



G4 FOR TEXTBOOKS

Use the LRMS Library System for Textbook Distribution
This document addresses

Textbook Distribution is available with all versions of the G4 Library Management System.

No Licensing is required to use this feature; LRMS does allow collection sharing.

If interested contact us for requirements.

Contact LRMS for more details.



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I. Introduction:

Preparation: This document assumes you have nothing set-up for Textbooks!

Begin by determining how and to whom you want to circulate your textbooks too, will you circulate these materials only to your teaching staff and where they intern assign these items to students? Or will these textbooks and teacher materials be circulated directly to the students and staff much like how library books are circulated?

Using G4 allows you flexibility to choose your method of distribution along with controlling periods of circulation, in other words you can assign circulation codes that allow for different circulation lengths of time of these materials. So, you can have full year checkout, Semester checkout for practically whatever is needed to for your textbook requirement.

Add this capability to any networked Workstation, Notebook or Tablet computer and if you have a wireless network take Textbook distribution to anywhere wireless goes. Those of you who have our hosted services can also use Apple iOS systems (iPads, iPhone, Mac), Android Tablets and smart phones. No Chrome Book computers for operating G4 other than viewing the Online OPAC Catalog.

Organize your Textbook Details Preparation:

Gather your Textbook information for data entry; at a minimum you will need the follow list of items to fill into your textbook record. LRMS has a stock template for this purpose; you as the facilitator can determine how much or how little information for each textbook is necessary.

What is important is the consistency of what and how you enter your data and this is the purpose of this Guide.

Minimum Data Entry List:

1. Publisher/vendor
2. Title of Textbook
3. Subject
4. Quantity of each title
5. ISBN number
6. Individual book price
7. **IMPORTANT:** Bar code numbering scheme (we always suggest that the Library barcode schema be used for adding these materials.) Turn on the G4 Auto-numbering for creating barcode labels numbers. **Keep this simple! Do not use barcode numbers to Identify different types of materials or locations as in every case this eventually becomes unmanageable!**



2. LRMS Textbook On-line Connection Setup

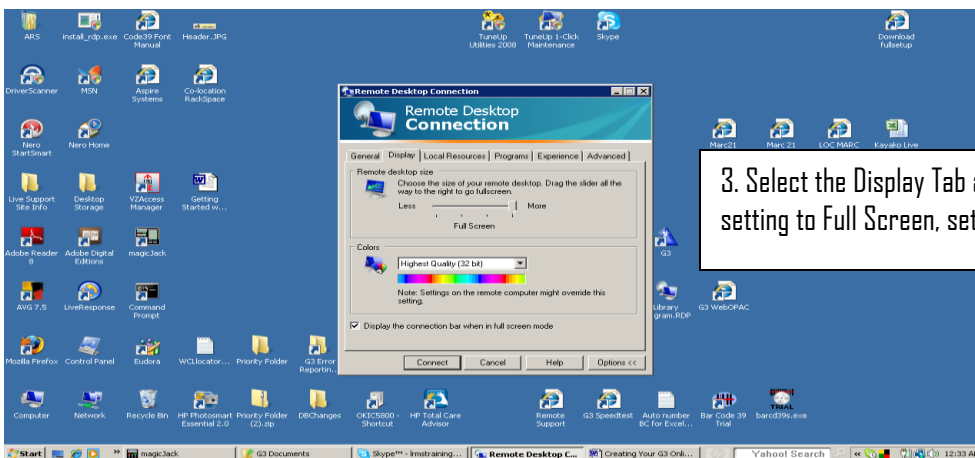
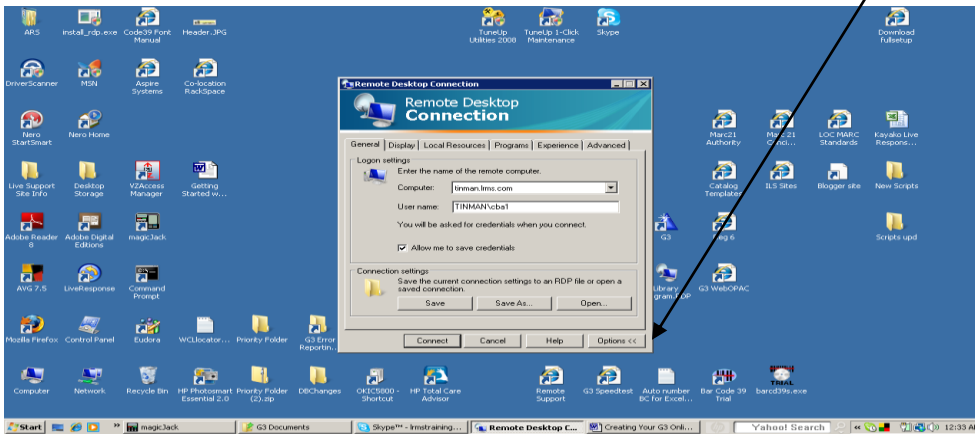
SKIP this step if you already have access to the G4 program.

Welcome to getting started with you Genesis G4 Online Library Automation system access. Use this document if you are creating your ability to access your G4 program for the first time or if you just need to reload your desktop access. Reference your E-mail instruction for the balance of your setup credentials.

Setting up your RDP Terminal Service connection Remote Desktop Connection:

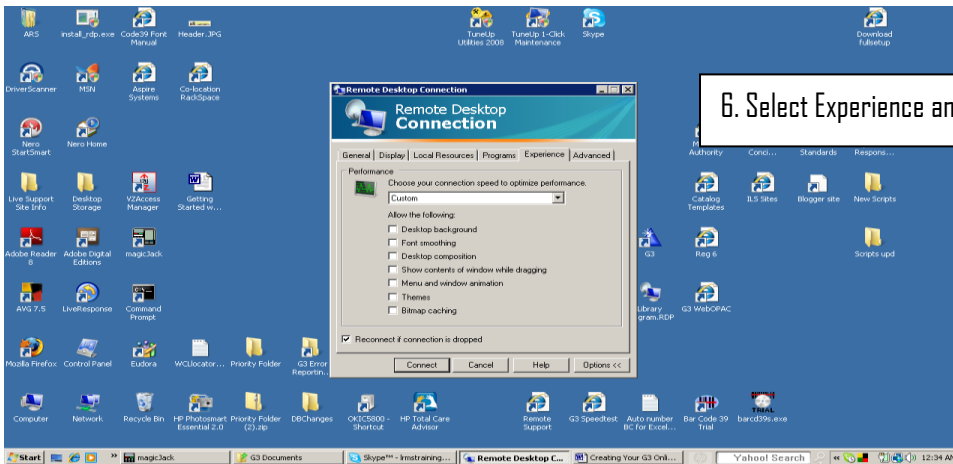
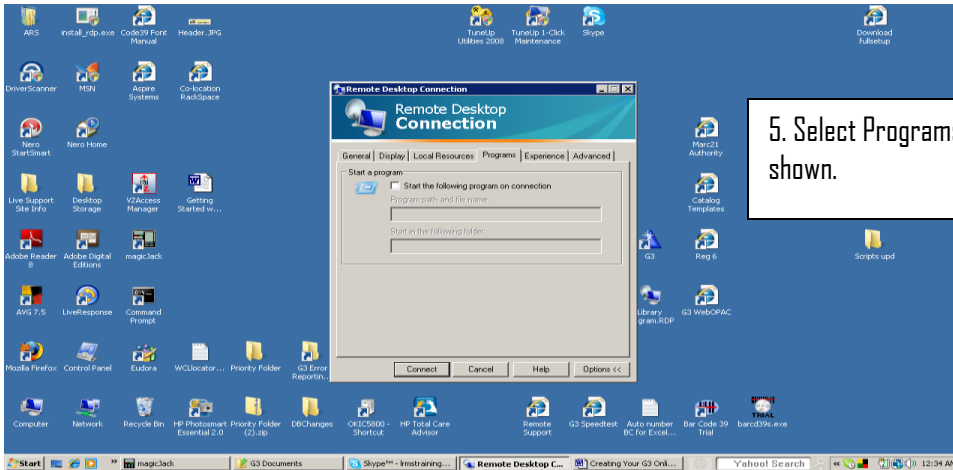
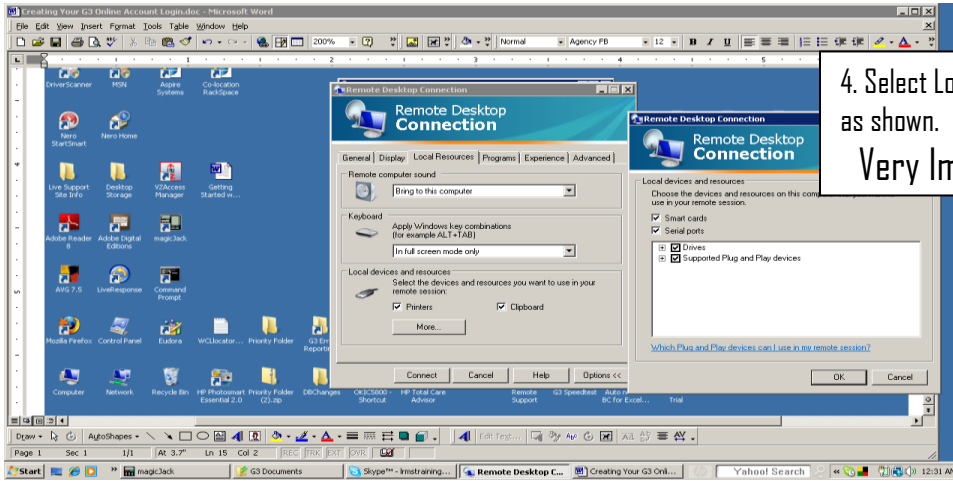
Begin by using your computers Desktop "Start" button found at the lower left corner of your desktop monitor screen.

