

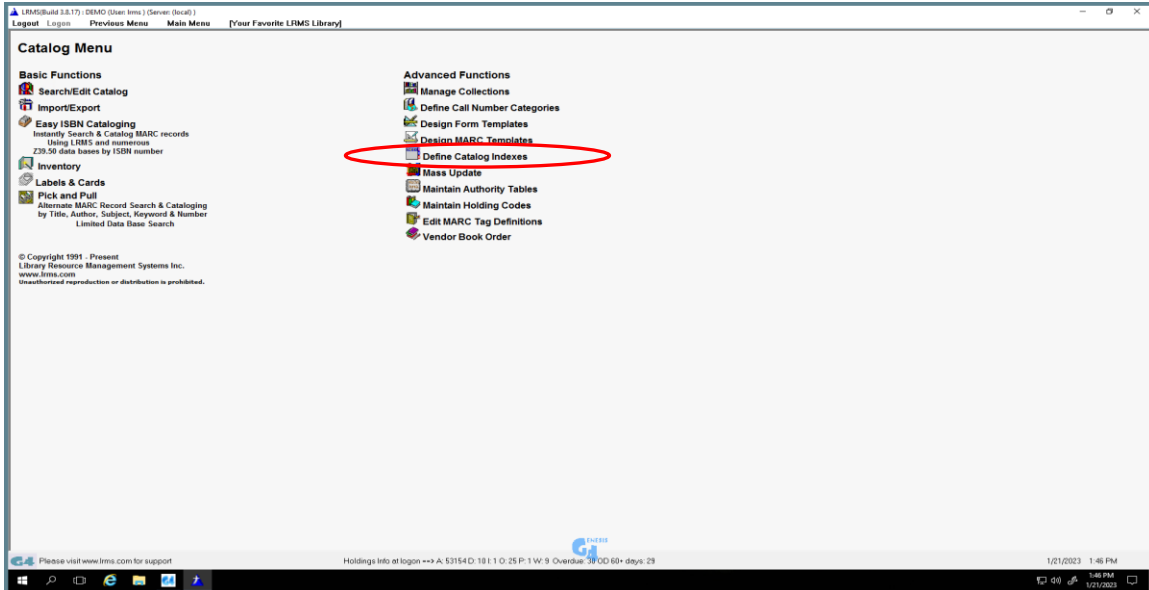


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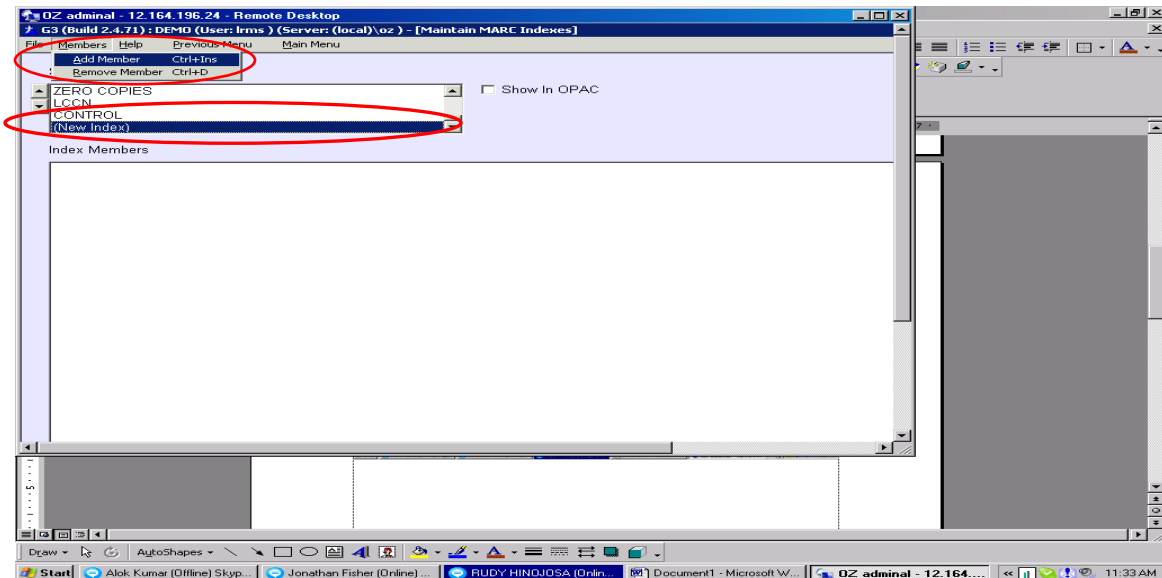
## Define Catalog Indexes:

Adding new or additional Tags and Subfields to G4's flexible Index search system.

