

Instructions for COBISS Cat Application

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 informacijske
sisteme o raziskovalni dejavnosti



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Instructions for COBISS Cat Application

1 Introduction

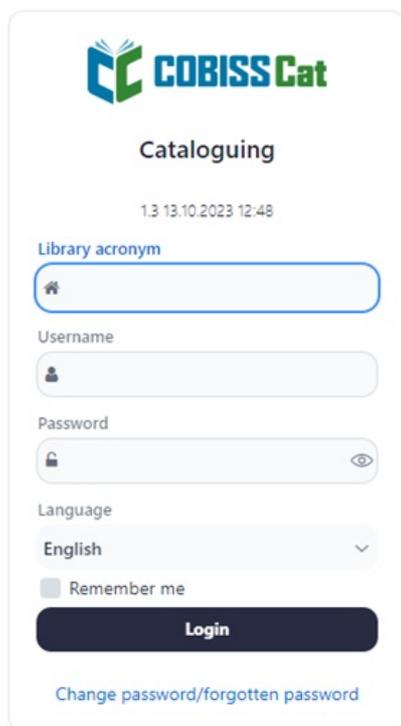
The new generation of COBISS Cat software is a web application. Since it works in web browsers, users can also use it on their mobile devices.

The COBISS Cat application will have the same functionalities as COBISS3/Cataloguing, but since the set of implemented functionalities in [the initial phase is limited](#), it is still possible to work in COBISS3/Cataloguing and COBISS Cat at the same time.

1.1 Logging in to COBISS Cat

You can log in to the web application at <https://cat.cobiss.net/cat/>. In the COBISS Cat login window, enter the library acronym and the username and password that you use in COBISS3/Cataloguing.

Users in COBISS Cat have the same privileges as in COBISS3/Cataloguing.



COBISS Cat

Cataloguing

1.3.13.10.2023 12:48

Library acronym

Username

Password

Language

English

Remember me

Login

[Change password/forgotten password](#)

COBISS Cat login window

After login, the browser tab will display the Cataloguing name along with the library acronym. The font size in the browser can be changed with the Zoom option.

2 Cataloguing user interface

The cataloguing user interface is used for performing all of the procedures for bibliographic resource cataloguing, as well as for working with authority records.

User interface elements:

1. button that allows you to show or hide the workspace
2. button for accessing manuals in electronic form
3. button for user settings
4. information on the database and the logged-in user, as well as the button for logging off from the user interface
5. button for switching between the [search window](#) and the record editor
6. [workspace](#)
7. [record editor](#)
8. [record display](#)

Cataloguing user interface

Use the mouse or the <Tab> button to move between the user interface elements, and the mouse or the <up>, <down>, <PgUp>, <PgDn> keys to move through lists (e.g. of records, search terms, access points). Confirm your selection with the spacebar, the <Enter> key or tick the checkbox .

2.1 Search window

In the search window, you can use search requests to search for records in bibliographic or authority databases. The search window consists of two parts. The top part is used for entering queries and the bottom part for displaying the search results.

Activate the search window by clicking the  button on the workspace.

The screenshot shows the COBISS Cat search interface. At the top, there's a navigation bar with the COBISS Cat logo and a user profile 'IZUM: sys_simonat'. Below this is a search bar with a dropdown menu set to 'COBIB' (1) and an input field containing 'la=slv and 105f=g' (2). To the right of the search bar are several icons: a magnifying glass (3), a search button (8), a refresh button (9), a repeat search button (10), an add button (11), a convert button (12), and an ID list button (13). Below the search bar is a section for advanced search with dropdown menus for 'Personal author' (5), 'Title' (6), and 'Publication year' (7), and an input field for 'pavček*' (7). There are also buttons for 'Add' (18), 'Edit' (19), and 'New record' (20). Below this is a 'Sort by' dropdown set to 'COBISS.SI-ID' (14) and a 'My queries' dropdown (15). A 'Default format' dropdown (18) and a 'Next 1000' button (19) are also visible. The main results table (21) has columns for 'Cur. ... COBISS.SI-ID', 'Main entry heading', 'Title and statement of responsibility', 'Publication year', and 'Publisher'. The table shows several results, with row 34 selected (23). At the bottom, there are buttons for 'Add', 'Edit', 'New record', 'Show' (24), 'Show in COBISS+', 'Compare', 'Check duplicates', 'Link', and 'Typology'.

Search window

Search window elements:

1. drop-down list for [database selection](#)
2. input field for [entering a search request \(expert search + scanning\)](#)
3.  button that opens the [search prefixes and suffixes list](#)
4.  button for the [expand function](#)
5. drop-down list for [search field selection \(advanced search\)](#)
6. drop-down list for [selecting additional operators](#)
7. input field for [entering a search request \(advanced search\)](#)
8.  search button
9.  button for performing [a new search](#)
10.  button for repeating [the last search](#)
11.  button for [adding search fields \(advanced search\)](#)
12.  button for [converting the search request from advanced to expert search](#)
13. **ID list** button for [adding an ID list](#)
14. drop-down list for selecting the data by which to [sort search results](#); they can be sorted in ascending (the  button) or descending (the  button) order
15. drop-down list for selecting saved queries
16.  button for [saving a query](#)

17.  button for [editing saved queries](#)
18.  button for [exporting search results to a text file](#)
19. drop-down list for [selecting the search results format](#)
20.  button for [editing the search results format](#)
21. **Next 1000** button for [displaying the next 1000 records](#), or the **Next 100** button for certain foreign databases
22. information on the number of search results the software found in the database that correspond to the entered search request
23. [search results](#) list
24. toolbar with the following buttons
 - **Add** for adding a selected record or records to the workspace
 - **Edit** for loading a selected record in the editor
 - **New record** for creating a new record
 - **View** for viewing one or more records
 - **Show in COBISS+** for displaying a record in COBISS+
 - **Compare** for comparing two or more records
 - **Check duplicates** for a software check if the selected record is a duplicate of existing records in COBIB
 - **Link** for batch-linking bibliographic records with authority records
 - **Typology** for verifying the typology (only available for central specialised information centres)

To exit the search window and switch to the editor, click the  button on the workspace or press the <F8> key.

2.1.1 Database selection

You can select between various domestic and foreign databases:

- Local database – search for bibliographic records in your local database
- COBIB – search for records in the shared bibliographic database
- COBISS.net – search for records in shared bibliographic databases within the COBISS.net network
- LC Catalog – search for records in the Library of Congress Catalog
- WorldCat – search for records in the WorldCat bibliographic database
- CONOR – search for records in the CONOR authority database
- LC/NAF – search for records in the LC/NAF authority database
- SGC – search for records in the SGC authority database
- ISSN – search for records in the ISSN bibliographic database
- CORES – search for records in the CORES database
- COBIB archive – search for records in the COBIB archive database
- CONOR archive – search for records in the CONOR archive database
- SGC archive – search for records in the SGC archive database

If you select a foreign database from the drop-down list, e.g. the LC Catalog, WorldCat, LC/NAF, the search window adapts (some buttons are omitted, the input field where you enter the search request in the expert search is inactive, etc.).

Note

The LC Catalog, WorldCat and LC/NAF databases only appear on the list if you have the privileges to download records from these databases.

2.1.2 Entering a search request (expert search + scanning)

Enter the search request in the input field in the appropriate syntax, see the COBISS3/Cataloguing manual, [chapter 4.2](#). When using the expert search, you can use search prefixes and suffixes. Instead of the search prefix, you can also use the field and subfield designation, or the field designation with the “ind” abbreviation and the indicator designation (scanning).

*CL=Sto romanov AND AU=Tolstoj**

PU=Založba(2N)plošč NOT 001b=j

(planinstvo AND vodniki)/ART

PU=Mladinska knji AND 101ind1=1 AND (205a=*ponatis* OR 205b=*ponatis*)*

You can also combine search requests by entering them in the input field when using the expert search, or in individual input fields when using the advanced search, whereby the software will automatically use the logical operator AND between them.

Notes

In the LC Catalog, WorldCat and LC/NAF databases, the input field is inactive.

In the COBIB, CONOR and SGC archive databases, it is only possible to enter the record ID in the input field.

2.1.3 Search prefixes and suffixes

When entering a search request, you can use the search prefixes and suffixes list by clicking the  button. You can view the list of all search indexes that are used in bibliographic and authority databases in the COBISS3/Cataloguing manual, [appendix A.1 Bibliographic databases](#), [appendix A.2 CONOR authority database](#), [appendix A.3 SGC authority database](#) and [appendix G.8 CORES bibliographic database](#).

Note

In the LC Catalog, WorldCat, LC/NAF databases, and the COBIB, CONOR and SGC archive databases, the  button is not available.

2.1.4 Expand

When entering search requests in input fields, you can use the expand function. Clicking the  button will open a window with a list of search terms that are currently in the database.

Notes

In the LC Catalog, WorldCat, LC/NAF databases, and the COBIB, CONOR and SGC archive databases, the  button is not available.

When using the expert search, the minimum requirement is to enter the search prefix in the input field before clicking the  button, whereas in the advanced search, you can leave the input field empty.

2.1.5 Selecting a search field (advanced search)

There are three search fields visible. You can change the default search fields by selecting other fields from the drop-down list. The change order of search fields without search requests can also be saved (the  button). The order of search fields is retained even after you exit the browser and is linked to a username.

You can also add additional search fields (the  button).

Notes

In the COBIB, CONOR and SGC archive databases, the advanced search is not available.

2.1.6 Selecting additional operators

You can limit your search requests with additional operators: EMPTY, NOT, NOTEMPTY. See COBISS3/Cataloguing manual, [chapter 4.1.3](#).

 **Note**

In the LC Catalog, WorldCat and LC/NAF databases, the additional operators are not available.

2.1.7 Entering a search request (advanced search)

Enter a search request in the input field. The logical operator AND is used between search fields by default.

You can also combine search requests by entering them in the input field when using the expert search, or in individual input fields when using the advanced search, whereby the software will automatically use the logical operator AND between them.

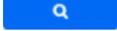
 **Note**

In the COBIB, CONOR and SGC archive databases, the advanced search is not available.

2.1.8 Search

Click the  button to perform the search.

The software performs the search in the local database (the local database is set as the default database after opening the cataloguing user interface), or in the database that you selected before the search process.

If you performed the search in the local database, you can also use the entered search request in the COBIB database or in the shared databases in the COBISS.net network. To do that, you only need to select the database without having to click the  button.

 **Note**

If you entered record IDs (the **ID list** button), the search will be performed in the selected database but only among the records whose IDs were added to the list.

2.1.9 New search

Clear the entered search requests and search results by clicking the  button.

2.1.10 Last search

If you want to repeat the last search, click the  button.

2.1.11 Adding a search field

To add search fields when using the advanced search, click the  button. You can add all available search fields.

 **Note**

In the COBIB, CONOR and SGC archive databases, the  button is not available.

2.1.12 Converting the search request

When creating a search request, you can make the process easier by first creating the search request using the search fields in the advanced search mode and then clicking the  button. After clicking the button, the software transfers and converts the entered search request to the appropriate syntax for the expert search mode (prefixes and suffixes are added to search terms and the terms are linked with logical and context operators). If required, you can then update the search request or change it before performing the search.

 **Note**

In the LC Catalog, WorldCat, LC/NAF databases, and the COBIB, CONOR and SGC archive databases, the  button is not available.

You can use ID lists for further search. Enter the IDs separated by a comma, space, or a new line in the **ID list** window.

Notes

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.

In the LC Catalog, WorldCat, LC/NAF databases, and the COBIB, CONOR and SGC archive databases, the **ID list** button is not available.

2.1.14 Sorting the search results

You can decide by which data the search results should be sorted (e.g. by COBISS.XX-ID, publication year, publisher, etc.). By default, the records are sorted by their COBISS.XX-ID number in ascending order. If you click the  button, the sorting is changed to descending order (the  button).

Note

In the LC Catalog, WorldCat, CONOR, LC/NAF, SGC, ISSN, CORES databases, and the COBIB, CONOR and SGC archive databases, the drop-down list for search results sorting and the  and  buttons are not available.

2.1.15 Saving queries

The search requests you used in a search can be saved and used again later. First, enter the search request and click the  button. This will open the **Save query** window, where you enter the name of the query. The query is added to the drop-down list under “My queries”. Saving queries is linked to a username.

You can also change the order of search fields (if they are empty). If you click the  button, the order of search fields is saved after exiting the browser and remains the same until it is changed and saved again. Changing the order of search fields is linked to a username.

2.1.16 Editing queries

A previously saved query can be renamed or deleted (the  button next to the “My queries” drop-down list).

2.1.17 Exporting to a text file

The records from a list of search results can be exported to a text file (the  button). Data can then be imported to different data processing tools (e.g. MS Excel).

Note

The  button only becomes active once you select one or more records on the list of search results.

2.1.18 Selecting the search results format

You can select the format of how you want the search results to be displayed. The most recently selected format is saved and used in subsequent searches until you change it.

The two predefined formats for all resources are the default format and the format for downloading bibliographic records. For authority records, only the default format is predefined.

You can also define different types of search results format yourself (the  button).

Note

In the LC Catalog, WorldCat and LC/NAF databases, it is not possible to select a search results format.

2.1.19 Search results formats

You can define and edit (change and delete) search results format yourself. See the COBISS3/Cataloguing manual, [chapters 12.1.2, 12.1.3](#)

Notes

In the LC Catalog, WorldCat and LC/NAF databases, the  button is not available.

The search results format you defined for the local database is the same for the COBIB and COBISS.net databases as well.

2.1.20 Next 1000

When the software finds more than 100 records that correspond to the entered search request, only the first 100 search results are displayed on the list. Click the **Next 1000** button to display the next 1000 records.

Note

When searching the LC Catalog, WorldCat and LC/NAF databases, it is only possible to add 100 new records to the list of search results (the **Next 100** button).

2.1.21 Search results

In the bottom part of the search window, the list of found records is displayed in the default search results format or in the most recently selected format.

You can sort the displayed search results by different criteria, swap the columns or change the column width:

- To **sort** the data, click on the name of the column. The data will be sorted in an ascending or a descending order alphabetically or by number.
- To **swap** columns, hold the mouse pointer over the name of the column, click and hold the left mouse button and drag the column left or right.
- To **change** the column width, hold the mouse pointer over one of the borders of the column, click and hold the left mouse button and move the border left or right.

On the list of found records, select a record (or several records) by ticking the checkbox () next to the current number of the record. If you want to select or deselect all checkboxes on the results list, click the checkbox next to “Cur. No.”.

