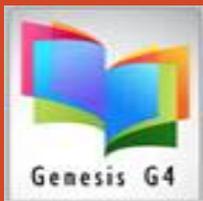


Welcome to Weeding using G4 Inventory

Tips for a simpler way to work



More Help Guides at www.lrms.com

Weeding explanation

Weeding your collection materials is quite simple; using G4's Inventory option starts with an understanding of how this procedure works.

Start by either simply pulling the collection items to be removed placing these items into boxes for processing or move to shelf locations of items to be Weeded and scan them using the G4 Inventory the following procedures.

During this Process: Materials listed within your collections have a code known as a STATUS code. Materials that are not checked out are considered available for Checkout having a Status code of "A", other Status Codes can exist within the collection Holdings. Other existing codes within Holdings can respond differently to change to the "W" Weeded/Withdrawn code, these types of codes will appear within the Exceptions log listing area.

Example: Those that are lost should have a Status code of "L"; collection items can also have additional codes assigned, during weeding these items that are marked with a Status code other than "A" or "M" are identified by scanning. These Status codes which cannot be changed will be Listed when scanned within the Exception List.

So How does this work? Here is a Video Link that I hope adds clarity to this process. Click this link: [VIDEO LINK](#)

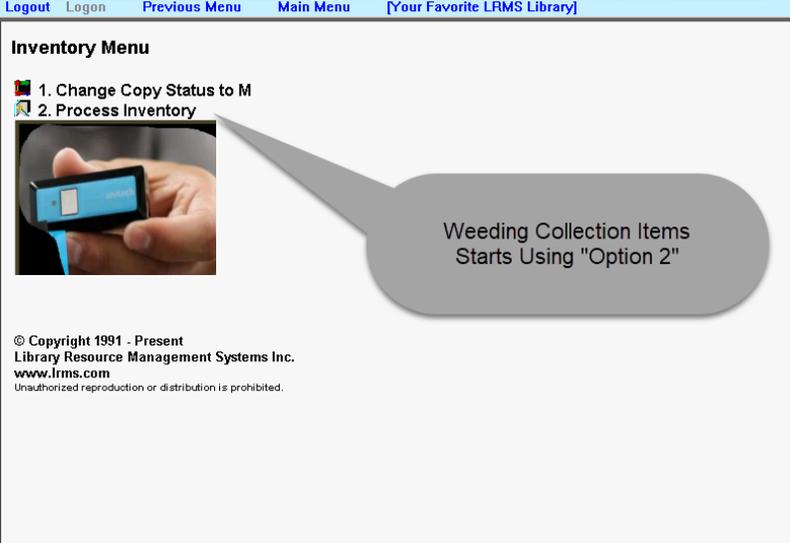
Catalog Menu

Basic Functions

-  Search/Edit Catalog
-  Import/Export
-  Easy ISBN Cataloging
Instantly Search & Catalog MARC records
Using LRMS and numerous
Z39.50 data bases by ISBN number
-  Inventory
-  Labels & Cards
-  Pick and Pull
Alternate MARC Record Search & Cataloging
by Title, Author, Subject, Keyword & Number
Limited Data Base Search

Advanced Functions

-  Manage Collections
-  Define Call Number Categories
-  Design Form Templates



Logout Logon Previous Menu Main Menu [Your Favorite LRMS Library]

Inventory Menu

- 1. Change Copy Status to M
- 2. Process Inventory

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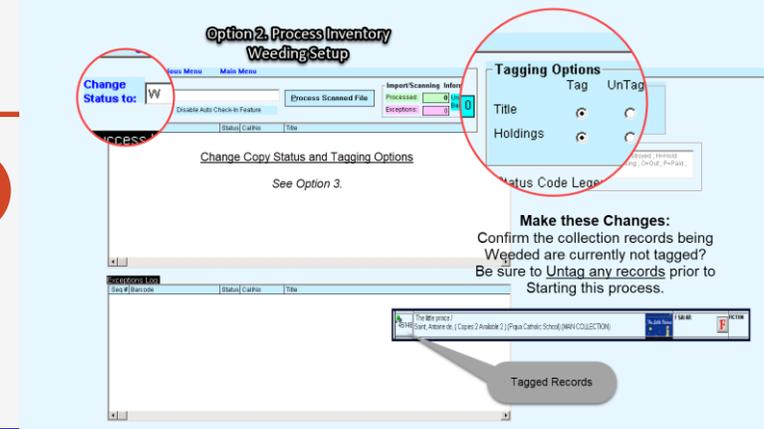
Weeding Collection Items
Starts Using "Option 2"

How Weeding through Inventory Works!

Understanding how it works:

- 1 How many collections are to be Weeded; determine what and how weeding is to be conducted, has Weeding (Removal) of materials already taken place and boxed, or are these items to be scanned on the shelf and then pulled. Weeding and Tagging this inventory is important for accounting and removal from the library collection(s). **Tagging makes removal simpler.** Tagging documents can be found at www.lrms.com within the Catalog Management menu.
- 2 Automatic Check-in, G4 by design is Defaulted to automatically check-in any item scanned that was missed through the normal circulation return process. (NOTE: items can be accidentally shelved before properly being checked-in) This option can be unchecked and turned off. (No.1 & 2- [Reference Video Available](#) same as Page 2)
- 3 **PROCESS:** Items in the library or other locations when its barcode number (Book label; **Not the ISBN number**) is scanned will be accounted for changing the Status Code to a "W" and placed into the Success list and log, Items not recognize or have a Status code that cannot be changed (**Ex. Status Code of "L"**) during the scanning process will be listed within the Exceptions Log. Each item scanned is sequentially numbered in the order of scanning to assist with locating any item scanned.

