10 – Easy Steps - Instructions for using the G3 Pick and Pull Feature:

To download records using the Pick and Pull feature within G3, you will need to choose any of the top four choices listed here if you want to download the record directly into your database within G3. If you choose any of the remaining record suppliers in the list you will be downloading the record to your desktop and then you will need to download it from your desktop into G3. The following four will download the record directly in your G3 database that you choose it to go into:

> Z39.50 Gateway Library of Congress
> Prospector
> St. Thomas Consortium
> Albuquerque Bernalillo County Library

(The other sites shown are active, but do not allow downloading into G3, you can copy and paste or use their export process)

Follow these steps for downloading a record when using the Pick and Pull feature in G3 –

1. After logging into your G3 program, go into Back Office then click on Catalog Management. Even though the little hand does not appear on the [Pick and Pull – Free Marc] option when you have your mouse on it, click on [Pick and Pull – Free Marc] located on the left side of the screen just below the [Video Help] button. Do not use the [Video Help], as it is being re-worked by LRMS.

2. Click on the first Library of Congress choice (first one on the list). When the next screen appears (the Library of Congress Online Catalog screen), scan or type in (in the field) your ISBN number and click on the [Submit Query] button. On the next screen (Query Results) a short version of the record will appear. If you want this record, click on the blue statement More on this record. When the Click on Tagged Display window appears, click on [OK] button.

3. On the next screen you will see the small gray window at the top (in the middle) that says: Add This Record (Do NOT click unless you see Full MARC data. Now click on Tagged display (in blue).

4. Now click on the box that says: Add This Record (Do NOT click unless you see Full MARC data). Now you will see a window that says: MARC Action, Add a new record? Answer [Yes] if this is the new record you want to add to your database. Note: Always choose [Yes] here no matter what, unless you want to improve an existing MARC record that's already in your database. Because we are using the ISBN number, G3 will match ISDN numbers in our collection. When it finds a match it will replace your existing MARC record with this new one.

5. Now you will see a window that says: Choose Collection. Choose the collection you want to place this MARC record in (normally you would choose your Main Collection). Click on the down-arrow and select the collection you want to place this MARC record in, and then click on [OK]. Note: Do not uncheck the boxes below.

6. Now a box will appear asking: Would you like to add a Call Number now? Click on [Yes]. Enter your call number when the window appears prompting you to do so, and then click on [OK]. You will now get a MARC Added window, click [OK].

7. The Edit Holdings window will now appear so you can enter your local holdings/copies information. Please notice the [Add] button is highlighted. Click on the [Add] button and the cursor will now be in the Barcode field. If you have a pre-printed barcode label on the book, you can scan or manually type in your barcode number. Note: It is generally best to scan the barcode number in to avoid mistakes that might occur if you manually type it in. If you don't have a pre-printed barcode label to scan or type in, you can click on the Auto Number Barcode option (located above the barcode field), and G3 will assign the next available un-used barcode number.

8. Now fill in the appropriate local information fields (i.e. Cost, Circ Code, Loc Code, Vendor Code, Owner Code, Copy Status and Fund Code). Click on the drop-down arrow for each field and choose the correct code for each field. Note: If the info you need to choose is not in the drop-down list (i.e. Vendor Code) for example: Scholastic, type in the field only the acronym and G3 will save it when you [Save] the record. In other words the acronym for Scholastic would be SCHOL.

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9. After you have entered your local information into each of the above-mentioned appropriate fields, click on [SAVE] so that all the work you just did will be saved. You will now get a small window that says: Success, Record Saved Successfully. Click on [OK]. Note: You will notice that the Edit Holdings window will remain open. This is in case you have another copy (holdings information) of the book to add. If you do, repeat steps 7-9 above to add the holdings information for that copy. If not, click on the [X] in the upper right corner of the Edit Holdings window.

10. After clicking on the [X] in the upper right corner of the Edit Holdings window, a box will appear that says: This transaction has been completed, click [OK]. After clicking [OK] you will still see the MARC record on the screen that you downloaded from the Library of Congress. Just click on Main Menu if you are done. If you are not done and you want to download another record from the Library of Congress, click on New Search (in blue) and repeat the above steps.