield 4 is entered within fields 70X.
51.	001c, input mask	F	It is checked if the code in subfield 001c matches the selected input mask. Only the following combinations are correct: – if 001c = "m" or 001c = "d", the selected input mask must be either M – monographs or N – non-book material, or – if 001c = "s" or 001c = "i", the selected input mask must be K – continuing resources, or – if 001c = "c", the selected input mask must be Z – collections, or – if 001c = "a", the selected input mask must be A – articles and other component parts.
52.	710, 503	F	If field 503 exists, indicator 1 in field 710 must be set to 0, and indicator 2 to 1.
53.	011cef	W	It is checked whether 0000-0000 has been entered into subfields 011cef.
54.	101c	F	If 101c exists, indicator in 101 must be different from 0.
55.	011as	F	If subfield s exists, also subfield a must exist.
56.	105b, 300, 324	W	If code in 105b is "8", it is checked if field 300 or field 324 exist.
57.	200d, 205d, 225d	I	It is checked whether the equals sign is entered first into the subfield.
58.	901, 902, 911, 912, 96X subfield 6	F	Subfield 6 is mandatory in fields to which authority control does not apply (subfield 6 with appropriate content must be within suitable field 7XX or 6XX). To link fields for which authority control applies, subfield 3 is used.
59.	200d, 510	I	If 200d exists and indicator in 200 is set to 1, it is checked if 510 also exists.
60.	70Xb, 600b	W	If subfield b is filled in, it is checked if the value of indicator 2 is 1. If subfield b is not filled in, it is checked if the value of indicator 2 must be 0.
61.	011f	I	You receive a message if only subfield f exists in field 011.
62.	101afg	I	It is checked if one of these subfields contains code "got" – Gothic or "ang" – Anglo-Saxon.
63.	105, 106, 001b	W	If field 105 exists, 001b = "a", "b", "l" or "m". If field 106 exists, 001b = "a", "b" or "m".
64.	115aprstuvz123	F	The listed subfields within field 115 can only exist if code in subfield 115a is "a".
65.	124b, 121a	W	If one of the codes in 124b is "a", "b", "d", "f", "g", "i", "j", it is checked if the code in 121a is "a". If code in 124b is "c" or "e", it is checked if the code in 121a is "b".
66.	700, 710	F	Fields 700 and 710 must not appear together in a record.
67.	700, 710, 900, 910	F	If field 900 exists, also field 700 must exist. If field 910 exists, also field 710 must exist.
68.	200b, 001b	F	For each text in 200b, the appropriate code must be used in 001b; i.e. code "e" or "f" for "Cartographic material";



	Field	Error	Description
			code "c" or "d" for "Printed music"; code "g" for "Videorecording", "Motion picture" and "Visual projection"; code "i" or "j" for "Sound recording"; code "k" for "Graphics"; code "m" for "Multi-media"; code "r" for "Object"; code "1" for "Electronic resource" and "Computer file".
69.	001d, input mask	F	It is checked if the code in subfield 001d matches the selected input mask. In masks M, Z and N, all codes are possible in 001d. In mask K, the only two possible codes are 001d = "0" and 001d = "1". In mask A, only the code 001d = "2" is possible.
70.	020ab, 100h	F	If 100h = "slv" and if the code "SI" is entered in subfield 020a and subfield 020b also exists in the same field, the contents of field 020 must not be changed.
71.	001g, 017, 135b, 856	W	If 135b = "i" and 001g ≠ "2", it is checked if a field 017 or 856 exists.
72.	010ab	W	If field 010 within a record is repeated, it is checked if all fields 010 but one contain subfield b. The exception are pairs of fields 010 with 10- and 13-digit ISBNs (positions 1 - 9 in the 10-digit number match positions 4 -12 in the 13-digit number), for which none of the fields require subfield b.
73.	532, 700, 710	F	If neither field 700 nor field 710 exist, the value of indicator 1 in field 532 must be 1.
74.	4XXax	F	If field 4XX has subfield x but no subfield a, a record that has subfield 011e with the content matching the content of subfield x (SP=) must be in the shared database; this record must include field 530.
75.	70X, 600	W	If field 70X or field 600 include subfield d, it is checked if the value of indicator 2 is 0.
76.	856	W	If the field includes subfield z, it is checked if it is preceded by subfield g or u.
77.	115alk	F	If 115l = "k", 115a = "c" and 115k = "b".
78.	436, 446, 447	F	If field 436 or 446 or 447 exists, the record must include at least two such fields.
79.	436, 446, 447	F	In all fields 436 (or 446 or 447) the value of indicator 2 must be the same.
80.	115ag	F	If 115a = "a" and 115g exists, 115g must include one of the following codes: "a", "b", "c", "d", "u", "z"; if 115a = "b" and 115g exists, 115g must include one of the following codes: "g", "h", "i", "j", "k", "l", "u", "z". If 115a = "c", 115g must not exist.
81.	001b, 130	W	If field 130 exists, it is checked if one of the codes in subfield 001b is: "a", "b", "c", "d", "e", "f", "k", "m".
82.	327	F	Field 327 can be repeated only if the first field 327 already includes the maximum number of subfields; only the first field 327 can include subfield 0 and all fields 327 must have the same indicator values.
83.	001t, 105b	F	If typology 001t = "2.03" and 105b exists, 105b must

	Field	Error	Description
			include either code "j3" or code "j". If typology 001t = "2.04" and 105b exists, 105b must include code "j1", "j2" or "j".
84.	001b, 001t	F	In case of typology 001t = "2.20" or "2.21", 001b = "l".
85.	001c, 110a	F	If 110a = "a", "b" or "c", 001c = "s".
86.	105bcd	W	If 105c = "1" or 105d = "1", it is checked if 105b = "z".
87.	001t, 011a	F	If typology 001t = "1.01", "1.02" or "1.03", the record must include subfield 011a, whereas in the shared database, the record that you receive through searching SP=011a must include code 001c = "s".
88.	001t, 011a, 4641	F	In case of typology 001t = "1.16" or "1.17", subfield 4641 or subfield 011a must exist. If subfield 4641 does not exist, the host record (based on 011a) must contain 001t = "2.06".
89.	001t, 105b	W	If typology 001t = "2.08", 105b = "m" or "mb31". If typology is 001t = "2.09", 105b = "m2" or "mb22". If typology 001t = "2.11", 105b = "m5", "m6", "mb11", "mb12", "mb13", "mb14", "mb15", "mb16" or "mb21".
90.	001t, 4641	F	If the superior record with ID from 4641 includes codes 001t = "2.30", "2.31", "2.32", then subfield 001t (if it exists) must contain one of the following codes: "1.06"-"1.13" or "1.19"-"1.25".
91.	001t, 011a, 110a	F	If 001t = "1.01", "1.02" or "1.03", subfield 110a in the record for host serial (with the same ISSN) must not include code "c" or "z".
92.	001t, 105b	F	If 001t = "2.07" and 105b exists, 105b = "a".
93.	001at, 017	F	If 001a = "p" and 001t exists, 017 must exist as well.
94.	600c, 70Xc, 90Xc	W	It is checked if subfield c contains Arabic numerals (enter the year of birth/death into subfield f).
95.	600d, 70Xd, 90Xd	W	It is checked if subfield d contains Arabic numerals (enter the year of birth/death into subfield f).
96.	101c	W	If indicator 1 in field 101 is 1, it is checked if subfield 101c exists.
97.	011ef, 530a, 531a	W	If 530a or 531a exist, it is checked if 011e or 011f also exist.
98.	001t	F	When updating the record, you cannot change the content of subfield 001t if typology was confirmed by the person confirming typologies.
99.	001t, 010a, 215a, 970c	I	If 001t = "2.01", it is checked if the record includes subfield 010a and if subfields 215a or 970c include the information that the scientific monograph has more than 20 pages.
100.	001ct, 70X	F	If a record for a component part (001c = "a") and its host item record (ID = 4641) contain subfield 001t and the same heading (70Xabcdf) with the same relator code (70X4), field 70X in a record for a component part or the source must include indicator for exclusion from personal bibliography (indicator 1 is 2).

	<b>Field</b>	<b>Error</b>	<b>Description</b>
101.	001ct, 105e	F	If 001c = "m" and 001t = "2.01", subfield 105e is mandatory.
102.	001t, 4641	W	It is checked if the host item record (ID from 4641) of the record with typology 001t = "1.16" includes subfield 001t.
103.	001bc, 017, 337, 856	W	If 001b = "l" and 001c ≠ "a", it is checked if either a field 017, 337 or 856 exists.
104.	7024, 105b	W	If subfield 7024 includes one of the following codes: "991", "992", "993" or "994", it is checked if the content of subfield 105b starts with "m" or "p".
105.	011as	F	It is not possible to enter the number "0000-0000" into subfields a and s of field 011.
106.	100d, 100b	F	Subfield 100d is mandatory if 100b = "a", "b", "c", "g" or "j".
107.	100l, 101ag	W	It is checked if the code in subfield 101g (or in subfield 101a if the record has no subfield 101g) and the code in subfield 100l match. Only the following combinations are correct: <ul style="list-style-type: none"> <li>– "ger", "eng", "ita", "spa", "fre", "scr", "slv", "bos", "alb", "hun", "slo", "cze", "pol", "dut", "fin", "por", "swe", "nor", "dan" and "ba";</li> <li>– "scc" and "cb" or "ba";</li> <li>– "srp" and "cb" or "ba";</li> <li>– "mac" and "cc";</li> <li>– "rus", "bel", "bul", "mol", "mon", "ukr", "bug", "taj", "tar", "tut", "tuk" and "ca";</li> <li>– "kir", "kaz", "oss", "uzb", "aze" and "ba" or "ca" or "fa";</li> <li>– "che", "rum" and "ca" or "ba";</li> <li>– "chu" and "oc";</li> <li>– "grc", "gre" and "ga";</li> <li>– "jpn" and "da";</li> <li>– "chi" and "ea";</li> <li>– "heb", "yid", "jrb", "lad" and "ha";</li> <li>– "ara", "per", "oto", "may", "pus", "urd", "ira" and "fa";</li> <li>– "kor" and "ka";</li> <li>– "hin", "mar", "nep" and "ja";</li> <li>– "san" and "ja" or "ia".</li> </ul> For languages not listed above the script is not checked.
108.	102a	W	If 001c = "a", it is checked if the host item record contains subfield 102a with identical content.
109.	100il	W	If subfield 100l ≠ "ba" and subfield 100l ≠ "c*", it is checked if subfield 100i exists (applicable to systems that use Latin and Cyrillic script). If 100l ≠ "ba", it is checked if subfield 100i exists (applicable to systems that use Latin script only).
110.	100h, 90X36	W	A record can have only one field 900 for each of the following values of indicator 2: 0, 1, 3, 4. Field 901 and field 902 with the same indicator can be repeated, but only if the content of subfield 6 is different. Only fields 90X that do not include subfield 3 are checked.

	Field	Error	Description
			Control is performed only if 100h = "scc", "srp" or "cnr".
111.	001c, 100bcd	W	If 001c = "a" and 100b = "d", "g" or 100b does not exist, and at the same time it is 100b = "a" or "b" for the source in the host item record, it is checked if: – 100c (article) ≥ 100c (host item record) and – 100c (article) ≤ 100d (host item record) The same applies to subfield 100d for an article, if it exists.
112.	001c, 100bcd	W	If 001c = "a" and 100b = "d", "g" or 100b does not exist, and at the same time it is 100b = "c" for the source in the host item record, it is checked if: – 100c (article) ≥ 100c (host item record) The same applies to subfield 100d for an article, if it exists.
113.	200f, 205f, 225f	F	If subfield f is repeated and if it directly follows the previous subfield, the equals sign must be in the first place in the repeated subfield f.
114.	001bct, 110a	F	If 001c = "i" and typology is entered, one of the following conditions must be met: – 001b = "l" and 110a = "g" or "f" and 001t includes one of the following typologies: "2.06", "2.26", "2.27", "2.30", "2.31", "2.32", or – 110a = "e" and 001t includes one of the following typologies "2.01", "2.02", "2.06", "2.25".
115.	017az2	F	Field 017 must contain subfield 2 and subfield a or z.
116.	001ax	F	If 001a = "d", 001x must include the record identification number which must be downloaded. If 001x = "-", then 001a = "d".
117.	600abcdf	F	Subfields cdf are permitted only after subfields a and b.
118.	100bd	F	If 100b = "b", 100d must be different to "9999".
119.	001bc, 115agk, 116a, 117a, 124b, 126a, 135b	W	If 001c ≠ "a", it is checked for the presence of coded fields for individual types of non-book material: – if 001b = "g", it is checked for the presence of subfield 115a and one of the subfields 115g and 115k; – if 001b = "k", it is checked for the presence of subfield 116a; – if 001b = "r", it is checked for the presence of subfield 117a; – if 001b = "e" or "f", it is checked for the presence of subfield 124b; – if 001b = "i" or "j", it is checked for the presence of subfield 126a; – if 001b = "l", it is checked for the presence of subfield 135b.
120.	001t, 320a, 4641, 970g	W	If in 001t one of the codes is "1.01", "1.02", "1.16", the presence of subfield 320a is checked. The presence of filed 320 is also checked for the codes "1.06" and "1.08", but only if 970g contains one of the codes "1" or "2" or if the host item record (ID from 4641) contains one of the

