



## Library Resource Management Systems, Inc.



### **Catalog most anything; Make customized Templates.**

Template design requires an understanding of the [USMARC cataloging Tags and Sub-fields](#) used to identify proper field structure. LRMS has created most of the necessary templates needed for the cataloging of the various items found within the library.

However, we have seen a need for the library to catalog and distribute materials that normally were not intended to be managed through the library. An example would be items like computer equipment, textbooks, fixed assets and other items. The G4 utilizes the USMARC cataloging method, but in reality, the program suites itself to be an Inventory management system that lends itself to manage most anything.

LRMS staff are always available to help or will make a specialized template for you, all that is needed is to call our support team.

Template design often starts by modifying an existing template and renaming it to suite your particular needs. Templates do require key items to be within the form to allow the G4 program searching abilities to be an effective mechanism.

All Templates require the following as a minimum description:

These key fields are utilized by the G4 program to provide an optimal search capability to the individual using the program.

- ✓ A Call Number ([852\\$h](#)), why is this important?
  - G4 utilizes the Call Number to associate the correct Cataloging and OPAC template forms with an identifying graphic icon through the assigned Call Number.
  - Call numbers create proper shelving of materials, this Field is a requirement of the G4 program.
- ✓ An ISBN Number, ([020\\$a](#)), why is this important?
  - ISBN numbers play an important role within G4 as this unique number identifies any items having an ISBN to the updating process of G4 where when available a Book Cover Image to display within the OPAC, or the ability to update the current record by matching the ISBN number to a better mor complete MARC record.
- ✓ A Title, ([245\\$a](#)) why?
  - Every cataloged item requires a description by means of a title.
  - Titles can be made of multiple parts ([245\\$b](#)), manual entry of an item does depend upon experience or the Simple form template. These

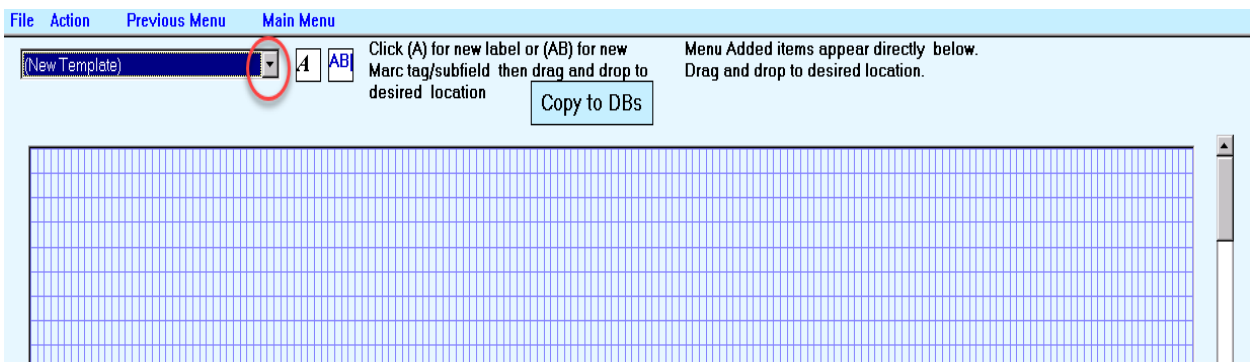


# Library Resource Management Systems, Inc.

- simple templates are meant to lead anyone into filling in the blanks of the template.
- Individual searching becomes enhance by Keyword searching of any title containing word or descriptions within a title.
  - ✓ An Author, [\(100\\$a\)](#) why?
    - Often an individual has a favorite author or learns of an item produced by an author; G4 searches the author field and maintains these names within an Authority list.
  - ✓ Copyright field [\(260\\$c\)](#) or Date of Publication, why is this important?
    - Library data can age and when researched for this purpose often the Copyright or Date of publication plays a key role to identify older materials.
  - ✓ Subject field, [\(650\\$a\)](#), why is this important?
    - Individual searching often is based upon a specific subject or associated subject, G4 provides this field as a key search capability.
    - Subjects terms within G4 creates a list 0 - Z listings that are compiled from the Full Marc record field within each database.
    -
  - ✓ Genre field, [\(655\\$a\)](#), why is this important?
    - Genre Terms are a general description of the item, example a book could be Genre identified as Action Adventure or Action Adventure comics.
    - Genre terms within G4 creates a list o A -Z listings that are compiled from the Full Marc record field within each database.

## Creating a Form Template

G4 provides an Advanced Function from within the Catalog Menu described as Design Form Templates. When accessed a Template Designer appears displaying a “New Template” Blank Grid, each small grid box represents a character field. Many defaulted templates have already been added and applied to function within G4. These templates can be accessed by the drop-down menu displaying New Template.





# Library Resource Management Systems, Inc.

## Quick Entry Template example

File Action Previous Menu Main Menu

Quick Entry Template [A] [AB] Click (A) for new label or (AB) for new Marc tag/subfield then drag and drop to desired location. Menu Added items appear directly below. Drag and drop to desired location.

