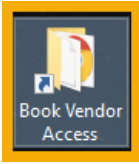


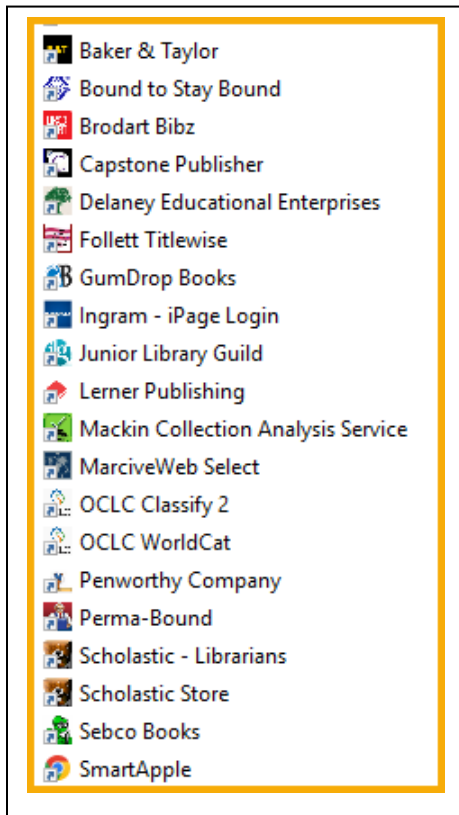


Retrieving MARC Record Orders from your Book Supplier



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.

We have provided these Book Publisher/Vendors Links as a quick link to Login to your Book vendor account. If your vendor is not within 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 means that the book being purchased is ready to be placed on the shelf. This collection item will usually include a bar code label, 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.

Good news is G4 does provide the ability to automatically Tag each new record 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.



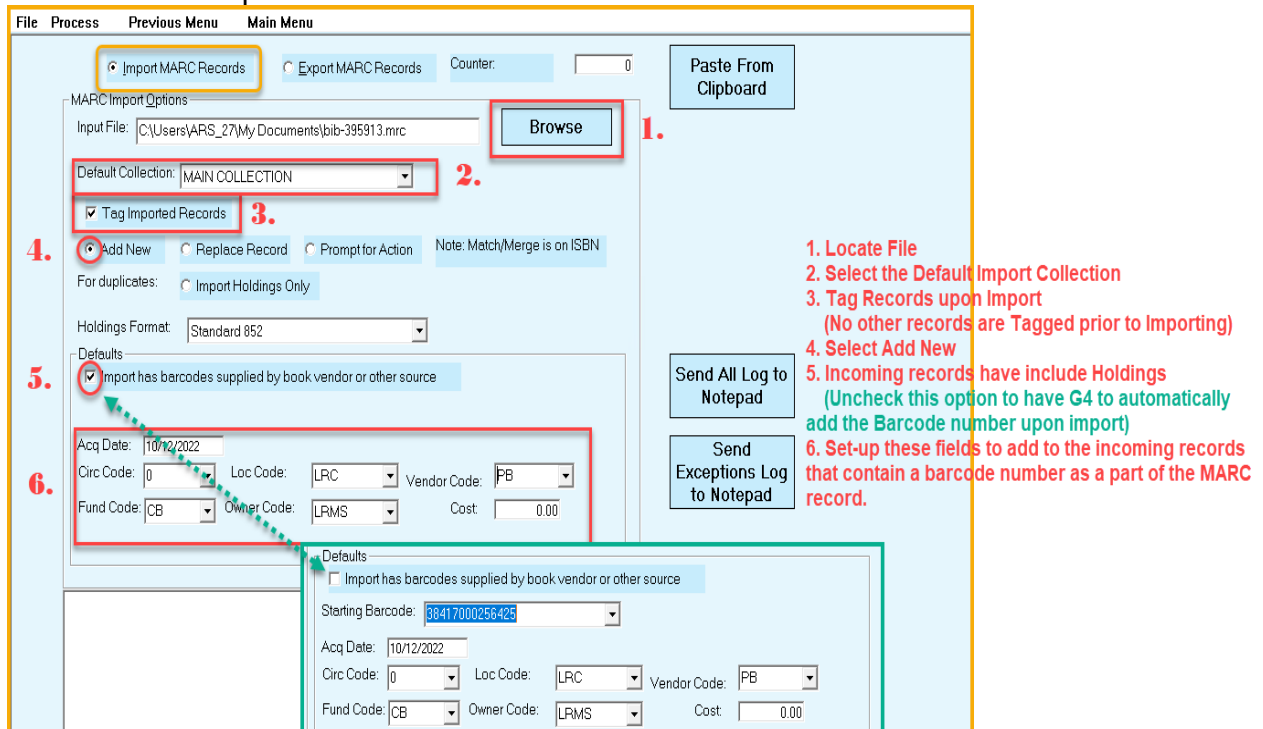
How to Retrieve your Vendor Book Records:

Click on the **Book Vendor Access** icon,  select a **Book Vendor** of choice and this will take you to that vendors 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 the Windows Tools. We recommend creating a **“New Data folder”** within the **“G4 Documents Folder”** for the exclusive use for these records.

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 the 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 a software application. The interface includes a menu bar (File, Process, Previous Menu, Main Menu), radio buttons for 'Import MARC Records' (selected) and 'Export MARC Records', a 'Counter' field with '0', and a 'Paste From Clipboard' button. The 'MARC Import Options' section contains an 'Input File' field with a file path, a 'Browse' button, a 'Default Collection' dropdown menu, a checked 'Tag Imported Records' checkbox, radio buttons for 'Add New', 'Replace Record', and 'Prompt for Action', a 'Note: Match/Merge is on ISBN', and a 'For duplicates' dropdown menu. The 'Holdings Format' dropdown is set to 'Standard 852'. The 'Defaults' section has a checked 'Import has barcodes supplied by book vendor or other source' checkbox. Below this are fields for 'Acq Date', 'Circ Code', 'Loc Code', 'Vendor Code', 'Fund Code', 'Owner Code', and 'Cost'. A 'Send All Log to Notepad' button is visible. A second dialog box is shown below, with a green arrow pointing to the 'Import has barcodes...' checkbox. To the right of the dialog box, a list of six steps is provided in red text, explaining the actions shown in the screenshot.

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.