- Begin by selecting from the Catalog Menu "Define Catalog Indexes" our example will add the 521-tag search. (Repeat this Process to create additional Search Indexes.)



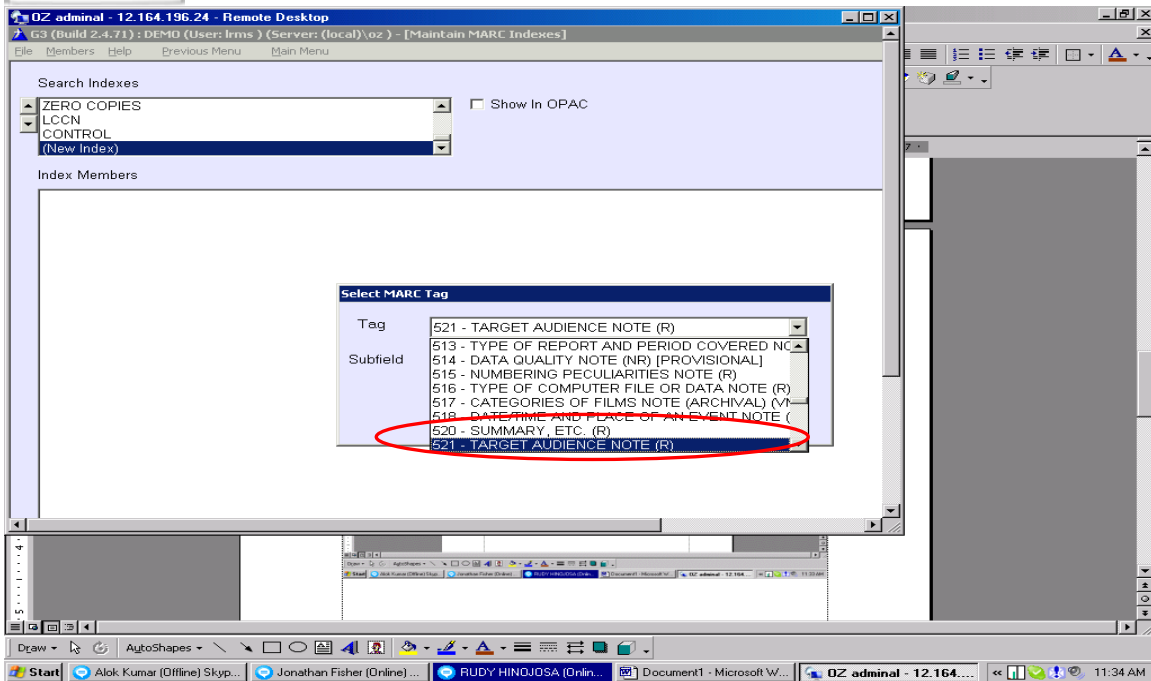
- To add a new Index, select (New Index), you will find it located at the bottom of any existing Indexes, (simply scroll down the list using the down arrow) and then select from Members menu "Add Member" which is the MARC Tag and associated Subfield. G4 will present the "Select MARC Tag" option fields, type your Tag number or scroll to your selection.