2.1.22 Add

Select a record (or several records) on the list of found records and add it (or them) to the workspace by clicking the **Add** button.

2.1.23 Edit

You can load a selected record in the editor by clicking the **Edit** button. The record is simultaneously added to the workspace and displayed in the editor. If you selected more than one record, the first record will be loaded in the editor, and all records will be added to the workspace. See also [chapter 2.2.11](#).

Note

In the LC Catalog, WorldCat, LC/NAF databases, and the COBIB, CONOR and SGC archive databases, the **Edit** button is inactive.

2.1.24 New record

Create a record by clicking the **New record** button. This will open the **New record** window, where you must first select the appropriate database and input mask. Next, a record is loaded in the editor with empty fields and subfields with default values from the selected input mask. If you have previously defined a template for a new record, you can select it in the same window. This will load the content from the template in the editor.

The input mask in a particular database remains selected until you change it.

2.1.25 View

You can view one or several records from the search results list by selecting the record or records and clicking the **View** button. This will open the viewer, where you can check records in the COMARC format (the  button) or the standard format (the  button). You can

check records from foreign databases in the original format (the **MARC21** button) or in the COMARC format (the **COMARC** button).

You can move between the records by clicking the  button to move forward or the  button to move backward.

In the viewer, you can also delete a record from the database (the  button) or add it to the workspace (the **Add** button).

If the selected record is linked or related to other records, you can see the related objects in the bottom part of the viewer.

For bibliographic records, the following relations are added:

- resource (from a record for an article)
- related continuing resources (from a record for a continuing resource)
- records for component parts (from a record for a monograph or a continuing resource)
- authority records
- archive records (only for bibliographic records from the COBIB database)
- ELINKS

For authority records from the CONOR database, the following relations are added:

- related access points
- linked bibliographic records
- archive records

For authority records from the SGC database, the following relations are added:

- related terms
- broader terms
- narrower terms
- linked bibliographic records
- archive records

If you click on a record displayed on the list of related objects, the record will be opened in a new viewer window.

A maximum of 5 records is shown for a specific type of related objects. You can view all records if you click on the ellipsis under a specific list. This will open the search window with the entered search request and displayed search results.

2.1.26 Show in COBISS+

A bibliographic or authority record that you selected on the search results list can be opened in COBISS+ (the **Show in COBISS+** button). The record is displayed in a new browser tab.

Note

Records from the LC Catalog, WorldCat, ISSN, LC/NAF databases, and the COBIB, CONOR and SGC archive databases, cannot be displayed in COBISS+.

2.1.27 Compare

You can compare records by selecting a record on the workspace and one or more records on the search results list and clicking the **Compare** button. This will open a window with highlighted differences, with the record from the workspace always on the left and the records you selected from the search results list on the right.

If you click the **Add** button, you can add a record to the workspace.

Tip

You can also compare a record on the workspace with the corresponding version of the record from the local database or COBIB (click the  button and select the **Compare local record and COBIB** option).

2.1.28 Check duplicates

If you click the **Check duplicates** button, you can check if a selected record is a potential duplicate of one of the records in COBIB. You must first select a record on the workspace, and then the search request for checking for duplicates will be automatically entered to the input field in expert search mode. Confirm the search request by clicking the  button.

Note

You can only check potential duplicates for bibliographic records in the local database, COBIB or COBISS.net.

2.1.29 Link

If you click the **Link** button, you can simultaneously link several bibliographic records from COBIB with a CONOR or SGC authority record.

First, find an appropriate authority record in the CONOR or SGC database, add it to the workspace and select it. Then, select the COBIB database in the search window and click the **Link** button. A search request formed on the basis of the access point from the authority record you selected will be automatically entered to the input field in the expert search mode. If necessary, you can edit the search request any way you like. On the search results list, select one or more bibliographic records that you want to link with the selected authority record and click the **Link** button again. This will open the linking window. In the upper part of the window, the first of the selected records is displayed in the COMARC/B format, and in the bottom part of the window, you will find the fields with linking options. The 7XX or the 60X fields from the bibliographic record displayed in the upper part of the window will be displayed, along with the + character that enable linking with an additional authority record. Apart from the existing 60X fields, the 60X field that can be added to the record will also be displayed.

ID=1341483 M V4 02.03.1998 PRFMB::DARJA Updated: 14.01.2013
 EVROPF::PRISCIG Copied: 14.01.2013 EVROPF::PRISCIG First Copied: 14.01.2013
 SynToCon: 26.09.2007

000 a0014 b1998030220130114 cPRFMB::DARJA dEVROPF::PRISCIG eL0625
 f20130114 g0000010108 hEVROPF::PRISCIG i20130114 k20070926

001 an – new record ba – language materials, printed cm – monograph t2.30 –
 proceedings of professional or unreviewed scientific conference
 contributions d0 – no hierarchical relationship 7ba – Latin

100 c1976 hslv – Slovenian lba – Latin ek – adult, serious

1010 aslv – Slovenian

102 asvn – Slovenia

105 ay – no illustrations bv – handbook

2000 aRazgovori o samoupravljanju epiročnik za uporabo filmov in prosojnic
 fpripraviil Ciril Ribičič gurednik filmskih serij Mirjana Borčič

210 aljubljana cDopisna delavska univerza Univerzum d1976

215 a51 str. d22 cm

6100 zslv – Slovenian asamoupravljanje alugoslavija

675 a331.107.8 s33 c331.107 – Worker participation. Industrial democracy.
 Self-management. Collaboration of workers in planning and control

700 1 aRibičič bCiril 4070 – author

70201 318047331 aBorčič bMirjana 4340 – editor

90201 318047331 aBorčič bMirjana

✓ 700 : Ribičič, Ciril ⇒ 1730915: Ribičič, Ciril; 070

702 18047331: Borčič, Mirjana ⇒ 1730915: Ribičič, Ciril; 340

+ ▾

< 3 > **Link** **Add** **Close**

Batch-linking of 7XX fields

If you want to link or add a 7XX or 60X field, select it and click the **Link** button. This will add a subfield 3 with the authority record ID at an authority record access point to the bibliographic record (in 60X fields, it will also add a subfield 2 with the “SGC” value). The new version of the record will be loaded in the window and the **Link** button will become inactive. The record is saved to COBIB.

If you want to add a link to an additional authority record to the record, select the appropriate field from the drop-down list, search for the appropriate authority access point in the **Searching database CONOR** or **Searching database SGC** window, and click the **Link** button. This will add a subfield 3 with the authority record ID and an authority record access point to the bibliographic record (in 60X fields, it will also add a subfield 2 with the “SGC” value). The new version of the record will be loaded in the window and the **Link** button will become inactive. The record is saved to COBIB.

If you want to link the next bibliographic record you selected from the search results list, click the  button and repeat the process. If you click the  button, you will return to the previous record.

You can also add a record to the workspace (the **Add** button).

When you finish the linking procedure, click the **Close** button. You can use this button at any point to cancel the procedure.

Notes

You need the CAT_LINKAU privilege for batch-linking bibliographic records with CONOR or SGC authority records. For linking SGC records, you also need the CAT_SUBLINK privilege.

Authority records that are marked for deletion or are still in progress (SGC), reference records and general explanatory records cannot be linked to bibliographic records.

2.1.30 Typology

If you click the **Typology** button, you can verify the typology in records from COBIB. If you want to confirm the typology, click the **Lock** button, and if you want to change an already verified typology, click the **Unlock** button. You can also add the record to the workspace (the **Add** button).

Notes

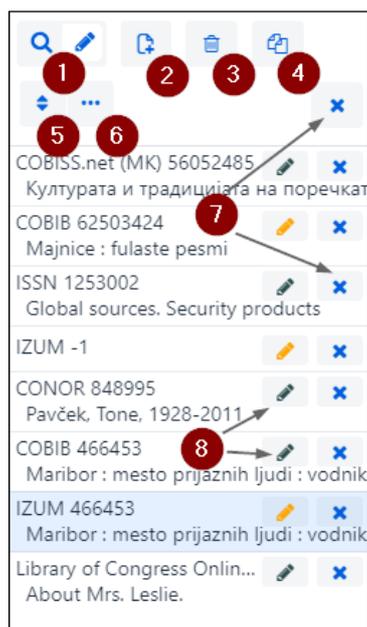
The CAT_LOCKTD privilege is required to verify a typology.

Once the subfield with the typology is locked, it is no longer possible to change the content of field 970.

2.2 Workspace

Workspace is the left part of the cataloguing user interface, where the records you searched for with the search window in different databases are loaded, as well as where the records you are creating or editing are located.

The records on the workspace are labelled with the database acronym, the record ID and basic information. Until you save the records, they are assigned numbers -1, -2...<-n>, but once they are saved, they get an identification number (COBISS.XX-ID or CONOR.XX-ID, etc.).



Workspace

Workspace elements:

1. button that shows or hides the search window
2. button for [creating a new record](#) (only available when the editor is active)
3. button for [deleting a record](#) (only available when the editor is active)
4. button for [deriving a new record from an existing one](#) (only available when the editor is active)
5. button for [sorting records](#)
6. button for additional options: [showing the record in the viewer](#), [showing the record in a new browser tab](#), [showing the record in COBISS+](#), [comparing the record](#), [selecting fields to copy to the clipboard](#)

7.  button for [removing an individual record or all records](#) from the workspace
8.  button for [adding a record](#) to the editor
9.  button for [downloading records from Svarog](#) (only available for NUK and when the editor is active)

When you add a record to the editor, the icon button turns orange . You can edit several records simultaneously.

2.2.1 New record

Create a record by clicking the  button. This will open the **New record** window where you must first select the appropriate database and input mask. Next, a record is loaded in the editor with empty fields and subfields with default values from the selected input mask. If you have previously defined a template for a new record, you can select it in the same window. This will load the content from the template in the editor.

The input mask in a particular database remains selected until you change it.

Tip

You can also create a record by using the <Ctrl> + <Alt> + <+> key combination.

2.2.2 Delete record

You can delete a record from the local database and/or from COBIB (the  button).

Notes

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).

If the record you are deleting exists in another local database, it is deleted only from your local database. Otherwise, the record is deleted from COBIB as well.

You cannot delete authority records.

2.2.3 Derive new record

You can derive a new record from an existing bibliographic or authority record. Select a record on the workspace and click the  button. For bibliographic records, the **Select mask** window will open, where you select an appropriate input mask. The record, which is a copy of the selected record, is loaded in the editor, where you update and edit it accordingly.

Notes

When transferring the content of the selected record to 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 to the editor (fields 012, 141, 316, etc.).

2.2.4 Sort records

If you click the  button, you can sort the records on the workspace. You can sort them by the time added (in the same order in which they were added to the workspace), alphabetically (first by database acronym, then by title for bibliographic records or by access point for authority records), and by the record ID.

2.2.5 View

A record from the workspace can be viewed in the standard format, COMARC format or original format (click the  button and select the **View** option).

Any potential web links a record may contain (e.g. in subfield 017a or 856u) are active only in the standard format display. See also [chapt 2.1.25](#).

2.2.6 Show record in a new web browser tab

If you click the  button and select the **Show in new web browser tab** option, the selected record from the workspace will be opened in a new tab of your web browser in the COMARC or MARC 21 format.

2.2.7 Show in COBISS+

You can open a record from the workspace in COBISS+ (click the  button and select the **Show in COBISS+** option).

Note

Records from the LC Catalog, WorldCat, ISSN, LC/NAF databases, and the COBIB, CONOR and SGC archive databases, cannot be displayed in COBISS+.

2.2.8 Compare records

You can compare a record on the workspace with the corresponding version of the record from the local database or COBIB (click the  button and select the **Compare local record and COBIB** option).

You can also add the record to the workspace (the **Add** button).

Note

On the workspace, you can only compare a record from the local database with the record from COBIB and vice versa.

2.2.9 Copy fields to clipboard

From a record on the workspace, you can copy any field and its subfields (click the  button and select the **Select fields to paste to clipboard** option). Select one or more fields in the record and click the **Copy** button. The selected fields are saved to the fields clipboard. See also [chapter 2.3.7](#).

Note

It is not possible to copy fields from records in their original format, i.e. from the LC Catalog, WorldCat, LC/NAF and ISSN databases.

2.2.10 Remove records

Records remain on the workspace until you remove them. You can remove an individual record or all records at the same time. If you click the  button at the top of the workspace, you can simultaneously remove all records with the  button next to them (records have already been saved). When doing that, the software will inform you that any unsaved records (with the  button next to them), will not be removed from the workspace. These records can only be removed once you confirm for each record individually that you want to remove it from the workspace. Any changes made to the record before that will be lost.

2.2.11 Edit record

If you click the  button, you add a record to the editor. At the same time, the record is shown in the record display. The button icon colour changes to orange , which means that the record is currently being edited and is not accessible to other cataloguers. On your workspace, you can have multiple records that you are editing (you can switch between them by clicking the  button). Any updates to an existing record that you haven't saved to the database will be automatically deleted at 23:59 of each day and the record will once again be made available to other cataloguers (the button icon will change from orange to black). All new records that you haven't saved yet can remain on the workspace indefinitely.

Use the  button when you want to:

- update a record that exists in the local database and COBIB
- update a record directly in COBIB
- edit a local record
- download a record from COBIB, COBISS.net, foreign databases (LC Catalog, WorldCat, ISSN, LC/NAF)

When downloading a record from the LC Catalog, WorldCat or LC/NAF database, the button icon does not turn orange. In this case, a new record from the selected database labelled with the local database acronym and a record ID of <-n> is added to the workspace.

Notes

When you select a record from your local database on the workspace, the COBIB version of the record is always loaded in the editor, but without the subject heading fields and classification fields. If they exist, these fields are copied from the record in the local database.

A record that is currently being edited by someone else (in either COBISS3/Cataloguing or COBISS Cat), cannot be loaded in the editor. In this case, you will receive a notification that the record is not accessible and information on who is editing it.

2.2.12 Downloading records from Svarog

Downloading records from Svarog is enabled for NUK (the  button).

