

Move a MARC Record and any Copies

Why use this feature?

Simply described this feature provides the means to Manage Cataloging problems faced by the library staffers for Missing, Lost or Repairs books being sent to a Bindery and even some special collection management needs.

MOVE provides the library staff with the ability to separate Titles having multiple copies and “Move” a copy of a MARC record and one of its specific Holding Items to a special collection. For example; Lost, Lost and Paid, Missing, Bindery or even a collection for splitting multiple copies of a single library’s collection for the purpose of creating of two separate library collections.

OVERVIEW:

Using this option requires a fundamental understanding of how this feature works, and how to access it. The G3 screen pictures below and explanations will step you through the actual “Move” of a record and its copy information.

Why “Move” a record? The most common reason is “Copy” removal of a specific book “Title” or library “Item” from access viewing in “OPAC or WebOPAC” because that item may be or is lost. Other reasons are; Collection items and their copies are being split to form two collections, or a book item copy has been pulled for maintenance at a Bindery.

Management:

Before attempting to “Copy Record” or “Move” any holdings, it is necessary to have created a collection in advance for the purpose of this function. (Example: Lost, Missing, Bindery, etc.)

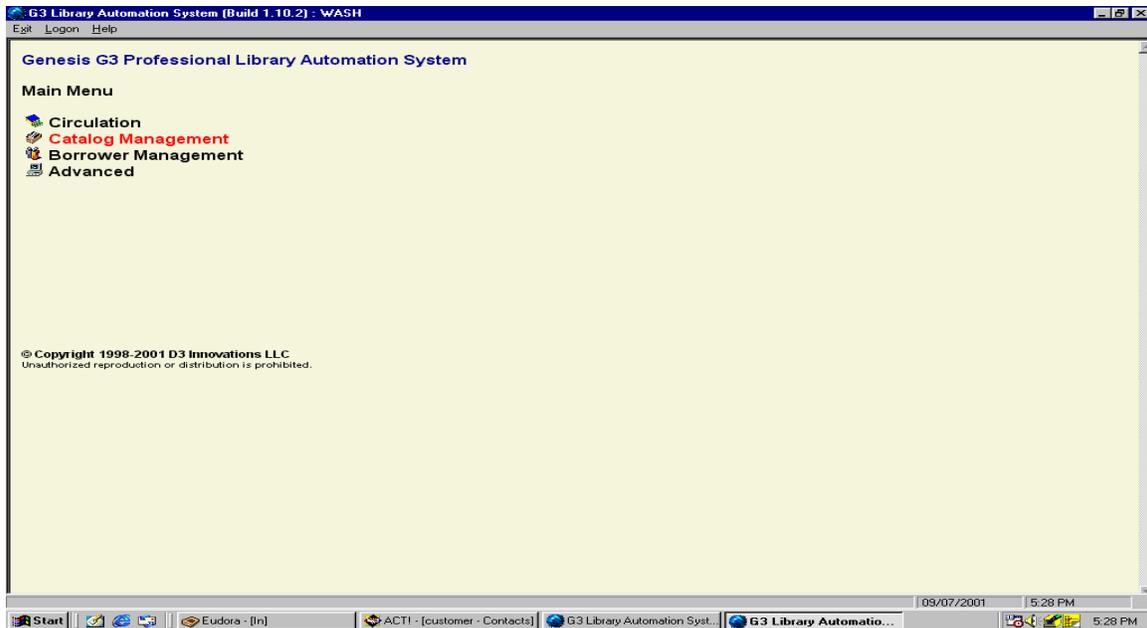
It is not recommended for items being Moved into a new collection to have their Status code changed, in fact it is better to leave these items as “A”. The Collection name indicates the items status, I.e. Lost or Bindery. Items for example in the Bindery collection should circulate, as the library will check the item out to the Bindery for tracking the repair. Should you want to “RESTRICT” this items circulation to “No” or “0” days of Circulation – set or create a Circulation Code for this item of “86” (Restricted/Withdrawn/Lost) in your Holding Codes table and assign it to this item.