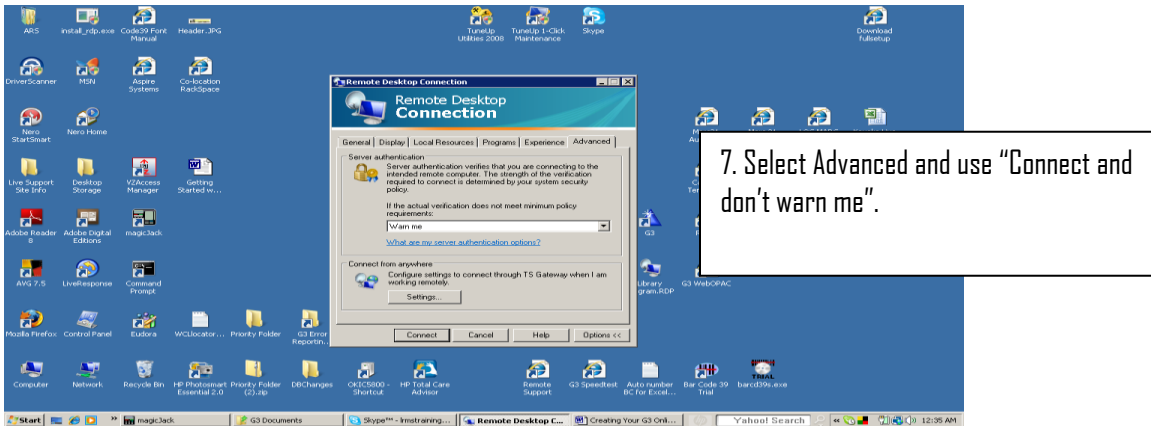
1. Select "ALL Programs or type RDP" and the select the Accessory.
2. Select the Remote Desktop Connection.
 - a. Expand your Remote Desktop Connection by selecting the "Options"





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8. Select the General Tab and select "Save As" and save this RDP to your Desktop of your Computer, we recommend the name G4 Library or Textbook System – (use your LRMS account number).

3. Using G4, login to your G4 Program SKIP this step if you already have access to the G4 program

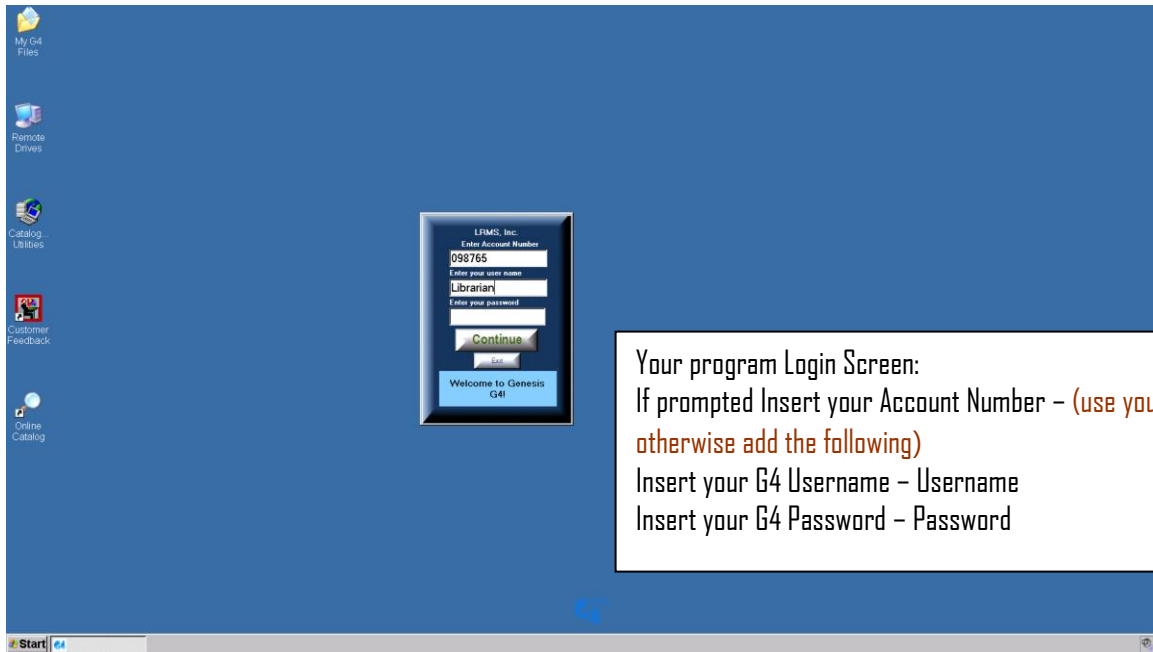
G4 has been setup with defaulted Login names and Passwords for various uses by different staff, Textbook login is very simple, it has been created with certain restrictions to avoid the operator using Textbook administration from getting into the Library side of G4. Because you share the same program, we have provided the ability for the use of common program areas with the safety of having a unique setting for special purposes.

Defaulted Textbook setup:

Login as use your custom login

Password is using your custom password

Contact LRMS if you do not have login information.



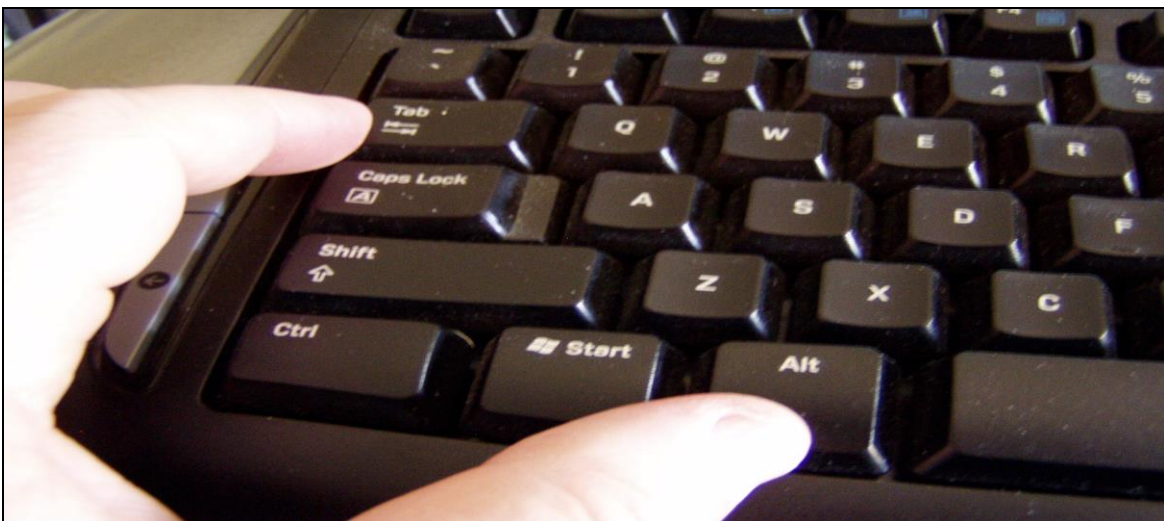
4. Maneuver between Menus – TIPS: Optional Method

The G4 Alt+Tab will display a dialog box.