Quick Entry Short Form: ++		
852\$h - Call No./Full Entry:**	TAG:852 SUBFIELD:h	Add the Full Call Number, Ex: FIC ABC **
TEMP ITEM ENTRY **	TAG:091	Add the letter T in this field to indicate a temporary entry to Identify this record for further enhancement.
020\$a - ISBN: **	TAG:020 SUBFIELD:a	Always add an ISBN number when available. **
245\$a - Title Description:**	TAG:245 SUBFIELD:a	All Cataloging requires a Title **
100\$a - Author: **	TAG:100 SUBFIELD:a	When available add the Author **
240\$L - Language:	TAG:240 SUBFIELD:l	Optional description, add if language is to be reported.
650\$a - Subject:**	TAG:650 SUBFIELD:a	Add a Subject as the program searches by subject **
655\$a - Genre: **	TAG:655 SUBFIELD:a	Add applicable a Genre description **
Fields marked with ** indicates locally required field		
Copies Box 1	Search for Temporary T Records using your Temp Search from Catalog Search 091a	

To create or modify any template is a simple process which works by the process of Drag and Drop, stretch and describe to the Grid Template.

File Action Previous Menu Main Menu

(New Template) [A] [AB] Click (A) for new label or (AB) for new Marc tag/subfield then drag and drop to desired location. Menu Added items appear directly below. Drag and drop to desired location.

852\$h - Call Number: \*\* Field1

Select MARC Tag

Tag: 852 - Location (R)

Subfield:

- a - Location (NR)
- a - Location (NR)
- b - Sublocation or collection (R)
- c - Shelving location (R)
- d - Former shelving location (R)
- e - Address (R)
- f - Coded location qualifier (R)
- g - Non-coded location qualifier (R)
- h - Classification part (NR)

Drag and Drop the AB MARC Tag and Subfield option into position. Select the MARC Tag and subfield to be applied to this field. Repeat this process to complete the new form and Save the form by naming it properly.

This same process applies to modifying an existing template into a customized template.



# Library Resource Management Systems, Inc.

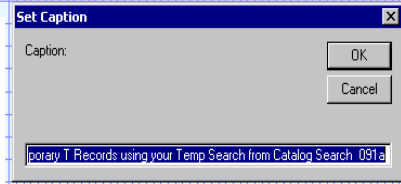
## How to Alter/Modify Field descriptions:

Quick Entry Short Form: ++		
852\$h - Call No./Full Entry**:	TAG:852 SUBFIELD:h	Add the Full Call Number, Ex: FIC ABC **
TEMP ITEM ENTRY **	TAG:091	Add the letter T in this field to indicate a temporary entry to Identify this record for further enhancement.
020\$a - ISBN: **	TAG:020 SUBFIELD:a	Always add an ISBN number when available. **
245\$a - Title Description:**	TAG:245 SUBFIELD:a	All Cataloging requires a Title **
100\$a - Author: **	TAG:100 SUBFIELD:a	When available add the Author **
240\$L - Language:	TAG:240 SUBFIELD:l	Optional description, add if language is to be reported.
650\$a - Subject:**	TAG:650 SUBFIELD:a	Add a Subject as the program searches by subject **
655\$a - Genre: **	TAG:655 SUBFIELD:a	Add applicable a Genre description **
	Fields marked with ** indicates locally required field	
Copies Box 1	Search for Temporary T Records using your Temp Search from Catalog Search 091a	

Caption...  
Remove

To alter any Text description, place the mouse pointer within that field and perform a Right click to open the Dialog box. Click Caption

The Caption will be displayed highlighted and ready for alteration, place the mouse pointer to the area to be altered, remember to Save by clicking OK,



## How to alter the MARC Tag and Sub-field Properties:

File Action Previous Menu Main Menu

Quick Entry Template [A] [AB] Click (A) for new label or (AB) for new Marc tag/subfield then drag and drop to desired location Menu Added items appear directly below. Drag and drop to desired location. Copy to DBs

Quick Entry Short Form: ++		
852\$h - Call No./Full Entry**:	TAG:852 SUBFIELD:h	Add the Full Call Number, Ex: FIC ABC **
TEMP ITEM ENTRY **	TAG:091	Add the letter T in this field to indicate a temporary entry to Identify this record for further enhancement.
020\$a - ISBN: **	TAG:020 SUBFIELD:a	Always add an ISBN number when available. **
245\$a - Title Description:**	TAG:245 SUBFIELD:a	All Cataloging requires a Title **
100\$a - Author: **	TAG:100 SUBFIELD:a	When available add the Author **
240\$L - Language:	TAG:240 SUBFIELD:l	Optional description, add if language is to be reported.
650\$a - Subject:**	TAG:650 SUBFIELD:a	Add a Subject as the program searches by subject **
655\$a - Genre: **	TAG:655 SUBFIELD:a	Add applicable a Genre description **
	Fields marked with ** indicates locally required field	
Copies Box 1		

Properties...  
Remove

Place the mouse cursor in the field to be altered. Click the Properties description to open the Select MARC Tag, this will allow for the changing or updating of the MARC Tag or Sub-field. Click OK to Save, even if no alteration click Cancel to close.

Select MARC Tag

Tag: 655 - INDEX TERM-GENRE/FORM (R)

Subfield: a - Genre/form (NR)

OK Cancel

Last tips: \*\* place after a description will cause the text description to display RED. ++ placed after any text will double the font height and display it BLUE.