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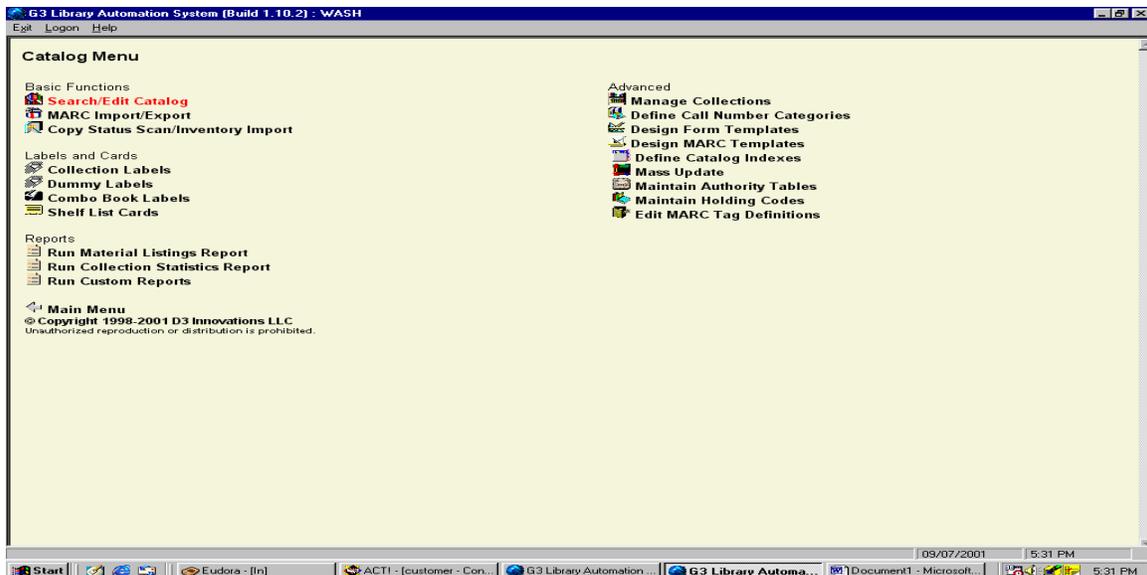
Accessing the “MOVE” feature is accomplished by using the Main Menu “Catalog Management” option and then using the ”Search/Edit Catalog” sub-menu option. Once in Search/Edit find the title of the item you wish to “Move” and its copy to the appropriate library collection.

The following will help to guide you through this easy-to-use MOVE option.