2.2.13 Record display

In the record display, you can view any record from the workspace or the record that is currently in the editor. You can change the record that is displayed by clicking on the appropriate place on the workspace:

- display individual records by clicking to the left of the  button
- display the starting version of the record by clicking to the left of the  button – the display shows the record before the updates
- access the record you are editing by clicking the  button – the display shows the record with the updates

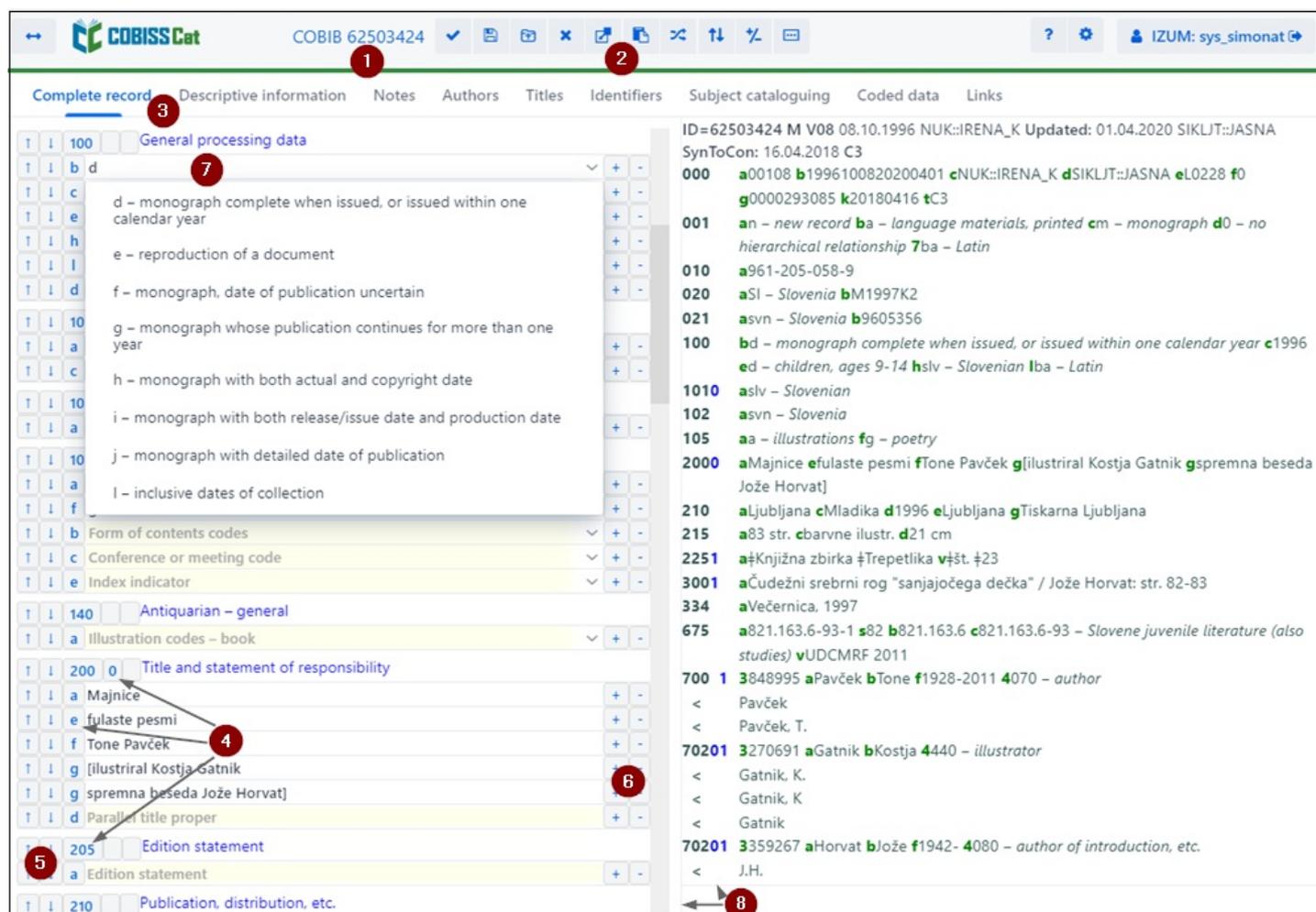
2.2.14 Workspace display

Click the  button to hide or show the workspace.

2.3 Record editor

In the record editor, which is the main part of the cataloguing user interface, you can edit (i.e. enter and change) data in bibliographic and authority records.

Activate the editor by clicking the  button on the workspace.



The screenshot shows the COBISS Cat Record Editor interface. The top toolbar includes icons for navigation and editing. The menu bar contains options like 'Complete record', 'Descriptive information', 'Notes', 'Authors', 'Titles', 'Identifiers', 'Subject cataloguing', 'Coded data', and 'Links'. The left sidebar shows a tree view of record fields, with '200 Title and statement of responsibility' selected. The main right pane displays the selected record's details, including ID, update information, and a list of subject headings and classification codes. Red circles and arrows highlight specific UI elements: 1 (toolbar), 2 (workspace toggle), 3 (menu bar), 4 (field selection), 5 (field selection), 6 (field selection), 7 (field selection), and 8 (field selection).

Record editor

Editor elements:

1. database acronym and ID of the record opened in the editor (the link takes you to the record in COBISS+)
2. buttons
 -  for [record validation](#)
 -  for [saving a record](#)
 -  for [saving a template for a new record](#)
 -  for [cancelling or clearing the editor](#)
 -  for [adding a field](#)
 -  for [adding \(sub\)fields from the clipboard](#)
 -  for [changing the input mask](#)
 -  for [showing/removing buttons for moving fields/subfields](#)
 -  for [showing/removing buttons for adding/deleting subfields](#)
 -  for subfield editing options: [insert NSB character](#), [insert LaTeX character](#), [convert to uppercase](#), [convert to lowercase](#), [convert to Latin](#), [convert to Serbian/Macedonian Cyrillic](#), [activate counter](#)
3. bar for [selecting data entry group](#) (complete record, descriptive information ...)
4. buttons with [field/subfield/indicator designations](#)
5. ,  buttons for [moving fields/subfields](#)
6. ,  buttons for [adding/deleting subfields](#)
7. input field with an opened drop-down list
8. movable border

When creating a record, the editor contains the default fields, subfields and indicators of the selected input mask. To move between fields and subfields, use the mouse or the <Tab> key, the <Enter> key, or the arrow keys. If you use the <Shift> + <Tab> key combination, you will move one step back.

Field designations consist of three numbers, whereas subfield designations consist of a letter or a number. Fields and subfields can be mandatory or non-mandatory, repeatable or non-repeatable. Some fields also have defined numeric indicator values that follow the field designation.

When displaying records in the editor, different colours are used:

- blue for field designations and names, subfield designations and indicator values
- yellow for input fields without any content (they contain the subfield name in light grey)
- white for filled-in input fields

The data is entered or changed in the input field of an individual subfield. If you click on the field/subfield designation, you can change the set of fields or subfields (add, copy, change the designation, or delete). Fields and subfields follow a certain order that can only be altered to a degree (the ascending order of field numbers must be retained). While working in the editor, you can also search different databases by

clicking the   button on the workspace or pressing the <F8> key. To switch back to the editor, click the   button on the workspace or press the <F8> key.

In the editor, you can edit the complete record with all fields in the selected input mask displayed, or you can edit only certain groups of fields.

In bibliographic records, fields in the COMARC/B format are arranged into following groups:

- complete record – all fields
- descriptive information – 2XX fields
- notes – 3XX, 992
- authors – 7XX, 9XX

- titles – 200, 5XX
- identifiers – 0XX (but not 001)
- subject cataloguing – 6XX, 96X
- coded data – 1XX
- links – 4XX, 856

In authority records, fields in the COMARC/A format are arranged into following groups:

- complete record – all fields
- access points – 2XX, 4XX, 7XX
- related access points – 5XX, 950
- notes – 3XX
- cataloguer's notes – 820, 830, 835, 836, 911, 915, 916, 991, 992
- identifiers – 010, 017, 035
- coded data – 1XX
- sources – 801, 810, 815, 856
- classifications – 6XX

2.3.1 Data entry

Data is entered or changed in the input field that follows the subfield designation. Data can be typed-in, selected from the drop-down list or the list of access points in authority databases, or selected from the search results list when searching in the search window in individual subfields.

You can also enter the NSB/NSE sorting characters and LaTeX characters to the input fields. If required, you can convert the entered text in the input field to all uppercase or all lowercase characters, or change the script of the text (Latin to Serbian/Macedonian Cyrillic and vice versa).

Coded data can be entered in multiple ways:

- open the drop-down list and select a code from it (use the mouse or the <up>, <down> arrow keys)
- enter the code or its value to the input field; in doing so, the software will display a list of suggestions depending on what was entered (the “autocomplete” function).

Finish the entry by clicking outside of the input field or press the <Enter> or the <Tab> key. With the <Enter> key, you move to the next input field, and with the <Tab> key, you move to the next field or subfield designation.

You can use the spell checker in the input field to check the correctness of the entered text. If you turned on the option to check spelling as you type in your web browser (*Settings/Languages*), the mistyped and incorrectly spelled words will be underlined red when entered to the input field. In some browsers (e.g. Firefox), you must select the option *Check Spelling* from the shortcut menu in every input field for the incorrect words to be underlined. In Chrome and Microsoft Edge browsers this is not necessary. If you want to check similar words in the dictionary, right-click the underlined word and select the correct word from the suggestions menu. You can add words that you think are correct to your personal dictionary (right-click the word and select *Add to dictionary*).

Entering data under authority control

Data entry in fields with activated authority control is different from data entry in other fields. Data to these fields can be downloaded from the CONOR or SGC authority control databases.

Enter the access point you are looking for in subfield 3 in fields 60X or 7XX and click the  button next to the input field.

For linking author fields (7XX fields) with an appropriate authority record from the CONOR database, the **Searching database CONOR** is used. For linking subject heading fields (60X fields) with an appropriate authority record from the SGC database, the **Searching database SGC** is used.

Elements of the window are:

- title bar
- left part of the window with the list of access points that correspond to the search request
The search is performed throughout the whole authority database and not just for access points of a certain type. The access points of the appropriate type are displayed in black, while the access points for entities of other types are displayed in grey (e.g. when linking field 710, only corporate body names will be displayed in black.)
- upper right part of the window, where the complete record for the selected access point in the COMARC/A format is displayed
- lower right part of the window, where the references for the selected access point are displayed
If any broader, narrower or related terms exist, clicking them will move that term to the left part of the window and display its record in the upper right part of the window.
- input field for search request entry
- buttons
 - **Search** – perform a search after you have entered the search request
 - **Back** – go back to the previous search request

- **Add** – add the selected authority record to the workspace
- **Select** – confirm the selected access point (the authority record ID is entered to subfield 3)
- **Cancel** – cancel search and close the window

Searching database CONOR ✕

Obalno planinsko društvo Koper
Osnovna šola Cerčno. Planinska skupina
PD PT. Planinska skupina Nova Gorica
Planinsko društvo Pošte in Telekom Slovenije. Planinska skupina Nova Gorica
Planinska skupina Pošte in Telekom Slovenije Nova Gorica
Planinsko društvo Pošte in Telekom Slovenije. Planinska skupina Nova Gorica
Planinska skupina PT Nova Gorica
Planinsko društvo Pošte in Telekom Slovenije. Planinska skupina Nova Gorica
 Planinska zveza Slovenije [1948-]
Planinska zveza Slovenije. Komisija za aplinizem
Planinski
Lamprecht, Ivan
Planinski tabor "Tončkov dom" (9 ; 1979 ; Kališe nad Logatcem) [1979-1979]
Planinski, J. P.
Pukmeister, Janko [1837-1862]
Planinski, Stoilko Ivanoski-
Ivanoski-Planinski, Stoilko [1920-]
Planinsko društvo "Bajtar" Velika planina (Stahovica) [1989-]
Planinsko društvo "Janez Trdina" Mengeš
Planinsko društvo "Obrtnik" (Maribor)
Planinsko društvo "Šmarna gora" (Ljubljana)
Planinsko društvo Šmarna gora (Ljubljana)
Planinsko društvo Ajdovščina [1903-]
Planinsko društvo Bajtar Velika planina (Stahovica)
Planinsko društvo "Bajtar" Velika planina (Stahovica) [1989-]
Planinsko društvo Blagajana Polhov Gradec
Planinsko društvo Brežice
Planinsko društvo Cerčno
Planinsko društvo Črna na Koroškem
Planinsko društvo Črnomelj [1925-]

ID=288438371 CB V01 22.04.2016 CONOR::IZUM Updated: 15.12.2020 CONOR::NUK_SUZANAS Conversion: 03.05.2021 C3

000 a00201 b2016042220201215 cCONOR::IZUM dCONOR::NUK_SUZANAS eC f0 g0001126712 tC3 u20210503

001 ac – corrected or revised record bx – authority record cb

010 a0000000087020557

035 a(VIAF)126125681

100 ba – established csv – Slovenian gba – Latin

101 aslv – Slovenian

102 asvn – Slovenia

106 a0 – may be used as subject access point

19011 a1948 b06 c06

21002 aPlaninska zveza Slovenije

41002 5d aPZS

41002 9eng – English aAlpine Association of Slovenia

51002 3298172259 5a aPlaninsko društvo Slovenije

810 aPlaninski zbornik : ob 110-letnici Slovenskega planinskega društva in Planinske zveze Slovenije / [avtorji Tomo Česen ... [et al.], - 2003

810 aSlovenske gore v podobi : razstavni prostori Arkade, Ljubljana 1975. - 1975 bPZS

810 aLetopis ... / Planinska zveza Slovenije = Alpine Association of Slovenia. - 2011-

830 aL. 1893 je bilo ustanovljeno Slovensko planinsko društvo (SPD). I. 1946 ga nasledi Planinsko društvo Slovenije (PDS), leto pa 6. junija 1948 Planinska zveza Slovenija (PZS)

8564 uhhttps://zgodovina.pzs.si/

Related terms
Planinsko društvo Slovenije

Linking with records from the CONOR database

Use the mouse or the arrow buttons to move through the access points list. If you press the spacebar, the selected access point will be displayed in the upper right part of the window. If you press the key, you will confirm the selected access point and enter its ID to subfield 3 (equivalent to the **Select** button).

Special features when entering data in fields in the COMARC/A format

Source data found (810)

The citation for a source in which you found information on the authorized or variant access point can be transferred to the authority record from a COBIB record or from the record you are currently editing.

In an empty subfield 810a, click the  button next to the input field to open the search window. If there is already a list of records in the search window, it contains the bibliographic records loaded on the workspace that are being edited or created (there is the  button next to them). When you highlight and select a bibliographic record on the list, the appropriate data is transferred to subfield 810a. It is also possible that the list of records is empty, in which case you can enter a search request in the search window and perform a COBIB record search.

2.3.2 Validate record

You can check if the record in the editor contains errors or deficiencies that can be detected automatically (the  button). The errors that the software has found are displayed in the bottom part of the record display. See also [chapter 2.4](#).



Tip

You can also validate a record by using the <Ctrl> + <Alt> + <C> key combination.