	Field	Error	Description
			codes "2.31" or "2.32" in subfield 001t.
121.	017a2	F	If 0172 = "doi", subfield a must not start with the string "http://" nor contain the string "dx.doi.org".
122.	115akl	F	If field 115 contains subfield k or subfield l, it must also contain subfield 115a = "c".
123.	001bc, 011a, 4641	W	It is checked if the codes in subfield 001b in the record for the component part (001c = "a") and its host item record (ISSN from 011a or ID from 4641) match, but only if 001b ≠ "m" in the host record.
124.	001t, 970	F	When updating the record, you cannot change the contents of field 970 if subfield 001t is locked.
125.	001t, 970g	F	If 970g exists, subfield 001t must contain one of the codes "1.06"–"1.13".
126.	4641, 970g	F	Subfields 970g and 4641 must not both occur in the record at the same time.
127.	970adg	F	If 970g exists, subfields 970a and 970d must also exist.
128.	70X4, 970b	F	If 970b exists, the number entered must be larger than the total number of filled in subfields 70X4 with code "070".
129.	7024, 970f	F	If 970f exists, the number entered must be larger than the total number of filled in subfields 7024 with code "927".
130.	70X4	F	The same author must not have code "070" in subfield 70X4 and at the same time code "927" in subfield 7024.
131.	7024	F	The authorship code 927 is entered only into subfield 7024.
132.	70X4, 970bf	W	It is checked for the number entered into subfield 970b (or the total number of filled in subfields 70X4 with code "070", if there is no subfield 970b) and the number entered into subfield 970f (or the total number of subfields 7024 with code "927", if there is no subfield 970f). The first number must be smaller.
133.	135b, 856	F	If indicator 2 in fields 856 has the value 0, then 135b = "i".
134.	338	W	If indicator 2 in field 338 is blank, it is checked if only subfield a exists. If indicator 2 has the value 1, it is checked if there are any other subfields of field 338 (in this case, subfield a must not exist).
135.	102ab	F	If 102a = "srb" and subfield 102b is entered, one of the codes in 102b must be "cs" or "vj". If 102a = "bih" and subfield 102b is entered, one of the codes in 102b must be "br", "fb" or "rs".
136.	330az, 610az	F	If subfield z is filled in in fields 330 or 610, subfield a must also be filled in.
137.	916, 71X3	F	If field 916 exists, at least one subfield 71X3 must be filled in.
138.	91136, 91236, 71136, 71236	F	If field 911 or 912 with no data in subfield 3 exists, at least one field 711 or 712 with no data in subfield 3 must exist. In this case, field 911 or 912 must be linked with

	<b>Field</b>	<b>Error</b>	<b>Description</b>
			field 711 or 712 via subfield 6.
139.	9103, 7103	F	If field 910 with no data in subfield 3 exists, field 710 with no data in subfield 3 must also exist.
140.	210	W	In the first or only field 210 it is checked if the value of indicator 1 is blank.

**Legend for error types:**

F (*Fatal*) – Record cannot be saved before you correct the error.

W (*Warning*), I (*Information*) – The program alerts you about a possible error.

## B.2 CONOR AUTHORITY DATABASE

The appendix includes messages indicating errors when entering data into the CONOR authority database.

The appendix includes messages indicating:

- non-observance of defined basic field and subfield properties
- other errors that occur when entering data into subfields
- errors related to the incorrect combination of different data that are identified when saving the record

Each chapter in this appendix includes two parts. The first part comprises automatically generated messages sorted alphabetically. The numbers next to the messages refer to the controls listed in the table. The second part comprises a table with descriptions of the controls that are performed.

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### B.2.1 Controls related to field and subfield properties

Messages indicating errors related to basic field and subfield properties are identical to the messages that appear in the bibliographic database and are described in chapter *B.1.1*.

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### B.2.2 Controls related to subfield content entry

Messages that appear refer to errors related to the entry of data into subfields.

- A subfield must not have the ID of a record that has another mask. [4]
- A subfield must not have the ID of the record that you are editing. [4]
- In the replacement access point, field 2007 must contain the same code as in the deleted access point. [4]
- Incorrect date. [1]
- Incorrect number. [2]
- Linking the record to the same record is not allowed. [5]
- Record for publication does not exist in COBIB. [3]
- Record ID from wrong mask was entered. [5]
- Subfield ??? must not contain ID of the record marked as deleted or split. [4]

- Subfield must not contain the ID of a record with less fields 200 than the record you are editing. [4]

**Table B.2-1: CONOR authority database – controls related to subfield content entry**

	Field	Error	Description
1.	835d, 836d, 990a	F	The correctness of date entry is checked.
2.	001x	F	The correctness of identification number entry is checked.
3.	990b	F	It is checked whether a record with identification number entered into subfield 990b exists in COBIB.
4.	001ax, 990n	F	You may not enter identification numbers of authority records in subfield 001a to subfields 001x and 990n, if they: <ul style="list-style-type: none"> <li>– have code "d" or "r" in subfield 001a;</li> <li>– have less fields 200 than the record you are editing;</li> <li>– have a code in subfield 2007 that is different to the code in subfield 2007 in the record you are editing.</li> </ul> Also you may not enter, into these two subfields, identification numbers of authority records that that were created in another input mask and identification number of the record you are editing.
5.	5003, 5103	F	In subfield 5003, you can only enter the identification number of the record for personal name. In subfield 5103, you can only enter the identification number of the record for corporate body. The identification number of the record you are editing cannot be entered either.

**Legend for error types:**

F (*Fatal*) – Record cannot be saved before you correct the error.

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### B.2.3 Controls related to record saving

Messages that appear when saving a record indicate other content-related errors. When saving a record, the messages described in chapter *B.2.1* also appear. Some messages are generated automatically just to draw your attention, whereas others indicate errors that must be eliminated before you can save the record. When a record is marked for deletion (001a = "d") only controls 1–4 are carried out.

- A record marked as split (001a = "r") must have at least two IDs in subfield 001x. [2]
- A record marked for deletion (001a = "d") must have one ID in subfield 001x. [1]
- Access point ??? exists also in the record with ID=???. [12], [52]
- Access point includes identification data (200cdf). Check code in subfield 120b. [31]



- Access point includes no year (200f). Check code in subfield 152a. [34]
- Access point may be used as a subject heading (106a = "0"). Check if data in subfield 200f is missing. [22]
- According to the code in field 001c, there must be a field ????. [54]
- Additional record for authorized access point in domestic language must include language code (2009). [40]
- Also record with ID=??? contains ???, only without additions. [14]
- Also record with ID=??? contains name ???, only with additions. [13]
- Authorized access point ??? from field 200 exists also in record with ID=???. [11]
- Authorized access point ??? from field 210 exists also in record with ID=??? [51]
- Authorized access points in both scripts must contain same researcher code (200r). [43]
- Codes for regions (102b) are entered only if code "srb" or "bih" exists in 102a. [16]
- Considering the subfield 001x content, the record should be marked as split (001a = "r"). [4]
- Considering the subfield 001x content, the record should be marked for deletion (001a = "d"). [3]
- Corrected record (001a = "c") should not be marked as incomplete (001g = "3"). [18]
- Enter initials in subfield a. [7]
- Enter Roman numerals only in subfield ???d. [33]
- Entry of access point in Cyrillic recommended. [36]
- Entry of source for access point required (810a). [37]
- Entry of the year of birth (190a) recommended if the person is from your country. [21]
- Field ??? is repeatable only for the parallel form of the personal name. [44]
- Field 035 containing DLC cannot be deleted. [26]
- Field 320 is only used in general explanatory entry records (001b = "z"). [9]
- Field 835 is only used in records with code "d" or "r" in subfield 001a. [10]
- Field 990 must contain all three subfields (a, b, n). [30]
- Field for related access point in domestic language must contain language code (7009). [41]

- Fields ??? differ in structure. [45]
- Fields 150 and 210 do not match. In case of a meeting or a conference, enter code "1" into subfield 150b and fill in at least one of subfields 210def. [17]
- General explanatory access point is incorrectly coded in subfield 100b. [8]
- In field ???, the day is entered incorrectly. [24]
- In field ???, the month is entered incorrectly. [24]
- In the case of authorized access points in two scripts, the script code of the first access point must match the script code of the cataloguing language. [39]
- In the record with parallel access points there can only be one field 700. [42]
- Incorrect indicator 2 in field ???. [5]
- Incorrect locality code (subfield 102b). [49]
- Incorrect order of subfields in field ???. [38], [53]
- Indicator values in fields 210, 410, 510 differs. Check the values. [48]
- Personal name with a date. Check if it can be used as a subject heading (106a= "0"). [20]
- Record has two identical access points (fields 200, 400, 500, 700 are checked). [6]
- Record has two identical access points (fields 210, 410, 510 are checked). [50]
- Record with researcher code is for one person (120b = "a"). [19]
- Record with this DLC number (field 001) already exists in the CONOR database (field 035). [26]
- Records marked as deleted or split must not contain fields 990. [29]
- Repeat field 200 for alternative form of authority access point in another script only. Script code is mandatory. [35]
- Researcher code ??? from subfield 200r is also in record with ID=???. [11]
- Subfield ??? must not contain ID of the record marked as deleted or split. [28]
- Subfield ???c contains a number. Check entry. [32]
- Subfield a is mandatory in field ???. [23]
- The same variant access point exists in ??? record(s). [27]
- The script of the authorized access point in the authority record does not match the script of the title proper in the related bibliographic records. Add a parallel access point or correct the code in 2007. [46]

- The value in subfield 102a is Salvador. Check the nationality code. [15]
- The year in field 190 is more recent than the year in field 191. [25]
- There is no link to the record for the related access point (5XX3). [47]

**Table B.2-2: CONOR authority database – controls related to record saving**

	<b>Field</b>	<b>Error</b>	<b>Description</b>
1.	001ax	F	If 001a = "d", only one authority record ID is in 001x.
2.	001ax	F	If 001a = "r", at least two IDs, separated with a comma, are in 001x.
3.	001ax	F	If there is one ID in 001x, then 001a = "d".
4.	001ax	F	If there are at least two IDs in 001x, separated with a comma, then 001a = "r".
5.	200, 400, 500, 700	F	If subfield b contains data, the value of indicator 2 must be 1. If subfield b contains no data, the value of indicator 2 must be 0.
6.	200, 400, 500, 700	F	At least one of subfields abcd in fields 200, 400, 500 or 700 must be different.
7.	200ab, 400ab, 500ab, 700ab	W	If subfield a contains only an initial (one letter and full stop), it is checked if subfield b contains data.
8.	001b, 100b	F	If 001b = "z", 100b = "x".
9.	001b, 320	F	Enter data into field 320 only if 001b = "z".
10.	001a, 835	F	Enter data into field 835 only for records marked for deletion (001a = "d") or in split records (001a = "r").
11.	200abcdf, 200r	F	In the CONOR.XX database, there must not be two records with all the same subfields 200abcdf or with the same researcher code (200r).
12.	200abcdf, 400abcdf	W	It is checked whether the CONOR.XX database includes field 200 (400) that matches any field 400 (200) in the database. Subfields abcdf are used for comparison.
13.	200abcdf	W	If, when entering a name into field 200, you establish that this name, with addition, already exists in some other record, it is checked whether you have entered this addition into your record. All combinations of subfields cdf are counted as additions.
14.	200abcdf	W	If the record contains field 200 it is checked if there is another record with the same subfields 200a and 200b but without subfields cdf in the database.
15.	102a	I	It is checked if code "slv" – Salvador is entered into 102a.
16.	102ab	W	If subfield 102a is filled in, subfield 102b can be filled in only if the content "srb" or "bih" is in subfield 102a.
17.	150b, 210def	F	If 150b = "1", one of the subfields 210def must be filled in and vice versa.
18.	001a, 001g	W	If 001a = "c", subfield 001g must not be filled in.
19.	120b, 200r	F	If subfield 200r contains data, 120b = "a".
20.	106a, 200f	W	If subfield 200f contains data, it is checked if 106a = "0".