1. Start with the Catalog Management menu selection;

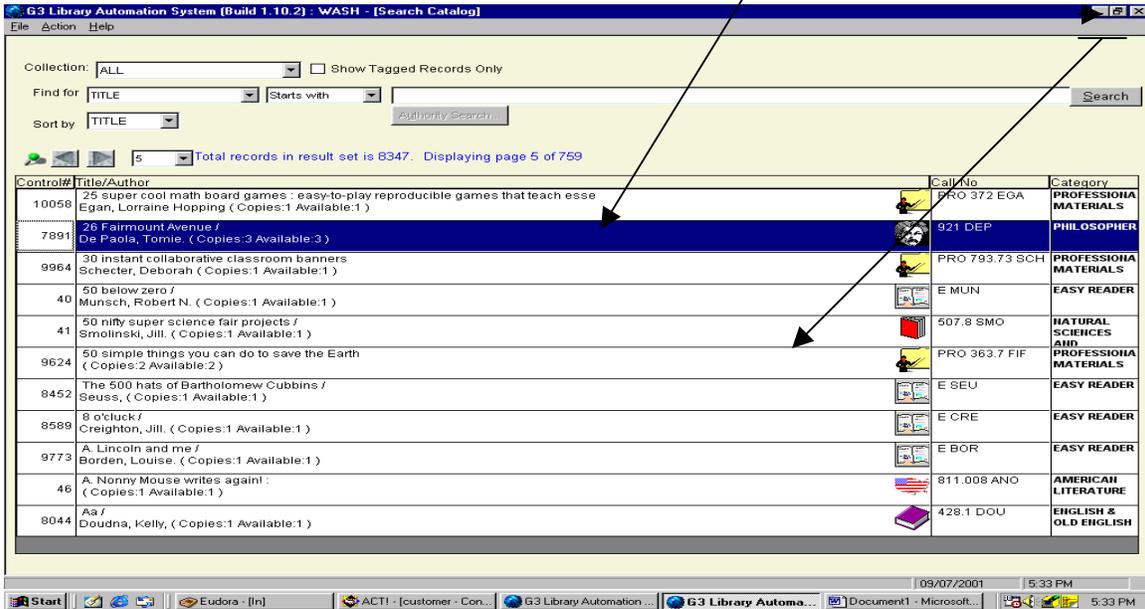


2. Select “Search Edit Catalog”

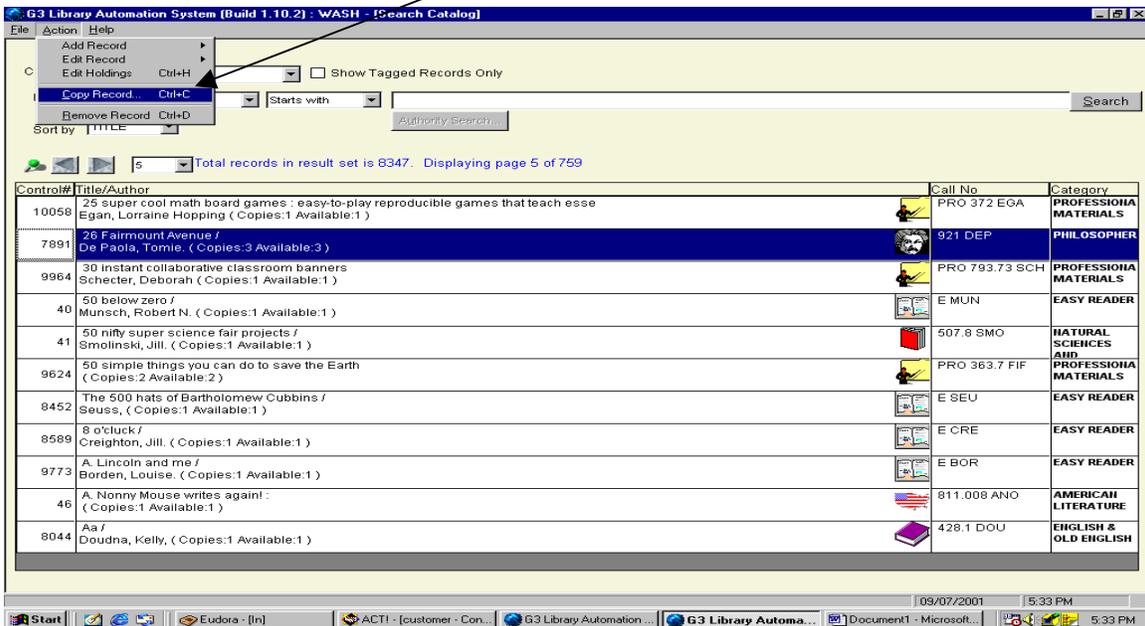


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3. Locate the Item to be moved and highlight this item