2.3.3 Save record

If the record contains no errors indicated as “F” – Fatal, the software saves the record to the local database and/or COBIB (the  button). This clears the editor, while the bottom edge of the cataloguing user interface displays the database to which the record was saved.

When saving the record, the software notifies you about any other potential errors or inconsistencies in the record.

Tips

You can also save a record by using the <Ctrl> + <Alt> + <S> key combination.

After a record is saved to the local database, it is immediately accessible in the COBISS Lib application history (the  button).

2.3.4 Save as template

If you want to save a record with entered data as a template for a new bibliographic or authority record for future use, click the  button. The **Save as template** window will open, where you enter the name of the template. You can use the same window to delete templates.

If you save a record as a template with the name *DEFAULT_username*, you can later use the data you entered as default values. You can create several templates with the name *DEFAULT_username*, but only if they are in different databases. See also [chapter 2.3.17.5](#).

2.3.5 Cancel

You can exit a record in the editor without saving it. When you click the  button, the software notifies you that the record will not be saved. The editor and record display are cleared, and the record in the workspace remains unchanged. If you were creating a new record, the record is also removed from the workspace.

Note

Clicking the  button undoes all changes you made to the record not just the last action. If you did not tick the checkbox next to the *Display notification when record editing is cancelled* setting in user settings, no notification will be displayed after you click the  button.

2.3.6 Add field

You can add a field to a record that is not part of the set of the selected input mask or a field that you want to repeat (the  button). In the **Field** window, enter a field designation or select it from the drop-down list under “Field designation”, then click the **Add** button. Under “Field designation”, you can also enter one or more subfield designations that you want to add to a specific field (e.g. 3270aaa).

You can also add a field if you click the field designation and confirm the automatically entered field designation, or you can enter or select another field designation and click the **Add** button.

2.3.7 Paste selected (sub)field from clipboard

Copied fields or deleted fields and subfields that are saved to the fields clipboard can be added to a record.

Clicking the  button will open a window with a list of fields and subfields. The designations of copied and deleted fields on the list are displayed in bold, whereas the designations of fields in cases, when we deleted a subfield, are displayed in regular text. Select one or more fields on the list that you want to add to the record and click the **Paste** button. See also [chapter 2.2.9](#).

Tip

Content from the clipboard can be used more than once, but only until you log off from the COBISS Cat application.

You can also access the list of copied or deleted fields and subfields by using the <Ctrl> + <Alt> + <Insert> key combination.

2.3.8 Change input mask

In an exceptional case, you can change the input mask of the bibliographic record in the editor (the  button). You can only change the input mask *M* – monographs to *N* – non-book material and vice versa.

2.3.9 Show/hide buttons for moving a field/subfield

Fields in a record are always displayed in an ascending order according to field designations, and you can only change their order if you have more instances of the same field. Inside an individual field, you can change the order of subfields.

If you click the  button, the buttons for moving a field/subfield up  and down  are added to the editor in front of field and subfield designations. Another click of the  button hides these buttons.

Tip

You can quickly move a field or subfield with a mouse by using the “drag & drop” method.

2.3.10 Show/hide buttons for adding/deleting a subfield

You can add repeatable subfields to a field or delete subfields.

If you click the  button, the buttons for adding  and deleting  are added to the editor after the subfield input fields. Another click of the  button hides these buttons.

2.3.11 Insert NSB character

You can insert the NSB character to the input field in a subfield (click the  button and select the **Insert NSB character** option). A space is automatically added in front of the “” character, except in cases where the input field is empty.

Tip

You can also enter the “” character using the keyboard. Press the <AltGr> key and the <+> key (first key to the left of the <Backspace> key on the alphanumeric part of the keyboard) and add a space. The “,” character is entered, which changes to “” once you confirm the subfield entry.

2.3.12 Insert LaTeX character

You can insert the LaTeX character to the input field in a subfield (click the  button and select the **Insert LaTeX character** option). A space is automatically added in front of the “” character, except in cases where the input field is empty.

Tip

You can also enter the “” character using the keyboard. Press the <AltGr> key and the <Ž> key. The “” character is entered, which changes to “” once you confirm the subfield entry.

2.3.13 Convert letters

In an input field, you can convert the entered text to all uppercase or all lowercase letters. Click the  button and select the **Convert to uppercase** or **Convert to lowercase** option to convert the letters.

2.3.14 Convert script

In an input field, you can convert the script of the entered text (from Latin to Cyrillic or vice versa). Click the  button and select the **Convert to Latin** or **Convert to Serbian/Macedonian Cyrillic** option to convert the script.

2.3.15 Activate counter

In an input field of certain subfields (e.g. 020b, 021b), you can enter a number from the counter (click the  button and select the **Activate counter** option). The **Counters** window will open, where you select the appropriate counter (several counters can be defined for the same subfield) and click the **Activate counter** button. The number from the counter is entered to the subfield.

Notes

To activate a counter in the COBISS Cat application, you must first set it up. Currently, this is only possible in COBISS3/Cataloguing following the procedure described in [chapter 12.1.10.1](#).

In the **Counters** window, inactive counters are displayed in light grey.

2.3.16 Data entry groups

Clicking a specific data entry group displays only certain fields in the editor. If, for example, you select “Descriptive information” in bibliographic records, only fields from the 2XX block will be displayed in the editor. If you select “Complete record”, all fields that are defined for the selected mask will be displayed in the editor.

2.3.17 Buttons with field/subfield/indicator designations

Fields are represented by a set of three numbers, whereas subfields are represented by a letter or a number. Some fields also have defined numeric indicator values.

2.3.17.1 Add a field/subfield

A field is added when it is not part of the default set of fields of the selected input mask or when you want to repeat it. The same is true for a subfield.

To add a field, you can click on any field designation in the record. This will open the **Field** window, where the field designation of the field you clicked will be displayed under “Field designation”. If you want to add a different field, enter the preferred field designation, or select the field from the drop-down list and click the **Add** button. Under “Field designation”, you can also enter one or more subfield designations that you want to add to a specific field (e.g. 3270aaa).

You can use the same method to add a subfield as well. Under “Subfield designation” in the **Subfield** window, you can enter several subfield designations that you want to add (e.g. aedefgz).

2.3.17.2 Copy a field

From a record in the editor, you can copy any field and its subfields with their content.

Click the designation of the field that you want to copy to the clipboard and then click the **Copy** button in the **Field** window. The field is saved to the field clipboard.

Tip

You can also copy fields from records on the workspace (click the  button and select the **Select fields to paste to clipboard** option), see also [chapter 2.2.9](#).

2.3.17.3 Change a field/subfield

If you want to use the content of a field in another field, you can change the designation of the field (e.g. you want to use a field 700 as a field 701).

Click the field designation displayed under “Field designation” in the **Field** window. Enter a different appropriate field designation or select one from the drop-down list and click the **Change** button.

You can use the same method to change a subfield designation.

2.3.17.4 Delete a field/subfield

You can delete a field from a record by clicking the field designation. In the **Field** window, click the **Delete <field designation>** button.

You can use the same method to delete a subfield.

Note

You cannot delete the last remaining subfield in a field. In this case, you must delete the field.

2.3.17.5 Add default value to subfield

You can add a default value that you previously defined to a subfield. Click the subfield designation and in the **Subfield** window click the **Default** button. The content of the same subfield from the template *DEFAULT_username* will automatically be transferred to the subfield.

Tip

A previously defined value can also be added by using the <Ctrl> + <Alt> + <D> key combination.

Notes

First, you must enter the data that will represent the default values and save such a record as a template with the name *DEFAULT_username*.

When loading a record in the editor, the values defined on a system level are automatically transferred to an empty record.

2.3.17.6 Change indicator value

Certain fields contain indicators that additionally explain the content of the field, the relation between this field and other fields in the record, or specify the type of data processing in reports.

A field can have up to two defined indicators for which you can set or change the value by clicking on the indicator designation and selecting the required value in the window.

2.3.18 Move a field/subfield

If you want to move a field or subfield up, click the  button. To move it down, click the  button.

Tip

You can also move a field or subfield by using the “drag & drop” method. Place the mouse pointer on the field/subfield you want to move and use the left mouse button to drag it to a new location.

2.3.19 Add/delete a subfield

If you want to add a subfield, click the  button. If you want to delete a subfield, click the  button. When adding a subfield, an empty subfield with the same designation as the one you are currently on will be added.

2.3.20 Manuals in electronic form

When you are working in the COBISS Cat application, you can consult various manuals in electronic form (the  button).

During record editing, you can check the descriptions of fields and subfields in the COMARC/B and COMARC/A manuals and consult other reference manuals depending on the specific COBISS system (in the COBISS.SI system, you can consult the *ZNAČKA* and *PREKAT* manuals, whereas in all COBISS systems, you can access the *ISSN Manual* of the ISSN International Centre and the instructions for the COBISS Cat application).

Tip

You can also open the COMARC manual by pressing the <F1> key.

2.3.21 User settings

Everything cataloguers can adjust to their specific needs is located in the user settings:

- layout of the cataloguing user interface (you can change the position of the editor)
- moving between the , , ,  buttons with the <Tab> key
- displaying a notification when record editing is cancelled

Click the  button located next to the button for logging off from the user interface, and tick or untick the checkbox next to the setting you want to change in the **User settings** window. To apply the changes, click the **Save** button and refresh or reload the page (the <F5> key).

Notes

Pressing the <F5> key will reload the COBISS Cat application. This will clear the editor, and all unsaved changes in the record will be lost.

The *Display notification when record editing is cancelled* setting only appears in the **User settings** window after you cancel record editing without saving (the  button) for the first time.

2.4 Record display

Record display is the right part of the cataloguing user interface, where the record from the editor or a record from the workspace is displayed.

The bottom part of the display is where the software notifications are displayed.

```
ID=3306807 A V02 14.03.1996 SIKNM::IVICA SynToCon: 15.06.2019
000 a00602 b1996031400000000 eSIKNM::IVICA d e f0 g0000052695
    k20190615
001 an - new record ba - language materials, printed ca - analytic (component
    part) d2 - record below highest level 7ba - Latin
011 a0350-7521
100 c1996 hslv - Slovenian lba - Latin
1010 aslv - Slovenian
102 aslv - El Salvador
2000 aBogate grajske pojedine na Otočcu dKuharji in kuharice h63 ekako Branko
    Fink, šef kuhinje restavracije na Gradu Otočec, pripravlja dobre divjačinske jedi
    ter ribje in druge dobrote za svoje goste eza nekaj tisočakov se počutiš kot
    grof fBoris Kuhar
215 a38, št. 61 (14. III. 1996), str. 51. Ilustr
6090 aKuharski recepti yOtočec
675 a641.5(497.12 Otočec) s64 vdo 4. izd.
700 1 33265123 aKuhar bBoris 710250 f1929-2018 4070 - author
900 1 33265123 aKuhar bB. 5z - other
```

Warnings:

675c: Subfield c required in the record.

102a: Country code (102a) does not match the country code in the host item record.

102a: Value in subfield is Salvador. Check the country of publication code.

Record display

When the record we are currently editing is displayed, all data that you added or changed is highlighted in yellow. Information about the author is supplemented by variant forms of the name from the authority database (they are introduced by the "<" character). When you verify or save the record, these variant name forms are displayed in the 90X block.

Field numbers and field content is displayed in black, numeric indicator values are displayed in blue, and subfield designations are displayed in green.

In the record display, you can view any record from the workspace or the record that is currently in the editor. You can change the record that is displayed by clicking on the appropriate place on the workspace:

- display individual records by clicking to the left of the  button
- display the starting version of the record by clicking to the left of the  button – the display shows the record before the updates
- access the record you are editing by clicking the  button – the display shows the record with the updates

You can copy text from subfields from the record in the record display using the established commands for copying. You can perform a text search using the <Ctrl> + <F> key combination.

Software controls are performed when you verify or save a record in the editor. If the record contains any errors or deficiencies, the bottom edge of the cataloguing user interface turns red, and notifications are displayed in the bottom part of the record display. Displayed first is the field and subfield designation, followed by the description of the error or deficiency. If you click on the field and subfield designation in front of the notification, you will be taken to the field that must be fixed or updated.

Notifications are displayed in different colours:

- red for obvious errors
Notifications indicated as "F" – Fatal require you to correct the error before saving the record; the record remains in the editor.
- purple for inconsistencies
Notifications indicated as "W" – Warning do not require any corrections to be made before saving; if you want to rectify the inconsistencies you must load the record to the editor again.
- black for possible deficiencies
Notifications indicated as "I" – Info do not require any corrections to be made before saving; if you want to rectify the possible deficiencies you must load the record to the editor again.

If the record contains no errors, the bottom edge of the cataloguing user interface turns green.

3 Basic procedures when working with records

Despite the fact that the cataloguing user interface has changed, the process of shared cataloguing remains the same. Consult the COBISS3/Cataloguing manual, [chapter 8](#), for help when working with records.

The basic procedures are:

- searching for records in various databases
- creating a record
 - from scratch (the **New record** button in the search window or the  button on the workspace), if by searching it is established that the record does not exist in the local database or COBIB, and cannot be downloaded from any foreign database
 - by deriving it from a similar one (the  button on the workspace), if by searching it is established that a record, similar to the one you want to create, exists in the local database, COBIB or COBISS.net
 - from a template for a new record (the  button in the record editor), if you are cataloguing a large number of bibliographic resources for which most of the data is the same
- updating a record (the **Edit** button in the search window or the  button on the workspace)
 - editing a record that exists in the local database and COBIB
 - editing a record directly in COBIB
 - editing local records that were created by converting records from the system the library was using before joining the COBISS system
- downloading a record
 - from the COBIB and COBISS.net databases (the **Edit** button in the search window or the  button on the workspace), if by searching it is established that the record does not exist in the local database, but it does exist in COBIB or COBISS.net
 - from foreign databases: LC Catalog, WorldCat, ISSN, LC/NAF (the  button on the workspace), if by searching it is established that the record does not exist in the local database or COBIB, but it does exist in one of the foreign databases

4 List of keyboard shortcuts (hotkeys) for some procedures

SHORTCUT (HOTKEYS)	PROCEDURE
<AltGr> + <Ž>	enters the LateX character (after you confirm subfield entry)
<AltGr> + <+>	enters the NSB character (after you confirm subfield entry)
<Ctrl> + <Alt> + <C>	validates the record; equal to the  button
<Ctrl> + <Alt> + <D>	adds the default value to a subfield; equal to the Default button
<Ctrl> + <Alt> + <S>	saves the record; equal to the  button
<Ctrl> + <Alt> + <+>	creates a record; equal to the  button
<Ctrl> + <Alt> + <Insert>	opens the list of copied/deleted fields and subfields; equal to the  button
<F8>	switches between the search window and the editor; equal to the  button

5 Characters, spelling and other options

When working in the COBISS Cat application, your operating system and web browser offer some assistance with character entry and spell checking.

