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G4 - Adding Image's to MARC Records

Adding images has just become easier! Use the "Document Repository".

To add any image, simply begin by selecting the record to add an image. G4 begins this process through the highlighting of a record and then place the mouse pointer on the record and do a right mouse button click, select Document Repository.

Finding Images is now defaulted to lookup using the ISBN number as this is a more accurate method of finding an exact image. We also added a fourth image location (OPEN Library) for free images. If this default location does not contain the image you can click on any of the remaining locations to see if there is an ISBN match.



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- If your record does not contain an ISBN number the program will not find a match, switch to a Title search using the three remaining sources. This will almost always find a Title match, however be sure that the Author is a match when a Title is located.
- To retrieve images; use Copy and paste copy the first screen small image the program automatically assigns the proper record control number and when you click the OK button that appears; the program completes the addition of the image and for it to display in the library catalog (OPAC).

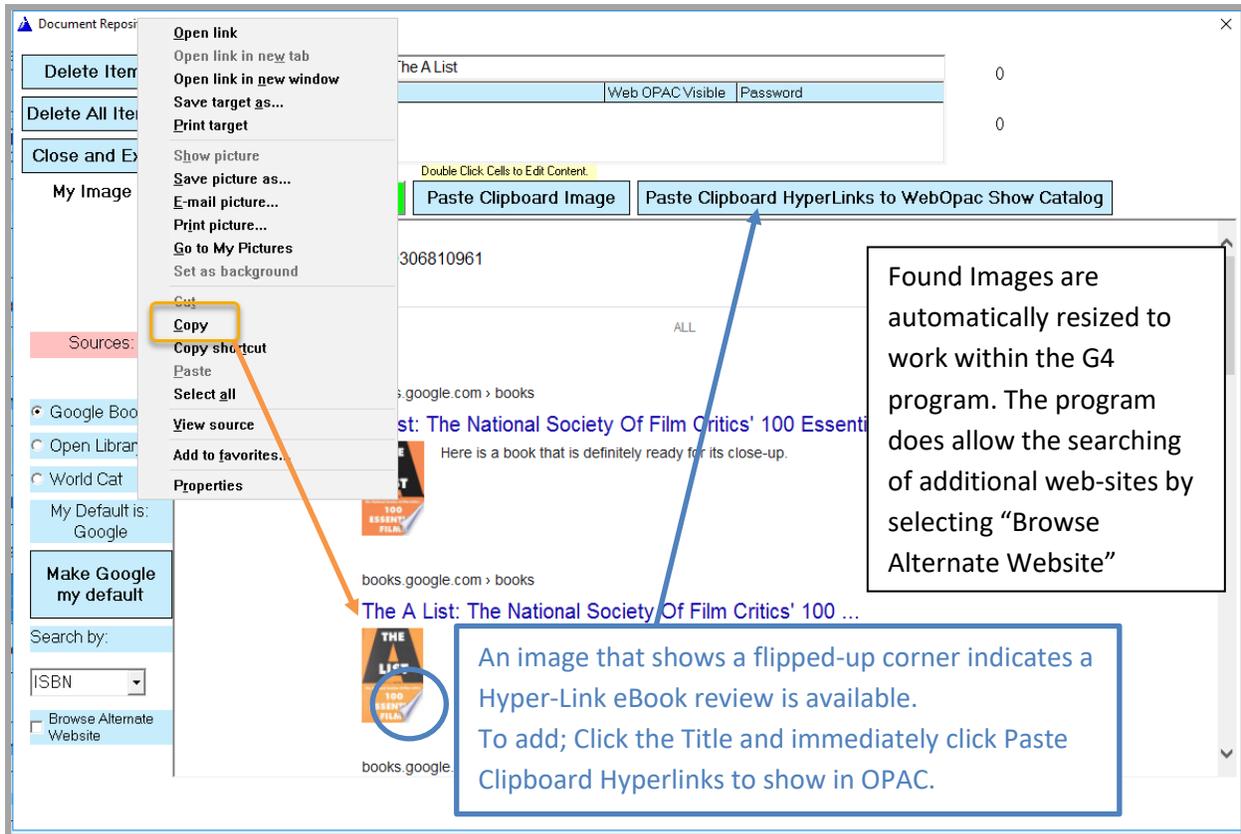
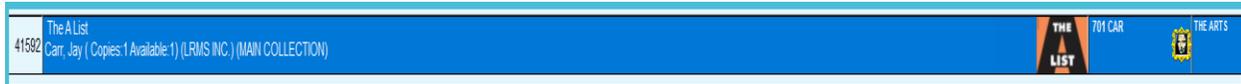


Image added to this book record;

