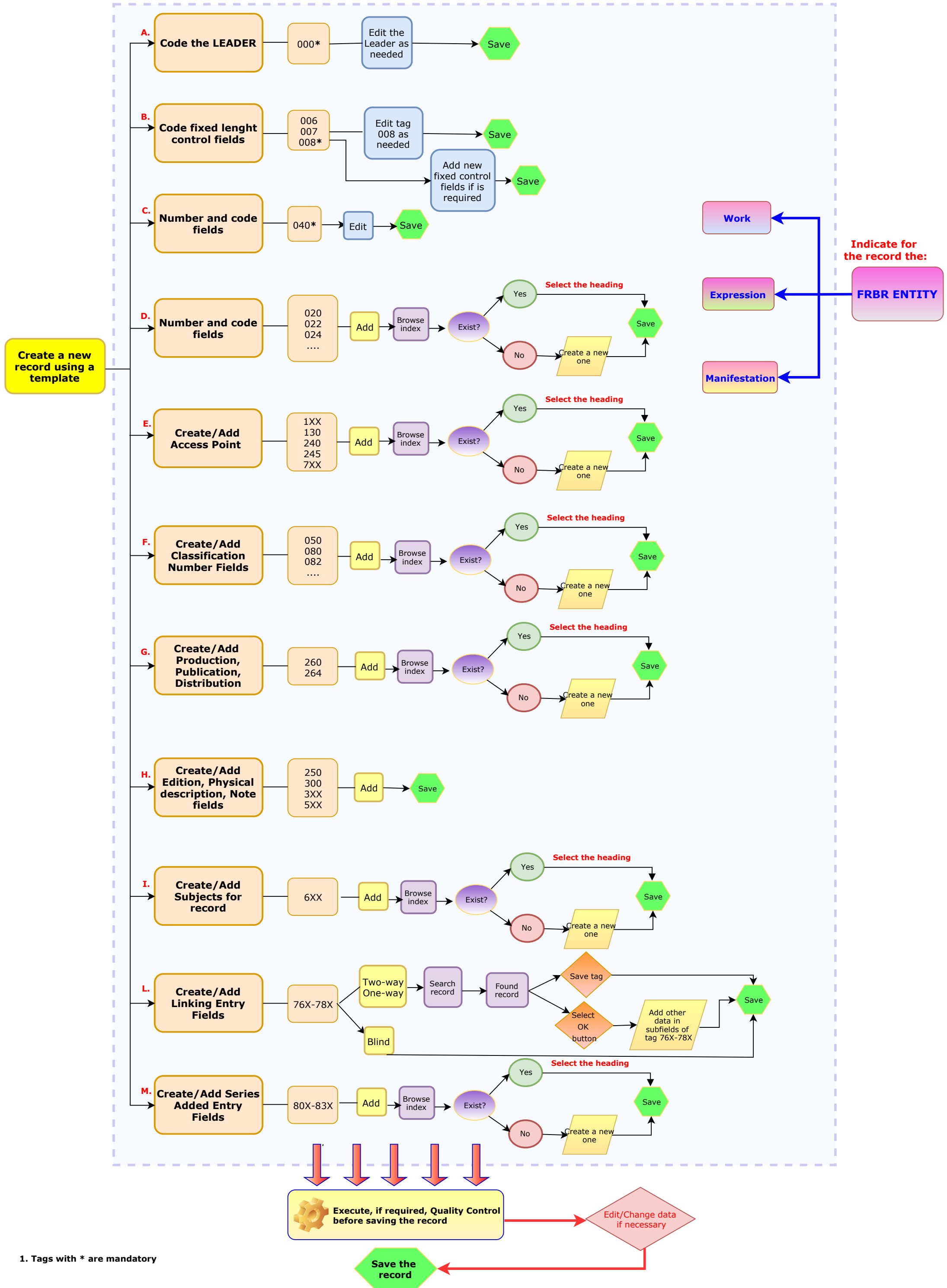


3.1 Start original cataloguing workflow



A. The Leader is mandatory in the record. You cannot delete. The user should set the:

- type of record
- bibliografic level
- encoding
- cataloguing form

B. Tag 008 is mandatory in the record. You cannot delete.

Descriptions of the elements defined for field 008 positions 18-34 are in seven separate sections corresponding to the following type of material configurations: **Books** (*BK*), **Computer Files** (*CF*), **Maps** (*MP*), **Music** (*MU*), **Continuing Resources** (*CR*), **Visual Materials** (*VM*), and **Mixed Materials** (*MX*) set in 000/06 and 000/07

C. Tag 040 (cataloguing source) is mandatory in the record. You cannot delete

In subfield **\$a** the system will automatically display the Library Symbol Code of the Main Library and in **\$b** the language code of cataloguing agency

D. and F. Control numbers and Classification numbers

To add a control or classification numbers, the professional user scans the index of the related heading, checks if it's already present. If it's present, he selects it to attach the heading to the record. If the heading doesn't exist, the user creates a new one, to attach and save it in the record.

E., G., I. and M Name, Title, Publisher, Subject and Series

To add a Name, Title, Publisher, Subject and Series the professional user scans the index of the related heading, checks if it's already present. If it's present, he selects it to attach the heading to the record. If the heading doesn't exist, the user creates a new one, to attach and save it in the record.

L. Create/Add Linking Entry Fields

The user could create **blind**, **two way** or **one way** relationship with another record using tag 76X-78X. In two-way and one way relationship, he needs to search the related record.

The record (that is the result search) will display two different buttons to create the relationship: '**Save tag**' and '**Ok**' button.

Selecting 'Save tag' button , the system will automatically save tag (76X-78X) in the cataloguing worksheet with the related record identifier number.

Instead selecting 'OK' button, the system will display all subfields of tag 76X-78X, where the user can add other data before confirming tag and save.

The user can edit all points listed above.