1

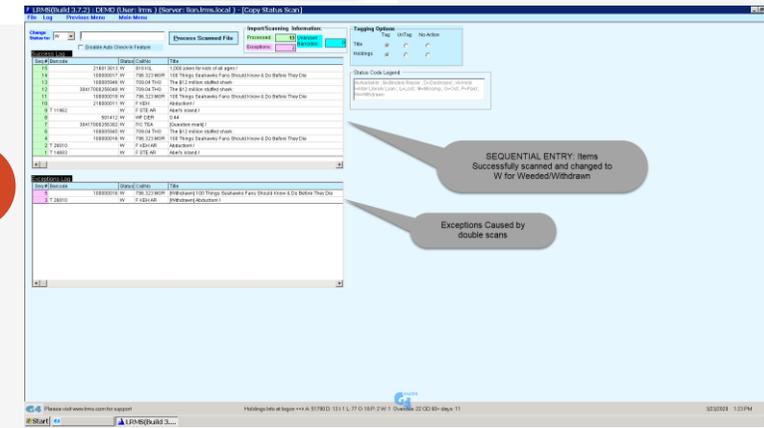


2



2

3



3

Plan how to Weed

- ✓ What is the best method that should be used for doing this Weeding? Weeding can be accomplished at a time that is most convenient to the library operation. You do not need to Closed the library..
- ✓ What happens if I have already begun weeding and someone needs to checkout or check-in a book?
 - ✓ No Worries; Yes you can Circulate during weeding.
 - ✓ G4 Reporting has a report which list collection items that have never been circulated through G4. This report can be found within Reports Management – Circulation Reporting – Circulation and Holdings Analysis using the bulleted choice of “Never Circulated Items”
- ✓ **Very Important Step:** Before beginning the weeding process, be sure to clear any Tagged collection records to avoid the accidental removal of items not to be weeded. Helpful Tagged Records instructional document Link.

Main Menu [Your Favorite LRMS Library]

LRMS
1-877-700-5767

Main Menu/Back Office

-  **Circulation Management**
Circulate, Manage Circulation Periods & Calendars
-  **Create Labels**
Print Barcode, Spine Labels & ID Cards
-  **Borrower Management**
Add/Edit/Delete, Import & Manage Patron Groups
-  **Advanced Settings**
Manage Master settings, Printers, & Program Users
-  **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
-  **Contact Customer Support**
Send Real-time support feedback and requests
-  **Reports Management**
Utilize existing or create custom Circulation, Catalog, Borrower, & Analysis Reports
-  **Help**
Redirect to Web based help documentation

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Use the Catalog Menu to view and print the Weeded Items

Search the Catalog Menu

How this works:

1

- ✓ Click the Main Menu/Back Office, select Catalog Management menu and select Search/Edit Catalog

2

- ✓ Pick the All Collection or the specific collection that has been weeded, set "Find for": **Status Code**, "Starts with": **W**, set "Sort by": **Title**, Click the **Search** button.

3

- ✓ Review or Print the Search Results to be reported on.
- ✓ Select "Print this page or Print all pages", G4 will print the selected Report to the defaulted library printer. This will be a consolidated Report.
- ✓ To see how these pages can be Viewed and printed Click the Video Link on this page. The Video demonstrates using the M substitute the M status with the W to see the Weeded results.

The screenshot displays the LRMS G4 Library System interface. On the left, the 'Catalog Menu' is visible, listing various functions such as 'Search/Edit Catalog', 'Import/Export', 'Easy ISBN Cataloging', 'Inventory', 'Labels & Cards', and 'Pick and Pull'. The main area shows a search form with the following details:

- Collection: MAIN COLLECTION
- Find for: STATUS CODE
- Starts with: M
- Sort by: TITLE
- Next Free Barcode: 38417000256052
- Buttons: SEARCH, Show last 5 items entered in MAIN COLLECTION, Expand Rows for Image Views

A red text overlay reads "Replace M with W". Below the search form, the search results are displayed in a table:

Item ID	Title	Copies	Available	System	Collection
34100	100 masterpieces of art / Vaizey, Marina.	2	0	(G4 Genesis Library System)	(MAIN COLLECTION)
34091	100 Roadside wildflowers of southwest woodlands / Bower, Janice Emily.	1	0	(G4 Genesis Library System)	(MAIN COLLECTION)
8040	101 ways to bug your teacher / Wardlaw, Lee.	1	0	(G4 Genesis Library System)	(MAIN COLLECTION)
8042	111 one-minute monologues / Dabrowski, Kristen.	1	0	(G4 Genesis Library System)	(MAIN COLLECTION)
8037	1-2-3 draw cartoon faces :a step-by-step guide / Barr, Steve.	1	0	(G4 Genesis Library System)	(MAIN COLLECTION)
28535	14 cows for America / Deedy, Carmen Agra.	1	0	(G4 Genesis Library System)	(MAIN COLLECTION)
829	18-wheelers / Maifair, Linda Lee.	1	0	(G4 Genesis Library System)	(MAIN COLLECTION)
8048	The 1918 influenza pandemic / Peters, Stephanie True.	1	0	(G4 Genesis Library System)	(MAIN COLLECTION)
8049	The 1950s :music / Hoobler, Dorothy.	1	0	(G4 Genesis Library System)	(MAIN COLLECTION)

At the bottom of the search results, there are two buttons: "Print this page" and "Print all pages", which are circled in red. A video link is also present, labeled "Click Here for Video".

[Click Here for Video](#)