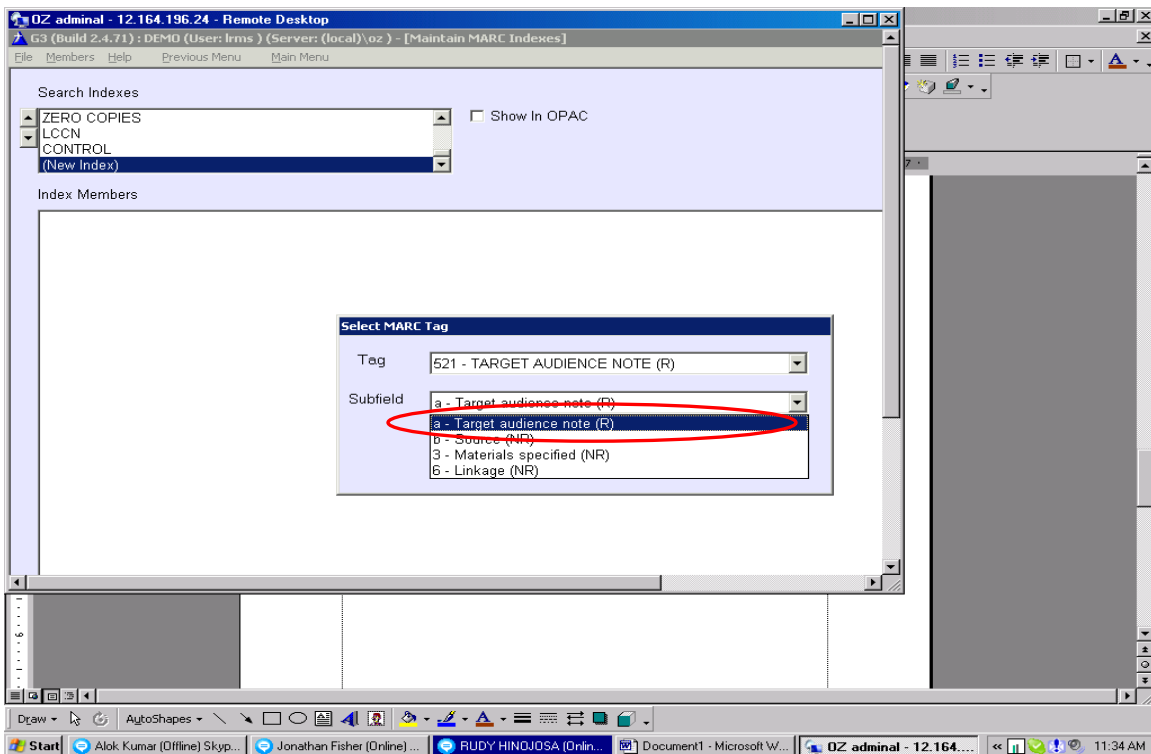
Select the Marc Tag and Subfield from the Select MARC Tag option box for the search index you want to create. (Ex. 521a.)



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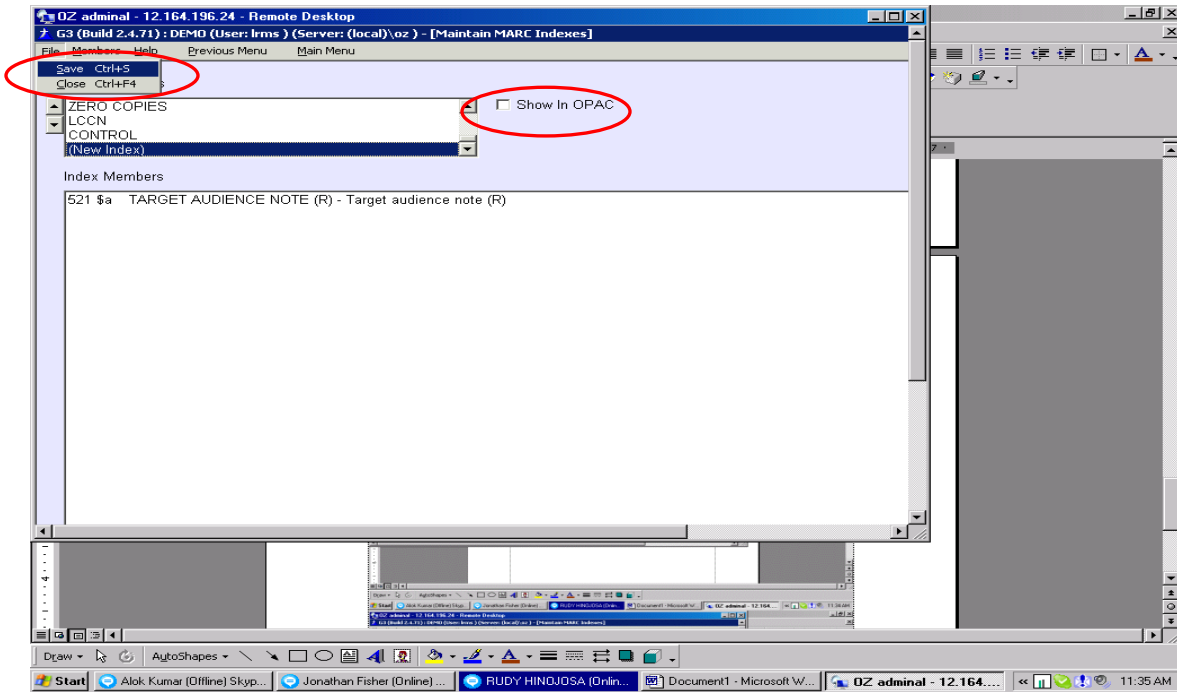
Select your Subfield, Ex. A.