Using these function keys to manage your G4 Launcher

Will help to eliminate multiple openings of any one G4 Menu item.

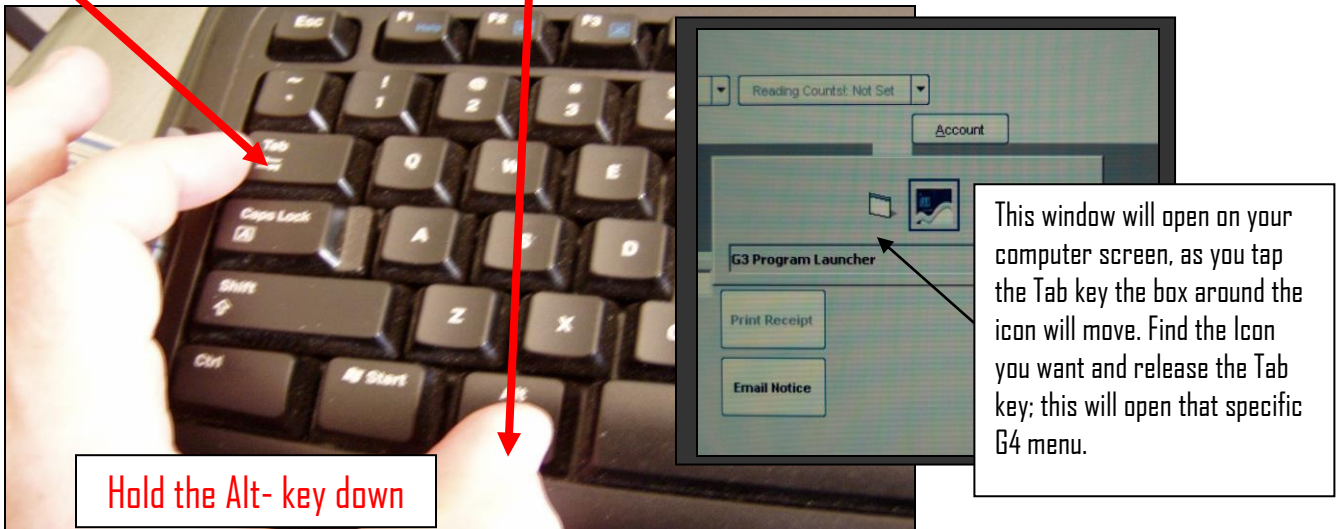
The Alt+Tab keys function is a basic Windows keystroke that lets you move through two or more windows while using any version of Windows.



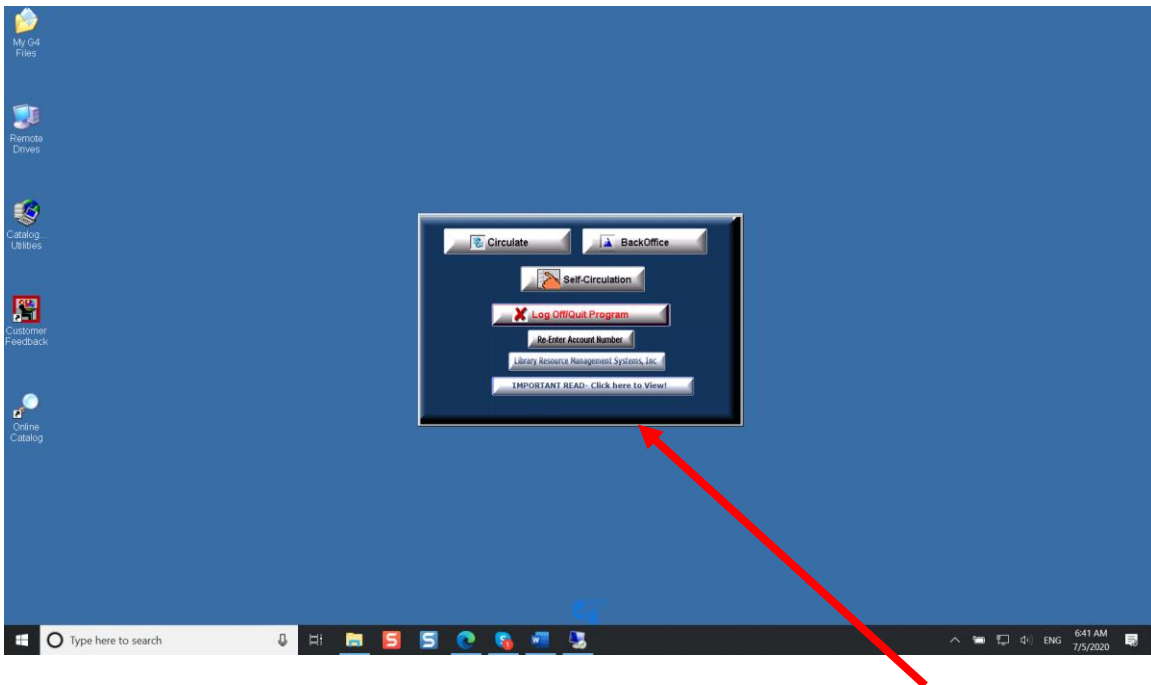


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To use this option; press and hold the Alt key on your keyboard, and then **"tap"** the Tab key to cycle through the windows.



If Alt+Tab isn't working for you then try clicking the minimize button in the top right corner of the computer screen to find your other minimized windows at the bottom of the screen.



The Program Launcher window, this is where you launch the various sections of G4, if it is maximized then simply double click the dark blue bar at the top of the screen. Make sure you don't double click the drop down tan colored bar that appears in the center top, this lets you minimize all of G4, and all that you will see is your computer desktop screen.



5. Setup G4 Textbook Preferences

- a. Modify, Add or Delete Assign circulation codes
- b. Determine Textbook Circulation periods
- c. Assign Circulation periods to each Grade/Group Level

What are these codes? Circulation codes govern how a Textbook is managed; G4 has defaulted codes already in place for managing textbook materials for circulation. (You may add your own codes or modify the existing Textbook codes to work within your requirement)

Modify, Add or Delete Assign circulation codes



To Add or Modify Textbook Circ codes, begin by selecting the "Back Office/Catalog Management" button.

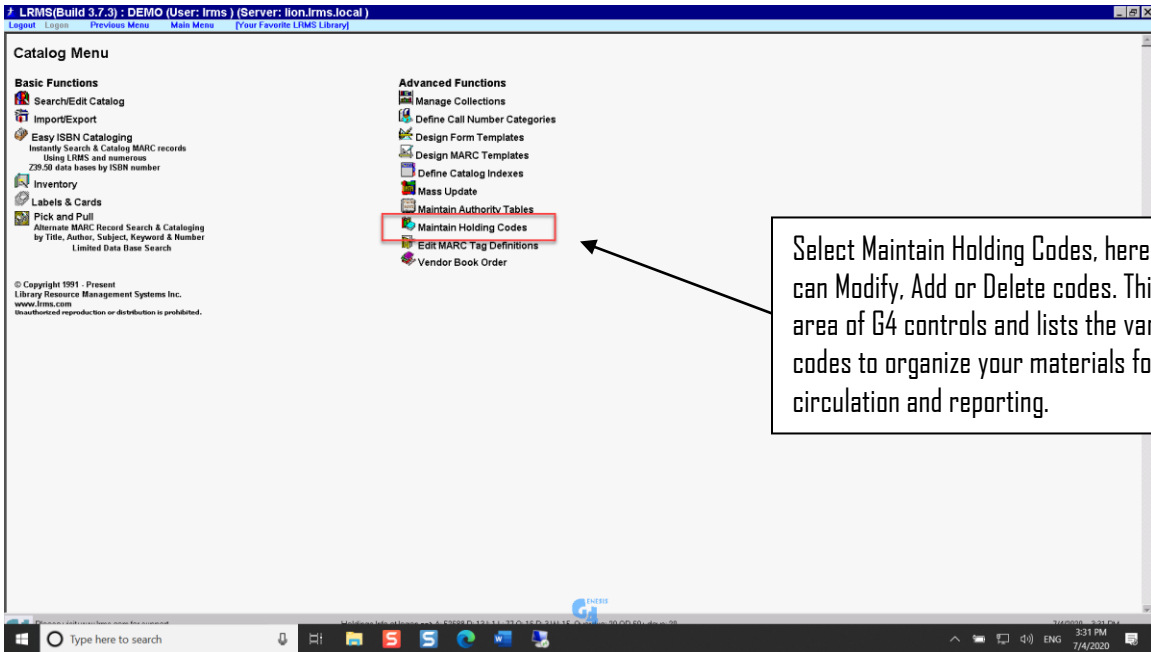
G4 Online Launcher screen



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G4 Online Back Office or Locally Hosted G4 Main Menu screens



