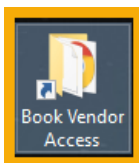


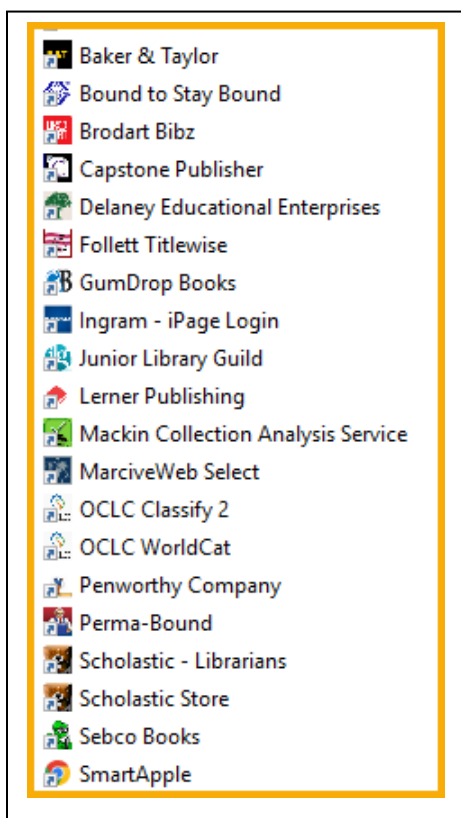


Retrieving MARC Record Orders from your Book Supplier



G4 Book Vendor Retrieval Desktop Icon

How to use these Book Vendor Icons for retrieving Book Orders



It is a simple task to add your purchased records, be sure you have an Account and Password with your vendor of choice before proceeding. If not, you can usually sign up for an account through their website or by contacting your book representative.

Review this document and watch the video presentation to better understand this process.

[Video Presentation Link](#)

We have provided these Book Publisher/vendor links as a quick link to log in to your Book vendor account. If your vendor is not on our list, contact LRMS customer support and provide us with this vendor so they can be added.

***Shelf-Ready MARC Records book purchases** from any book vendor usually mean that the book being purchased is ready to be placed on the shelf. This collection item will usually include a barcode label, a spine label, and sometimes a pocket card.*


Non-Shelf-Ready MARC records

Some vendors offer a choice of what is included with your book order and what is included with your MARC record. Usually, this has to do with the option of providing or not providing certain Holdings data; (Ex. No holdings, no labeling, no reading levels, etc.). where they only provide limited data, or you can only budget for a MARC record less these mentioned add-ins.

The good news is that G4 does provide the ability to Tag each new record automatically and to add a Barcode to each MARC record being imported. G4's Catalog Management's "Mass Update" option provides for the adding of record Holding codes, (Ex., Funding, Location, Owner, and Cost), which is an easy way to add this information.