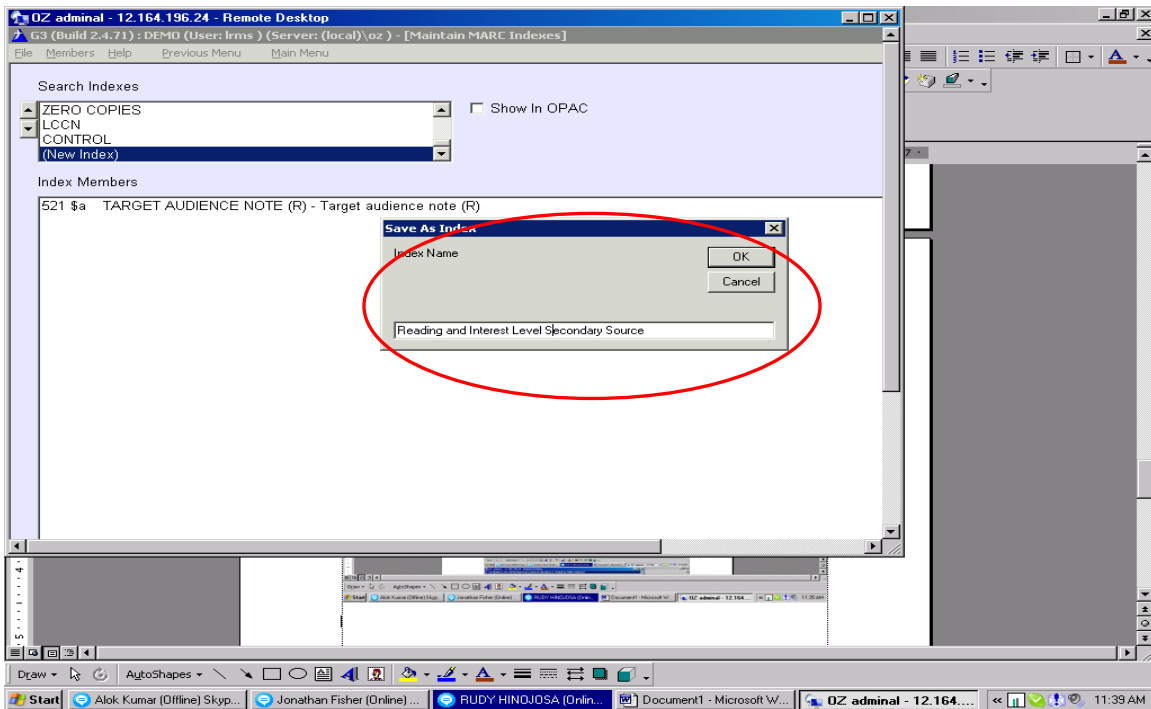
Save your New Index and rename the Index to the description you want to be visible, also if you want this Index to be visible within the OPAC library catalog, place a check mark into the Show in OPAC option box.



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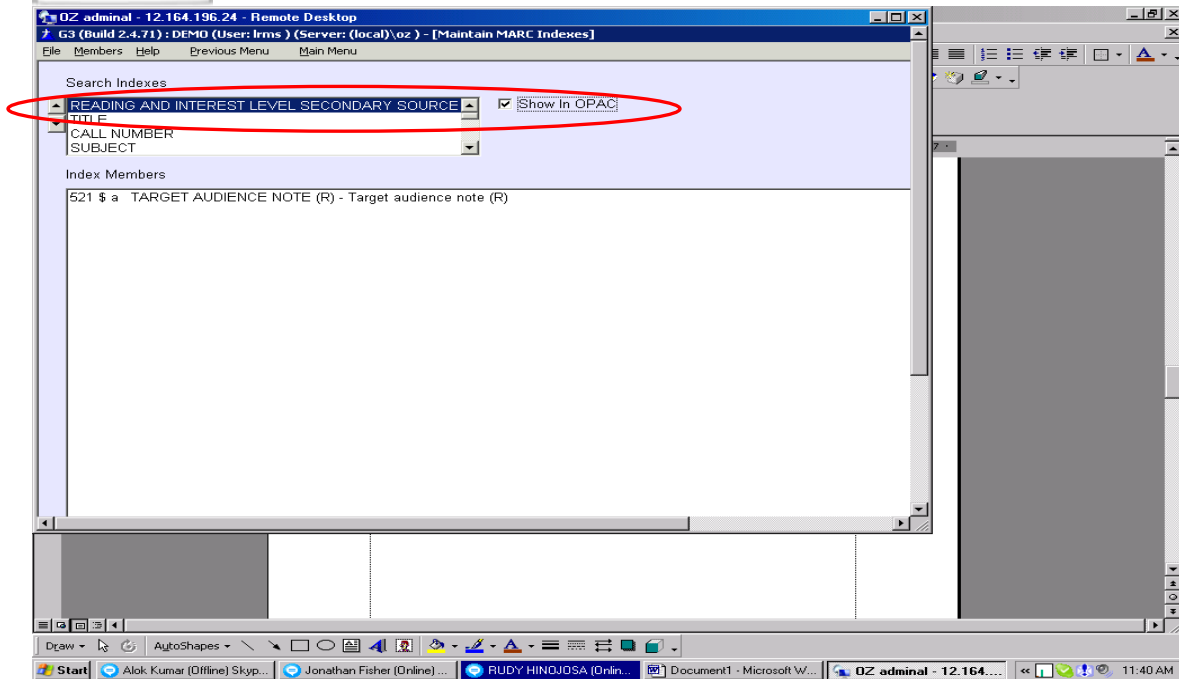