	<b>Field</b>	<b>Error</b>	<b>Description</b>
21.	102a, 120b, 190a, 200	W	If the record contains field 200, and subfield 120b contains code "a", and the domestic country code is entered into subfield 102a (e.g. 102a = "svn"), it is checked, if subfield 190a also contains data.
22.	001c, 106a, 200f	I	If 001c = "a" and 106a = "0", it is checked if subfield 200f contains data.
23.	190, 191, 200, 210, 400, 410, 500, 510, 686, 810, 990, 700	F	In the listed fields, subfield a is mandatory.
24.	190bc, 191bc	W	It is checked if the month in subfields 190b, 191b and the day in subfields 190c, 191c has been entered correctly.
25.	190a, 191a	F	The year in field 191 must be more recent than the year in field 190.
26.	035a	F	You may not delete fields 035 the contents of which start with the designation DLC. The CONOR.XX database may not include two fields 035a with the same content. The control applies only to records downloaded from LC/NAF.
27.	400abddf, 410abddfgh	I	It is checked if the same variant access points also exist in other records.
28.	001a, 001x, 990n	F	You may not enter IDs of authority records that have code "d" or "r" in subfield 001a into subfields 001x and 990n.
29.	001a, 990	W	It is checked if a record that has code "d" or "r" in 001a includes fields 990.
30.	990abn	F	If you use field 990, it is mandatory to enter the data into all subfields (a, b and n).
31.	200cdf, 120b	W	If data is entered into subfield 200c, d or f, it is checked if code "b" is in 120b.
32.	200c, 400c, 500c, 700c	W	Arabic numerals do not belong to subfields 200c, 400c, 500c, 700c.
33.	200d, 400d, 500d, 700d	W	Arabic numerals do not belong to subfields 200d, 400d, 500d, 700d.
34.	200f, 152a	W	If 001c contains code "a" and subfield 152a contains the code "AACR2R" it is checked if subfield 200f contains any data.
35.	2007	F	If field 200 is repeated, both 200 fields must contain data in subfield 7. One of them must contain the code "ba" and the other one a different code.
36.	2007	W	If 2007 = "ba", it is checked whether another field 200 exists with 2007 = "c*".
37.	810a	W	It is checked if the record contains subfield 810a.
38.	200abddf, 400abddf, 500abddf, 700abddf	F	Subfields cdf in fields 200, 400, 500, 700 must be after subfields a and b.
39.	100g, 2007	F	If 100g = "c*" and field 200 is repeated, subfield 7 in the first field 200 must start with "c".
40.	2009, 700	F	If field 700 is repeated, field 200 must include subfield 9.
41.	200, 7009	F	If field 200 is repeated, field 700 must include subfield 9.

	<b>Field</b>	<b>Error</b>	<b>Description</b>
42.	200, 700	F	If field 200 is repeated, field 700 must not be repeated.
43.	200r	F	If field 200 is repeated and contains subfield r, both fields must contain the same subfield 200r.
44.	200, 700	F	The record may contain up to two fields 200 and up to two fields 700.
45.	200, 700	F	If field 200 or field 700 is repeated, both fields must have the same structure of subfields (same subfields in the same order).
46.	2007, 100l (in linked bibliographic records)	F	In an authority record that contains only one field 200, and this field contains subfield 7, it is checked if the code in subfield 2007 matches the code in subfield 100l in the linked bibliographic records. Only the following combinations are correct: – 2007 = c* and 100l = (c* or oc) – 2007 = ba and 100l ≠ (c* or oc)
47.	5XX3	F	In fields 5XX subfield 3 is mandatory.
48.	210, 410, 510	W	It is checked whether indicator values in all fields 210, 410 and 510 match.
49.	102ab	F	If 102a = "srb" and subfield 102b is entered, one of the codes in 102b must be "cs" or "vj". If 102a = "bih" and subfield 102b is entered, one of the codes in 102b must be "br", "fb" or "rs".
50.	210, 410, 510	F	At least one of the subfields abcdefgh in fields 210, 410, 510 must be different.
51.	210abcdefgh	F	In the CONOR.XX database there must not be two records with all the same subfields 210abcdefgh.
52.	210abcdefgh, 410abcdefgh	W	It is checked if field 210 (410) in the CONOR.XX database matches any other field 410 (210) in the database. For the comparison, subfields abcdefgh are considered.
53.	210abcdefgh, 410abcdefgh, 510abcdefgh	F	Subfields bcdefgh in fields 210, 410, 510 must be after subfield a.
54.	001c, 2XX	F	It is checked if the code in subfield 001c matches the presence of field 2XX. Only the following combinations are correct: – if 001c = "a", the record must contain field 200 – if 001c = "b", the record must contain field 210

**Legend for various error types:**

F (*Fatal*) – Record cannot be saved before you correct the error.

W (*Warning*), I (*Information*) – The program alerts you about a possible error.



## B.3 SGC AUTHORITY DATABASE

The appendix includes messages indicating errors when entering data into the SGC authority database.

The appendix includes messages indicating:

- non-observance of defined basic field and subfield properties
- other errors that occur when entering data into subfields
- errors related to the incorrect combination of different data identified when saving the record

Each chapter in this appendix includes two parts. The first part comprises automatically generated messages sorted alphabetically. The numbers next to the messages refer to the controls listed in the table. The second part comprises a table with descriptions of the controls that are performed.

---

### B.3.1 Controls related to field and subfield properties

Messages indicating errors related to basic field and subfield properties are identical to the messages that appear in the bibliographic database and are described in chapter *B.1.1*.

---

### B.3.2 Controls related to subfield content entry

Messages that appear refer to errors related to the entry of data into subfields.

- Incorrect date. [1]
- Incorrect number. [2]

**Table B.3-1: SGC authority database – controls related to subfield content entry**

	<b>Field</b>	<b>Error</b>	<b>Description</b>
1.	801c, 835d, 836d, 991c	F	The correctness of date entry is checked.
2.	001x	F	The correctness of identification number entry is checked.

**Legend for error types:**

F (*Fatal*) – You cannot leave the entry field before you correct the error.

---

### B.3.3 Controls related to record saving

Messages that appear when saving a record indicate other content-related errors. When saving a record, the messages described in chapter *B.3.1* also appear. Some messages are generated automatically just to draw your attention, whereas others indicate errors that must be eliminated before you can save the record.

- A record cannot contain more access points with the same data: ??? [2]
- Access point ??? exists also in the record with ID=???. [3]
- Access point from field 950 is already in record ID=???. Correct as appropriate. [24], [37]
- Access point includes identification data (200cdf). Check code in subfield 120b. [17]
- Access point source missing (810a or 815a). [21]
- According to the code in field 001c, there must be a field ???. [25]
- Add numeric subfields in fields 2XX, 4XX and 7XX in front of subfield a in ascending order. [33]
- Also record with ID=??? contains ???, only without additions. [7]
- An authorized access point cannot be a broader term and a narrower term at the same time. The authorized access point ??? exists as a broader term in the record with ID=??? for the authorized access point from field 5XX (subfield 5 = "g"). Correct as appropriate. [4]
- Authorized access point can be used as a subject access point only if the value in 106a is "0" or "2". [20]
- Codes for regions (102b) are entered only if code "srb" or "bih" exists in 102a. [10]
- Enter Roman numerals only in subfield ???d. [19]
- Entry of the year of birth (190a) recommended if the person is from your country. [9]
- Field 035 containing DLC or NNHWW cannot be changed or deleted. [29]
- Field 160 missing. [40]
- Field 801 cannot be deleted. [31]
- General explanatory access point is incorrectly coded in subfield 100b. [5]
- Geographic area codes (160b) are entered for codes "e-xv---", "e-au---", "e-ci---", "e-hu---" or "e-it---" only. [11]
- In field ???, the day is entered incorrectly. [15]
- In field ???, the month is entered incorrectly. [15]



- In field 152, either subfield a or subfield b can be filled in. [13]
- In the record, field 152 is mandatory. [34]
- In the records for conferences and meetings, a conference or meeting code must be entered (150b = "1"). [23]
- Incorrect combination of subfields 2, 3, 5 and 8 in field 4XX. [27]
- Incorrect order of subfields in field ????. [22]
- Indicator 1 in field ??? incorrect. [35]
- Indicator 2 in field ??? incorrect. [1]
- Subfield ??? can be entered into fields that include also subfield 2. [28]
- Subfield ???5 missing. [26]
- Subfield ???c contains a number. Check entry. [18]
- Subfield a is mandatory in field ????. [14]
- The contents in subfields 250n and 250m do not match. [39]
- The first four spaces of geographic area codes in subfields 160a and 160b must match. [12]
- The record contains more subfields 4XX3 with the same ID. [32]
- The record contains more subfields 9503 with the same ID. [36]
- The same authorized access point exists also in record with ID=???. [6]
- The same authorized access point in English exists also in record with ID=???. [38]
- The SGC database may not contain several fields 035 with the same data. The same control number is also in the record with ID=???. [30]
- The value in subfield 102a is Salvador. Check the nationality code. [8]
- The year in field 190 is more recent than the year in field 191. [16]

**Table B.3-2: SGC authority database – controls related to record saving**

	<b>Field</b>	<b>Error</b>	<b>Description</b>
1.	200, 400, 500, 700	F	If subfield b is filled in, the value of indicator 2 must be 1. If subfield b is not filled in, the value of indicator 2 must be 0.
2.	2XX, 4XX, 5XX, 7XX	F	Fields 2XX, 4XX, 5XX, 7XX without subfield 2 are checked. In each of these fields, the access point must be different.
3.	001a, 2XX, 4XX	F	Access point in field 2XX (4XX) must differ from access point in fields 4XX (2XX) in all other records in the SGC database. Fields 4XX with subfield 2, and records with 001a = "d" are exempt.
4.	2XX, 5XX	F	Records for access points from fields 5XX that contain subfield 5 with code "g" must not contain the same access

	<b>Field</b>	<b>Error</b>	<b>Description</b>
			point as the original record in field 2XX and code "g" in subfield 5.
5.	001b, 100b	F	If 001b = "z", 100b = "x".
6.	system field, 001a, 2XX	F	The SGC database must not contain more valid records with the same access point in field 2XX.
7.	200abcdf	I	If the record contains field 200 it is checked if there is another record with the same subfields 200a and 200b but without subfields cdf in the database.
8.	102a	I	It is checked if code "slv" – Salvador has been entered into 102a.
9.	102a, 190a, 200	W	If the record contains field 200 and subfield 102a contains the code of your country (e.g. 102a = "svn"), it is checked if the data has been entered into subfield 190a.
10.	102ab	W	If subfield 102a is filled in, subfield 102b can be filled in only if the content "srb" or "bih" is in subfield 102a.
11.	160ab	F	If subfield 160a is filled in, subfield 160b can be filled in only if subfield 160a contains "e-xv---", "e-au---", "e-ci---", "e-hu---" or "e-it---".
12.	160ab	F	If subfield 160a contains one of the codes "e-xv---", "e-au---", "e-ci---", "e-hu---" or "e-it---" and if also subfield 160b is filled in, the first four spaces in both subfields must match.
13.	152ab	F	Only one of the subfields 152a and b can be filled in.
14.	160, 190, 191, 2XX, 3XX, 4XX, 5XX, 675, 686, 7XX, 810, 815, 820, 825, 830, 835, 990	F	In the listed fields, subfield a is mandatory.
15.	190bc, 191bc	F	It is checked if the month in subfields 190b, 191b and the day in subfields 190c, 191c were entered correctly.
16.	190a, 191a	F	Year in field 191 must be more recent than year in field 190.
17.	200cdf, 120b	W	If subfield 200c, d or f is filled in, it is checked if subfield 120b contains code "b".
18.	200c, 400c, 500c, 700c	W	Subfields 200c, 400c, 500c, 700c must not contain Arabic numerals.
19.	200d, 400d, 500d, 700d	W	Subfields 200d, 400d, 500d, 700d must not contain Arabic numerals.
20.	106a, 152b	F	If subfield 152b is filled in, subfield 106a, which can contain only code "0" or "2", is checked.
21.	001b, 810a, 815a	W	If 001b = "x", it is checked if the record contains any of the subfields 810a or 815a.
22.	200abcdf, 400abcdf, 500abcdf, 700abcdf	F	Subfields cdf in fields 200, 400, 500, 700 must be after subfields a and b
23.	150b, 210def	F	If one of the subfields 210def is filled in, 150b = "1".

	<b>Field</b>	<b>Error</b>	<b>Description</b>
24.	4XX3, 9503a	F	It is checked if the same ID as in subfield 9503 exists also in subfield 4XX3 in this or in some other verified record and if the same access point as in subfield 950a exists also in fields 4XX (field contains also subfield 2) or 2XX in this or in some other verified record.
25.	001c, 2XX	F	It is checked if the code in subfield 001c matches the presence of field 2XX. Only the following combinations are correct: – if 001c = "a", the record must contain field 200 – if 001c = "b", the record must contain field 210 – if 001c = "c", the record must contain field 215 – if 001c = "e", the record must contain field 220 – if 001c = "f", the record must contain field 230 – if 001c = "h", the record must contain field 240 – if 001c = "i", the record must contain field 243 – if 001c = "j", the record must contain field 250
26.	5XX5, 950	F	In fields 5XX and in field 950, subfield 5 is mandatory.
27.	4XX2358	F	Fields 4XX that contain subfield 5 with code "n" must also contain subfields 2, 3 and 8. Fields 4XX without subfield 5 or with subfield 5 that contains codes different from "n" must not contain subfields 2, 3 and 8.
28.	001b, 400, 410, 415, 420, 430, 443, 450	F	Only 001b = "x" records are checked. It must be impossible to enter subfields "j", "x", "y" and "z" into fields 400, 410, 420, 430 and 443 without subfield 2. It must be impossible to enter subfields "j" and "y" into field 415 without subfield 2. It must be impossible to enter subfields "j" and "z" into field 450 without subfield 2.
29.	035	F	Fields the content of which starts with DLC or NNHWW must not be deleted.
30.	035a	F	The SGC database must not contain more subfields 035a with the same content.
31.	801	F	Field 801 must not be deleted.
32.	4XX3	F	The record must not contain more subfields 4XX3 with the same content.
33.	2XXa, 4XXa, 7XXa	F	Subfields in the form of numbers must be added in front of subfields 2XXa, 4XXa and 7XXa and sorted in ascending order.
34.	152	F	Each record must contain field 152.
35.	215, 250, 300, 305, 310	F	If the record contains field 215 or 250, the value of indicator 1 in fields 300, 305 and 310 must be 1.
36.	9503	F	The record must not contain more subfields 9503 with the same content.
37.	4XX3, 9503a	W	It is checked if the same ID as in subfield 9503 also exists in subfield 4XX3 of any other unverified record and/or if the same access point as in subfield 950a also exists in fields 4XX (the field also contains subfield 2) or 2XX of any other unverified record.