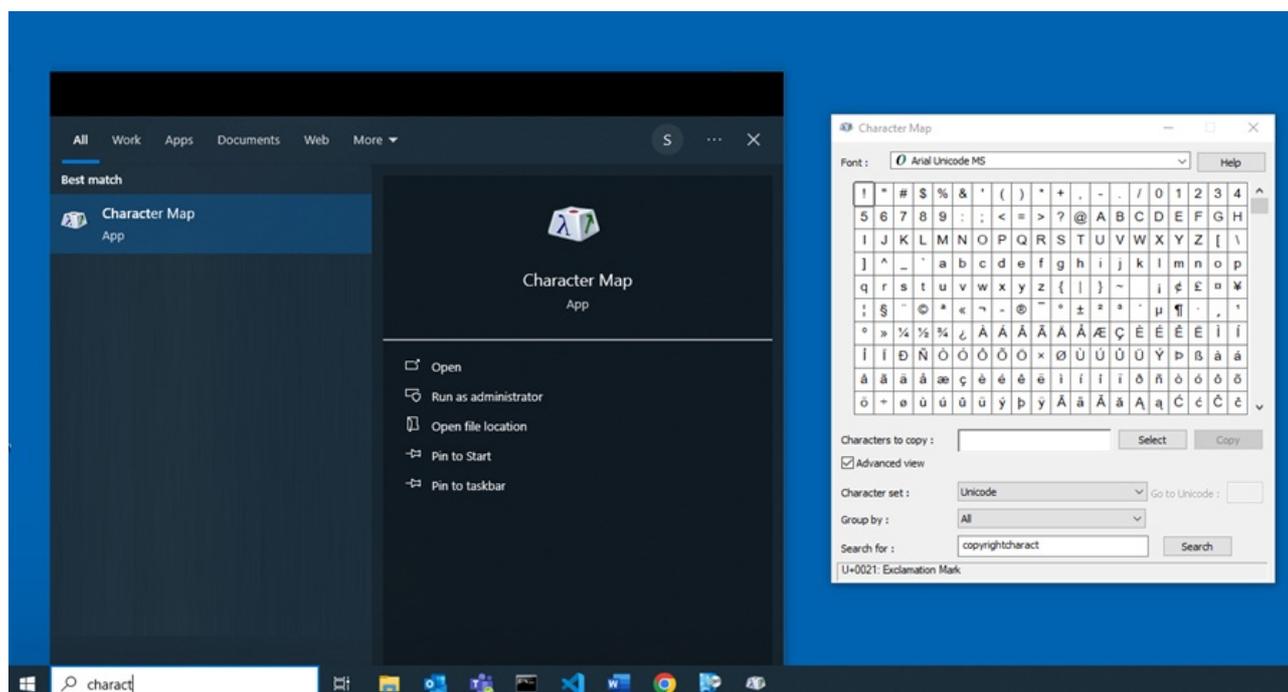
5.1 Entering characters with the keyboard

For correct data entry, you will need a standard keyboard and the right keyboard language setting in your Windows system. This way you will be able to enter all letters of a specific language, other keyboard characters and characters that are entered using a combination of a character and a letter (e.g. <AltGr> + <'> + <A> displays Ä).

5.2 Character Map

When entering UNICODE characters, you can use the Character Map, which is included with the Windows system and which shows characters that are available for the selected script.

Type *Character Map* in the search box of the Windows taskbar and run the app. The characters are grouped together based on the font, with Arial being the default font. Changing the font also changes the character set. If you tick the *Advanced view* checkbox, you can also search by the name of the character if you know it. Find the appropriate character, select it, copy it, and then paste it to the input field in the search window or an input field of a subfield.



Character Map

5.3 Adding a language and changing the keyboard layout

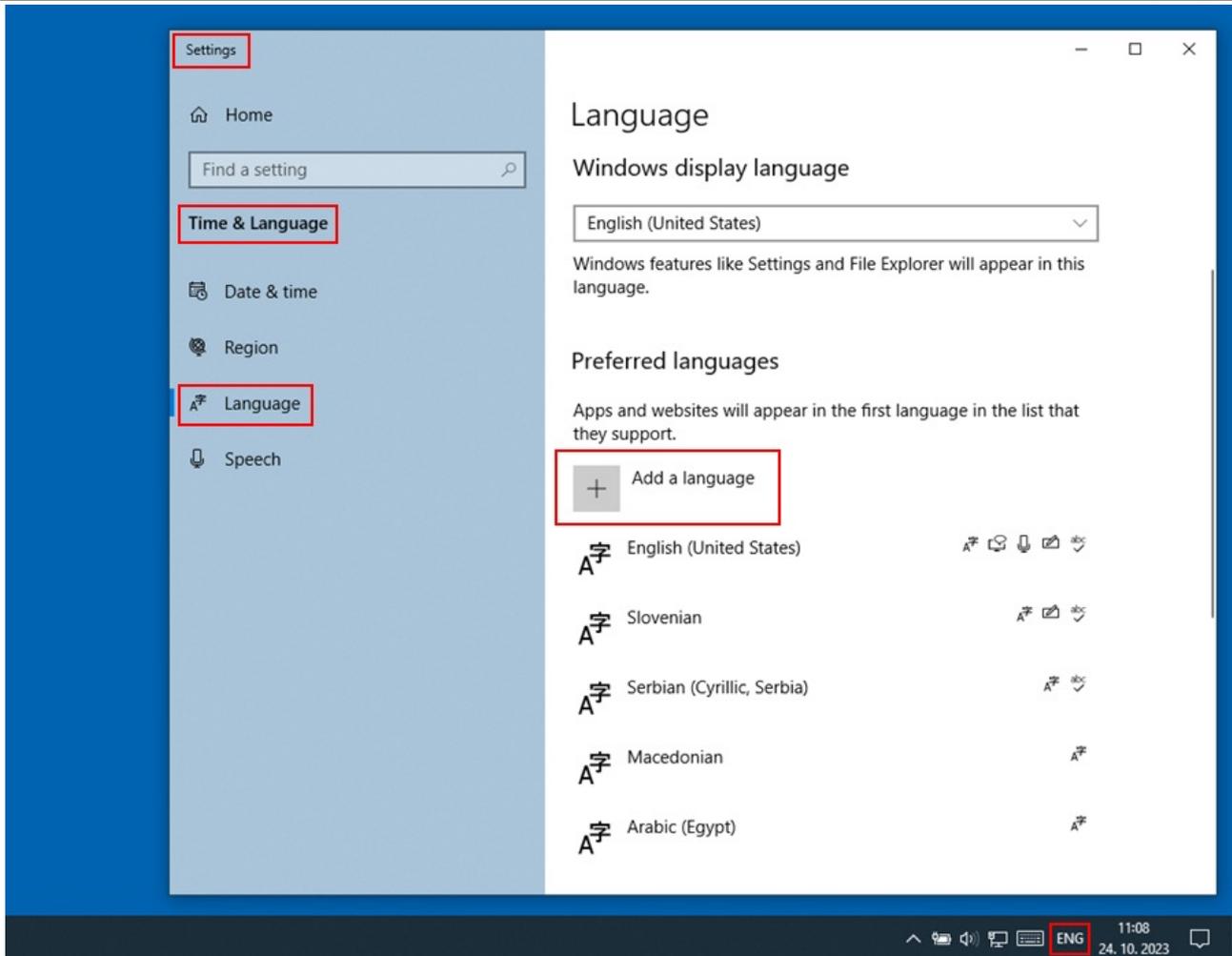
The Windows system offers many language packs that enable the display of the user interface in a chosen language.

The character layout on the keyboard can be switched to that of another language without having to change the user interface language. This is useful if you occasionally enter text in a different language or script.

Type *Settings* in the search box of the Windows taskbar, select *Time & language* and then *Language*. Under *Preferred languages*, click *Add a language* and select a language from the list. Click *Next* and untick the *Install language pack* checkbox if you intend to use the language only for the keyboard. After clicking the **Install** button, the selected language is added to the taskbar.

Tip

You can switch between languages by pressing the <Windows> + <spacebar> key combination. This will change the keyboard character layout.



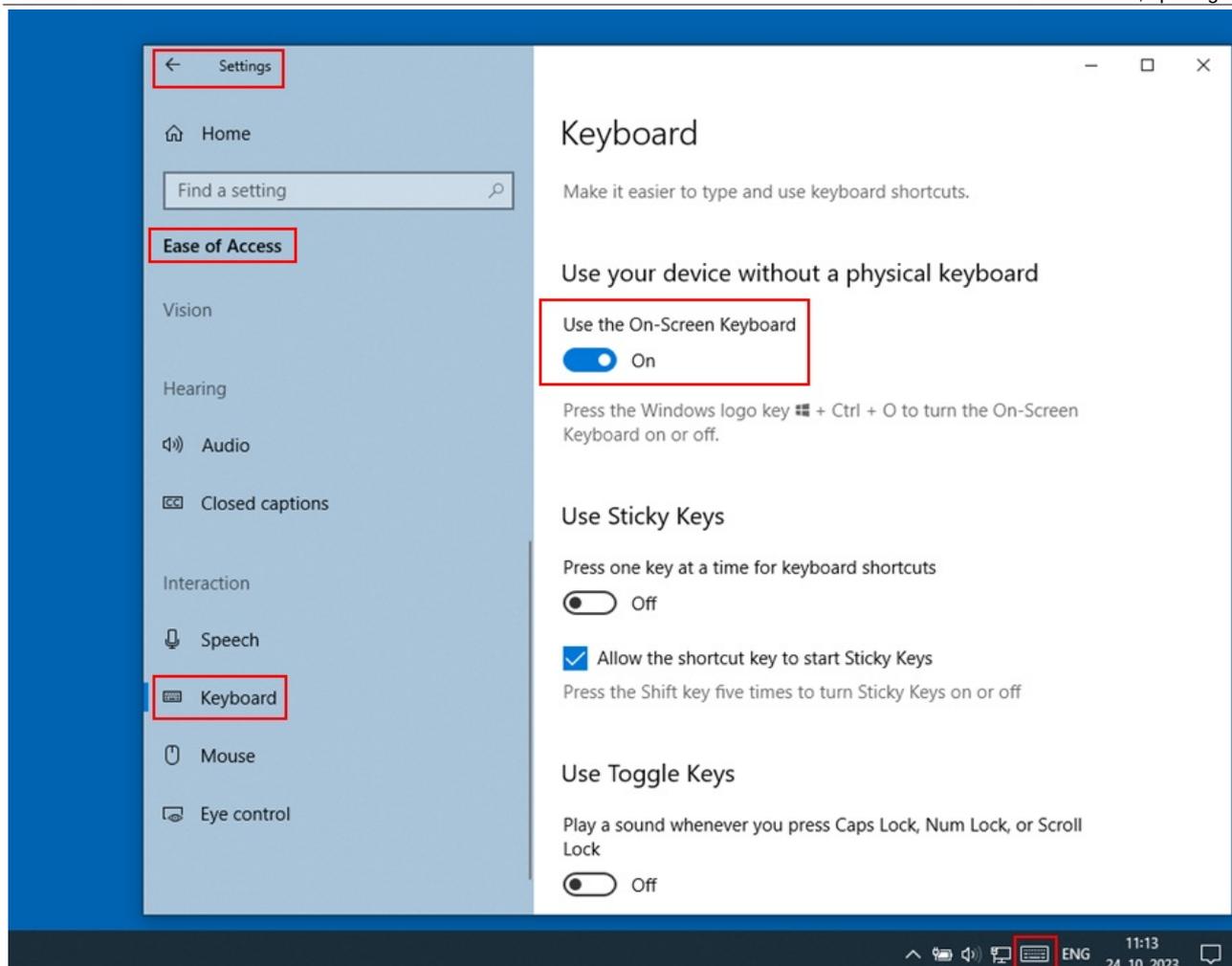
Language settings

5.4 Adding an on-screen keyboard

When you change the language of the keyboard to another language and are not familiar with the character layout, an on-screen keyboard can be of help.

The first and easiest method is to right-click on an empty space of the Windows taskbar and select *Show touch keyboard button*. The touch keyboard button will appear on the right side of the taskbar. Changing the language (<Windows> + <spacebar>) also changes the keyboard language.

To turn on the more advanced on-screen keyboard, type *Settings* in the search box of the Windows taskbar, select *Ease of access* and click *Keyboard* in the left part of the window. Turn on the *Use the on-screen keyboard* option in the right part of the window. You can also change the language of this keyboard by using the <Windows> + <spacebar> combination. If you intend to use the keyboard regularly, pin the icon of the app to the taskbar.



On-screen keyboard settings

5.5 Spell checker

If you turn on the spell-checking option in your web browser, the correctness of the entered text in the input field of a subfield will be checked.

Settings in selected web browsers:

- CHROME: *Settings/Languages/Spell check*
- EDGE: *Settings/Languages/Check spelling*
- FIREFOX: *Settings/Languages/Check spelling as you type* (you must select the option *Check Spelling* from the shortcut menu in every input field for incorrect words to be underlined)

5.6 Automatic text translation

If you want the data in records to be displayed correctly, you must disable the automatic text translation in your web browser. Automatic translation (e.g. from English or German to Slovenian) affects how records are displayed.

Settings in selected web browsers:

- CHROME: *Settings/Languages/Google Translate/Automatically translate these languages – No languages added*

6 Software controls for records

When saving records to bibliographic databases and both authority databases, software controls are performed that serve as the basis for software notifications.

Software notifications indicate:

- non-observance of defined basic field and subfield properties
- incorrect combination of different data in the record
- other errors

Some controls that indicate errors in fields with authority control (70X) in bibliographic records require editing of data in authority records or linking with the appropriate authority record.

6.1 Bibliographic databases

Legend

- Control status:
 - F (Fatal): the record contains an error and until it is corrected, the record cannot be saved
 - W (Warning): the record contains an error, but you can save it anyway
 - I (Info): the record contains a potential error, the record can be saved
- Notification: messages for the user (in alphabetic order)
- Description: conditions that are checked

In some cases, angle brackets contain field/subfield/indicator/ID designations that are replaced with the value from the record when the check is performed. Three question marks (???) are replaced with the corresponding field/type/ID number in the notification, and four question marks (????) are replaced with the corresponding field number and subfield designation.