Catalog Menu screen

G4 has predefined Textbook or Long-term Circulation Codes:

1. 91 – Textbook Annual Circulation (most commonly used at Primary & Secondary level)
2. 92 – Textbook Semester Circulation (most commonly used at Secondary level)
3. 93 – Textbook Teacher Resource



Code Type:

Code: Description:

10	Class Sets or Kits
11	CD Compact Disc
12	Audio Cassette Tape
13	Magazines and Periodicals
15	Internet Usage and acceptable use
16	Student Laptop Computer
17	Classroom Set Laptop Computer
18	Laptop Computer, other
19	DVD Materials
20	Unsed Category
21	Unsed Category
22	Unsed Category
23	Unsed Category
24	Unsed Category
30	Withdrawn Materials- No Circulation
31	Lost Video - No Circulation
32	Lost Book - No Circulation
91	Textbook Annual Circulation
92	Textbook Semester Circulation
93	Textbook Elective Schedule
94	Classroom Library Materials
95	Classroom Technology Equipment
96	Technology Equipment

Manage all codes here

By clicking on a specific code G4 will place the code within the upper area of this screen making it ready Modification, Add or Deletion.

To alter an existing code, click on the code;

To Modify a code, click on the code; type over the information in the Code or Description Fields and click the Modify button.

To Delete a code, click on the code then click on the Delete button.

To Add a code, type the information in the Code and Description Fields and click the Add button.

Maintain Holding Codes screen

5a. Determine Textbook Circulation periods

Assign circulation codes

LRMS Main Menu/Back Office

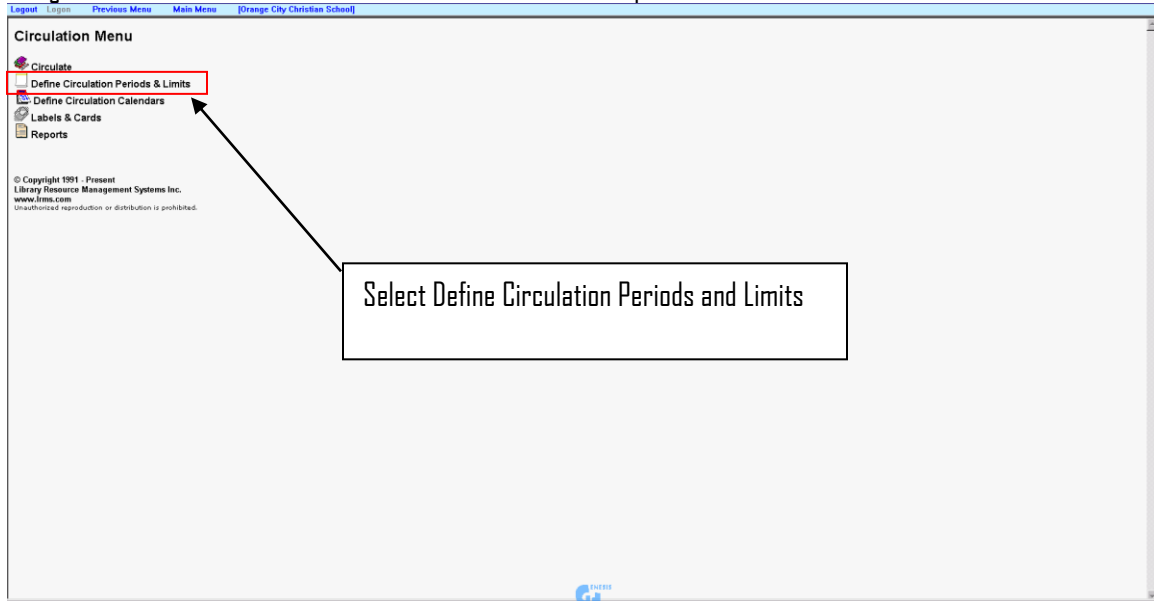
- Circulation Management**
Circulate, Manage Circulation Periods & Calendars
- Borrower Management**
Add/Edit/Delete, Import & Manage Patron Groups
- Catalog Management**
Add, Manage or Import cataloged records, create Multiple Collections
Quickly add MARC records - Easy ISBN Cataloging & Pick & Pull Cataloging
Add Book Cover Images and Hyper-links
Perform Physical Inventory of Holdings
- Reports Management**
Utilize existing or create custom Circulation, Catalog, Borrower, & Analysis Reports
- Create Labels**
Print Barcode, Spine Labels & ID Cards
- Advanced Settings**
Manage Master settings, Printers, & Program Users
- Contact Customer Support**
Send Real-time support feedback and requests
- Help**
Redirect to Web based help documentation

To Add or Modify Textbook Circ periods, begin by selecting the "Main Menu/Back Office/Circulation" Circulation Management



Back Office or Main Menu Screen

Assign Circulation Periods & Limits codes to each Grade/Group Level



Circulation Menu

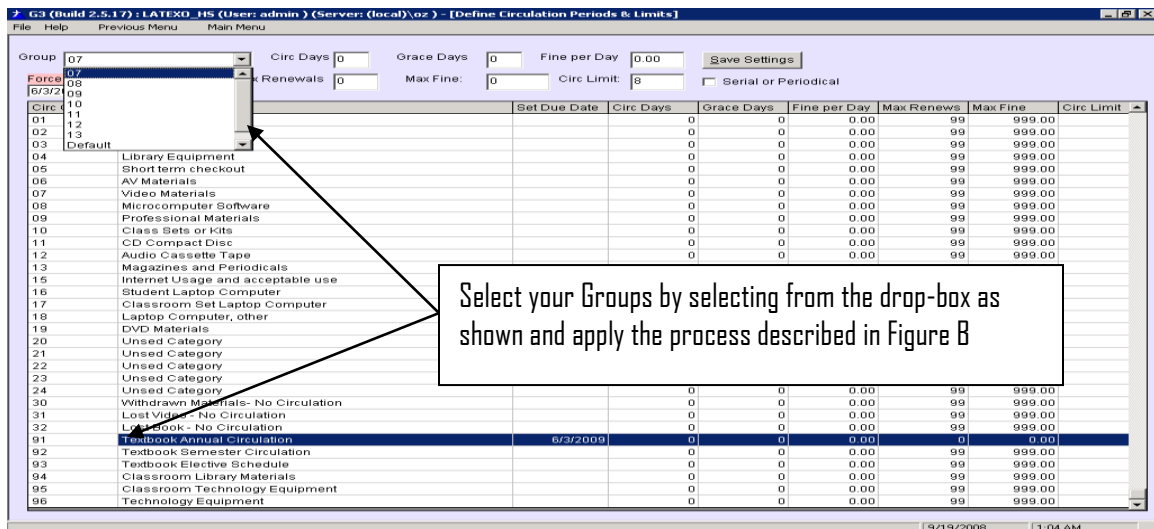


Figure A



This is a once-per-year or semester process and only needs to be changed for the next year or for the next semester ending date.

1. Manage this by selecting your Circ code 91, 92 or 93
2. G4 will place your selection in the details area at the top of this screen, to use a Date place your courser inside the "Force Due Date" box, G4 will open a Calendar, move to your date/day choice and click the day, change or add your remaining details and Click the **"Save Settings"** button to retain your information. (Set your Circ Limit quantity and place zero's in fields not used)
3. Repeat this process for each Group/Grade level that will receive circulation of Textbook materials.
4. Not adding this will prevent Circulation.