	<b>Field</b>	<b>Error</b>	<b>Description</b>
38.	system field, 001a, 7XX	F	The SGC database must not contain more valid records with the same access point in field 7XX.
39.	250nm	F	The beginning of the two-digit code in subfield 250m must match the code in subfield 250n.
40.	001b, 160, 250y	F	If 001b = "y" and if subfield 250y is filled in as well, the record must also contain field 160.

**Legend for various error types:**

F (*Fatal*) – Record cannot be saved before you correct the error.

W (*Warning*), I (*Information*) – The program alerts you about a possible error.

---

## C METADAT

For some types of material, data is available that is useful when creating bibliographic records. This could be data by publishers, but could also be data from other resources, such as academic repositories.

Such data is collected in the METADAT database, from where the libraries can download it to COBIB. To enter data to METADAT, libraries that wish to use this data for cataloguing, make an arrangement with the provider of this data and IZUM.

Providers must arrange the download of their data to METADAT and IZUM makes sure the data is converted into the appropriate format. The data structure from various resources varies so a separate conversion must be prepared for each provider.

The data of each provider is only visible to libraries that catalog the material of that provider.

To access the METADAT database, the **CAT\_METADAT** privilege is required.

The structure of the METADAT database, the window for previewing and selecting a record from the METADAT database and the procedures for working with records from this database are described in this appendix.



## C.1 METADAT WINDOW

The **METADAT** window is used for the purposes of selecting and previewing records from the METADAT database. To open the window, select the **METADAT** method in the **Search** menu in the **Bibliographic record** window.

The screenshot shows the METADAT window with a table of records and a detailed view of a selected record (ID 748).

ID	Provider	Status in COBISS	Status with provider	Record
759	biblios (27.09.2017)	in process	new	NUK:PAVELC 291902464 010 a978-961-288-037-8bepubd4.49 EUR010 a978-961-288-038-5bpdfd
758	biblios (26.09.2017)	new	rejected	010 arequestedbpdfdbrezplačno2000 aSociološka imaginacija kot potencial družbenih sprememb v 21. s
757	biblios (26.09.2017)	new	rejected	010 arequestedbpdfdbrezplačno2000 aza bolj trajnostno, transparentno in odgovorno banko EUBElektron
755	biblios (26.09.2017)	new	rejected	010 arequestedbhmdbrezplačno2000 a12th international conference Social Responsibility and Current C
753	biblios (23.09.2017)	new	rejected	010 arequestedbepubd4.49 EUR010 arequestedbpdfd4.49 EUR010 arequestedbmotid4.49 EUR010 a
748	biblios (22.09.2017)	in process	CIP sent	NUK:VESNA_M 291833856 010 a978-961-285-878-0bepubdbrezplačno010 a978-961-285-879-7bpdfd
745	biblios (21.09.2017)	in process	CIP sent	NUK:VESNA_M 291819776 010 a978-961-6561-77-9bpdfdbrezplačno2000 aizpolnjevanje določil P
742	biblios (20.09.2017)	in process	CIP sent	NUK:VESNA_M 291788600 010 a978-961-7023-29-9bpdfdbrezplačno010 a978-961-7023-30-5bhmtr
741	biblios (20.09.2017)	in process	CIP sent	NUK:VESNA_M 291788544 010 a978-961-7002-41-6bpdfdbrezplačno2001 aTest telesne pripravljent
739	biblios (19.09.2017)	new	rejected	010 arequestedbpdfdbrezplačno2000 aKemija z biokemijoElektronski vireučenik za študente visokošol
736	biblios (17.09.2017)	in process	CIP sent	NUK:VESNA_M 291747840 010 a978-961-7023-37-4bpdfdbrezplačno010 a978-961-7023-38-1bhmtr
734	biblios (15.09.2017)	in process	CIP sent	NUK:VESNA_M 291747072 010 a978-961-6756-84-6bpdfdini napredaj2000 aBook of abstractsbElek
729	biblios (14.09.2017)	in process	CIP sent	NUK:PAVELC 291730432 010 a978-961-03-0380-0bpdfdbrezplačno2000 aOkvir digitalnih kompeten
719	biblios (12.09.2017)	in process	CIP sent	NUK:PAVELC 291694592 010 a978-961-6447-70-6bpdfdbrezplačno2001 aPravna zaščita okoljsko
700	biblios (07.09.2017)	in process	CIP sent	NUK:PAVELC 29169056 010 a978-961-7004-05-0bpdfdbrezplačno2000 aPravna zaščita okoljsko

**METADAT details for ID 748:**

METADAT-ID	748
COBISS-SI-ID	291833856
Record provider	biblios (22.09.2017)
Status in COBISS	in process
Date of status in COBISS	25.09.2017
Status with provider	CIP sent
Date of status with provider	25.09.2017
Contact details	urska.jezovnik@sklad-kadri.si
Record downloaded by library	nuk

**Record details for ID=291833856:**

ID=291833856 LN=0001529844 N V1 22.09.2017 NUK:VESNA\_M Copied: 0

- 001 bl an cm d0 7ba
- 010 a978-961-285-878-0 bepub dbrezplačno
- 010 a978-961-285-879-7 bpdf dbrezplačno
- 010 a978-961-285-880-3 bmobi dbrezplačno
- 010 a978-961-285-881-0 bibooks dbrezplačno
- 100 bd c2017 ek hslv liba
- 1010 aslv dslv deng
- 102 asvn
- 135 ad bi
- 2000 aKatalog ukrepov za učinkovito upravljanje starejših zaposlenih bElektronski vir evzpodbujanje zaposlovanja starejših, aktivnega in zdravega staranja ter podaljšanja in izboljšanja delovne aktivnosti starejših favorice Planko, Bojana Drev, Suzana Duralija
- 210 aLjubljana cJavni študentski, razvojni, invalidski in preživalski sklad Republike Slovenije d2017
- 230 aEl knjiga
- 320 aPovzetek ; Summary
- 330 az oblikovanjem kataloga ukrepov, smo poskušali nosilec in snovalcem kadrovskih razvojnih strategij v podjetjih, olajšati uvajanje načrtnega upravljanja starejših zaposlenih v podjetjih. Predlagani ukrepi se nanašajo na ključna vsesbinska področja (I. promocija in varovanje zdravlja, II. ergonomija, prilagoditev dela in delovnega časa, III. kadrovski razvoj, kompetence in usposabljanje, IV. prenos

Figure C.1-1: METADAT window

The elements of the window are:

- title bar
- top part of the window containing the list of records
  - under "ID", the current number of the record in the METADAT database is displayed
  - under "Provider", the source of the record and date when the record was entered in METADAT database are displayed
  - under "Status in COBISS" the status is displayed that the record has when it is transferred to the local and shared database
  - under "Status with provider" the status of the record with the provider is displayed
  - under "Record", the record creator, the COBISS.SI-ID and the most important fields from the bibliographic record are displayed
- the bottom part of the window with data on the selected record

- on the right side, the preview of the bibliographic record
- on the left side, additional data on the records in the METADAT database
- buttons
  - **Access** – access to the bibliographic resource (e-book) on the provider's website
  - **Library record / Provider record** – switching between the preview of the already edited and temporarily saved version of the record in the METADAT database and the preview of the source record. For new records it is not possible to switch to the library's record, as the library's record does not exist yet. In the right part of the window, the display of the library's record is set to default, with the exception of new records.
  - **Select** – loading the bibliographic record to the records clipboard of the cataloguing interface (the version of the record, visible in the right part of the window)
  - **Delete** – deleting a record from the METADAT database
  - **Refresh** – refreshing the records in the window
  - **Close** – closing the window

In the left part, additional data on the record in the METADAT database is visible:

- METADAT-ID  
The current number is defined as soon as the record is entered to the METADAT database for the first time.
- COBISS.XX-ID  
COBISS.XX-ID is defined when the cataloguer opens the bibliographic record in the editor of the cataloguing interface.
- Record provider  
The source, from which the record was downloaded to the METADAT database and the date when the record was entered into the METADAT database.
- Status in COBISS  
The record has various statuses when downloaded to the local and shared database.  
Possible values are:
  - *new*  
The record is new and has not been loaded to the editor yet.
  - *in process*  
The record has been edited and temporarily saved by somebody. The record is saved to METADAT, but not in the local and shared database.
  - *being edited*  
The record is currently being edited.
- Date of status in COBISS  
The date of the last change of status.



- Status with provider  
The data is changed by the record provider. The possible values depend on the provider.
- Date of status with provider  
The date of the last change of status.
- Contact details  
The contact person's e-mail address; data is not mandatory.
- Record downloaded by library  
Acronym of the library editing the record.



## **C.2 RECORDS CLIPBOARD**

In the records clipboard, the methods for the records from the METADAT database work in a similar way as the methods for the records from the local database and from COBIB.

The methods that are not relevant when working with records from the METADAT database are inactive.



## C.3 RECORD EDITOR

Records from the METADAT database are updated in the record editor in the **Bibliographic record** window.

In the **Record** menu, methods for managing records are available, such as editing a record, downloading a record, automatically verifying a record, temporarily saving a record and saving a record. The methods that are not relevant when working with records from the METADAT database are inactive.

---

### C.3.1 Managing records

You can download records from the METADAT database to COBIB and the local database. The library can only access the records of providers, with whom it has an arrangement for downloading records.

By using the **Record / Download record** method, download the record from the METADAT database, update the data and save it. If you use the **Record / Save record temporarily** method, the updates are saved to METADAT only. If you use the **Record / Save record** method, the record will be saved to COBIB and the local database, and will no longer be visible in the **METADAT** window.



## C.4 WORKING WITH RECORDS FROM THE METADAT DATABASE

This chapter describes the typical procedures for working with records from the METADAT database.

### C.4.1 Downloading records

Once the record is saved in the METADAT database, you can download it from there.

#### *Procedure*

Start out from the **Bibliographic record** window.

1. Select the **Search / METADAT** method.

The **METADAT** window will open.

2. In the top part of the window, select the desired record from the list (the record has the status "new") and click the **Select** button.

The record you selected is added to the records clipboard as a tab and the **METADAT** window closes.

3. Select the desired tab and use the **Record / Download record** method.

If the default input mask is not defined, the **Input masks** window will open, where you select the desired input mask (see chapter 7.1.11).

If the default input mask is defined, the record is loaded into the editor. At the same time the record is validated automatically. If the record contains errors, a window containing a list of errors will open. You can close the window by clicking the **OK** button.



Note:

*The **Record / Download record** method is not active if another record is already loaded in the editor.*

4. Correct or update the data in the record as required. Editor options are described in chapter 7.
5. Save the record. If you use:
  - the **Record / Save record temporarily** method, the record is saved only to the METADAT database
  - the **Record / Save record** method, the record is saved to COBIB and the local database and is no longer visible in the **METADAT** window

If the record contains errors which can be detected automatically, the program displays a warning. The program also displays a warning if there are records in COBIB which could be duplicates of the record you just edited (see chapter 7.1.10).



Note:

*Always check and, if possible, correct errors that the program warns you about.*

---

## C.4.2 Correcting and updating records

The record you downloaded from the METADAT database can be edited again. The data in existing records can be added, deleted or changed. If the record from the METADAT database was already saved to COBIB and the local database, you can, just like all other records from COBISS3/Cataloguing, edit it further by using the procedure described in chapter 8.4.1.

If the record was saved to METADAT only, you can retrieve it from there for further editing.

### *Procedure*

Start out from the **Bibliographic record** window.

1. Select the **Search / METADAT** method.

The **METADAT** window will open.

2. In the top part of the window, select the desired record from the list (the record has the status "in process") and click the **Select** button.

The record you selected is added to the records clipboard as a tab and the **METADAT** window closes.