STATUS	NOTIFICATION	DESCRIPTION
F	A type that was confirmed cannot be changed.	Content of subfield 001t must not be changed or deleted if the record contains subfield 000s.
F	Alternative numbering is entered incorrectly (215rqp).	If field 215 contains subfield q, it must also contain subfield r. If field 215 contains subfield p, it must also contain subfields q and r.
W	Article publication date (100cd) does not match the period in which the resource was being published.	Only records with 011a and 100b = "d", "g", or without 100b are checked. The year in 100cd is compared to year in 100cd in records that are retrieved when searching with SP = <011a>, but only if the retrieved records contain 100b = "a", "b" or "c". The year in 100cd in the checked record must be more recent or equal to the year in 100c and earlier or equal to the year in 100d in retrieved records.
F	Article with type "???" must be published in a serial.	If 001t = "1.01", "1.02" or "1.03", the record must contain subfield 011a, whereas searching with SP=011a in the shared database must retrieve a record that contains code 001c = "s".
F	At least two ??? fields must exist for continuing resources to be properly linked.	Record can never contain only one field 436, 446 or 447.
F	Bibliographic level (001c) does not match the code in subfield 110a.	The matching of 110a and 001c is checked: – if 110a = "e", then 001c = "i" – if 110a = "a", "b" or "c", then 001c = "s"
I	Check language code!	Notification is displayed if any of subfields 101 contain code "got" or "ang".
W	Check publication date 1 and publication date 2 (100cd)!	The content of subfield 100c is checked, which should be a number between 1000 and the current year + 3. Instead of digits, it is possible to enter the "?" character, which functions as the digit 0. In the same way 100d is checked, if it exists, but only if 100b ≠ "j" and if 100d ≠ "9999".
F	CIP record (001a = "p") can only contain a type designation in 001t if it has a DOI in 017.	If 001a = "p" and the record contains subfield 001t, it must also contain field 017.
W	Code deleted from the code list.	It is checked if the code in subfield was cancelled.
F	Code DVD-Video as videorecording (115a = "c") and videodisc (115k = "b").	If 115l = "k", then 115a = "c" and 115k = "b".
W	Code for proceedings, festschrift, etc. missing (105b = "z").	If 105c = "1" or 105d = "1", then 105b = "z".
W	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.	Only records that contain subfield 011a or 4641 are checked. Subfield 001b must match those in records that are retrieved when searching with SP = <011a> or ID = <4641>, unless the retrieved record contains 001b = "m".
F	Code is not included in the code list.	The correctness of coded subfield is checked.

STATUS	NOTIFICATION	DESCRIPTION
W	Codes in subfields 121a and 124b must match.	If 124b contains one of the codes "a", "b", "d", "f", "g", "i" or "j", it is checked if 121a = "a". If 124b contains one of the codes "c" or "e", it is checked if 121a = "b".
F	Component part related to proceedings must be a conference contribution.	Only records with both subfield 001t and 4641 filled in are checked. If searching with ID = <4641> retrieves a record that contains one of the codes "2.30", "2.31" or "2.32" in subfield 001t, then subfield 001t in the checked record must contain one of the following codes: "1.06", "1.07", "1.08", "1.09", "1.10", "1.11", "1.12", "1.13", "1.19", "1.20", "1.21", "1.22", "1.23", "1.24", "1.25".
F	Component parts with type "???" must be related to a monograph (4641) or web encyclopaedia (001t = "2.06").	Only records with 001t = "1.16" or "1.17" are checked, but only if they do not contain subfield 4641. All such records must contain subfield 011a, and searching with SP = <011a> in COBIB must retrieve a record with 001t = "2.06".
F	Connection with host item missing (011a or 4641).	If 001c = "a", at least one of the conditions must be met: – subfield 011a exists – subfield 4641 exists – subfields 000e = "only" and 992v exist And vice versa: if any of the listed conditions are met, then 001c = "a".
F	Continuing resource of unknown status (100b = "c"). Incorrect publication date 2.	If 100b = "c", then 100d = "????".
F	Control characters for sorting (NSB/NSE) and for LaTeX character must occur in pairs.	The NSB/NSE character and the LaTeX character must occur in a pair in a subfield.
W	Country code (102a) does not match the country code in the host item record.	Only records with 001c = "a" are checked. Such record must contain at least one of the subfields 011a and 4641. If a record contains subfield 102a, the same subfield with matching content must exist in all records that are retrieved when searching with SP = <011a> or ID = <4641>.
W	Enter Roman numerals only in subfield ???d.	Notification is displayed if any of subfields 600d, 70Xd or 90Xd contains a number.
F	Entry of non-permitted character.	The set of permitted characters is checked.
I	Equals sign followed by a space "=" is displayed automatically in front of the subfield.	Notification is displayed if subfields 200d, 205d or 225d contain the equals sign in the first place.
F	Field ??? iis for sound recordings and printed music only (001b= "c", "d", "i", "j").	If 125, 127 or 128 exists, then 001b = "c", "d", "g", "i", "j", "l" or "m".
F	Field ??? is for cartographic materials only (001b= "e", "f").	If 120, 121, 123, 124 or 206 exists, then 001b = "e", "f", "l" or "m".
W	Field ??? is for electronic resources only (001b= "l").	If 135, 230, 336 or 337 exists, it is checked if 001b = "l" or "m".
F	Field ??? is not repeatable.	In embedded fields, only the following non-repeatable fields can be embedded: – in 421: 200, 205, 208, 210 – in 423: 200, 503, 700, 710 – in 481: 200, 205, 210 – in 482: 200, 205, 210 – in 488: 200, 503, 700, 710
F	Field ??? is repeatable only for the parallel form of the personal name.	If field 700 is repeated, all repeated fields must contain identical subfield 3.
F	Field 017 must contain subfield 2 and subfield a or z.	Field 017 must contain subfield 2 and at least one of the subfields a or z.
F	Field 071 is used for sound recordings, videorecordings and printed music (001b = "c", "g", "i", "j").	If 071 exists, one of the codes in 001b must be "c", "g", "i", "j", "l" or "m".
F	Field 115 is used for visual projections, videorecordings and motion pictures only (001b = "g").	If 115 exists, then 001b = "g", "l" or "m".
F	Field 116 is for graphics only (001b= "k").	If 116 exists, then 001b = "k", "l" or "m".
F	Field 117 is for three-dimensional artefacts and realia only (001b= "r").	If 117 exists, then 001b = "r" or "m".
F	Field 126 is for sound recordings only (001b= "i", "j")	If 126 exists, then 001b = "i", "j" or "m".
W	Field 130 is used for microforms. Check subfield 001b.	If field 130 exists, it is checked if one of the codes in subfield 001b is: "a", "b", "c", "d", "e", "f", "k", "m".
F	Field 916 can only exist in a record if subfield 71X3 is filled in as well.	If field 916 exists, at least one subfield 71X3 must be filled in.

STATUS	NOTIFICATION	DESCRIPTION
F	Field 970 cannot be changed because subfield 001t in the record is verified.	The contents of field 970 must not be changed or deleted if subfield 000s exists.
F	Field 9X0 cannot be used without field 7X0.	If field 900 exists, field 700 is also mandatory. If field 910 exists, field 710 is also mandatory.
F	Field does not exist in the mask.	The presence of a certain field in the selected mask is checked.
F	Field is for printed music only (001b= "c", "d").	If 208 exists, 001b must contain one of the codes "c", "d" or "m".
W	Field is for textual material (001b = "a" or 001b = "b").	If field 105 exists, it is checked if 001b contains one of the codes "a", "b", "l" or "m". If field 106 exists, it is checked if 001b contains one of the codes "a", "b" or "m".
F	Field is not correctly linked with field ???.	In fields 901, 902, 911, 912 and 96X either subfield 3 or 6 is mandatory. A corresponding 7XX or 60X field must contain subfield 3 or 6 with identical content. If field 900/910 contains subfield 3, field 700/710 must contain subfield 3 with identical content. If field 900/910 does not contain subfield 3 neither can field 700/710.
F	Field must contain subfield a, always in the first place.	The following fields are checked: 071, 115, 116, 200, 205, 225, 5XX, 6XX (except for 610, 620 and 675), 7XX, 90X, 91X, 96X. They must contain subfield a in the first place unless subfield 3 also exists.
F	Field not repeatable (also check embedded fields).	The repeatability of a certain field is checked.
W	Fields 700 and 710 are not used if there are more than 3 authors.	If a record contains field 700 (710), it can contain a maximum of two fields 701 (711).
F	Fields 700 and 710 cannot be used in a record at the same time.	Fields 700 and 710 cannot be used in a record at the same time.
I	For analytical description of a continuing resource, subfield 011e or subfield 011c must be filled in.	Notification is displayed if f is the only subfield in field 011.
W	For non-book material it is advisable to enter at least basic coded data.	If 001c ≠ "a", then following subfields must exist: – if 001b = "g", then subfield 115a and one of subfields 115g and 115k – if 001b = "k", then subfield 116a – if 001b = "r", then subfield 117a – if 001b = "e" or "f", then subfield 124b – if 001b = "i" or "j", then subfield 126a – if 001b = "l", then subfield 135b
W	For scientific articles and other component parts it is mandatory to enter bibliography data in subfield 320a.	Field 320 is mandatory in records that meet one of the following conditions: – if subfield 001t contains one of the codes "1.01", "1.02" or "1.16" – if subfield 001t contains code "1.06" or "1.08", and subfield 970g contains code "1" or "2" – if subfield 4641 exists, and searching with ID = <4641> retrieves a record that contains one of the codes "2.31" or "2.32" in subfield 001t
F	Heading missing: personal (field 700), corporate (field 710) or title (value of indicator 1 in field 200).	If none of the fields 700, 710 or 532 exist and the record contains field 200, then 200ind1 = 1.
F	Hierarchical level (001d) does not match the bibliographic level (001c).	Depending on 001c, subfield 001d must contain the appropriate code: – if 001c = "d", then 001d = "0" – if 001c = "a", then 001d = "2" – if 001c = "i" or "s", then 001d = "0" ali "1"
F	Host item of the component part with type "1.16" must contain type data as well.	Only records with 001t = "1.16" and subfield 4641 filled in are checked. Searching with ID = <4641> must retrieve a record that contains subfield 001t.
F	If 115a = ?, subfield 115? is not filled in.	If field 115 contains any of the subfields prstuvz123, then 115a = "a". If field 115 contains subfield k or l, then 115a = "c".
F	If field 020 contains a number from the national bibliography, the field content cannot be changed.	If 100h = "sly" and 020a = "SI" and the same field 020 also contains subfield b, the contents of field 020 must not be changed.
F	If subfield 970g is filled in, subfields 970a and 970d must also be filled in.	If subfield 970g exists, subfields 970a and 970d must also exist.
F	If subfield 970g is filled in, the record must have the typology for a conference contribution in subfield 001t.	If subfield 970g exists, subfield 001t must contain one of the codes "1.06", "1.07", "1.08", "1.09", "1.10", "1.11", "1.12" or "1.13".

STATUS	NOTIFICATION	DESCRIPTION
F	If the continuing resource is still being published (100b = "a"), the publication date 2 is unknown (100d = "9999"). If the resource is not published anymore (100b = "b"), you must enter the end date.	If 100b = "a", then 100d = "9999". If 100b = "b", then 100d ≠ "9999".
F	Illustration codes (105a, 140a) must match the data in subfield 215c.	Subfield 215c is mandatory in records that meet the following conditions: – 001a ≠ "p" – subfield 105a exists with a code other than "f" and "y" One of subfields 105a and 140a is mandatory in records that meet the following conditions: – subfield 215c exists – 001b = "a" – 001c = "m" – subfield 130 does not exist
F	In addition to accession number, issue number is required in 992y.	Subfield 992y must begin with an accession number, which (in a record in the COBISS3/Holdings module) is entered in subfield 997f. Accession number in field 997 can be followed by a comma and some additional text.
I	In field 200, value of indicator 1 is 1, although author heading exists in record.	Notification is displayed if the following conditions are met: – 200ind1 = 1 – 001b = "a" – field 700 or 710 exists
W	In the first or only field 210, the value of indicator 1 must be blank.	First field 210 must have ind1 = " ".
W	In this field you can either use only subfield a or (when indicator 2 has value 1) other subfields (without subfield a).	If 338ind2 = " ", the field can contain only one subfield a. If 338ind2 = 1, the field cannot contain subfield a.
F	Incorrect form heading. Field 710 must be present with indicator values 01.	If a record contains field 503, it must also contain field 710 with ind1 = 0 and ind2 = 1.
W	Incorrect indicator 2.	Fields 600 and 70X must have ind2 = 1 if the field contains subfield b, and ind2 = 0 if there is no subfield b.
F	Incorrect indicator.	If field 101 contains subfield c, then ind1 ≠ 0.
F	Incorrect ISBN.	Subfield 010a must contain an ISBN with the correct control number.
F	Incorrect ISMN.	Subfield 013a must contain an ISMN with the correct control number.
F	Incorrect ISSN.	Subfield 011c must contain an ISSN with the correct control number.
F	Incorrect ISSN.	Subfields 011efl must contain an ISSN with the correct control number.
W	Incorrect ISSN. Contact the national ISSN centre for allocation.	Subfields 011cef cannot contain a "0000-0000" string.
F	Incorrect link.	Subfield 001x can only contain an ID of another COBIB record or "-". If it contains the replacement record ID, the following conditions must be met: – searching with OR = <ID> does not retrieve any results – searching with ID = <001x> in the same database retrieves one record – in the retrieved record 001a ≠ "d"
W	Incorrect locality code.	Field 102 can only contain subfield b if there is no subfield a, or if subfield a contains one of the codes "srb" or "bih". For "srb", 102b can contain codes "ko", "cs" and "vj", and for "bih" it can contain codes "br", "fb" and "rs".
F	Incorrect order of subfields in field ???.	Fields 600, 70X and 90X that contain no subfield 3 are checked. Subfields cdf are permitted only after subfields a and b.
W	Incorrect URL.	Subfields 321u and 856u must contain the correct URL.
F	Indicator 2 can have value 0 only for an online resource (135b = "i").	If 856ind2 = 0, then 135b = "i".
F	Indicators must be uniform for note display (indicator 2).	All fields 436 (or 446 or 447) in the record must have the same ind2 value.
F	Invalid indicator value.	The validity of entered indicator value is checked.
F	ISSN (011c, e or f) missing.	At least one of subfields 011e, c or f must exist, if at least one of the following conditions is met: – 001c = "s" – 001c = "i" and 100b = "a", "b" or "c"