Circ Code	Description	Set Due Date	Circ Days	Grace Days	Fine per Day	Max Renewals	Max Fine	Circ Limit
01	One Day Circulation							
02	Three Day Circulation							
03	Reference Material							
04	Library Equipment							
05	Short term checkout							
06	AV Materials							
07	Video Materials							
08	Microcomputer Software							
09	Professional Materials							
10	Class Sets or Kits							
11	CD Compact Disc							
12	Audio Cassette Tape							
13	Magazines and Periodicals							
15	Internet Usage and acceptable use							
16	Student Laptop Computer							
17	Classroom Set Laptop Computer							
18	Laptop Computer, other							
19	DVD Materials							
20	Unused Category							
21	Unused Category							
22	Unused Category							
23	Unused Category							
24	Unused Category							
30	Withdrawn Materials- No Circulation							
31	Lost Video - No Circulation							
32	Lost Book - No Circulation							
91	Textbook Annual Circulation	6/3/2009	0	0	0.00	0	0.00	8
92	Textbook Semester Circulation		0	0	0.00	99	999.00	
93	Textbook Elective Schedule		0	0	0.00	99	999.00	
94	Classroom Library Materials		0	0	0.00	99	999.00	
95	Classroom Technology Equipment		0	0	0.00	99	999.00	
96	Technology Equipment		0	0	0.00	99	999.00	

Figure B

NOTE: Circ Limit represents the total number of Textbooks circulated per individual per Group level. (Example one 7th. Grader will have no more then 8 Textbooks.)

6. How to Create or Modify Textbook Catalogue Templates

G4 Design Form Templates

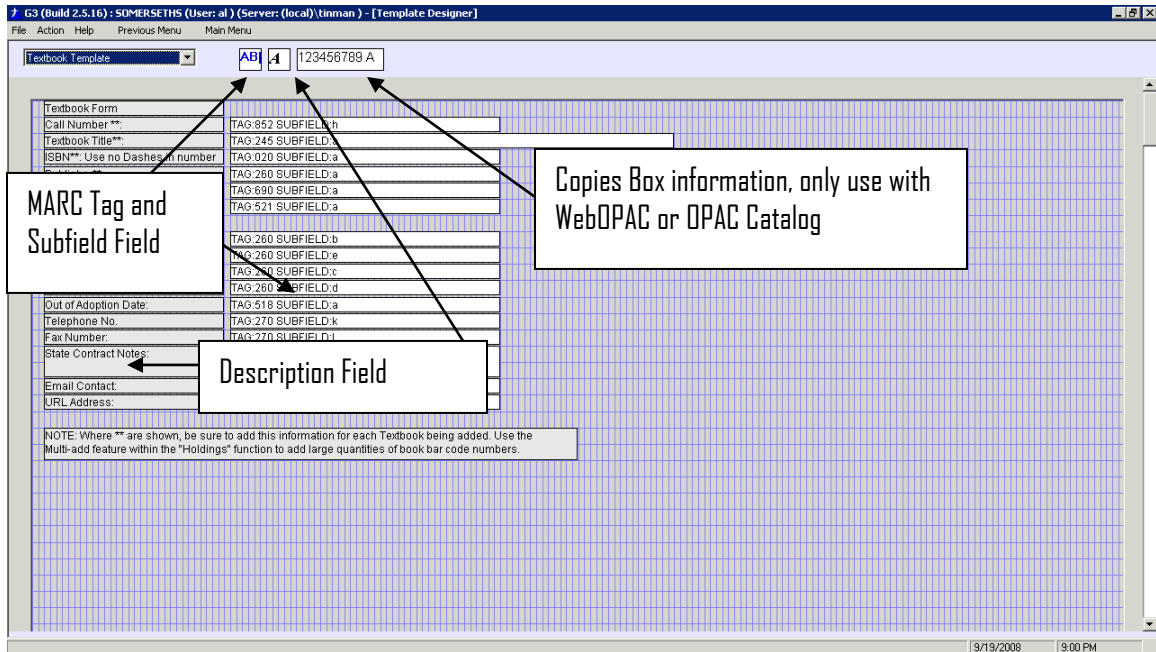
Using the Back Office or the Main menu of G4, chose the Design Form Templates to Add or Modify Templates.



Most G4 programs have a Textbook template and a WebOpac Template and will make modifications easier. Simply select the template through this drop-down menu, use new template for making your unique template or modify an already made template and Save it as a different name.

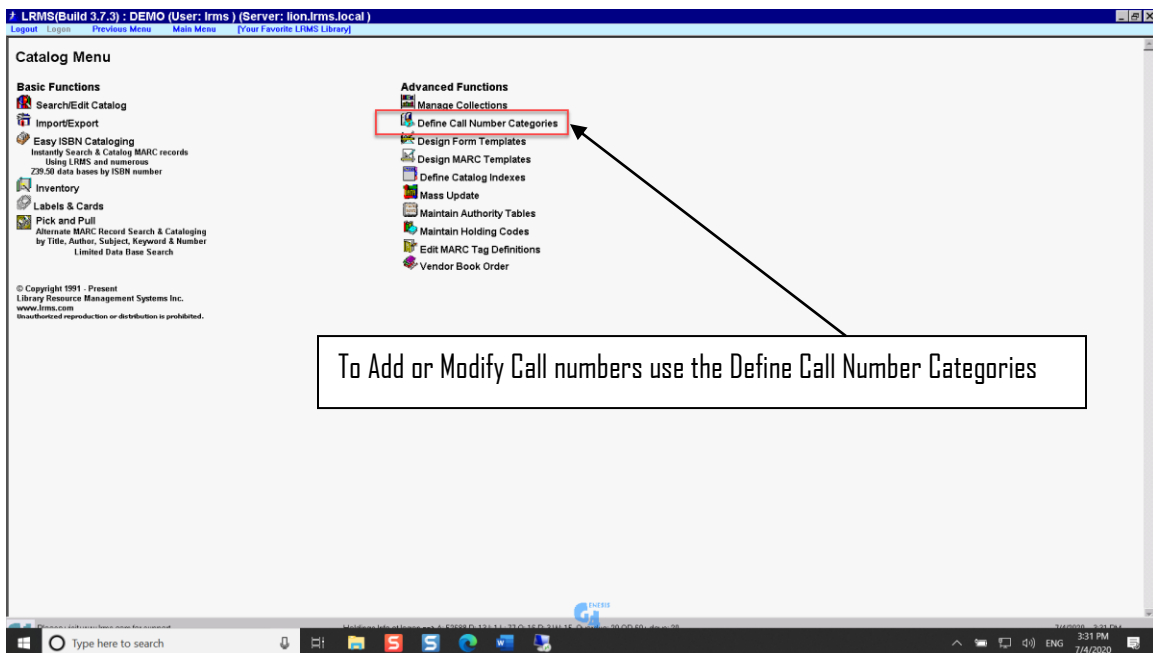
Field	MARC Tag
Textbook Form	
Call Number**	TAG-852 SUBFIELD:h
Textbook Title**	TAG-245 SUBFIELD:a
ISBN** Use no Dashes in number	TAG-020 SUBFIELD:a
Publisher**	TAG-260 SUBFIELD:a
Subject**	TAG-690 SUBFIELD:a
Grade Level	TAG-521 SUBFIELD:a
Optional Fields:	
Depository/Distributor:	TAG-260 SUBFIELD:b
Publisher Code:	TAG-260 SUBFIELD:e
Copyright Date:	TAG-260 SUBFIELD:c
Adoption Date:	TAG-260 SUBFIELD:d
Out of Adoption Date:	TAG-518 SUBFIELD:a
Telephone No.	TAG-270 SUBFIELD:k
Fax Number:	TAG-270 SUBFIELD:l
State Contract Notes:	TAG-520 SUBFIELD:a
Email Contact:	TAG-856 SUBFIELD:f
URL Address:	TAG-856 SUBFIELD:u

NOTE: Where ** are shown, be sure to add this information for each Textbook being added. Use the Multi-add feature within the "Holdings" function to add large quantities of book bar code numbers.



7. Create Textbook Categories

- a. Textbook = TXT *
- b. Teacher Editions = TE *
- c. Teacher Resources = TR *





Use the Action menu to Add or Modify categories.

