



Using G4’s “Pick and Pull” option an alternative MARC Record Retrieval Cataloging method.

10 – Easy Steps - Instructions for using the G4 Pick and Pull option:



Pick and Pull
Alternate MARC Record Search & Cataloging
by Title, Author, Subject, Keyword & Number
Limited Data Base Search

Why this option is used?

This option is one of our programs “Internet based Z39.50” methods of retrieving Full MARC records using three primary sites to search by Title, Author, ISBN, Keyword and more.

This option has been a successful part of cataloging and the updating of established collection records. Use is best by entering an ISBN number with minimal book information. This option allows the searching of sources by ISBN number and other descriptions to add a new MARC record and to also allow for the enhancing of a currently cataloged book in a collection to be overwritten and replace with a better more complete found record by matching ISBN numbers.

To Search records using “Pick and Pull” begins by opening the G4 Catalog Management menu within the Main Menu/Back Office.

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

Selecting Pick and Pull from the menu list.



Pick and Pull
Alternate MARC Record Search & Cataloging
by Title, Author, Subject, Keyword & Number
Limited Data Base Search

Choose any of the three choices listed here if you want to download the record directly into your database within G4. The following will download any found record directly into your selected G4 collection as a new record or as an enhancement replacing a record by matching ISBN number.

A visual look at Pick and Pull

[VIDEO LINK](#)



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Step by Step: (detailed explanation)

Searching with Pick and Pull allows free queries to the Z39.50 Gateway of the Library of Congress, Prospector, and the Albuquerque Bernalillo County Library.

Follow these steps for downloading a record when using the Pick and Pull feature.



1. Click on the "Pick and Pull menu icon or words"
 - a. When the selection box appears listing the three site choices, chose one by clicking it to begin your search.

Let's Start with the Library of Congress choice (first one on the list).

- b. Click on this Z39.50 Gateway Library of Congress, this is a site that Times out purposely because of its popularity, **Best not leave it idle long.**

Simple Search *Z39.50 Gateway to the Library of Congress Online Catalog*

Enter Search Term(s):
(The search term can be a single word or a phrase from anywhere in the record. Enter an author's name in indirect order, i.e., last_name, first_name)

Use of this form results in a search of the LC Voyager database (approximately 14 million records). This database contains older bibliographic records known as the PreMARC File. LC name and subject authority records cannot be searched.

For more complex searches, use [Advanced Search \(multiple terms using Boolean operators\)](#)
For phrase searches, use [Left-Anchored Phrase Search](#)
To search a different database, use [LC WWW/Z39.50 Gateway](#)

Library of Congress
[Contact Us \(April 29, 2003\)](#)

Advanced Search *Z39.50 Gateway to the Library of Congress Online Catalog*

Select Preferred Record Display: Brief Full Tagged

Search terms can be single words or phrases. Enter an author's name in indirect order (i.e., last_name, first_name).

Enter Term 1:

AND OR AND NOT

Enter Term 2:

AND OR AND NOT

Enter Term 3:

Use of this form results in a search of the LC Voyager database (approximately 14 million records). This database contains older bibliographic records known as the PreMARC File. LC name and subject authority records cannot be searched.

For simple keyword search, use [Simple Search \(any keyword\)](#)
For phrase search, use [Left-Anchored Phrase Search](#)
To search a different database, use [LC WWW/Z39.50 Gateway](#)

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- c. Using the [Advanced Search \(allows for multiple terms using Boolean operators\)](#) and select from the drop down list the term for your search (we recommend search by ISBN number).
- d. Using your barcode scanner - Scan the ISBN number located normally on the back of the book or if needed type in your ISBN number without – dashes and click on the [Submit Query] button. When a match is found; 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**". This will display the Tagged Display window which is in MARC format, click the [OK] button.

Logout Logon Previous Menu Main Menu [Piqua Catholic School Library]

Query Results

Records 1 through 1 of 1 returned.

Title: Read all about it! : great read-aloud stories, poems, and newspaper pieces for preteens and teens / edited by Jim Trelease.
Published: New York : Penguin Books, 1993.
LC Call No.: PZ5.R19835 1993
Access: Contributor biographical information
Location: <http://www.loc.gov/catdir/enhancements/fy1206/93021781-b.html>
Access: Publisher description
Location: <http://www.loc.gov/catdir/enhancements/fy1206/93021781-d.html>
Access: Table of contents only
Location: <http://www.loc.gov/catdir/enhancements/fy1206/93021781-t.html>

[More on this record](#)

[Go back to the Search Form](#)

This display was generated by the CNIDR Web-Z39.50 gateway, version 1.08, with Library of Congress Modifications.

s.