STATUS	NOTIFICATION	DESCRIPTION
F	ISSN of series/subseries/supplement missing.	If a record contains any of subfields 215opqrs, it must also contain subfield 011s.
F	It is not allowed to embed subfield ??? into the field.	Only certain subfields can be embedded into embedded fields: – 421: 200abcdefghiz, 205abdfg, 206a, 208ad, 210abcdefgh, 215acde, 225adefhivxz, 230a, 300a, 337a, 500abhiklmnqrstuv – 423, 488: 200abehi, 500abhi, 503aj, 510aehiz, 700abcdef478, 701abcdef4678, 702abcdef4678, 710abcdefg48, 711abcdefg48, 712abcdefg48, 900abcdef, 901abcdef6, 902abcdef6, 910abcdefg48, 911abcdefg468, 912abcdefg468 – 481, 482: 200abcdefghiz509, 205abdfg, 210abcdefgh
W	Key title is added along with ISSN.	If a record contains field 530 or 531, it must also contain subfield 011e or 011f.
W	Language codes in subfields 101abc must differ from each other.	If 101ind1 = 1, the codes in subfields 101abc, if they exist, must differ from each other.
W	Language codes in subfields 101efg must be different from the code in first subfield 101a.	In field 101, the contents of subfields efg must differ from the contents in first subfield a.
W	Multiple ISBNs (010) require qualifications (010b).	If field 010 is repeated in a record, 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), where none of the fields require subfield b.
W	Note 856z must be preceded by URN (856g), URL (856u) or electronic format type (856q).	If field 856 contains subfield z, it must be immediately preceded by subfield q, g or u.
F	Numbering is entered incorrectly (215hig).	If field 215 contains subfield i, it must also contain subfield h. If field 215 contains subfield g, it must also contain subfields i and h.
F	Only enter digital object identifier (DOI) into subfield 017a (without the strings “http(s)://” and “dx.doi.org”).	If 0172 = “doi”, then subfield a should not start with the string “http://” nor should it contain the string “dx.doi.org”.
F	Only fill in subfield in records that are not linked to a record for a monograph (subfield 4641 does not exist).	Subfields 970g and 4641 cannot exist simultaneously.
F	Publication date 2 (100d) missing.	Subfield 100d is mandatory if 100b = “a”, “b”, “c”, “g” or “j”.
F	Publication date 2 (100d) must be more recent than publication date 1 (100c).	If one of the codes in 100b is “f” or “g”, the year in 100d must be more recent than in 100c. If one of the codes in 100b is “b” or “l”, the year in 100d must be more recent than or equal to 100c. Instead of digits, it is possible to enter the “?” character, which in 100c functions as the digit 0, and in 100d as the digit 9.
F	Record contains an unlinked field 910.	If a record contains field 910 without subfield 3, it must also contain field 710 without subfield 3.
F	Record for 001t = “2.20” or “2.21” must contain the code for electronic resource (001b = “l”).	If 001t = “2.20” or “2.21”, then 001b = “l”.
W	Record for electronic resource (001b = “l”) must include either field 017, 337 or 856, or an ELINKS link.	If 001b = “l” and 001c ≠ “a”, the record must contain one of the fields 017, 337 or 856, or contain a record in ELINKS with an ID of a verified record in subfield 0013, which can be checked in ELINKS by searching with CI = <ID>.
F	Record for event 001b = “u” must have bibliographic level 001c = “d”.	If 001b = “u”, then 001c = “d”.
F	Record for scientific monograph (001t = “2.01”) must have data in subfield 105e.	If 001c = “m” and 001t = “2.01”, subfield 105e is mandatory.
W	Relator code (70X4) missing.	Fields 70X must always contain subfield 4.
F	Repeated subfield ???f must start with an equals sign.	If any of the fields 200, 205, 225 contain a string of several subfields f (with no other subfields in between), all subfields f except for the first one in such a string must start with the “=” character. One field can contain more than one such string.
F	Reproduction was published before original? Check 100bcd!	If the code in 100b is “e”, the year in 100c must be more recent than or equal to 100d. Instead of digits, it is possible to enter the “?” character, which in 100c functions as the digit 9, and in 100d as the digit 0.
F	Scientific article (001t = “1.01”, “1.02”, “1.03”) should not be related to a serial with subfield 110a = ???.	Records with 011a are checked. If 001t = “1.01”, “1.02” or “1.03”, the record retrieved when searching with SP = <011a> cannot contain codes “c” or “z” in subfield 110a.

STATUS	NOTIFICATION	DESCRIPTION
I	Scientific monograph (001t = "2.01") requires an ISBN (010a).	If 001t = "2.01", record must contain subfield 010a.
W	Script in subfield 100l does not match the language in subfield 101g or 101a.	The matching of code in subfield 101g (or first subfield 101a if subfield 101g does not exist) and code in subfield 100l is checked: – if 101g(a) = "ger", "eng", "ita", "spa", "fre", "scr", "slv", "bos", "alb", "hun", "slo", "cze", "pol", "dut", "fin", "por", "swe", "nor" or "dan", then 100l must contain code "ba" – if 101g(a) = "scc" or "srp", then 100l must contain code "cb" or "ba" – of 101g(a) = "mac", then 100l must contain code "cc" – of 101g(a) = "rus", "bel", "bul", "mol", "mon", "ukr", "bug", "taj", "tar", "tut" or "tuk", then 100l must contain code "ca" – if 101g(a) = "kir", "kaz", "oss", "uzb" or "aze", then 100l must contain one of the codes "ba" or "ca" or "fa" – of 101g(a) = "che" or "rum", then 100l must contain code "ca" or "ba" – if 101g(a) = "chu", then 100l must contain code "oc" – if 101g(a) = "grc" or "gre", then 100l must contain code "ga" – if 101g(a) = "jpn", then 100l must contain code "da" – if 101g(a) = "chi", then 100l must contain code "ea" – if 101g(a) = "heb", "yid", "jrb" or "lad", then 100l must contain code "ha" – if 101g(a) = "ara", "per", "oto", "may", "pus", "urd" or "ira", then 100l must contain code "fa" – if 101g(a) = "kor", then 100l must contain code "ka" – if 101g(a) = "tha", then 100l must contain code "ia" – if 101g(a) = "hin", "mar" or "nep", then 100l must contain code "ja" – if 101g(a) = "san", then 100l must contain code "ja" or "ia"
F	Script of the heading does not match script of the work.	CONOR with incorrect script in 200 according to 100l: – if 100l = "c*" or "oc", all fields 70X with subfield 3 are checked. If any of them does not contain subfield s = "c*", another field with identical number and identical content in subfield 3 and with subfield s = "c*" must exist. – if 100l ≠ "c" and 100l ≠ "oc", all 70X fields with subfield 3 are checked. If any of them does not contain subfield s = "ba", another field with identical number and identical content in subfield 3 and with subfield s = "ba" must exist.
F	Subfield 011a missing.	If field 011 contains subfield s, it must also contain subfield a.
W	Subfield 101c missing. If you do not know the original language, enter the code "und".	If 101ind1 = 1, field 101 must contain subfield c.
W	Subfield 3 is missing.	In records that are downloaded to COBIB from other systems, it is mandatory to link unlinked 70X fields. This means that in 70X fields with subfield a, subfield 3 is mandatory as well.
W	Subfield 7024 contains relator code ???. Check the entry in subfield 105b.	If subfield 7024 contains one of the codes "991", "992", "993" or "994", one of the subfields 105b must begin with "m" or "p".
F	Subfield a in field ??? missing.	If field 4XX contains subfield x but no subfield a, a COBIB search with SP = <4XXx> must retrieve a record containing field 530.
F	Subfield a is mandatory in the field.	Fields 327, 330 and 610 must always contain subfield a.
F	Subfield can only be used for linking with a monograph.	If subfield 4641 exists, it must contain ID of a record that contains subfield 001c = "m" or 001c = "i".
W	Subfield contains a number. Check entry.	Notification is displayed if any of subfields 600c, 70Xc or 90Xc contains a number.
W	Subfield d entered into field ??? so check the value of indicator 2.	If field 70X or 600 contains subfield d, it is checked if ind2 = 0.
F	Subfield does not exist in the mask.	The presence of a certain subfield in the selected input mask is checked.
F	Subfield f missing.	If field 200 or 205 contains subfield g, the same field must also contain subfield f.
F	Subfield in field missing.	The presence of a certain subfield in a field is checked.
F	Subfield is too long. Subfield is too short.	When subfield text length is limited, the length is checked.
F	Subfield not repeatable.	The repeatability of a certain subfield is checked.

STATUS	NOTIFICATION	DESCRIPTION
F	Subfield required in the record.	The presence of subfields that are mandatory in the record is checked.
F	The contents in subfields 001a and 001x do not match.	If 001a = "d", subfield 001x must exist and vice versa: if 001x exists, then 001a = "d".
F	The contents in subfields 115a and 115g do not match.	Subfields 115ag must match: – if 115a = "a" and the field also contains subfield g, 115g must contain one of the codes "a", "b", "c", "d", "u" or "z" – if 115a = "b" and the field also contains subfield g, 115g must contain one of the codes "g", "h", "i", "j", "k", "l", "u" or "z" – if 115a = "c", the field must not contain subfield g Subfield a must be filled in if subfield g is present.
F	The home library code must be entered into the subfield.	Subfield 5 in fields 012, 141, 316, 317, 318, 481, 482, 702 and 712 can only contain the home library code.
W	The number of authors in the record is larger than the number of research group members. Check both numbers!	The number entered in 970b is checked (or the total number of filled in subfields 70X4 with code "070", if there is no subfield 970b), and the number entered in subfield 970f (or the total number of filled in subfields 7024 with code "927", if there is no subfield 970f). The first number must be smaller.
F	The relator code 927 is only given to those research contributors that are not also authors.	Records with subfield 7024 = "927" are checked. If the record contains another 70X field with subfield 3 that is equal to the one in field with 7024 = "927", the field must not contain subfield 4 with the code "070".
F	The same author is entered in the host item record as well. Remove the item from personal bibliography by selecting value "2" of indicator 1.	Only records with both subfield 001t and 4641 filled in are checked. If searching with ID = <4641> retrieves a record that contains subfield 001t, and if both records contain fields 70X that match in all subfields abcd4 (different fields can match, e.g., 700 and 701), then one of the matching fields must contain 70Xind1 = 2.
W	The same form of name is entered into repeated fields 701/702.	Notification is displayed if a record contains two identical fields 701 or 702.
F	The total number of authors in subfield 970b must not be smaller than the number of authors in fields 70X.	If 970b exists, the number entered must be larger than the total number of subfields 70X4 with code "070".
F	The total number of research contributors, entered into subfield 970f, must not be smaller than the number of research contributors, entered into fields 702.	If 970f exists, the number entered must be larger than the total number of subfields 7024 with code "927".
F	The type of publication date code 100b= "j" requires exact date in subfield 100d.	If 100b = "j", then 100d must contain date in the form MMDD: – MM is a two-digit number for month (leading zero is mandatory, it can also be "0?" or "1?") – DD is a two-digit number for day (leading zero is mandatory, it can also be "1?", "2?", "3?" or "??")
F	The typology code does not match the bibliographic level code.	First character from 001t and 001c is checked: – if 001t = "1*", then 001c = "a" – if 001t = "2*", then 001c = "m" or 001c = "i" – if 001t = "3*", then 001c = "d"
F	There is no record with this number in COBIB and ISSN.	Subfields 225x, 321x and non-embedded subfields 4XXx can only contain a correct ISSN. Record with this ISSN must also be entered either to COBIB (search with SP = <ISSN>) or to the ISSN database (search with SN = <ISSN>).
W	Type "???" requires appropriate code in subfield 105b.	Subfields 001t and 105b must match: – if 001t = "2.03", then 105b must contain either code "j3" or "j" – if 001t = "2.04", then 105b must contain one of the codes "j1", "j2" or "j" – if 001t = "2.08", then 105b = "m" or "mb31" – if 001t = "2.09", then 105b = "m2" or "mb22" – if 001t = "2.11", then 105b = "m5", "m6", "mb11", "mb12", "mb13", "mb14", "mb15", "mb16" or "mb21"
F	Type "???" requires appropriate code in subfield 105b.	If 001t = "2.07" and 105 exists, then 105b = "a".
F	Type of publication date code (100b) does not match the bibliographic level code (001c).	It is checked if 001c and 100b match: – if 100b = "a", "b" or "c", then 001c = "s" or "i" – if 100b = "d", "e", "f", "g", "h", "i" or "j", then 001c ≠ "s" – if 100b = "l", then 001c = "c"
F	Typology is (generally) not used in records for integrating resources, with the possible exception of web proceedings, web encyclopedias and updating loose-leaves.	If a record with 001c = "i" has subfield 001t filled in, one of the two conditions must be met: – 001b = "l" and 110a = "g" or "f" and 001t = "2.06", "2.26", "2.27", "2.30", "2.31" or "2.32" – 110a = "e" in 001t = "2.01", "2.02", "2.06" or "2.25"

STATUS	NOTIFICATION	DESCRIPTION
W	Under offprint (105b="8"), the note about offprint is missing (324).	If subfield 105b contains code "8", it is checked if field 300 or 324 also exists.
I	Value in subfield is Salvador. Check the country of publication code.	Notification is displayed if 102a = "slv".
F	Warning: duplicate ISSN, check record with ID = <ID>.	Records with 001c = "s" and records with 001c = "i" are checked. The following searches can retrieve only one result: – if 011e ≠ "0000-0000", searching with SP,SF = <011e> should not retrieve any other record – if 011c ≠ "0000-0000", searching with SP,SF = <011c> should not retrieve any other record – if 011f ≠ "0000-0000", searching with SP,SF = <011f> should not retrieve any other record In these records, one of subfields 011ecf is mandatory.
W	Warning: may be a duplicate record (??? similar records: <ID>).	Records with 001c ≠ "s" are checked. It is checked if searching with (LA = <101a> and TI = <200a> and AU = <700a, b*> and PY = <100c> and DT = <001c>) or BN = <010a> retrieves any other records.
F	You can only enter an ISSN or internal number for a continuing resource for which a record in COBIB already exists.	Subfields 011a and 011s are only allowed to contain content entered in subfield 011e or 011c of another record. The exception is the number "0000-0000", which is not allowed in subfields 011a and 011s.