Note: Category preferences is how the G4 program organizes the relationship between the Image, Edit Form and OPAC Form. When this category is attached to a library Item G4 makes the item available through the OPAC. How the item is displayed is based upon the templates used and the Call Number assigned to the item.

9/19/2008 9:04 PM

8. Create and Setup a Textbook Collection

To add a collection within G4 begin by using the Back Office or Main menu, click on the Catalog Management menu. Select Manage Collections



Catalog Menu

Select Add Collection, G4 will place your new "Textbooks" collection within both columns shown here. Use this same method to remove any collection.

Add a Collection

Add your collection, do not use characters such as *, ' or " in your description.



Name your collections

If you add a Textbook collection use the Action menu (use only alpha characters to name a collection). After adding all Textbooks to this collection and after textbooks have been circulated. Remember to set this Flag. The "Flag as Textbook"; checked setting will hide Textbook Circulation from daily Library Book circulation. When this flag is not checked during mass distribution (circulation) of Textbooks will allow Check out verification through the Circulation Screen.

Set "Flag" preferences

What does set this Flag mean?

Having a Check Mark within the "Flag as Textbook" hides any circulated textbooks from the library's current circulation of regular library books. This was done so to avoid Textbooks from being reported or displaying within regular library reporting and management.

NOTE: This Flag should be turned off (Unchecked) as shown below when Textbooks are being checked out at the first of the school year for distribution. After distribution has been achieved set this flag by clicking on the "Flag as Textbook" button.



How to Review Textbook items Checked out to an individual?

To review what Textbooks any individual has checked out can be easily accomplished through the Circulation screen of the program. Simply bring the individual up in the Checkout screen, if the Textbook collection was not flagged then view the current circulation as shown below.

LRMS (Build 3.1.1) : DEMO - [Circulation] (User: admin) (Server: lion) - [Circulation]

View Help Exit Circulation

Check Out | Check In | Renew | Hold (0 - 1) | Transfer

Check Out Items

Automatic Due Date Determination Check Out Date: 08/07/2013
 Default Due Date: Suppress Patron Photos

Enforce Reading Levels

or Name: 5767 Add Edit

F3-Last Name Partial Lookup
Szerlong, Allen R / 07 Acceptable Use Policy

This Account has been cleared for circulation by user admin on 05-01-2013
 This Account has been flagged Restricted by user admin on 04-19-2013

Accelerated Reader: Not Set Lexile Measures: Not Set Reading Counts: Not Set

Item	Out	Due	CallNo/Title	Est Fine	Cost
216007633	06/21/13	06/05/14	TXB / Abiendo Paso: Lectura.	.00	55
3001800002409	08/07/13	08/21/13	F BRO / Arthur accusa	.00	11
216011267	08/07/13	08/21/13	629.13 / Flight	.00	12

Account: No Photo

Date	Amount	Description
10/16/2012	-.50	Payment on #03101 Du
10/16/2012	1.00	#03101 Due:9/18/2012
	.00	BALANCE

Item Barcode:

Check Out Date: Due Date:

Print Receipt Email Notice

Quick Item Add Quick Collection Item Search View Library Catalog Circulate Serials Periodicals

The "Flag as Textbook" when not checked within the Manage Collections of the Catalog Management/Catalog Menu allows the library program to display Textbooks with normal library item circulation. When the the "Flag as Textbook" is checked the textbook circulation is hidden from the library circulation and this circulation can be viewed through the Circulation button and then Textbook Circulation.

Limit Circulation Detail Rows: 15

LRMS (Build 3.1.1) : DEMO - [Circulation] (User: admin) (Server: lion) - [Circulation]

View Help Exit Circulation

Check Out | Check In | Renew | Hold (0 - 1) | Transfer

Check Out Items

Automatic Due Date Determination Check Out Date: 08/07/2013
 Default Due Date: Suppress Patron Photos

Enforce Reading Levels

or Name: 5767 Borrower Circulation

F3-Last Name Partial Lookup
Szerlong, Allen R / 07

This Account has been cleared for circul
 This Account has been flagged Restrict

Accelerated Reader: Not Set Lex

Item	Out	Due	Barcode	Call No	Title
216011267	08/07/13	08/21/13			
216000439	08/07/13	08/21/13			

Item Barcode:

Check Out Date: Due Date:

Current Circulation Circulation History Textbook Circulation

Auto Renew Tagged Items Print to Report Printer Print to Receipt Printer Close

Limit Circulation Detail Rows: 15



9. Catalog your Textbook materials

- a. Add Detail – (Holdings)
 - i. Assign Bar Code Label Numbers
 - ii. Assign Value
 - iii. Assign Circulation Codes

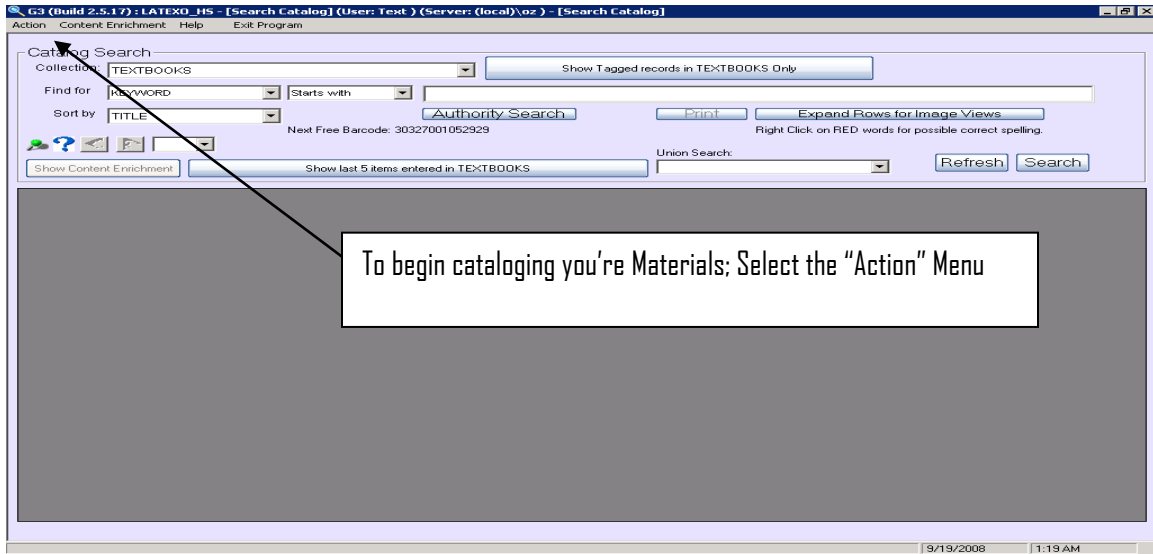
When logged into the G4 Online service you will be presented with the following “Program Launcher” Screen. If you are running G4 on a local server you will see the same screen displaying Catalog Management button enters Catalog Menu through this point.