3. Select the desired tab and use the **Record / Edit record** method.



Note:

*The **Record / Edit record** method is not active if another record is already loaded in the editor.*

The record is loaded into the editor. At the same time the record is validated automatically. If the record contains errors, a window containing a list of errors will open. You can close the window by clicking the **OK** button.

4. Correct or update the data in the record as required. Editor options are described in chapter 7.
5. Save the record. If you use:
  - the **Record / Save record temporarily** method, the record is saved only to the METADAT database
  - the **Record / Save record** method, the record is saved to COBIB and the local database and is no longer visible in the **METADAT** window





Note:

*Always check and, if possible, correct errors that the program warns you about.*



## D LIST OF SHORTCUTS FOR SOME PROCEDURES AND METHODS

In some operation systems (e.g. Linux) some hotkeys or key combinations may already be reserved for other tasks and will not work in COBISS3 software. In such cases, the shortcuts next to the name of the method are not listed in the software menu and only the method can be selected (e.g. instead of using the key combination <Ctrl> + <Alt> + <S> a record can only be saved by using the **Record / Save record** method).

**Table D-1: List of shortcuts (hotkeys) for some procedures and methods**

Shortcut (hotkeys)	Procedure, method	Window
<D>	enters current date and time or takes the entered date one day ahead	export of records
	enters current date in the form YYYYMMDD; equal to the <b>Insert current date</b> method from the shortcut menu	record editor
<W>	enters date and time which is one week ahead of the current or entered date	export of records
<M>	enters date and time which is one month ahead of the current or entered date	export of records
space bar	deletes the entered time and date	export of records
<Alt> + <M>	activates the menu bar and opens the <b>System</b> menu; use arrow keys <left> and <right> to open other menus, use keys <up> and <down> to select the method from the menu and then start it by pressing the space bar or the <Enter> key	browser
<Alt> + <C>	activates the window with modules and classes; use arrow keys <up>, <down>, <Home>, <End>, <PgUp>, <PgDn> to select modules and classes	browser
	closes all fields at the same time; equal to the <b>View / Collapse all</b> method	record editor
<Alt> + <W>	activates the workspace; use arrow keys <up>, <down>, <Home>, <End>, <PgUp>, <PgDn> to select records for further processing	browser

<Alt> + <R>	activates the related objects window; use arrow keys <up>, <down>, <Home>, <End>, <PgUp>, <PgDn> to select records for further processing; double-click to copy the selected record to the workspace	browser
<Alt> + <E>	opens all fields at the same time; equal to the <b>View / Expand all</b> method	record editor
<Ctrl> + <C>	copies the highlighted text to the text clipboard or copies the subfield content copies the whole content (of messages) from the <b>Messages</b> window	cataloguing user interface, search window
Double click	highlights a word	cataloguing user interface, search window
Triple click	highlights a row	cataloguing user interface, search window
<Alt> + double click	copies the highlighted text to the text clipboard	browser (only in class attributes and workspace), search window (only in the hit list), viewer (only under the Basic display format tab)
<F2> or <Alt> + double click	opens the field for entering indicators	record editor
<F2> or <Enter>	opens the field for entering subfields	record editor
<Ctrl> + <E>	transfers the record from the workspace to the record clipboard; equal to the <b>Object / Edit</b> method	browser
<Ctrl> + <X>	transfers the highlighted text to the text clipboard	search window, record editor
<Ctrl> + <V>	inserts the text from the text clipboard to the selected spot	search window, record editor
<Ctrl> + <P>	prints a record on the printer	browser, record clipboard
<F1>	help, displays fields in the COMARC format; equal to the <b>View / COMARC help</b> method	cataloguing interface
<F3>	searches for records in the search window; equal to the <b>Class / Search</b> method	browser, record editor
<F4>	searches for records by key; equal to the <b>Class / Search by key</b> method	browser
<F5>	refreshes the list of records on the workspace or refreshes the record in the editor	browser, record editor
<F7>	adds a field; equal to the <b>Edit / Add field</b> method removes all objects from the workspace; equal to the <b>Workspace / Removes all objects</b> method	record editor browser
<F9>	adds a subfield; equal to the <b>Edit / Add subfield</b> method	record editor
<PgUp>	previous page	print preview, code list in the drop-down list, code list in separate window

<PgDn>	next page	print preview, code list in the drop-down list, code list in separate window
<Home>	first page	print preview, code list in the drop-down list, code list in separate window
<End>	last page	print preview, code list in the drop-down list, code list in separate window
<Ctrl> + <A>	highlights the entry field content and the whole content of the tab in the records clipboard or viewer	cataloguing user interface, viewer (only under the MARC and Basic display format tab)
<Ctrl> + <A> and <Delete>	deletes the entry field content	record editor
<Ctrl> + <D>	adds a previously defined value to the subfield; equal to the <b>Edit / Add defined value</b> method	record editor
<Ctrl> + <F7>	deletes the field; equal to the <b>Edit / Delete field</b> method	record editor
<Ctrl> + <F9>	deletes the subfield; equal to the <b>Edit / Delete subfield</b> method	record editor
<Ctrl> + <Alt> + <F7>	pastes the field; equal to the <b>Edit / Paste field</b> method	record editor
<Ctrl> + <Alt> + <F9>	pastes the subfield; equal to the <b>Edit / Paste subfield</b> method	record editor
<Ctrl> + <Alt> + <S>	saves the record; equal to the <b>Record / Save record</b> method	record editor
<Ctrl> + <N>	creates a new record; equal to the <b>Record / Create record</b> method	cataloguing user interface
<Ctrl> + <S>	enters diacritics (COBISS character set)	search window, record editor
<Ctrl> + <Enter>	starts search; equal to clicking the <b>Find</b> button	search window (expert search mode)
<Ctrl> + <space bar>	enters the "≠" (NSB/NSE) sorting character	record editor
<Alt> + <F7>	copies the field; equal to the <b>Edit / Copy field</b> method	record editor
<Alt> + <F9>	copies the subfield; equal to the <b>Edit / Copy subfield</b> method	record editor
<Enter>	confirms and completes the entry into the entry field	record editor
<Escape>	<p>cancels the entry into the entry field</p> <p>closes window</p>	<p>record editor</p> <p>cataloguing interface, search window, viewer, COBISS character set, code list in drop-down list, code list in separate window</p>
<Tab>, then space bar	opens the window for displaying the code list	record editor

Arrow key <right>	moves the attribute from the list on the left to the selected attributes on the right; equal to the <b>Add</b> button	window for editing hit list formats
Arrow key <left>	moves the attribute from the list on the right to the unselected attributes on the left; equal to the <b>Remove</b> button	window for editing hit list formats
<Alt> + arrow key <up>	moves the selected hit list format attribute a row higher in the list on the right; equal to the <b>Up</b> button	window for editing hit list formats
<Alt> + arrow key <down>	moves the selected hit list format attribute a row lower in the list on the right; equal to the <b>Down</b> button	window for editing hit list formats

---

## **E HIT LIST FORMAT ATTRIBUTES**

The appendix contains a list of attributes with corresponding fields and subfields, from which data is displayed in the hit list formats in the bibliographic databases and the authority databases.





## E.1 BIBLIOGRAPHIC DATABASES

**Table E.1-1: List of attributes and data for hit list format in bibliographic databases**

<b>Attribute</b>	<b>Display data</b>
Action note	318abcdefghijklnopr059
Author	700abcdf, 701abcdf, 710abcdefgh, 711abcdefgh
Author – corporate body	710abcdefgh, 711abcdefgh, 712abcdefgh
Awards note	334a
Bibliographic level	001c
Bibliographies note	320a
Cast note	323a
COBISS system	Two-letter system designation
COBISS.XX-ID	ID
CODEN	040a
Contents note	3270a
Continued by	440ax
Continues	430ax
Corporate body name used as subject	601abcdefghwxyz
Country of publication	102a
Created by	Person who created the record
Credits note	322a
Date of copying	Date of first download from COBIB
Date of creation	Date of creation
Date of update	Date of last update
Dissertation note	328adefg
Edition	205abdfg
Edition statement	205a
Erroneous CODEN	040z
Erroneous government publication number	022z
Erroneous ISBN	010z
Erroneous ISMN	013z
Erroneous ISSN	011z
Erroneous legal deposit number	021z
Expanded title	532a
Extent of item (pages)	215a
Field for local needs	830a, 992b
Formed by merger	436ax
Former title	520ae
Frequency of publication	110b
Frequency note	326a
General material designation	200b
General note	300a
Government publication number	022ab

<b>Attribute</b>	<b>Display data</b>
Host item	200ahi (host unit of component part in monograph) 200ahi (host unit of component part in continuing resource) and 011a, 215gihk (component part)
Illustration code	105a
Imprint	210abcdefgh
ISBN	010a
ISMN	013a
ISSN	011ecf
ISSN of host item	011as
Key title	530ab
Language of libretto, etc./Language of subtitles	101hj
Language of text	101a
Language of text/original	101ac
Legal deposit number	021ab
Literature code	105f
Local number (LN)	000g
Main entry heading	503a, 700abcdef, 710abcdefgh
Manufacturer	210g
Mathematical data	206a
Merge with _, _ to form _	447ax
Name of part	200i
Note relating to the copy in hand	316a059
Notes	300a, 320a, 326a, 328a, 336a, 337a
Number of libraries	998
Number of part	200h
Original version note	324a
Original/old record ID	001ex
Other class numbers	686abc
Other controlled subject headings	602afwxyz, 605ahiwxyz, 606awxyz, 607awxyz, 608awxyz, 609awxyz
Other former titles	431ax, 434ax, 435ax
Other standard identifiers	017ab
Other subsequent titles	441ax, 444ax, 445ax, 446ax
Other title information	200e
Parent of supplement	422ax
Personal author	700abcdef, 701abcdef, 702abcdef
Personal name used as subject	600abcdefwxyz
Physical description	215acde
Physical form	106a, 115a, 116a, 117a, 124b, 126a, 130a, 135b
Place of manufacture	210e
Place of publication	210a
Provenance note	317a059
Publication date designation	100b
Publication year	100c
Publication year 1	210d
Publisher	210c
Publisher's No.	071ab

<b>Attribute</b>	<b>Display data</b>
Record data	001aghx
Record status	001a
Record updated by	Person who last updated the record
References note	321a
Reproduction note	325a
Secondary authors	702abcd, 712abcdefgh
Series	225adefhivx
SGC subject headings	600abcdwxyz, 601abcdefghwxyz, 602acdfwxyz, 604atwxyz, 605ahiklmnqrsujwxyz, 606awxyz, 607awxyz, 608awxyz, 609awxyz
Standard identifiers	010abd, 011ed, 013abd, 0172abd, 071ab
Status and type of material	DELETE; NEWID=nnnnn, FATH, SON, LOCAL, 001bct, 110a
Subject headings	600abcdwxyz, 601abcdefghwxyz, 602acfwxyz, 604atwxyz, 605ahiklmnqrsujwxyz, 606awxyz, 607awxyz, 608awxyz, 609awxyz, 610a
Subseries	411ax
Subseries to	410ax
Supplement	421ax
System requirements note	337a
Target audience code	100e
Title and statement of responsibility	200abcdefghi
Title proper	200a
Titles	200acehi
Type of content	105bcdfg, 110d, 125c, 128a, 140def
Type of continuing resource designator	110a
Type of electronic resource	135a
Type of electronic resource note	336a
Type of record	001b
Typology	001t
UDC	675a
UDC access	675c
UDC group	675b
UDC – Statistics	675s
Uncontrolled subject headings	610a
Uniform title	500abhiklmnqrstu
URL	856uz
Users note	333a
Variant titles	510ae, 513ae, 514a, 515a, 516a, 517a, 518a
Various other editions	452ax, 453ax, 454ax
Various other links	481a, 482a, 488ax



## E.2 CONOR AUTHORITY DATABASE

**Table E.2-1 List of attributes and data for hit list format in the CONOR authority database**

<b>Attribute</b>	<b>Display data</b>
Adopted by	Person who adopted the record
Authorized access point	200abcdf, 210abcdefgh
Authorized access point – personal name	200abcdf
Authorized access point – corporate body name	210abcdefgh
CONOR.XX-ID	ID
Corporate body name – Addition/Location of meeting	210abcdefgh, 410abcdefgh, 510abcdefgh
Date of birth/beginning – death/end	190a, 191a
Date of creation	Date of creation
Date of meeting	210f, 410f, 510f
Frequency	Number of linked records in COBIB
General note	830a
Institution/organisation code	911a
Language	101a
Language and nationality	101a, 102a
Last update date	Date of last update
LC number	035a
Location of meeting/Addition to corporate body name	210ce
Most frequent creator	911b
Nationality	102a
Personal name	200abcdf, 400abcdf, 500abcdf
Public notes	300a, 320a, 330a, 340a
Record created by	Person who created the record
Record data	001abgx
Related access points	500abcdf5, 510abcdefgh5
Researcher code	200r
Source data found	810ab
Source data not found	815a
Status	invalid record, see ID=001x
Status and type of authorized access point	invalid record, see ID=001x, 001c, 100b
Type of authorized access point	001c, 100b
URL	856uz
Usage	820a
Variant access points	400abcdf5, 410abcdefgh5
Last edited by	Person who edited the record