6.2 Authority databases

Legend

- Control status:
 - F (Fatal): the record contains an error and until it is corrected, the record cannot be saved
 - W (Warning): the record contains an error, but you can save it anyway
 - I (Info): the record contains a potential error, the record can be saved
- Database the control refers to:
 - C: CONOR
 - S: SGC
- Notification: messages for the user (in alphabetic order)
- Description: conditions that are checked

In some cases, angle brackets contain field/subfield/indicator/ID/access point (AP) designations that are replaced with the value from the record when the check is performed. Three question marks (???) are replaced with the corresponding field/type/ID number in the notification, and four question marks (????) are replaced with the corresponding field number and subfield designation.

STATUS	DATABASE	NOTIFICATION	DESCRIPTION
F	C	A record with an identical number is already in the database.	Searching with LC = <035a> should not retrieve another record.
F	S	Access point <AP> exists also in the record with ID = <ID>.	Searching with SH = <AP4XX> and SU = <AP2XX> should only retrieve records with 001a = "d".
W	C	Access point <AP> is in the record with ID = <ID> as well.	Searching with PH = <AP400>, CH = <AP410>, PN = <AP200> and CB = <AP210> should not retrieve another record.
W	C, S	Access point includes identification data (200cdf). Check code in subfield 120b.	If any of subfields 200cdf exist, then 120b = "a".
W	S	Access point is already in record with ID = <ID>. Correct accordingly!	Searching with OS = <9503>, SF = <950a> and SH = <950a> should not retrieve another record.
F	S	According to the code in field 001c, there must be a field ???.	The matching of code in subfield 001c with the existence of a 2XX field is checked: – if 001c = "a", then field 200 must exist – if 001c = "b", then field 210 must exist – if 001c = "c", then field 215 must exist – if 001c = "e", then field 220 must exist – if 001c = "f", then field 230 must exist – if 001c = "h", then field 240 must exist – if 001c = "i", then field 243 must exist – if 001c = "j", then field 250 must exist
W	C, S	Add numeric subfields in fields 2XX, 4XX and 7XX in front of subfield a in ascending order.	Subfields in numeric form must be added in front of subfield 2XXa, 4XXa and 7XXa, and sorted in ascending order.
F	C	Additional record for authorized access point in domestic language must include language code (2009).	If field 700 is repeated, field 200 must contain subfield 9.

STATUS	DATABASE	NOTIFICATION	DESCRIPTION
F	S	Authorized access point cannot be a broader and a narrower term at the same time. Compare the record with ID = <ID> (fields 5XX, subfield 5 = "g") and correct accordingly!	Field 5XX with subfield 5XX5 = "g" is checked. Such fields always contain subfield 3. The record that is retrieved when searching with ID = <5XX3> should not contain a 5XX field with the ID of the checked record in subfield 3 and code "g" in subfield 5.
F	C	Authorized access points in both scripts must contain the same researcher code.	If a field 200 that contains subfield r is repeated, both fields must have the identical subfield 200r.
W	C, S	Code deleted from the code list.	It is checked if the code in subfield was cancelled.
F	C, S	Code is not included in the code list.	The correctness of coded subfield is checked.
W	C	Corrected record (001a = "c") should not be marked as incomplete (001g = "3").	If 001a = "c", then the field should not contain subfield g.
W	C	Enter initials in subfield a.	If subfield a in any of the fields 200, 400, 500 or 700 contains only an initial (one letter and a full stop), field should not contain subfield b.
W	C	Entry of access point in Cyrillic recommended.	If subfield 2007 = "ba" exists, another field 200 must exist with subfield 2007 the content of which begins with "c".
F	C, S	Entry of non-permitted character.	The set of permitted characters is checked.
F	C, S	Field ??? cannot be deleted.	Fields 801 and 035 cannot be deleted if the content of subfield 035a begins with the designation "(DLC)" or "(NNHWW)".
F	S	Field 160 missing.	If 001b = "y" and if subfield 250y exists, field 160 must exist as well.
F	C, S	Field 835 is only used in records with code "d" or "r" in subfield 001a.	If field 835 exists, then 001a = "d" or "r".
F	C, S	Field does not exist in the mask.	The presence of a certain field in the selected mask is checked.
F	C	Field for related access point in domestic language must contain language code (7009).	If field 200 is repeated and field 700 also exists, field 700 must contain subfield 9.
F	C	Field is repeatable only for the parallel form of the personal name.	A record can contain a maximum of two fields 200 and a maximum of two fields 700.
F	C, S	Field must contain all three subfields (a, b, n).	If field 990 exists, all three subfields a, b and n are mandatory.
F	C, S	Field not repeatable (also check embedded fields).	The repeatability of a certain field is checked.
F	C, S	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.	If 150b = "1", then one of subfields 210edf must exist, and vice versa.
F	C	Fields differ in structure.	If field 200 is repeated, both fields require the same subfield structure (same subfields in the same order). The same is true for field 700.
F	C, S	Identical authorized access point is also in record with ID = <ID>.	Searching with PH = <AP200> and CH = <AP210> should not retrieve another record.
F	S	Identical authorized access point is also in record with z ID = <ID>.	Searching with SH = <AP2XX> should not retrieve another record.
F	C	Identical researcher code in record with ID = <ID> as well.	Searching with AS = <200r> should not retrieve another record.
I	C	Identical variant access point exists in other records as well.	Notification is displayed if searching with PN = <AP400> or CB = <AP410> retrieves other records.
F	C	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.	If the content of 100g begins with "c" and field 200 is repeated, the subfield 7 in the first field 200 must begin with "c".
F	S	In the field, either subfield a or subfield b must be filled in, not both subfields simultaneously.	Only one subfield should be filled in, either 152a or 152b.
F	C	In the record with parallel access points there can only be one field 700.	If field 200 is repeated, field 700 should not be repeated.
F	S	Incorrect combination of subfields 2, 3, 5 and 8.	Fields 4XX with subfield 5 = "n" should also contain subfields 2, 3 and 8. Fields 4XX without subfield 5 or with subfield 5 ≠ "n" should not contain subfields 2, 3 and 8.

STATUS	DATABASE	NOTIFICATION	DESCRIPTION
F	C, S	Incorrect date in subfield.	Subfields 190b and 191b can only contain numbers between 1 and 12. Subfields 190c and 191c can only contain numbers between 1 and 31.
W	C, S	Incorrect indicator 2.	Fields 200, 400, 500 and 700 must have ind2 = 1 if field contains subfield b, and ind2 = 0 if there is no subfield b.
W	C, S	Incorrect locality code.	Field 102 can only contain subfield b if there is no subfield a, or if subfield a contains one of the codes "srb" or "bih". For "srb", 102b can contain codes "ko", "cs" and "vj", and for "bih" it can contain codes "br", "fb" and "rs".
F	C, S	Incorrect order of subfields in field.	Subfields cdf in fields 200, 400, 500, 700 are only allowed after subfields a and b, and subfields bcdefgh in fields 210, 410, 510 after subfield a.
F	C, S	Invalid indicator value.	The validity of entered indicator value is checked.
W	C, S	It is advisable to add an access point source (810a).	Notification is displayed if 001b = "x" and neither subfield 810a nor subfield 815a exists.
W	C, S	It is advisable to enter year of birth as well.	If 120b = "a" and the value in 101a is equal to that in 100c, subfield 190a must be filled in as well.
F	C, S	Linking the record to the same record is not allowed.	In subfields 5XX3 it is prohibited to enter a number equal to the record ID.
F	S	Local geographic area codes are entered with codes "e-xv—", "e-au—", "e-ci—", "e-hu—" or "e-it—". Codes in subfields 160a and 160b must match in the first four characters.	If field 160 exists, subfield 160b can only be filled in when subfield 160a contains one of the codes "e-xv—", "e-au—", "e-ci—", "e-hu—" or "e-it—", and the first four characters in both subfields must match.
F	C, S	Record contains two identical access points (<AP>).	Fields 2XX, 4XX, 5XX, 7XX that contain no subfield 2 are checked. Each of these fields must contain a different access point.
W	C, S	Record with ID = <ID> also contains an access point with a similar name: <200a, b>.	Notification is displayed when database contains records with the same name in 200ab, where some records do not contain subfields 200cdf, and some do.
F	C	Record with ID = <ID> does not exist.	In subfield 990b, you are only allowed to enter a COBIB record ID.
F	C, S	Record with ID = <ID> does not exist. Subfield 001x must not contain ID of the record marked as deleted or split. Incorrect link.	In 001x and 990n, you are allowed to enter IDs separated with commas (or one ID), all of whom must meet the following conditions: – searching with = <ID001x> in the same database retrieves one record – retrieved record contains the same code in subfields 001b and 001c as the checked record – retrieved record has 001a ≠ "d" and 001a ≠ "r" – retrieved and checked record have a field from the 2XX block with an identical number Additional search with OR = <ID> should not retrieve any results.
F	S	Record with identical number already exists in the database.	Searching with OS = <035a> should not retrieve another record.
F	C	Record with researcher code is for one person (120b="a").	If subfield 200r exists, then 120b = "a".
W	C, S	Records marked as deleted or split must not contain fields 990.	If 001a = "d" or "r", then the field should not contain field 990.
F	C	Repeat field for alternative form of authority access point in another script only. Script code is mandatory.	If field 200 is repeated, both fields must contain subfield 7. One must contain the code "ba", and the other a different code.
F	S	Several identical subfields in the record.	Record should not contain several identical subfields 3 in fields 4XX and 950.
F	S	Subfield ???? can be entered into fields that include also subfield 2.	Only records with 001b = "x" are checked. In fields 400, 410, 420, 430 and 443 that do not contain subfield 2, subfields j, x, y and z are not allowed. In field 415 that does not contain subfield 2, subfields j and y are not allowed. In field 450 that does not contain subfield 2, subfields j and z are not allowed.
F	S	Subfield 5 missing.	In 5XX fields and in field 950, subfield 5 is mandatory.

STATUS	DATABASE	NOTIFICATION	DESCRIPTION
F	C, S	Subfield a is mandatory in field.	In fields 160, 190, 191, 2XX, 3XX, 4XX, 5XX, 675, 686, 7XX, 810 and 990 subfield a is mandatory.
W	C, S	Subfield contains a number. Check entry.	Notification is displayed if any of subfields 200cd, 400cd, 500cd or 700cd contain a number.
F	C, S	Subfield does not exist in the mask.	The presence of a certain subfield in the selected input mask is checked.
F	C, S	Subfield in field missing.	The presence of a certain subfield in a field is checked.
F	C, S	Subfield is too long. Subfield is too short.	When subfield text length is limited, the length is checked.
F	C, S	Subfield not repeatable.	The repeatability of a certain subfield is checked.
F	C, S	Subfield required in the record.	The presence of subfields that are mandatory in the record is checked.
F	C, S	The content of subfields 001a and 001x does not match.	001a and 001x must match: – If 001a = “d”, then 001x must contain an ID of one authority record. And vice versa: if 001x contains one ID, then 001a = “d”. – If 001a = “r”, then 001x must contain IDs of two or more authority records separated by a comma. And vice versa: if 001x contains several IDs, then 001a = “r”.
F	S	The contents in subfields 250n and 250m do not match.	The first character in the two-character code in subfield 250m must match the code in subfield 250n.
F	C, S	The date of birth in field 190 is later than the date of death in field 191.	If field 191 exists, then 191a must contain a more recent year than 190a. Instead of digits, it is possible to enter the “?” character, which in 190a functions as the digit 0, and in 191a as the digit 9.
F	S	The same authorized access point in English exists also in record with ID = <ID>.	Searching with SE = <AP7XX> should not retrieve another record.
F	C	The script of the authorized access point in the authority record does not match the script of the title proper in all related bibliographic records. Add a parallel access point or correct the code in 2007.	Records with one field 200 that contains subfield 7 are checked. Code in 2007 must match the code in subfield 1001 in those COBIB bibliographic records that are retrieved when searching with AR = <ID>: – if subfield 2007 begins with “c”, then 1001 must also begin with “c” or 1001 = “oc” – if 2007 = “ba”, then 1001 should not begin with “c” nor should it be 1001 = “oc”
I	C, S	The value in subfield is Salvador. Check the nationality code.	Notification is displayed if 102a = “slv”.

6.3 CORES

Legend

- Control status:
 - F (Fatal): the record contains an error and until it is corrected, the record cannot be saved
 - W (Warning): the record contains an error, but you can save it anyway
 - I (Info): the record contains a potential error, the record can be saved
- Notification: messages for the user (in alphabetic order)
- Description: conditions that are checked

In some cases, angle brackets contain field/subfield/indicator designations that are replaced with the value from the record when the check is performed.

STATUS	NOTIFICATION	DESCRIPTION
W	Code deleted from the code list.	It is checked if the code in subfield was cancelled.
F	Code is not included in the code list.	The correctness of coded subfield is checked.
F	Entry of non-permitted character.	The set of permitted characters is checked.
F	Field does not exist in the mask.	The presence of a certain field in the selected mask is checked.
F	Field not repeatable (also check embedded fields).	The repeatability of a certain field is checked.
F	Incorrect ISSN.	Subfield 011c must contain an ISSN with the correct control number.

STATUS	NOTIFICATION	DESCRIPTION
F	Incorrect period entry.	Subfield 7X20 must contain a time period in one of the three possible forms: – <year> – <year>– – <year1>–<year2> Values <year>, <year1> and <year2> must be numbers between 1800 and 2100. <year1> must precede <year2>.
F	Invalid indicator value.	The validity of entered indicator value is checked.
F	Subfield does not exist in the mask.	The presence of a certain subfield in the selected input mask is checked.
F	Subfield in field missing.	The presence of a certain subfield in a field is checked.
F	Subfield is too long. Subfield is too short.	When subfield text length is limited, the length is checked.
F	Subfield not repeatable.	The repeatability of a certain subfield is checked.
F	Subfield required in the record.	The presence of subfields that are mandatory in the record is checked.
F	You can only enter a valid ISSN of a continuing resource for which a record in COBIB already exists.	Subfield 011e must contain an ISSN with the correct control number. Searching with SP = <011e> in COBIB must retrieve 1 record.

7 List of unsupported functionalities

The following list contains the main functionalities that are not yet supported in the COBISS Cat application. The list is being constantly updated as we are working hard on developing the missing functionalities.

General

1. Exporting records in MARC 21, MARCXML, Dublin Core, COMARCXML, MODS formats
2. Printing several records simultaneously in the MARC, ISBD display formats
3. Defining counters
4. Preparing user formats for bibliographies

Search window

1. Line wrap option in search results display

Editor

1. Setting field and subfield properties
2. Procedures for working with records from the METADAT database
3. Showing the list of libraries
4. Special features when entering data in certain subfields (e.g. copying data to field 481/482 from another bibliographic record)
5. Adopting and unadopting authority records