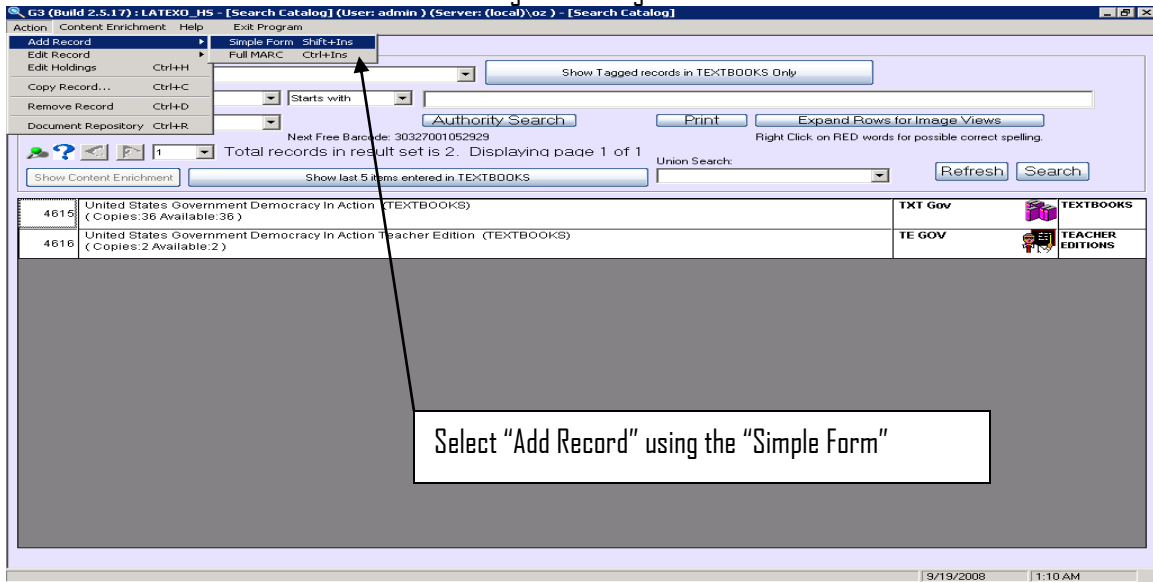
G4 Program Main Menu Screen



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G4 Program Catalog Screen





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Collection: TEXTBOOKS

Textbook Form
 Call Number*: TXT Gov
 Textbook Title*: United States Government Democracy In Action
 ISBN*: Use no Dashes in number 0078285682
 Publisher*: Glencoe McGraw Hill
 Subject*: Government
 Grade Level: 9-12

Optional Fields:
 Depository/Distributor:
 Publisher Code:
 Copyright Date:
 Adoption Date:
 Out of Adoption Date:
 Telephone No.
 Fax Number:
 State Contract Notes:

G4 has been pre-programmed to use these Call No.'s to identify your Textbooks for the purpose of consistency.
 TXT for Textbooks (Ex. TXT GOV)
 TE for Teacher Editions (Ex. TE GOV)
 TR for Teacher Resources (Ex. TR GOV)
 These Call No.'s can be modified and more can be added, contact LRMS for assistance.

G4 will open your Blank Textbook Template. Place your courser into the first field to add your information and repeat this process until you have added no less then the required fields as indicated by the ** markings.

TINMAN - 12.164.196.25 - Remote Desktop
 G3 (Build 2.5.16) : SOMERSETECES - [Search Catalog] (User: text) (Server: (local) tinman) - [Simple MARC Edit]

Holdings Ctrl+H
 Full MARC Ctrl+M

Textbook Form
 Call Number*: TXT Math
 Textbook Title*: Texas Math Student Reader Spanish
 ISBN*: Use no Dashes in number 9780021066711
 Publisher*: McMillian McGrawHill
 Subject*: Math
 Grade Level: Kinder

Optional Fields:
 Depository/Distributor:
 Publisher Code:
 Copyright Date:
 Adoption Date:
 Out of Adoption Date:
 Telephone No.
 Fax Number:
 State Contract Notes:

Email Contact
 URL Address:

NOTE: Where ** are shown, be sure to add this information for each Textbook being added. Use the Multi-add feature within the "Holdings" function to add large quantities of book bar code numbers.

To add your Holdings, such as information like a Bar code number, Circulation Code, Cost, etc., select the View Menu and then click on Holdings.

Textbook Template View can vary from this displayed image.



G4 will present this screen for adding your information, to begin click on the "Add" button. When adding this information, you will use all fields with these exceptions. Serial#, Vol, Issue, On Loan from and Loan Due Back.

Add Holdings View

Once you have added your starting Bar Code number and the balance of your Codes - Click on the Multi-add button to Globally add multiple copies of this item. Example: if you have 36 items, place the number 36 into the "Number of copies" field and click "OK". G4 will add 36 copies in consecutive order. (See Multi - Add Record View)

Multi-Add View



Multi-Add View

Collection: TEXTBOOKS

Barcode	Status	Borrower ID	Due Date	Owner Code
910001	A			LISD
910002	A			LISD
910003	A			LISD
910004	A			LISD

Buttons: Add, Change, Delete, Move, Print Dymo Barcode(s)

Auto Number Barcode?

Barcode: 910001 Serial #

Acq Date: 9/18/2008 Cost: 57.99 Vol: Issue:

Circ Code: 01 Loc Code: TXTRM Vendor Code: GLEN Multi Add

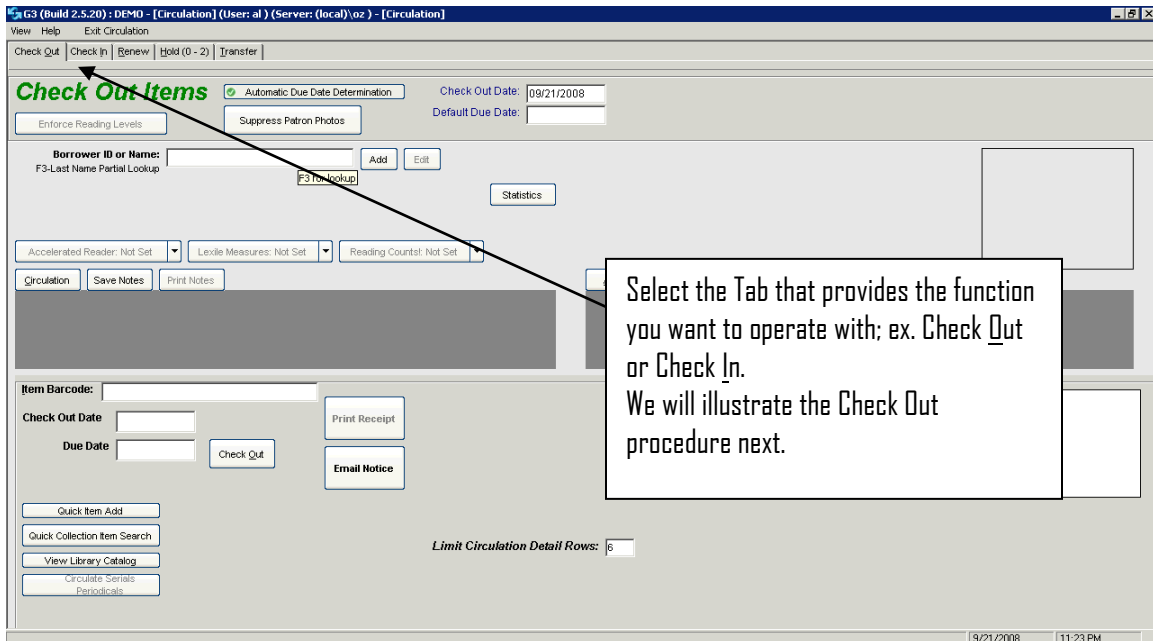
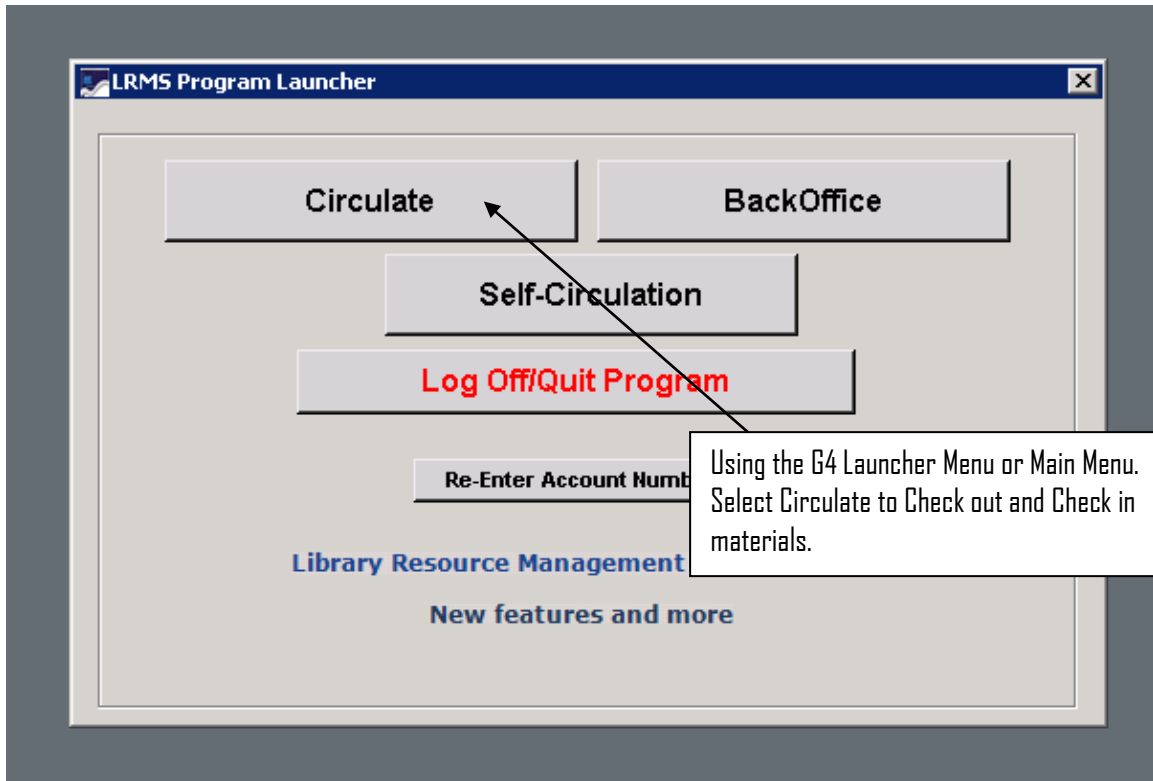
Owner Code: LISD Copy Status: A

