G4 SESSION DESKTOP

(Not to be confused with your personal computer desktop)

The following outline will assist you for completing any collection analysis to most any vendor, our examples pertain to **Mackin** Educational Resources & **Follett** Library Resources: **TITLEWAVE**

Should your library use a specific source that is different from the two we have select, contact LRMS Support for assistance.
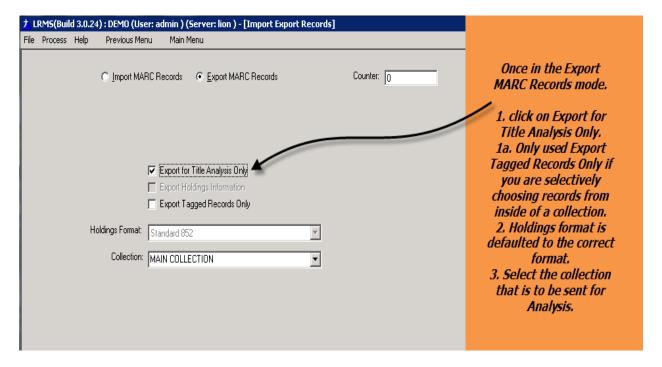
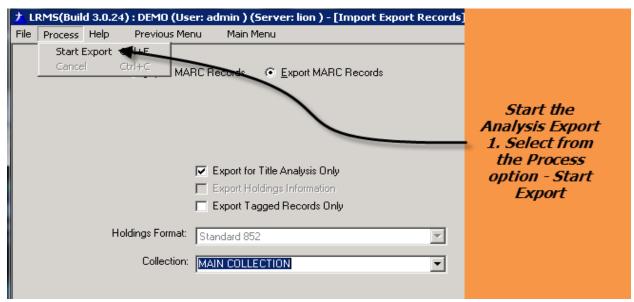G4 MARC Record Collection Analysis Instruction

Step 1 - Start Here:

Main Menu/Back Office

Circulation Management

Borrower Management

Catalog Management

Reports Management

Exporting for Collection Analysis begins with selecting Catalog Management from this Main Menu/Back Office option and then selecting the MARC Import/Export menu function

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Step 2 – Select the Export MARC Records

Once in the Export MARC Records mode.

1. click on Export for Title Analysis Only.
1a. Only used Export Tagged Records Only if you are selectively choosing records from inside of a collection.
2. Holdings format is defaulted to the correct format.
3. Select the collection that is to be sent for Analysis.

Step 3 – Select Process and "Start Export"

Note: Any export that is in the process of exporting records can be Paused or Cancelled by clicking on the "Process" selection in the Menu Bar.
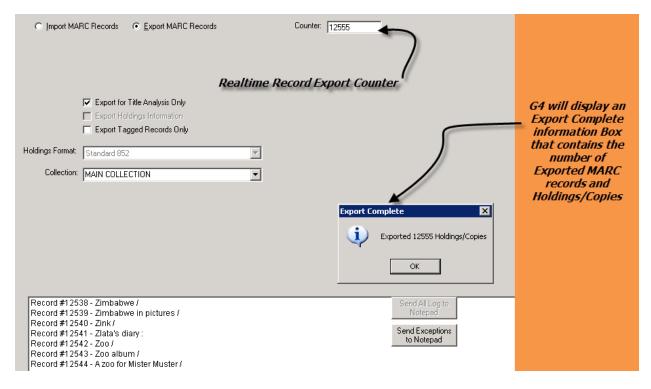

Start the Analysis Export
1. Select from the Process option - Start Export

Select the collection to be analyzed; it is not necessary to Tagged records for this function.

Step 4 – Export has completed

G4 displays where this file will be placed.

5. Select the Vendor for Analysis from this Desktop

Each Vendor wants to know what Call Numbers are to be recognized or excluded from this process.