## E.3 SGC AUTHORITY DATABASE

Table E.3-1: List of attributes and data for hit list format in the SGC authority database

Attribute	Display data
LCHS	400abcfgjxyz, 410abcdefghjx, 415ajxyz, 420acfjxyz, 430abhiklmnqrsuwjxyz, 440atjxyz, 443afilntjxyz, 450ajxyz, 480axyz (fields with code "lc" in subfield 2 only)
MeSH	400abcfgjxyz, 410abcdefghjx, 415ajxyz, 420acfjxyz, 430abhiklmnqrsuwjxyz, 440atjxyz, 443afilntjxyz, 450ajxyz, 480axyz (fields with code "mesh" in subfield 2 only)
Authorized access point	200abcdf, 210abcdefgh, 215axz, 220acf, 230abhiklmnqrsuw, 240at, 243afilnt, 250axy, 280axyz
Authorized access point (eng)	700abcdf, 710abcdefgh, 715axz, 720acf, 730abhiklmnqrsuw, 740at, 743afilnt, 750axy, 780axyz
Notes for cataloguers	820a, 830a
Public notes	300a, 305ab, 310ab, 320a, 330a, 340a
RAMEAU	400abcfgjxyz, 410abcdefghjx, 415ajxyz, 420acfjxyz, 430abhiklmnqrsuwjxyz, 440atjxyz, 443afilntjxyz, 450ajxyz, 480axyz (fields with code "ram" in subfield 2 only)
Sears	400abcfgjxyz, 410abcdefghjx, 415ajxyz, 420acfjxyz, 430abhiklmnqrsuwjxyz, 440atjxyz, 443afilntjxyz, 450ajxyz, 480axyz (fields with code "sears" in subfield 2 only)
SGC.XX-ID	999c or ID if 999c does not exist
Related access points	500abcdf, 510abcdefgh, 515axz, 520acf, 530abhiklmnqrsuw, 540at, 543afilnt, 550axy, 580axyz (fields 5XX without code "g" in subfield 5 only)
Broader terms	500abcdf, 510abcdefgh, 515axz, 520acf, 530abhiklmnqrsuw, 540at, 543afilnt, 550axy, 580axyz (fields 5XX with code "g" in subfield 5 only)
Access point type	001c
UDC	675a
Variant access points	400abcfgjxyz, 410abcdefghjx, 415ajxyz, 420acfjxyz, 430abhiklmnqrsuwjxyz, 440atjxyz, 443afilntjxyz, 450ajxyz, 480axyz (fields 4XX without subfield 2 only)
Source data found	810ab





---

## **F      DOWNLOADING RECORDS FROM FOREIGN DATABASES**

The appendix describes the special characteristics of individual software components for working with records from foreign databases.

Search fields and attributes for displaying data can differ depending on the database. They depend on the data set made available by each database provider.



## F.1 LIBRARY OF CONGRESS ONLINE CATALOG

The records are in the MARC 21 format and are accessible on the Library of Congress' Z39.50 server.

---

### F.1.1 Search window

The top part of the search window differs from the search window for bibliographic records in COMARC/B format as it only contains search fields, fields for entering search requests and the **Find**, **Clear** and **Last search** buttons. The bottom part where the search results are displayed is almost the same as in the search window for bibliographic databases, but without the field for changing the hit list format and the field for selecting a previously saved search request.

The following search fields are available:

- Standard number
- Author
- Title
- Publication year

When entering the query, keep in mind that in the Library of Congress Online Catalog "Publication year" is indexed data from the 4th area of bibliographic description and not the data on the publication year from the general cataloguing data field that is usually used for searching.

- Publisher
- LC ID
- Language
- Subject headings
- Keywords

If the number of hits is higher than 1000, only the first 1000 bibliographic records are displayed in the search results.

---

### F.1.2 Viewer

There are three tabs available in the viewer, which enable the display of records in three formats: **Basic display format**, **MARC** and **Original MARC**.

### F.1.2.1 Basic display format

The following attributes and values, if existing, are displayed in the basic display format:

- LCCN
- author
- title
- publication year
- imprint
- series (title)
- ISBN
- language
- subject headings

### F.1.2.2 MARC display format

Under this tab you can see the mapping of a record from MARC 21 format to COMARC/B format.

### F.1.2.3 Original MARC display format

Under this tab you can see the record in MARC 21 format.

---

## F.1.3 Records clipboard

The methods for records in the Library of Congress Online Catalog in the records clipboard work similarly to the ones for records from the local database and COBIB.

To display the method in the MARC 21 format, the **Clipboard / Show in original format** method was added. To print the record in the MARC 21 format, use the **Clipboard / Show in original format** method, and then the **Clipboard / Print record** method.



Note:

*The **Clipboard / Prepare records for printing** method is inactive, when a record from the Library of Congress Online Catalog or another foreign database is selected in the records clipboard.*

## F.2 WORLDCAT

The records are in the MARC 21 format and are accessible on OCLC's Z39.50 server.

---

### F.2.1 Search window

The top part of the search window differs from the search window for bibliographic records in COMARC/B format as it only contains search fields, fields for entering search requests, expand buttons and the **Find**, **Clear** and **Last search** buttons. The bottom part where the search results are displayed is almost the same as in the search window for bibliographic databases, but without the field for changing the hit list format and the field for selecting a previously saved search request.

The following search fields are available:

- Standard number
- OCLC ID
- Author
- Title
- Publication year
- Publisher
- Language
- Subject headings
- Keywords
- Place of publication
- Series (title)
- Notes
- Uniform title

---

### F.2.2 Viewer

There are three tabs available in the viewer, which enable the display of records in three formats: **Basic display format**, **MARC** and **Original MARC**.

#### F.2.2.1 Basic display format

The following attributes and values, if existing, are displayed in the basic display format:

- OCLC ID
- author

- title
- publication year
- imprint
- series (title)
- ISBN
- language
- subject headings

### F.2.2.2 MARC display format

Under this tab you can see the mapping of a record from MARC 21 format to COMARC/B format.

### F.2.2.3 Original MARC display format

Under this tab you can see the record in MARC 21 format.

---

## F.2.3 Records clipboard

The methods for records in the WorldCat database in the records clipboard work similarly to the ones for records from the local database and COBIB.

To display the method in the MARC 21 format, the **Clipboard / Show in original format** method was added. To print the record in the MARC 21 format, use the **Clipboard / Show in original format** method, and then the **Clipboard / Print record** method.



Note:

*The **Clipboard / Prepare records for printing** method is inactive, when a record from the WorldCat database or another foreign database is selected in the records clipboard.*

## F.3 ISSN

The ISSN database is installed on IZUM's server and is updated daily. The records are in the MARC 21 format.

---

### F.3.1 Search window

The search window is similar to the search window for bibliographic records in COMARC/B format. Not included in the top part of the window: the button for switching between searching in the local database and COBIB, the button for sorting search results, the button for selecting additional operators, the button for saving entered search queries and the button for additionally limiting the search. In the bottom part of the window the field for changing the hit list format and the field for selecting a previously saved search request were omitted.

The following search fields are available:

- ISSN
- Key title
- Title
- Publisher
- Place of publication
- Start date
- End date
- Issuing body
- Linked titles
- Linked ISSN
- Country
- Language
- ISSN-L
- National ISSN Centre code
- Publication status
- Type of continuing resource
- Frequency
- Medium code
- UDC
- Abbreviated key title

---

### F.3.2 Viewer

There are three tabs available in the viewer, which enable the display of records in three formats: **Basic display format**, **MARC** and **Original MARC**.

### F.3.2.1 Basic display format

The following attributes and values, if existing, are displayed in the basic display format:

- ISSN
- key title
- publisher
- place of publication
- date of publication
- issuing body
- numbering
- frequency
- country
- language
- ISSN-L
- national ISSN centre code
- UDC
- abbreviated key title
- title
- linked titles

### F.3.2.2 MARC display format

Under this tab you can see the mapping of a record from MARC 21 format to COMARC/B format.

### F.3.2.3 Original MARC display format

Under this tab you can see the record in MARC 21 format.

---

## F.3.3 Records clipboard

The methods for records in the ISSN database in the records clipboard work similarly to the ones for records from the local database and COBIB.

To display a record in the MARC 21 format, the **Clipboard / Show in original format** method was added. To print the record in the MARC 21 format, select the **Clipboard / Print record** method after selecting the **Clipboard / Show in original format** method.



Note:

*The **Clipboard / Prepare records for printing** method is inactive, when a record from the ISSN database or another foreign database is selected in the records clipboard.*



## F.4 LC/NAF

The authority records are in the MARC 21 format and are accessible on the Library of Congress' Z39.50 server.

---

### F.4.1 Search window

The top part of the search window differs from the search window for authority records in COMARC/A format as it only contains search fields, fields for entering search requests and the **Find**, **Clear** and **Last search** buttons. The bottom part where the search results are displayed is almost the same as in the search window for searching in the CONOR authority database, but without the field for changing the hit list format and the field for selecting a previously saved search request.

The following search fields are available:

- Personal name
- Corporate body name
- Conference name
- Authorized access point
- Uniform title
- Geographical name
- Keywords
- Control number

If the number of found records is over 10,000, only the first 10,000 authority records are displayed in the search results.

---

### F.4.2 Viewer

There are three tabs available in the viewer, which enable the display of records in three formats: **Basic display format**, **MARC** and **Original MARC**.

#### F.4.2.1 Basic display format

The following attributes and values, if existing, are displayed in the basic display format:

- LCCN
- authorized access points
- variant access points
- related access points

### F.4.2.2 MARC display format

Under this tab you can see the mapping of a record from MARC 21 format to COMARC/A format.

### F.4.2.3 Original MARC display format

Under this tab you can see the record in MARC 21 format.

---

## F.4.3 Records clipboard

The methods for records in the LC/NAF database in the records clipboard work similarly to the ones for authority records from the CONOR database.

To display the method in the MARC 21 format, the **Clipboard / Show in original format** method was added. To print the record in the MARC 21 format, use the **Clipboard / Show in original format** method, and then the **Clipboard / Print record** method.



Note:

*The **Validate record, Adopt record, Unadopt record, Link with bibliographic records** and **Prepare records for printing** methods are inactive if a record from the LC/NAF database is selected in the records clipboard.*

---

## G CORES

The data related to current and past persons (editors, etc.) and corporations who participate in the creation of continuing resources, is recorded in a special bibliographic database, separately from COBIB. In the CORES database there is a record for each continuing resource, which contains the basic identification data and also responsibility data that is updated for the purposes of bibliographies. The CORES database is mainly used for preparing personal bibliographies.

The chapter describes the CORES database and the components of the COBISS3/Cataloguing software module (cataloguing interface, search window and viewer) and the procedures for working with records from the CORES database.

For the CORES database, the **CORES** class was added to the browser, which can only be visible with the CAT\_NEWCORES privilege. The CORES components work by the same principles as the components in the **Bibliographic record** class, so mostly the differences are described.

In CORES database, it is not possible to create records for continuing resources; they can only be downloaded from COBIB and then updated in the same way as in COBIB.



## G.1 CATALOGUING INTERFACE

The procedures for working with records from the CORES.XX database are carried out in the editor and the clipboard of the cataloguing interface, i.e. the **CORES** window.

### *Procedure*


Start out from the browser.

1. Select the **CORES** class and then the **Class / Cataloguing interface** method.

The **CORES** window will open.



Tip:

The quickest way to open the **CORES** window is to click the  icon in the toolbar after you selected the class.

The menus in the menu bar have the same meaning as in the **Bibliographic record** window. Methods that are not applicable to CORES records are switched off.

# Record from the CORES database

<b>Search</b>	<local database acronym>/COBIB CONOR CORES Temporarily saved records Show starting version of the record Exit	<b>Record</b>	Edit record Download record Delete record Validate record Save record temporarily Save as template Save record Change input mask Close record without saving	<b>Edit</b>	Edit Confirm Cancel Add field Add subfield Delete field Delete subfield Copy text Copy field Copy subfield Copy subfield content Cut text Paste text Paste field Paste subfield Paste special Move up Move down Insert COBISS character Insert NSB character Insert LaTeX character Add defined value Convert to lowercase Convert to uppercase Convert to Serbian/Macedonian Cyrillic Convert to Latin Redo Undo Undo all changes	<b>View</b>	Expand all Collapse all Refresh editor ZNAČKA PREKAT COMARC help	<b>Settings</b>	Invert layout Resolve codes <input type="checkbox"/> Resolve field/subfield names <input type="checkbox"/> Resolve indicators <input type="checkbox"/> Expand selected field only <input type="checkbox"/> Expand record display <input type="checkbox"/> Edit in separate entry field <input type="checkbox"/> Show selected field/subfield <input type="checkbox"/> Show changes <input type="checkbox"/> Spell checker <input type="checkbox"/> Show holdings Set field properties Set subfield properties	<b>Clipboard</b>	Validate record Compare record Refresh record Print record Remove tab Remove all tabs Remove other tabs
---------------	--	---------------	--	-------------	--	-------------	---	-----------------	---	------------------	---

**Figure G.1-1: Record from the CORES database – list of methods**

## G.2 SEARCH WINDOW

For searching in the CORES database, a similar search window as for searching in bibliographic databases will open.