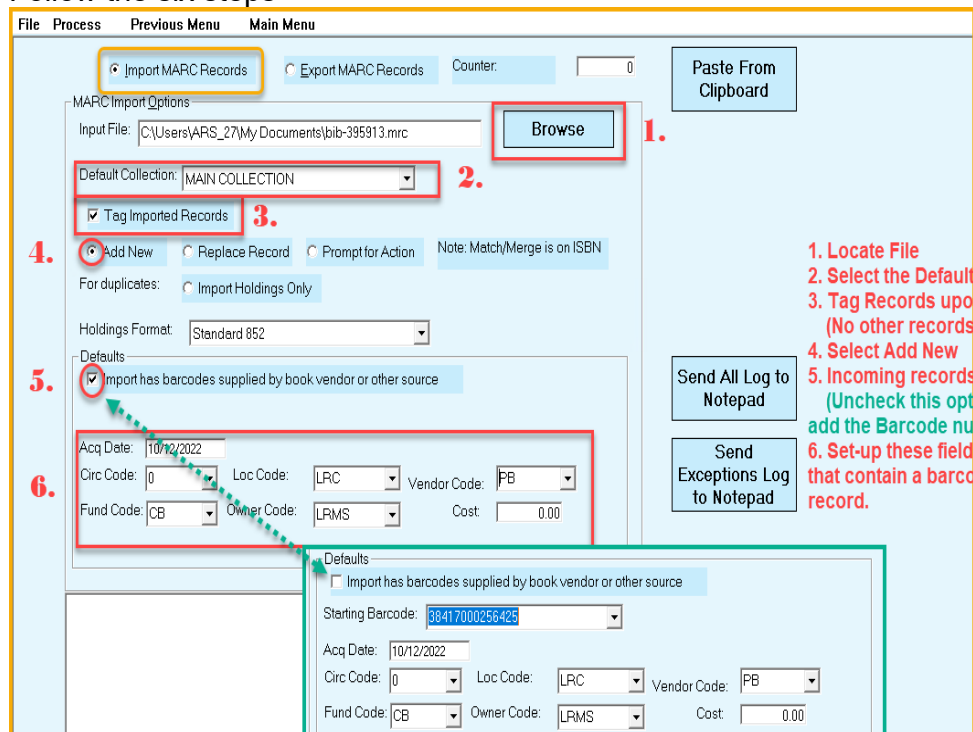
How to Retrieve Your Vendor Book Records:

Click on the **Book Vendor Access** icon,  select a **Book Vendor** of choice and this will take you to that vendor's website and customer login, add your login name and password, and follow their instructions to locate your **Book Order MARC record file**.

Download (Save) your MARC book record file to the desktop folder **"My G4 Documents or Download folder"** using Windows Tools. We recommend creating a **"New Data folder"** within the "G4 Documents Folder" for the exclusive use of these records.

You are using the import feature of the library program found within the BackOffice Catalog Management menu. Select the Import/Export sub-menu and use the Browse ... button to locate your newly downloaded file from the My G4 Documents folder or Download folder. Using your mouse; double-click the file name or select the "OPEN" button. G4 will add the necessary information to the "Input File" dialog field.

Follow the six steps



The screenshot shows the 'MARC Import Options' dialog box in the Genesis G4 software. The dialog has a menu bar with 'File', 'Process', 'Previous Menu', and 'Main Menu'. The 'Import MARC Records' option is selected. The 'Input File' field contains 'C:\Users\ARS_27\My Documents\lib-395913.mrc', with a 'Browse' button next to it. The 'Default Collection' is set to 'MAIN COLLECTION'. The 'Tag Imported Records' checkbox is checked. The 'Add New' radio button is selected. The 'For duplicates' section has 'Import Holdings Only' selected. The 'Holdings Format' is set to 'Standard 852'. The 'Defaults' section has 'Import has barcodes supplied by book vendor or other source' checked. The 'Acq Date' is '10/12/2022'. The 'Circ Code' is '0', 'Loc Code' is 'LRC', 'Vendor Code' is 'PB', 'Fund Code' is 'CB', 'Owner Code' is 'LRMS', and 'Cost' is '0.00'. There are buttons for 'Paste From Clipboard', 'Send All Log to Notepad', and 'Send Exceptions Log to Notepad'. Numbered steps 1 through 6 are overlaid on the dialog, with red and green arrows pointing to specific fields and checkboxes.

1. Locate File
2. Select the Default Import Collection
3. Tag Records upon Import
(No other records are Tagged prior to Importing)
4. Select Add New
5. Incoming records have include Holdings
(Uncheck this option to have G4 to automatically add the Barcode number upon import)
6. Set-up these fields to add to the incoming records that contain a barcode number as a part of the MARC record.

Using the Catalog Menu – Search/Edit Catalog select the Collection of the newly imported records and search by the Show Tagged records in this collection. If you require creating a Barcode label or Spine Label, choose the Main Menu "Create Labels" select Collection Labels. Print labels by Tagged Records Only.