Ex. Saved as Reading and Interest Level Secondary Search and marked to Show in OPAC.

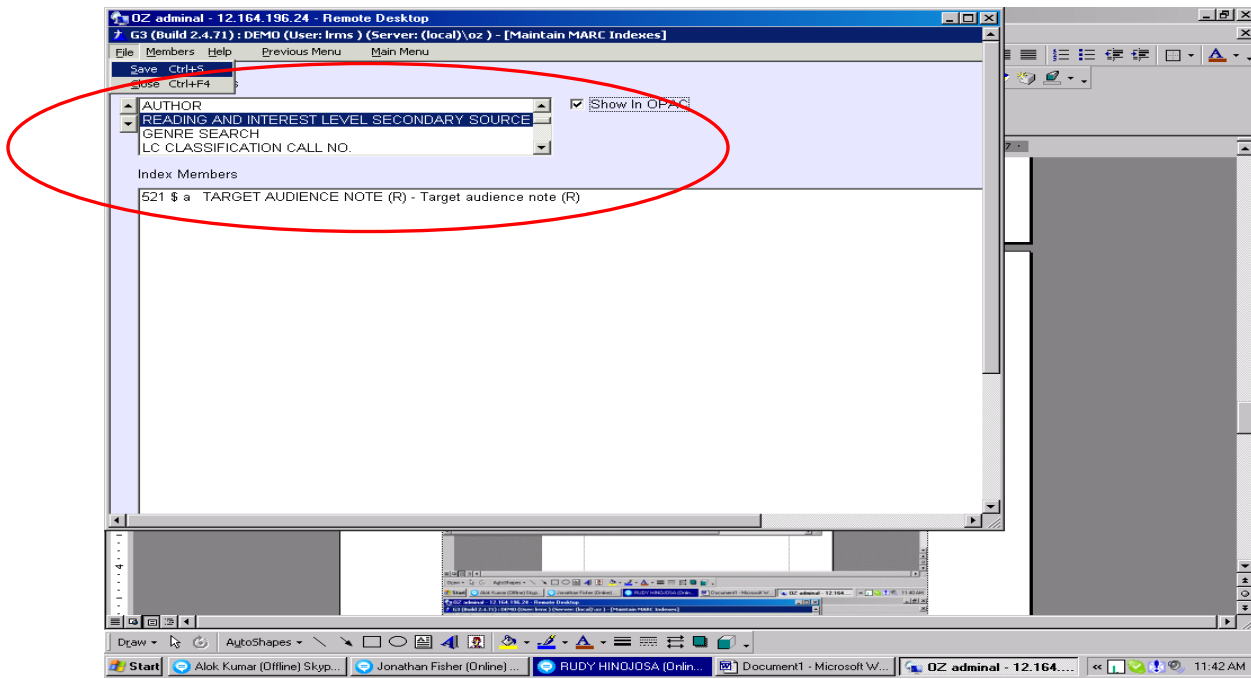




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Last step “Repositions” the newly created Index by using the left hand Up and Down arrows to move your selection within the existing list. This index will appear amongst the other search indexes, its position will be displayed in the OPAC as well as within the Search/Edit Catalog administrative function of G4. Once again it will be necessary to “Save” this action that will lock the position in place.



Another option: Check to see if your search tag exists in a Search Index or Add a Tag and Subfield to an already existing Index.



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To add to an existing Index like Keyword; do so by simply choosing to add a member to the existing Index, the process of adding “Tag and Subfields” is similar adding MARC items to a new Index. For our Example, we have chosen “Keyword” to add our 521a & b Tag and Subfields; G4 places the additions in numeric order automatically. Once the new member(s) is selected and added, remember to “Save” your additions.