The screenshot shows the 'Search - CORES' window. At the top, there is an 'Expert search' button. Below it are several search fields with dropdown menus and search icons: ISSN, Title, Personal author, Researcher code, and Relator code. The Relator code field contains the value '340'. To the right of these fields are 'AND' buttons and a 'Find' button. Below the search fields are buttons for 'Clear', 'Last search', and 'Save query'. A 'Scanning:' section is visible below the search fields. At the bottom, there are options for 'Line wrap', 'Hit list format' (set to 'Default format'), and 'Queries'. The main area displays a table of search results with columns: Cur. No., CORES.SHID, ISSN, and Title. The table shows 1004 hits. The results are as follows:

Cur. No.	CORES.SHID	ISSN	Title
Cr 104	26467	1408-6271	Studia mythologica Slavica
Cr 105	116323	1408-8258	Poročilo o delu v letu ...
Cr 106	130147	1408-290X	Knjižnica Slovenskega etnografskega muzeja
Cr 107	137571	1580-4992	Blejske delavnice iz fizike
Cr 108	234083	1408-2756	Gastroenterolog
Cr 109	409955	1854-9632	Ars & humanitas
Cr 110	464995	1854-9705	Razširjeno poročilo o varstvu pred ionizirajočimi sevanji in jedrski varnosti v Repub...
Cr 111	465251	C505-3420 / 1855-4075	Poročilo o varstvu pred ionizirajočimi sevanji in jedrski varnosti v Republiki Slovenij...
Cr 112	465507	C505-3439 / 1855-4083	Annual report ... on the radiation and nuclear safety in the Republic of Slovenia

Navigation buttons on the right include 'Select', 'Show', 'Next 200', and 'Close'. A 'More...' link is at the bottom left.

**Figure G.2-1: Example of CORES search window**

You can open the search window in the browser or in the cataloguing interface, i.e. in the **Bibliographic record** window or the **Authority record (CONOR)** window or the **CORES** window.

In the top part of the window are search fields you can use to search for records from the CORES database. The search window does not include the "Limiting" field for additionally limiting your search.

The search techniques are the same as for searching in bibliographic databases. This applies to shorter queries, searching in various search fields simultaneously and expert search syntax (see chapter 4.1–4.3).

Other special features of searching in the search window:

### Search indexes

A list of all search indexes used in the CORES database is available in appendix G.7.





## G.3 VIEWER

Viewing records from the list of search results is possible in the **Viewing – CORES** window and works in the same way as in the bibliographic records viewer. Different is the set of data in the hit list format and the types of record display. Contrary to the bibliographic records viewer, there are only two display types (no standard display format).

---

### G.3.1 Basic display format

The basic display format enables viewing of the record in the form of a list of attributes.

The following attributes and values, if existing, are displayed in the basic display format:

- ISSN
- title
- author – person
- author – corporation
- CORES.XX-ID

The records from the CORES database are linked to the records from COBIB with the same ISSN.

---

### G.3.2 MARC display format

The MARC display format enables viewing of the record in the form of fields and subfields in the COMARC/B format (see *COMARC/B* user manual).

The following data is displayed from the system field:

- record identification number ("ID")
- local record number ("LN")
- mask designation
- record version
- date of record creation and name of person who created the record in the CORES database
- date of last change and name of person who changed the record in the CORES database ("Updated")
- date of last download from COBIB and name of person who downloaded the record ("Copied")



## G.4 RECORDS CLIPBOARD

The records clipboard in the **CORES** window works similarly to the records clipboard in the **Bibliographic record** window. The methods not applicable for working with records from the CORES database were omitted.

You can also add bibliographic and authority records to the clipboard. In this case, you can use the same methods as in the **Clipboard** menu in the **Bibliographic record** window or the **Authority record (CONOR)** window (see chapter 6).



## G.5 RECORD EDITOR

The record editor in the **CORES** window works similarly to the record editor in the **Bibliographic record** window.

In the **Record** menu there are methods for working with records from the CORES database for editing a record, downloading a record, automatically validating a record, temporarily saving a record, saving a record as a template for a new record and saving a record. The methods that are not applicable to working with records from the CORES database have been omitted.

---

### G.5.1 Managing records

Records from COBIB are downloaded to the CORES database. It is only possible to download records for continuing resources, and only the fields that are required for general source identification. The **Record / Download record** method is also the only method that can be used to add records to CORES (the **Record / Create record** method is not active).



## G.6 WORKING WITH RECORDS FROM THE CORES DATABASE

This chapter describes the typical procedures for working with records from the CORES database.

---

### G.6.1 Downloading records

If during your search you discover that a record for a continuing resource is not included in CORES yet, download it from COBIB.

#### *Procedure*

Start out from the **CORES** window.

1. Select the **Search / CORES** method.  
The **Search – CORES** window will open.
2. Enter the appropriate query and perform the search in the CORES database. The detailed search procedure is described in chapter 4 and appendix G.2.  
The record for the continuing resource you are looking for is *not* among the search results.
3. Select the **Search / <local database acronym>/COBIB** method and repeat the same search in COBIB.
4. If during the search you discover that the record is not included in CORES or in COBIB, you have to enter the record for the continuing resource to the bibliographic database first (see chapter 8.3), and then repeat the search.  
The record for the continuing resource you are looking for is among the search results.
5. Highlight the desired record in the hit list and click the **Select** button.  
The record you selected is added as a tab to the records clipboard.
6. Select the desired tab and use the **Record / Download record** method.  
The record is loaded in the record editor. At the same time the record is validated automatically. If the record contains errors, a window containing a list of errors will open. You can close the window by clicking the **OK** button.



Note:

*The **Record / Download record** is not active when another record is loaded in the editor or if a record is selected in the records clipboard that is not from COBIB.*

7. Correct or update the record as required. Editor options are described in chapter 7.

8. Save the record by using the **Record / Save record** method.

If the record contains errors which can be detected automatically, the program displays a warning.

The record you corrected or updated is saved to the CORES database.



Note:

*Always check and, if possible, correct errors that the program warns you about.*

---

## G.6.2 Correcting and updating records

The data in existing records can be added, deleted or changed.

### *Procedure*

Start out from the **CORES** window.

1. Select the **Search / CORES** method.

The **Search – CORES** window will open.

2. Enter the appropriate query and perform the search in the CORES database. The detailed search procedure is described in chapter 4 and appendix G.2.

The record for the continuing resource you are looking for *is* among the search results.

3. Select the desired tab and use the **Record / Edit record** method.

The record is loaded in the record editor. At the same time the record is validated automatically. If the record contains errors, a window containing a list of errors will open. You can close the window by clicking the **OK** button.



Note:

*The **Record / Edit record** is not active when another record is loaded in the editor or if a record is selected in the records clipboard that is not from COBIB.*

4. Follow steps from 7 to 8 in appendix G.6.1.



## G.7 AUTHORITY CONTROL

In records within the CORES database authority control is enabled in fields containing personal names. The same database is used as for the authority control of bibliographic records.

---

### G.7.1 Synchronising records from the CORES database with authority records

When entering the authority record ID into subfield 7023, the authorized access point from the authority record is added to the field for personal name.

Each time a bibliographic record is saved, this data is automatically synchronised with the current state of the authority database.

Each night, a batch updating process for records within CORES is used.



Note:

*Variant and related access points from the authority record are not added to the CORES database.*



## G.8 SEARCH INDEXES

The CORES database also contains search indexes that are divided into the basic index and additional indexes.

### G.8.1 Basic index

It is possible to search the entire basic index without using a search suffix or on the basis of the prefix KW=.

The table shows the list of suffixes for search limiting by selected fields of the basic index only.

**Table G.8-1: Basic index in the CORES database**

Suffix	Meaning	Search	Subfields
/AU	Author – person	word	702ab
/CB	Author – corporate body	word	712ab
/TI	Title	word	200ahi

### G.8.2 Additional indexes

The table contains a list of prefixes that enable searching by additional indexes.

**Table G.8-2: Additional indexes in the CORES database**

Prefix	Meaning	Search	Subfields
AC=	Relator code	phrase	7024
AR=	Authority record number	phrase	7023
AS=	Researcher code	phrase	7027
AU=	Author – person	phrase	702ab
CB=	Author – corporate body	phrase	712ab
CR=	Record created by	phrase	---
DM=	Date of creation/downloading	phrase	---
DR=	Date of last update	phrase	---
FC=	Institution/organisation code	phrase	7028, 7128
PY=	Time interval	phrase	7020, 7120
SP=	ISSN	phrase	011ec
TI=	Title	phrase	200ahi
ID=	Record ID	phrase	---



## **G.9 SOFTWARE CONTROLS**

The messages used in the CORES database to alert you about errors depending on the basic characteristics of fields and subfields, and other errors, which occur when entering data into subfields or errors when saving a record are identical to the messages displayed in the bibliographic database, and are described in appendix *B.1*.



## G.10 HIT LIST FORMAT ATTRIBUTES

**Table G.10-1: List of hit list format attributes in the CORES database**

<b>Attribute</b>	<b>Display data</b>
Author – corporate body	7120abcdefgh48
Author – person	7020abcd478
CORES.XX-ID	ID
ISSN	011ec
Title	200abhi





---

# **H      BIBLIOGRAPHIES AND LISTS OF SUBJECT HEADINGS**

This appendix describes the procedure of creating and printing bibliographies and lists of subject headings.



## H.1 CREATING REPORTS

### H.1.1 Creating and printing

Bibliographies and lists of subject headings are created and printed from the browser selecting **Reports / Bibliographies**.

#### *Procedure*

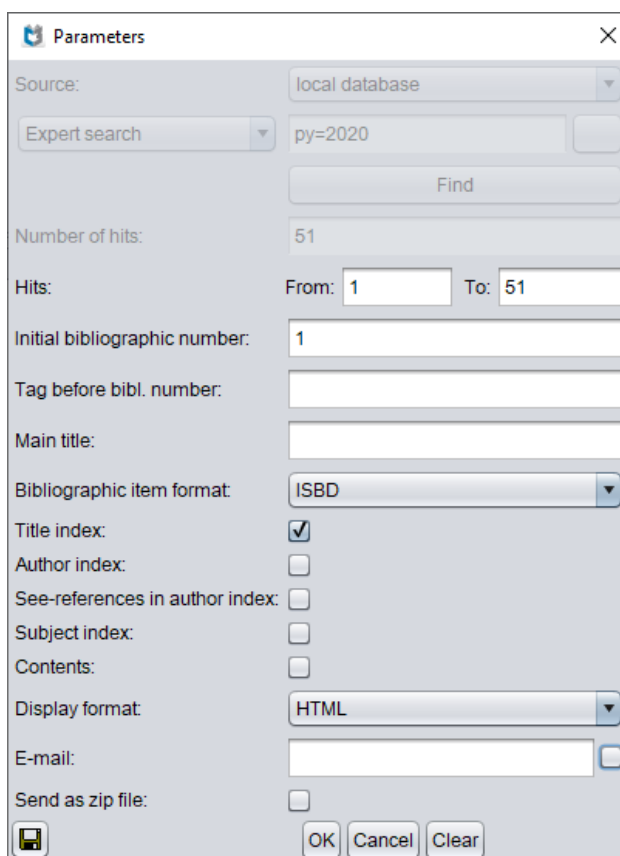
Start out from the **Bibliographies, subject headings ...** window.

1. In the **Groups of definitions** pane open the **Types of reports / Bibliographies** folder and select the group which contains the definition of the report you wish to create.

In the right pane the list of definitions of the selected group will be displayed.

2. In the list of definitions select the definition of the report you wish to create.
3. Select the **Creating reports / Create report** method.

The **Parameters** window will open.



**Figure H.1-1: Example of Parameters window**

4. In the **Parameters** window, select the local or the shared database under "Source" and set up the value of the "Expert search" parameter by entering the search request for the selection of material and clicking the **Find** button. If "Source" is not the first display parameter, continue with step 6.

If there are no search results or the search request is not adequate, click the **Clear** button to clear the search field under "Expert search" and enter a new or improved search string.

5. Once the search is complete, enter the range of units that should be included in the bibliography under "Hits".
6. Set the values of the other parameters for creating a bibliography. The parameters are described in the *COBISS2/Reports* User Manual, chapter 5.

Under "Bibliographic item format", you can select a format you defined and named yourself from the drop-down list, see Appendix *L.1*.

Under "E-mail", the e-mail address is entered based on the username.

7. Click the **OK** button.

The bibliography opens in the web browser depending on the selected report format. You also have the option of saving the file to the local computer. If you filled out the field under "E-mail", you will receive the file as an attachment to the entered e-mail address.