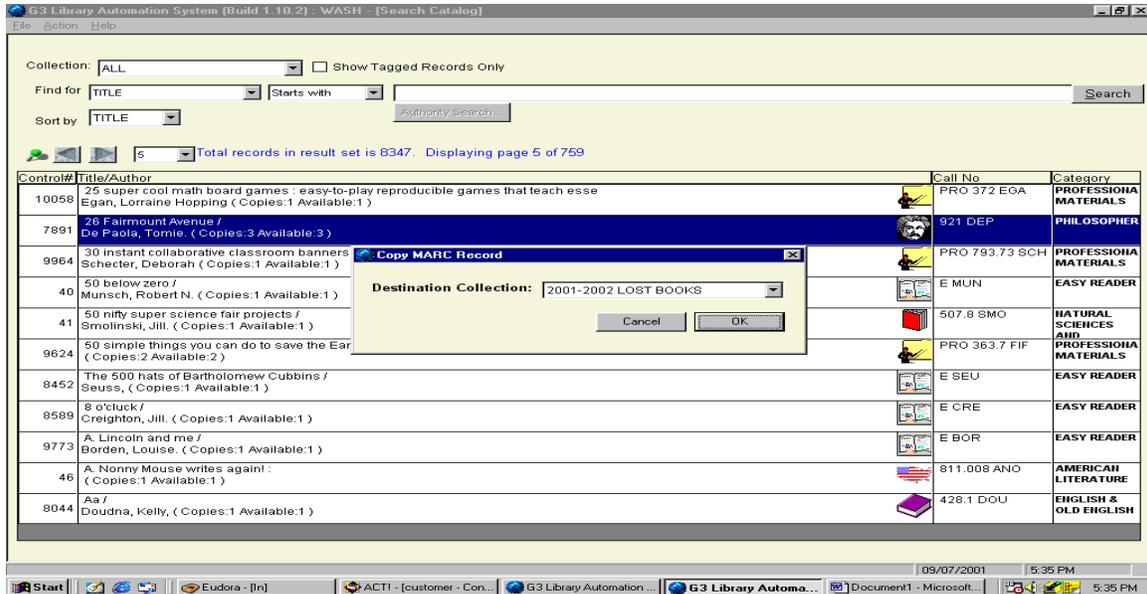


4. Utilize the “Action” menu or use the RH Mouse button an select “Copy Record” (Note: it is necessary to have your Destination Collection setup prior to attempting this procedure)

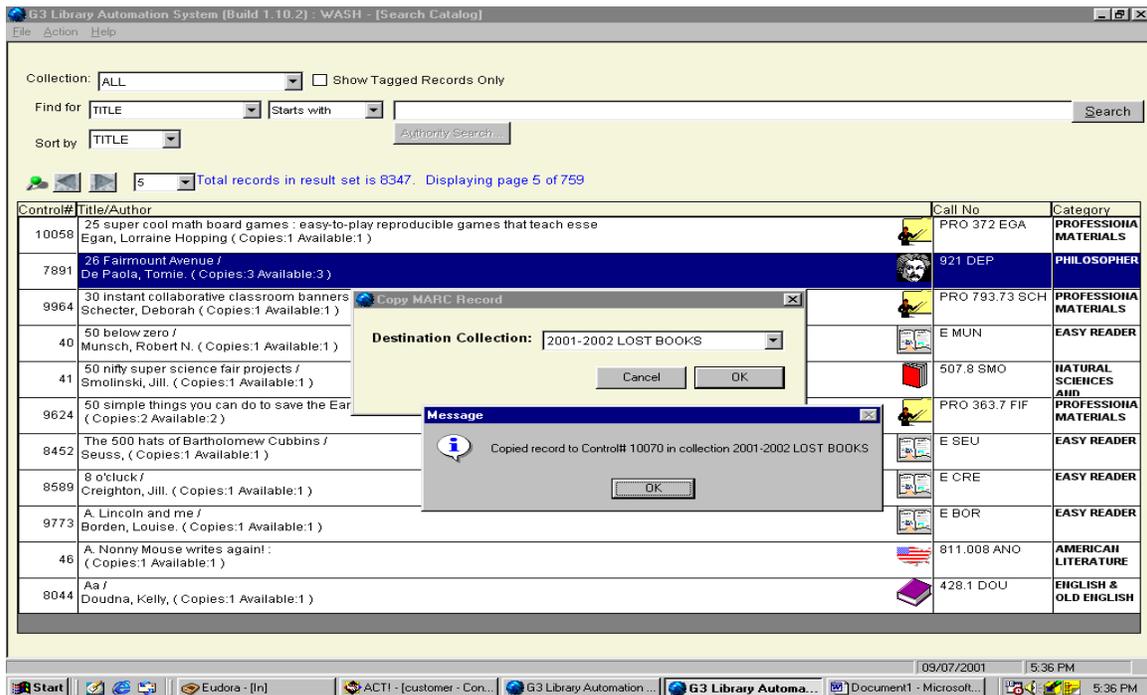


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- Once you have selected "Copy Record" G3 will display the Copy Record Destination Collection box. Choose the appropriate Collection to copy to by utilizing the drop down arrow to the right side of the Collection description.