Click on TAGGED DISPLAY

To import this record, click on TAGGED DISPLAY to show the FULL MARC

OK

3. On the next screen you will see the small gray window at the top (in the middle) referencing the Tagged Display to show a Full MARC record.
4. To add This Record requires this sequential step.



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Now click on "Tagged display" (in blue).

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Records 1 through 1 of 1 returned.

Title: Read all about it! : great read-aloud stories, poems, and newspaper pieces for preteens and teens / edited by Jim Trelease.

Published: New York : Penguin Books, 1993.

Description: xvi, 489 p. : ill. ; 23 cm.

LC Call No.: PZ5.R19835 1993

Dewey No.: [Fic] 20

ISBN: 0140146555 : \$11.00 (\$13.99 Can.)

Notes: "A Penguin original"--Label on cover. Presents a collection of fictional stories, autobiographical pieces, and newspaper columns, arranged for reading aloud.

Subjects: Children's literature. Literature -- Collections.

Other authors: Trelease, Jim.

Control No.: 2523531

Access: Contributor biographical information

Location: <http://www.loc.gov/catdir/enhancements/fy1206/93021781-b.html>

Access: Publisher description

Location: <http://www.loc.gov/catdir/enhancements/fy1206/93021781-d.html>

Access: Table of contents only

Location: <http://www.loc.gov/catdir/enhancements/fy1206/93021781-t.html>

[Tagged display](#) | [Brief Record Display](#) | [New Search](#)

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Logout Logon Previous Menu Main Menu [Piqua Catholic School Library]

Records 1 through 1 of 1 returned.

LDR 01434cam 2200313 a 4500

001 2523531

005 20120215131004.0

008 930209s1993 nyua j 000 1 eng

906 \$a7\$bcbc\$corignew\$d1\$eocip\$f19\$gy-gencatig

955 \$apc01 to L400 02-09-93; lb07 02-26-93; lb10 03-11-93; lb02 03-15-93; CIP ver. pv08 07-23-93

010 \$a 93021781

020 \$a0140146555 :\$c\$11.00 (\$13.99 Can.)

035 \$9(DLC) 93021781

040 \$abLC\$cDLC\$dDLC

042 \$alca

050 00\$aPZ5\$b.R19835 1993

082 00\$a[Fic]\$220

245 00\$aRead all about it! :\$bgreat read-aloud stories, poems, and newspaper pieces for preteens and teens /\$cedited by Jim Trelease.

260 \$aNew York :\$bPenguin Books,\$c1993.

300 \$axvi, 489 p. :\$bill. :\$c23 cm.

500 \$a"A Penguin original"--Label on cover.

520 \$aPresents a collection of fictional stories, autobiographical pieces, and newspaper columns, arranged for reading aloud.

650 0\$aChildren's literature.

650 1\$aLiterature\$xCollections.

700 1 \$aTrelease, Jim.

856 423Contributor biographical information

\$uhttp://www.loc.gov/catdir/enhancements/fy1206/93021781-b.html

856 423Publisher description

\$uhttp://www.loc.gov/catdir/enhancements/fy1206/93021781-d.html

856 4133Table of contents only

\$uhttp://www.loc.gov/catdir/enhancements/fy1206/93021781-t.html

991 \$bc-GenColl\$hPZ5\$i.R19835 1993\$tCopy 1fwBOOKS

[Labeled display](#) | [Brief Record Display](#) | [New Search](#)

This display was generated by the CNIDR Web-Z39.50 gateway, version 1.08, with Library of Congress Modifications.

TO USE THIS ITEM
CLICK ONLY IF A MARC RECORD IS DISPLAYED

Click this button to proceed and add the found MARC record.

Full MARC Record view

Click the "PINK colored" button: "TO USE THIS ITEM" This Record (Do NOT click unless you see the Full MARC data).



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Next to appear is: MARC Action, Add a new record? Answer [Yes] if this is the new record you want to add to your database. Note: choose [Yes]

Logout Logon Previous Menu Main Menu [Piqua Catholic School Library]

Records 1 through 1 of 1 returned.

TO USE THIS ITEM
 CLICK ONLY IF A MARC RECORD IS DISPLAYED

```

LDR 01434cam 2200313 a 4500
001 2523531
005 20120215131004.0
008 930209s1993 nyua j 000 1 eng
906 $a7$bcbc$corignew$d1$eocip$f19$gy-gencatlg
955 $apc01 to LA00 02-09-93; lb07 02-26-93; lb10 03-11-93; lb02 03-15-93; CIP
ver. pv08 07-23-93
010 $a 93021781
020 $a0140146555 :$c$11.00 ($13.99 Can.)
035 $9 (DLC) 93021781
040 $aDLC$cDLC$dDLC
042 $alcac
050 00$aPZ5$b.R19835 1993
082 00$a[Fic]$220
245 00$aRead all about it! :$bgreat read-aloud stories, poems, and newspaper
pieces for preteens and teens /$cedited by Jim Trelease.
260 $aNew York :$bPenguin Books,$c1993.
300 $axvi, 489 p. :$bill. :$23 cm.
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856 423Contributor biographical information
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856 423Publisher description
$uhttp://www.loc.gov/catdir/enhancements/zy1206/93021781-d.html
856 413Table of contents only
$uhttp://www.loc.gov/catdir/enhancements/zy1206/93021781-t.html
991 $bc-GenColl$hPZ5$l.R19835 1993$cCopy 1$wBOOKS
  