If the field under "E-mail" is blank, the bibliography will open in the web browser based on the selected report format. You have the option of saving the file to your local computer.

If the field under "E-mail" isn't blank, you will receive the file as an attachment to your e-mail address.



Note:

*Creating a bibliography with several items can take some time.*

### **Options**

In the same way you can also prepare lists of subject headings, only you have to open the **Types of reports** folder in the **Groups of definitions** pane and select the **Lists of subject terms** group.

---

## **H.1.2 Browsing stored report files**

You can find a saved file in the browser by selecting **Reports / Bibliographies** method.

### **Procedure**

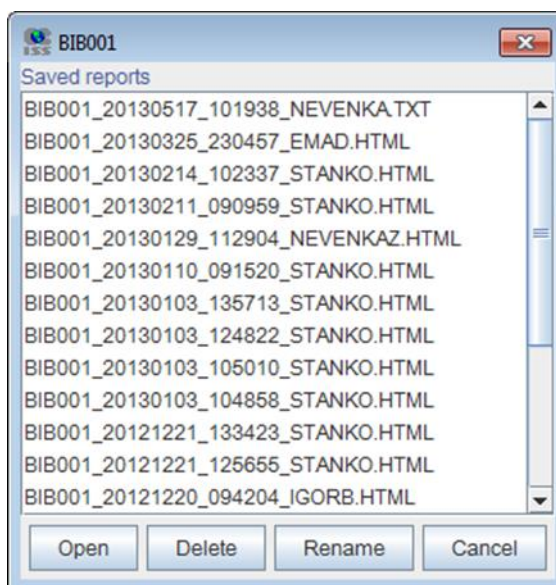
Start out from the **Bibliographies, subject headings ...** window.

1. In the **Groups of definitions** pane open the **Types of reports / Bibliographies** folder and select the group which contains the definition of the report.

In the right pane the list of definitions of the selected group will be displayed.

2. In the list of definitions select the definition of the report.
3. Select the **Creating reports / Browse stored reports** method.

The **BIBXXX** window will open.



**Figure H.1-2: Example of window BIB001**

4. Select the desired file.
5. Click the **Open** button.

The bibliography opens in the web browser depending on the selected report format. You also have the option of saving the file to the local computer, where you can open it with the required software.
6. If necessary, you can rename the file. The designation of the selected definition in the beginning of the name cannot be changed.
7. The selected file can also be deleted from the list of stored reports. You can select and delete several files at once.



Note:

*In the list of created reports, all reports, older than 7 days, are automatically deleted, except the 100 last created reports or up to 400 renamed reports.*

### **Options**

In the same way you can also search for lists of subject headings, only you have to open the **Types of reports** folder in the **Groups of definitions** pane and select the **Lists of subject terms** group.



---

# **I      USER FORMATS FOR BIBLIOGRAPHIES**

This appendix describes the process of preparing user defined formats that can be used when creating bibliographies.





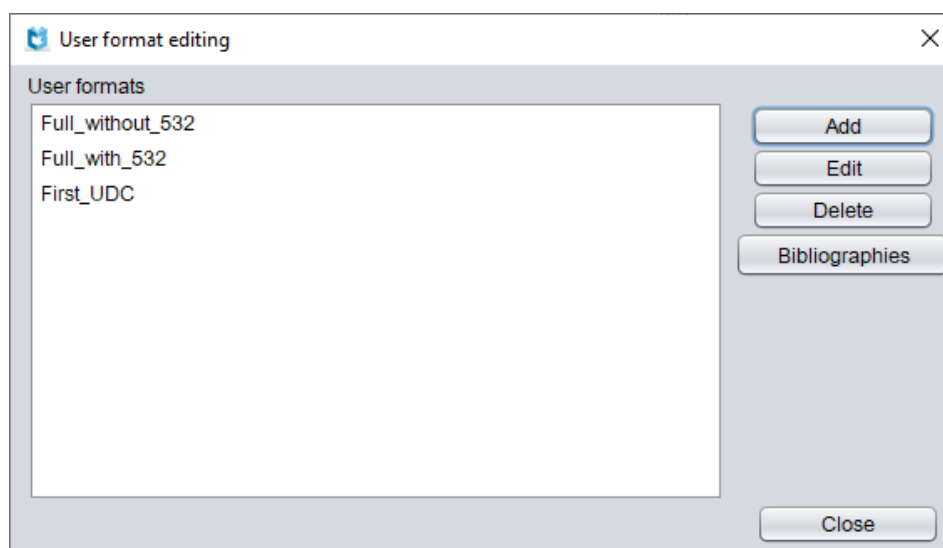
## I.1 PREPARING USER FORMATS

In the browser, you can define formats with different sets of bibliographic and other data that can be used in bibliographies.

### *Procedure*

1. In the browser, select the **Reports / User formats for bibliographies** method.

This will open the **User format editing** window with the list of formats you already defined. At the beginning, the list is empty.



**Figure I.1-1: User format editing window**

2. Add a new user format or edit (see chapter *I.1.1*) or delete (see chapter *I.1.2*) an existing format.
3. Click the **Close** button.



**Tip:**

If you want to use a defined format in bibliographies, click the **Bibliographies** button, which will open the **Bibliographies, subject headings ...** window. Then, select the format you defined in the **Parameters** window under "Bibliographic item format".



**Note:**

*The defined formats are not tied to a username, which means that all cataloguers from a particular library can use them.*

## I.1.1 Adding and modifying user formats

You can add a new format to the list of user formats you defined or modify a defined format.

### Procedure

Start out from the **User format editing** window.

1. To **add** a new user format, click the **Add** button.

This will open the **Add user format** window, in which you enter the name of the format under "User format name".

2. To **modify** an already defined format that you highlighted on the list, click the **Edit** button.

This will open the **User formats** window.

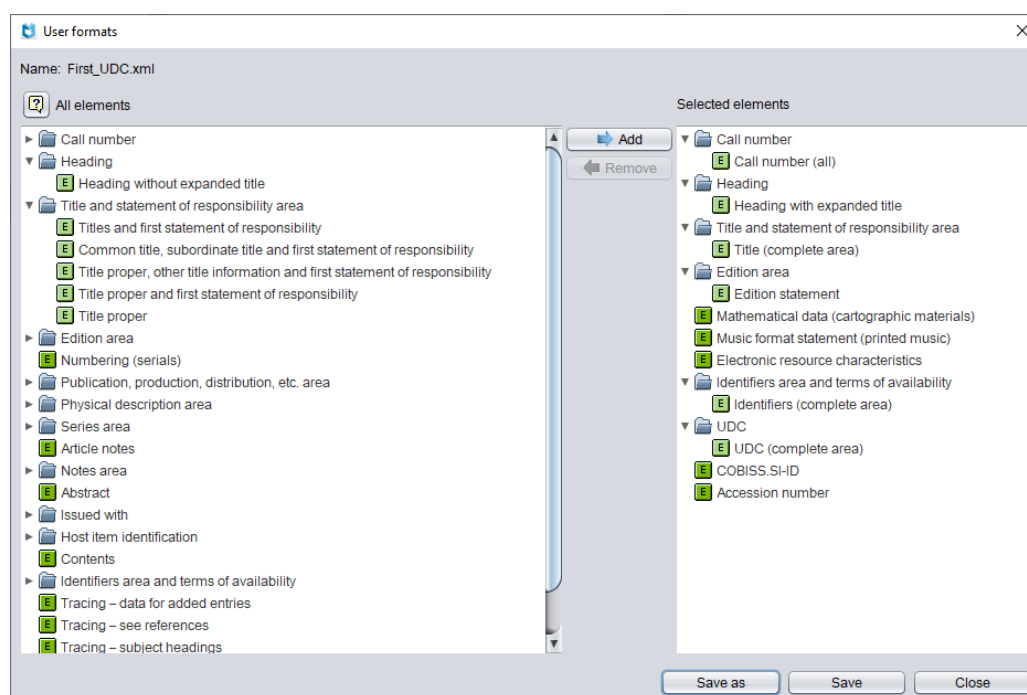




Figure I.1-2: User formats window

3. Define the elements for the user format.

If you want to **add** an element to the display elements, highlight it on the "All elements" list and click the **Add** button. Elements that contain sub-elements are marked with an arrow. You can add individual elements (the  icon) or sub-elements (the  icon), and you can either select each element individually or several elements simultaneously by using the <Ctrl> key.



Note:

*If you select several sub-elements from the same area or group, data in the bibliography will be duplicated.*

If you want to **remove** an element from the "Selected elements" list, highlight it and click the **Remove** button.

4. Click the **Save** button.


In **Save the user format** window, confirm the name by clicking the **OK** button or modify the name.

5. Click the **Close** button.



Tip:

If you want to slightly modify an existing format and save it under a new name, click the **Save as** button.

If you want to check from which subfields of individual format elements data can be displayed in bibliographies, click the  icon. The list is also included in the Appendix I.2.

---

## I.1.2 Deleting user formats

You can delete user formats in the **User format editing** window.

### *Procedure*

1. Select the format in the "User formats" window. This will highlight the row in the list.

2. Click the **Delete** button.

The software will require you to confirm format deletion.

3. Click the **OK** button and then the **Close** button.



## I.2 USER FORMAT ELEMENTS

Table I.2-1: List of elements and display data in bibliographies

Elements	Display data
<b>Call number</b>	
Call number (all)	996d(lifnsua5xd)
Call number (first)	996d(lifnsua5xd) – only first field 996
<b>Heading</b>	
Heading with expanded title	700abcdef, 710abcdefgh, 503aj, 532a
Heading without expanded title	700abcdef, 710abcdefgh, 503aj
Heading in Latin script <sup>1</sup>	700abcdef, 710abcdefgh, 503aj, 532a
Heading in Cyrillic script <sup>1</sup>	700abcdef, 710abcdefgh, 503aj, 532a
<b>Title and statement of responsibility area</b>	
Title (complete area)	200abcdefghijkl
Titles and first statement of responsibility	200abcf
Common title, subordinate title and first statement of responsibility	200abhif
Title proper, other title information and first statement of responsibility	200abef
Title proper and first statement of responsibility	200abf
Title proper	200a
<b>Edition area</b>	
Edition (complete area)	205abdfg
Edition statement	205a
Mathematical data (cartographic materials)	206a
Music format statement (printed music)	208ad
Electronic resource characteristics	230a
Numbering (serials)	207a
<b>Publication, production, distribution, etc. area</b>	
Publication (complete area)	210acdefgh
Place of publication, name of publisher, date (first information)	210acd
Place of publication, date (first information)	210ad
Date of publication	210d
<b>Physical description area</b>	
Physical description (complete area)	215acde, 215gihka, 215pqrs
Extent and other physical characteristics	215ac
Extent	215a
<b>Series area</b>	
Series (complete area)	225adefhivx
Series (first)	225adefhivx – only first field 225

<sup>1</sup> Only available in systems, in which they enter parallel name forms in Latin and Cyrillic script.

<b>Elements</b>	<b>Display data</b>
Title proper, statement of responsibility, ISSN, numbering	225afxv
Title proper and numbering	225ax
Article notes	337a, 856guzq3, 300a, 320a, 324a, 3270a, 328a, 301a, 334a, 338abcdefg
<b>Notes area</b>	
Notes (complete area)	3XX, 4XX, 856, 251
Notes (without content and bibliographic links)	337a, 856guzq3, 326ab, 321ax, 520aehi, 300a, 304a, 305a, 336a, 306a, 314a, 320a, 322a, 323a, 324a, 325a, 251abc, 3270a, 328a, 311a, 333a, 301a, 334a, 338abcdefg, 316a50, 317a50
Notes (basic)	337a, 856guzq3, 326ab, 321ax, 520aehi, 300a, 320a, 328a
URL (access)	856guzq3
Abstract	330a
<b>Issued with</b>	
Bound-with items	481, 482
Supplements	421 – embedded field
<b>Host item identification</b>	011a or 4641
Host item for articles (complete area)	215gihka, 215pqrso
Article (first level of numbering and extent)	215aghik
Contents	3270a
<b>Identifiers area and terms of availability</b>	
Identifiers (complete area)	022b, 011ed, 530ab, 010abdz, 0122a50, 013abdz, 016abz, 071ab, 0172abd
Standard number	022b, 011e, 530ab, 010ab, 0122a, 013ab, 016ab, 071ab, 0172ab
Identifiers (complete area) – display without an empty line	022b, 011ed, 530ab, 010abdz, 0122a50, 013abdz, 016abz, 071ab, 0172abd
Standard number – display without an empty line	022b, 011e, 530ab, 010ab, 0122a, 013ab, 016ab, 071ab, 0172ab
Tracing – data for added entries	51X, 701, 702, 711
Tracing – see references	90X see 70X 91X see 71X
Tracing – subject headings	60X and 610a
<b>UDC</b>	
UDC (complete area)	675a or c (if a does not exist), 6862a
UDC (first)	675a or c (if a does not exist)
<b>COBISS ID</b>	
Accession number	996d(li), 996f, 996d(x)
Holdings (serials)	998k

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