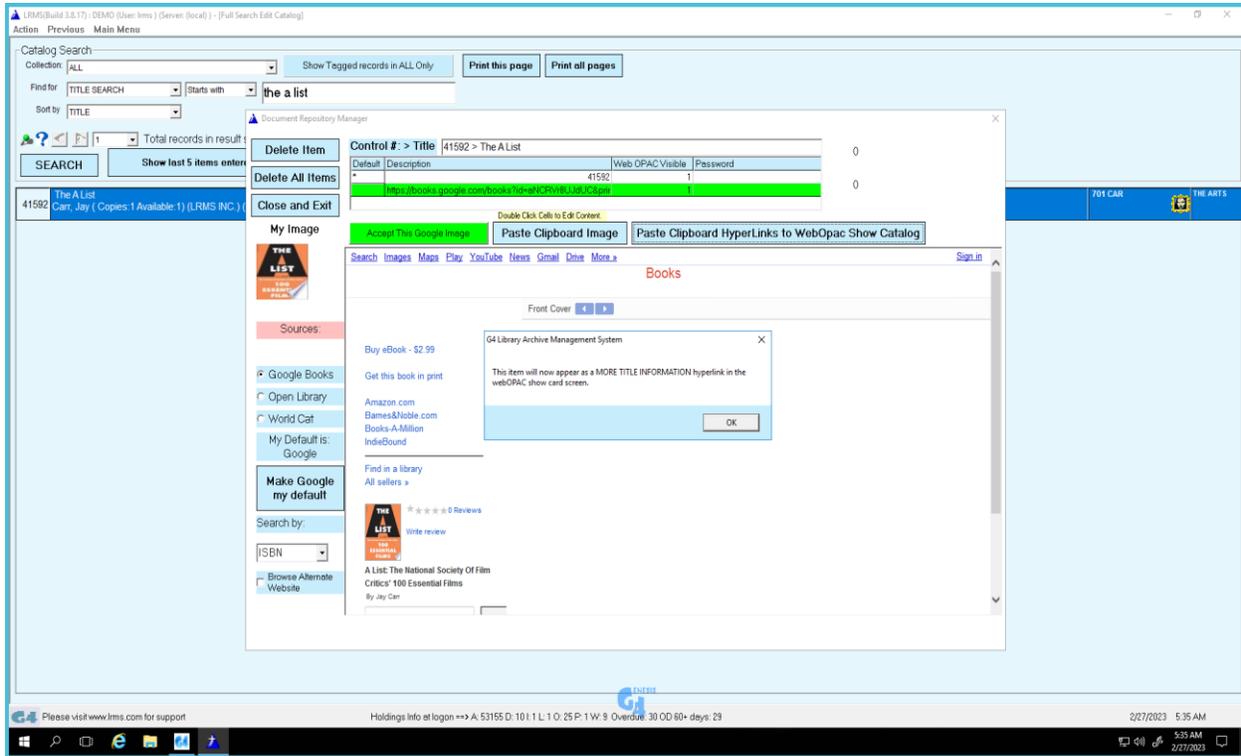


- Step 1** – Locate the record you want to add an image too within Catalog Management "Search Edit Catalog"
- Step 2** – Place your mouse pointer highlighting the record, use a Right Mouse button click and pick the "Document Repository" option.
- Step 3** – If an image is found, copy it and select the "Paste Clipboard Image"
✓ If image indicates an available Hyperlink eBook preview, add it. If no preview move on to steps 4 and 5.
- Step 4** – When the "Enter a Description" box appears, simply click the "OK" button
- Step 5** – Click the "Close and Exit" button to save, the new image will appear in the list of books.

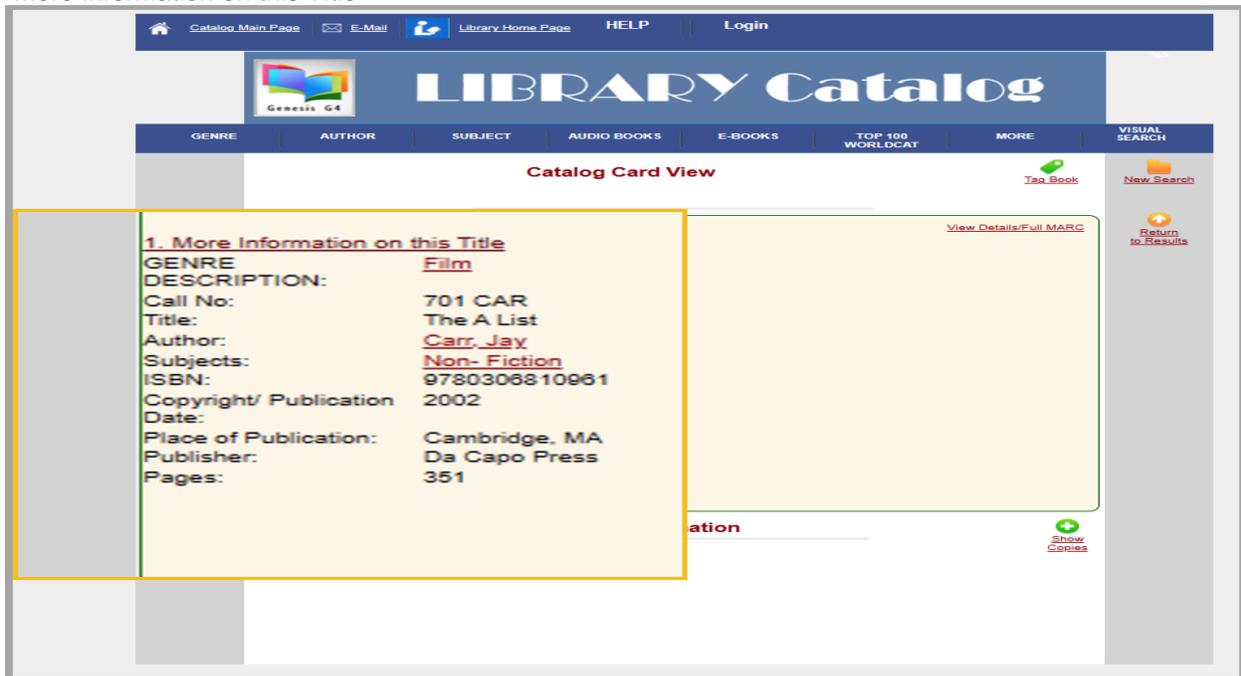


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Step 3 - If image indicates an available Hyperlink eBook preview, add it and enhance the patrons experience.



“More Information on this Title”



✓ Hyperlink “More Information on this Title”



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- ✓ The online catalog opens this "Book Preview"