```

MARC Action
 Add as a new record? (clicking no, will attempt to update an existing ISBN number in your MARC records, otherwise it will add as new)

[Labeled display](#) | [Brief Record Display](#) | [New Search](#)

This display was generated by the CNDR Web-Z39.50 gateway, version 1.08, with Library of Congress Modifications.

Selecting [No], looks to match up ISBN numbers of the new found record to an existing ISBN number within your collections to improve an existing MARC record that's already in your database. When it finds a match, it will replace your existing MARC record with the new found record. (To use this, overwrite feature, you must have confidence within the accuracy of existing records)

Logout Logon Previous Menu Main Menu [Piqua Catholic School Library]

Records 1 through 1 of 1 returned.

TO USE THIS ITEM
 CLICK ONLY IF A MARC RECORD IS DISPLAYED

```

LDR 01434cam 2200313 a 4500
001 2523531
005 20120215131004.0
008 930209s1993 nyua j 000 1 eng
906 $a7$bcbc$corignew$d1$eocip$f19$gy-gencatlg
955 $apc01 to LA00 02-09-93; lb07 02-26-93; lb10 03-11-93; lb02 03-15-93; CIP
ver. pv08 07-23-93
010 $a 93021781
020 $a0140146555 :$c$11.00 ($13.99 Can.)
035 $9 (DLC) 93021781
040 $aDLC$cDLC$dDLC
042 $alcac
050 00$aPZ5$b.R19835 1993
082 00$a[Fic]$220
245 00$aRead all about it! :$bgreat read-aloud stories, poems, and newspaper
pieces for preteens and teens /$cedited by Jim Trelease.
260 $aNew York :$bPenguin Books,$c1993.
300 $axvi, 489 p. :$bill. :$23 cm.
500 $a"A Penguin original"--Label on cover.
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856 413Table of contents only
$uhttp://www.loc.gov/catdir/enhancements/zy1206/93021781-t.html
991 $bc-GenColl$hPZ5$l.R19835 1993$cCopy 1$wBOOKS
  
```

Choose Collection
 Choose Collection to place MARC:

MAIN COLLECTION

- Make this collection my default collection when this screen opens
- Open add holdings screen after adding a single item
- Tag Records

Pick a Collection to place this record

Select all three items

[Labeled display](#) | [Brief Record Display](#) | [New Search](#)

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A dialog window appears: "Choose Collection to place MARC". 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 check all three boxes as shown above.

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Records 1 through 1 of 1 returned.

```
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856 413Table of contents only
$uhttp://www.loc.gov/catdir/enhancements/fy1206/93021781-t.html
991 $bc-GenColl1$hPZ541.R19835 1993$tCopy 13wBOOKS
```

[Labeled display](#) | [Brief Record Display](#) | [New Search](#)

This display was generated by the CNDR Web-Z39.50 gateway, version 1.08, with Library of Congress Modifications.

A dialog box will appear asking: "Would you like to add a Call Number now?" Click on [Yes]. Enter your call number when prompted to do so, confirm by clicking [OK].