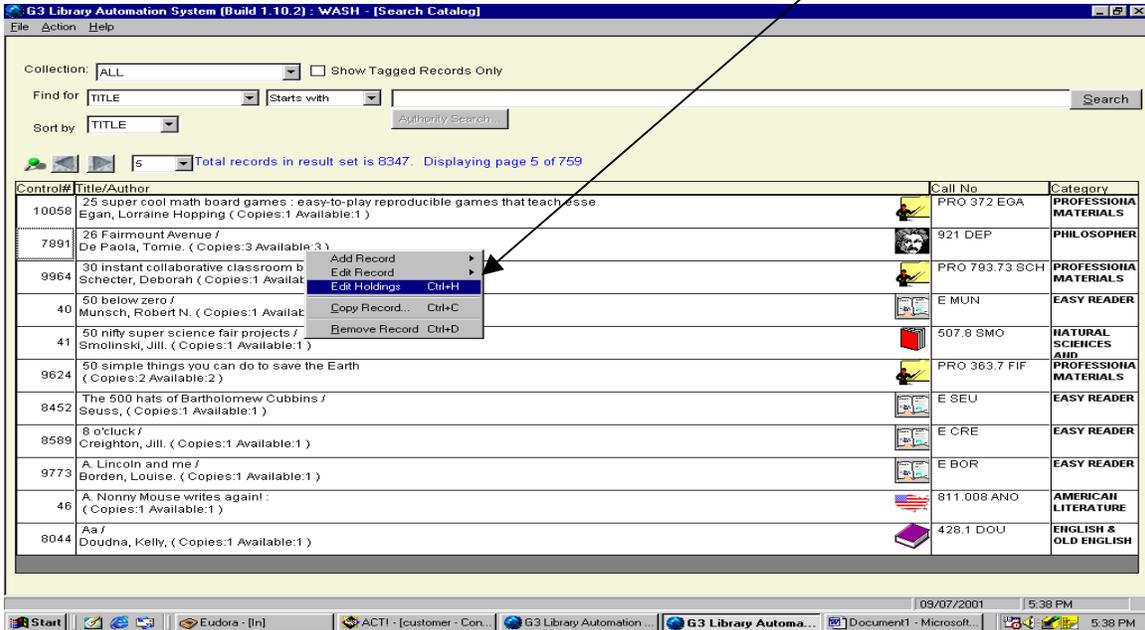


- Copying any Record will display a G3 Message box; this box will contain the Control # of the item you have copied to that collection, make a written note of this Control #.