Fund Code:

NOTE: Where ** are shown Multi-add feature within

Once you have added your multiple or single Holding(s) of any record "Remember to **Save** your work". G4 will confirm that your work has been saved with an on-screen statement "Record Saved Successfully". You can "Edit" this information after you have **Saved** it to G4 by using the View Menu selection and select "Edit Holdings". If you modify your data "Remember to **Save** your work". If you make a mistake adding your Holdings and there is a great number of Bar code numbers involved simply delete the entire record and start over.

Multi - Add Record View





Next step is to identify whom you will Check Out materials to. Typing in a few letters or a person's full last name and pressing the F3 Function key does this, or by typing in their ID number or by scanning a Bar code that represents their ID number into this field.

For Manual Selection -

1. Typing into this field a few letters of a person's last name and pressing the F3 function key will open a Lookup Borrowers dialog box. The more of the lastname typed into the Borrower ID or Name field the more refined and closer your search results are. Click on the name and Click the Select button or double click on their name will place their ID number into the field.
2. Typing in a person's ID Number and pressing the Enter key will also find and insert the borrower information.
3. Scanning an ID Card or bar-coded label will provide the fastest and most accurate method to circulate. One scan and no extra keystrokes show scanning to be the fastest way to Circulate Materials.



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Check Out Items

Automatic Due Date Determination Check Out Date: 09/23/2008
Default Due Date:

Enforce Reading Levels Suppress Patron Photos

Borrower ID or Name: 809798 Add Edit
F3-Last Name Partial Lookup
AGUILAR, FRANK / 09 Statistics

Accelerated Reader: Not Set Lexile Measures: Not Set Reading Count:

Circulation Save Notes Print Notes

Item	Out	Due	CallNo/Title	Est Fine	Cost
0 Total Items					

Item Barcode: 00680

Check Out Date: Print Receipt
Due Date: Check Out Email Notice

Quick Item Add
Quick Collection Item Search
View Library Catalog
Circulate Serials Periodicals

Once your borrower has been identified, their ID number will appear in the Borrower ID or Name Field and your cursor has moved to the Item Barcode Field.

1. Simply scan or type in the barcode number of the book or Items until you have completed checking out all of the items to your borrower.
2. Upon completion and if there is a printer or receipt printer available a Receipt can be printed for circulation.
3. Tap the Ctrl key once and G4 will place your cursor back into the Borrower ID or Name field and highlight any earlier entry making it ready to be scanned or typed over.

Check Out Items

Automatic Due Date Determination Check Out Date: 09/23/2008
Default Due Date:

Enforce Reading Levels Suppress Patron Photos

Borrower ID or Name: 809798 Add Edit
F3-Last Name Partial Lookup
AGUILAR, FRANK / 09 Statistics

Accelerated Reader: Not Set Lexile Measures: Not Set Reading Count: Not Set

Circulation Save Notes Print Notes

Item	Out	Due	CallNo/Title	Est Fine	Cost
0 Total Items					

Item Barcode:

Check Out Date: 09/23/2008 Print Receipt
Due Date: 06/04/2009 Check Out Email Notice

Quick Item Add
Quick Collection Item Search
View Library Catalog
Circulate Serials Periodicals

Limit Circulation Detail Ro

9/23/2008 2:18 AM

1. When an Item barcode is scanned G4 will automatically circulate and record your transaction.
2. When ID numbers are manually entered and not scanned you will use the Enter key to process your transaction, scanning numbers automatically progress field to field.
3. Manually entered "Item Bar code" numbers will require the "Check Out" button to be manually activated to complete the Check Out.



Check Out Items

Automatic Due Date Determination Check Out Date: 09/23/2008
 Suppress Patron Photos Default Due Date:

Borrower ID or Name: 601754 Add Edit
 F3-Last Name Partial Lookup
 AGUILERA, ANDREW /09

Item	Out	Due	CallNo/Title	Est Fine	Cost
10103955	09/23/08	09/24/08	DVD F ART / Artificial Intelligence	.00	.00
80680	09/23/08	06/04/09	TXT MATH MAT / Math Matters 3	.00	70.30

2 Total Items

Item Barcode:
 Check Out Date: 09/23/2008
 Due Date: 09/24/2008

Print Receipt
 Check Out
 Email Notice

DVD F ART
 Artificial Intelligence
 Checked Out:09/23/2008
 Due Date:09/24/2008

Confirmation of circulated Items

Check Out Screen

Check In Items

Check In Date: 09/25/2008 Express Check In

Suppress Patron Photos

Borrower ID or Name: Add Edit
 F3-Last Name Partial Lookup

Item Barcode:

Check In Date:

Print Receipt
 Check In
 Email Notice

Express Check In

To Check In any Items, select the Check in Tab. G4 will automatically place your cursor in the "Item Barcode" field. Simply scan in or type in your returning bar code numbers. G4 will identify the returning item to the borrower and will reconcile their account.

Should you have a large number of Items to be checked in you can select the **Express Check In** menu button. This option avoids any circulation alerts from displaying during Check In.

Check in Screen

13. Locate Owner of a found circulated item



14. Classify a damaged or lost Textbook within your collection

The screenshot shows the 'Catalog Search' interface with the 'Edit Holdings' window open. The 'Edit Holdings' window displays a table of holdings for the item 'Algebra 1 Hm Tutor DVD (TEXTBOOKS)'. The table has columns for Barcode, Status, Borrower ID, Due Date, and Owner Code. The current holding has a Barcode of 90001, Status of A, and Owner Code of SISD.

Barcode	Status	Borrower ID	Due Date	Owner Code
90001 A				SISD
90002 A				SISD
90003 A				SISD
90004 A				SISD

Below the table, there are buttons for 'Add', 'Change', 'Delete', 'Move', and 'Print Dymo Barcode(s)'. The 'Change' button is selected, and the 'Edit Holdings' window is open. The 'Edit Holdings' window has a 'Barcode' field with the value '90001', a 'Serial #' field, and a 'Save' button. There are also fields for 'Acq Date', 'Cost', 'Vol', and 'Issue'. The 'Circ Code' is '91', 'Loc Code' is 'SHS', 'Vendor Code' is empty, and 'Owner Code' is 'SISD'. The 'Copy Status' is 'A'. The 'Fund Code' is '6329'. There is a 'Copy Status Legend' section with a list of codes and their meanings: A=Available, B=Bindery Repair, D=Destroyed, H=Hold, I=Inter Library Loan, L=Lost, M=Missing, O=Out, P=Paid, W=Withdrawn, T=Transferred. There are also fields for 'On Loan From' and 'Loan Due Back'. At the bottom, there is a 'Circulation History' table with columns for Date, Action, Borrower ID, and Borrower Name.

Use the Back Office or Main Menu/Catalog Search of G4 - Whether you are looking for who a book has been circulated too or if there is a need to declare an item as lost or damaged.

1. Set Find for to Title Search and enter the Title into the description field.
2. To Change a Status of an Item; select the Action menu and Select "Edit Holdings"
3. Select Copy Status and chose an appropriate code to describe the changing of this items code. L = Lost, D = Damaged



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