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```
LDR 01434cam 2200313 a 4500
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005 20120215131004.0
008 930209=1993 nyua j 000 1 eng
906 $a7$bcbs$corignew$d1$eocip$f19$gy-gencatlg
955 $apc01 to L&00 02-09-93; lb07 02-26-93; lb10 03-11-93; lb02 03-15-93; CIP
ver. pv08 07-23-93
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050 00$aPZ5$b.R19835 1993
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856 413Table of contents only
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991 $bc-GenColl1$hPZ541.R19835 1993$tCopy 13wBOOKS
```

[Labeled display](#) | [Brief Record Display](#) | [New Search](#)

This display was generated by the CNDR Web-Z39.50 gateway, version 1.08, with Library of Congress Modifications.

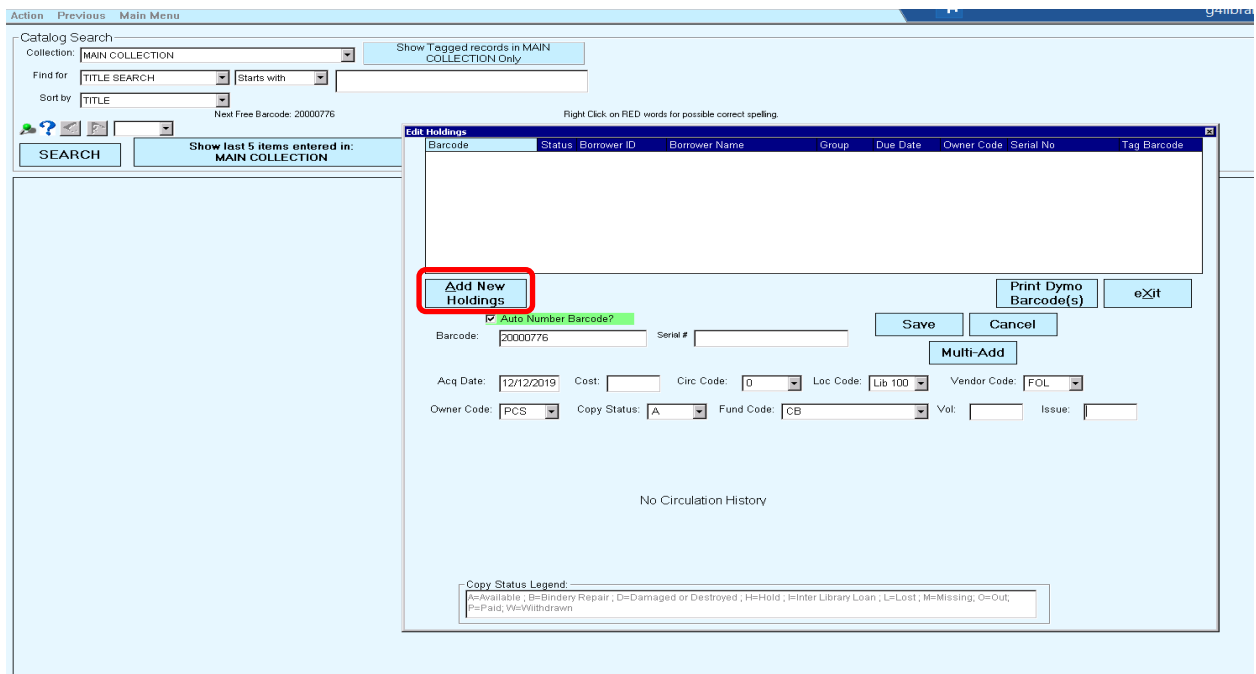
G4 can present a Call Number that has been associated with the found record, it will be highlighted in blue to allow for editing, clicking [OK] will accept what has been displayed.



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G4 will display “MARC Added - Successfully Added MARC” window, click [OK].



The “**Edit Holdings**” window will now be displayed to allow adding the local holdings/copies information. Please notice the [**Add New Holdings**] button is highlighted. Click this button and the cursor move to the Barcode field.

Manual entry of the Barcode: 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.

Auto Number Barcode: 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 G4 will assign the next available un-used barcode number.



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ADD HOLDINGS

Complete the entry of the holdings by selecting from the drop-down menus. The Acquisition Date is automatically assigned to the day of cataloging along with setting the Copy Status Code set to "A", if necessary, both can be changed. Add the selectins to all of the Holding primary local information fields (i.e. Cost, Circ Code, Loc Code, Vendor Code, Owner Code, Copy Status and Fund Code). Always remember to "Save" your entries.

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. G4 does this in case you have another copy (holdings information) of the book to add. If no additional copies are needed, click on the [X] in the upper right corner of the Edit Holdings window. After clicking on the [X], a window 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.

Now on to the next record 😊

| Barcode | Status | Borrower ID | Borrower Name | Group | Due Date | Owner Code | Serial No | Tag Barcode |
|----------------|--------|-------------|---------------|-------|----------|------------|-----------|-------------|
| 38417000256374 | A | | N/A | | | LRMS | | |

Auto Number Barcode?

Barcode: 38417000256375 Serial #

Acq Date: 1/28/2020 Cost: 19.99 Circ Code: 0 Loc Code: LRMS Vendor Code: BRO

Owner Code: LRMS Copy Status: A Fund Code: BOOK Vol: Issue:

Print Dymo Barcode(s) eXit Save Cancel Multi-Add

No Circulation History

G4 Library Archive Management System
This transaction has been completed.
OK

Copy Status Legend:
A=Available ; B=Bindery Repair ; D=Damaged or Destroyed ; H=Hold ; I=Inter Library Loan ; L=Lost ; M=Missing ; O=Out ; P=Paid ; W=Withdrawn