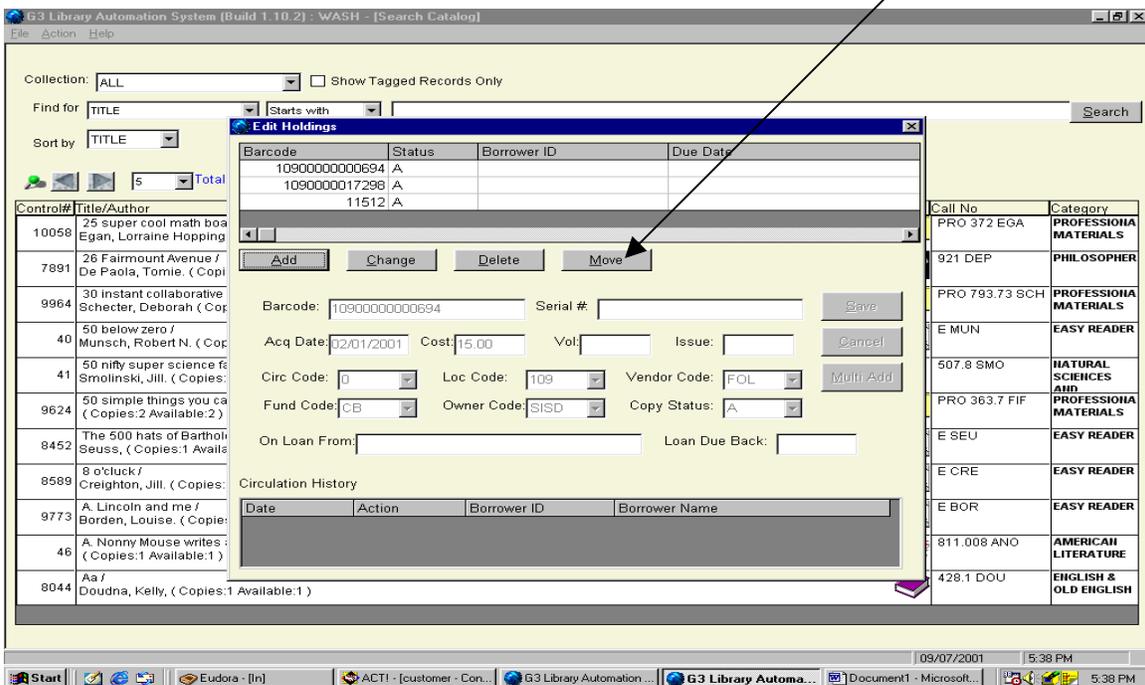


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- Next, return to the Search Catalog menu to locate this title once again as shown below, using the Action box or by Right Clicking your mouse with the Pointer on the item that was copied and select “Edit Holdings”.

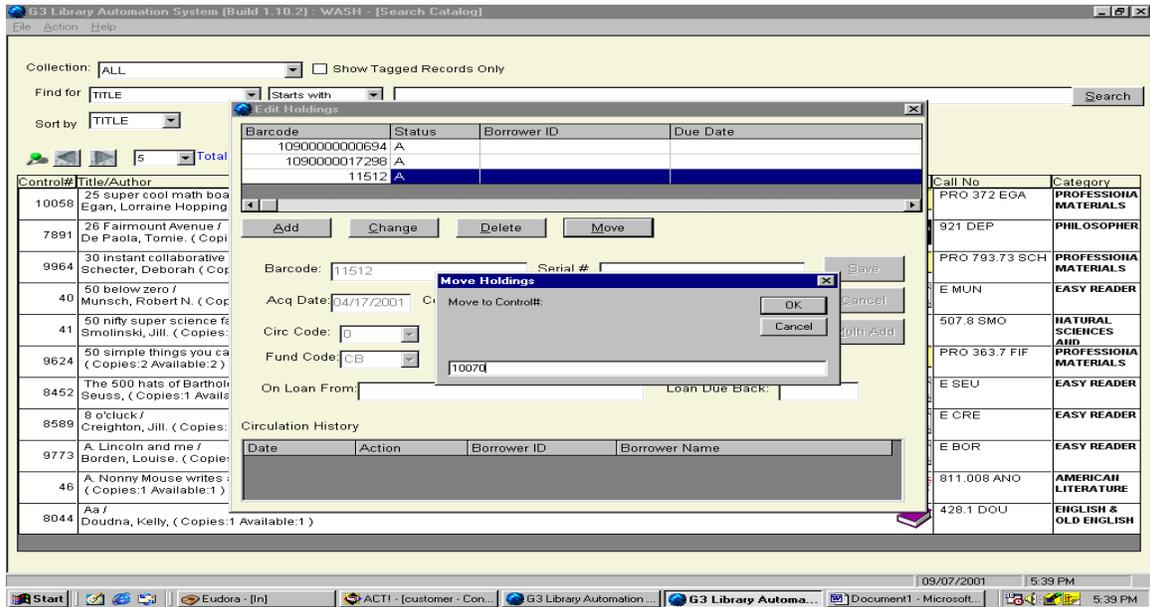


- Highlight the item to be moved and Select the button “Move”



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9. G3 will display a “Move Holdings” and will want to fill in a Control # that you want to move this holding to, so now it’s time to find that number you wrote down when you “Copied the Record” to the Destination collection. Type-in the proper control number of the item in the “Destination Collection” and click the “OK” button.



10. G3 will display a message box announcing the Holdings Record has been moved successfully, that’s it you’re finished with this Move. Click “OK”

