



G4 SESSION DESKTOP

(Not to be confused with your personal computer desktop)

The following outline will assist you for completing any collection analysis to most any vendor, our examples pertain to

[Mackin Educational Resources](#) & [Follett Library Resources: TITLEWAVE](#)

Should your library use a specific source that is different from the two we have select, contact LRMS Support for assistance.

Step 1 - Start Here:

Main Menu/Back Office



[Circulation Management](#)



[Borrower Management](#)



[Catalog Management](#)



[Reports Management](#)

Exporting for Collection Analysis begins with selecting Catalog Management from this Main Menu/Back Office option and then selecting the MARC Import/Export menu function

Step 2 – Select the Export MARC Records

LRMS(Build 3.0.24) : DEMO (User: admin) (Server: lion) - [Import Export Records]

File Process Help Previous Menu Main Menu

Import MARC Records Export MARC Records Counter: 0

Export for Title Analysis Only
 Export Holdings Information
 Export Tagged Records Only

Holdings Format: Standard 852
Collection: MAIN COLLECTION

Once in the Export MARC Records mode.

1. click on Export for Title Analysis Only.
- 1a. Only used Export Tagged Records Only if you are selectively choosing records from inside of a collection.
2. Holdings format is defaulted to the correct format.
3. Select the collection that is to be sent for Analysis.

Step 3 – Select Process and “Start Export”

Note: Any export that is in the process of exporting records can be Paused or Cancelled by clicking on the “Process” selection in the Menu Bar.

LRMS(Build 3.0.24) : DEMO (User: admin) (Server: lion) - [Import Export Records]

File Process Help Previous Menu Main Menu

Start Export (F) ←
Cancel (Ctrl+C)

Import MARC Records Export MARC Records

Export for Title Analysis Only
 Export Holdings Information
 Export Tagged Records Only

Holdings Format: Standard 852
Collection: MAIN COLLECTION

Start the Analysis Export

1. Select from the Process option - Start Export

Select the collection to be analyzed; it is not necessary to Tagged records for this function.

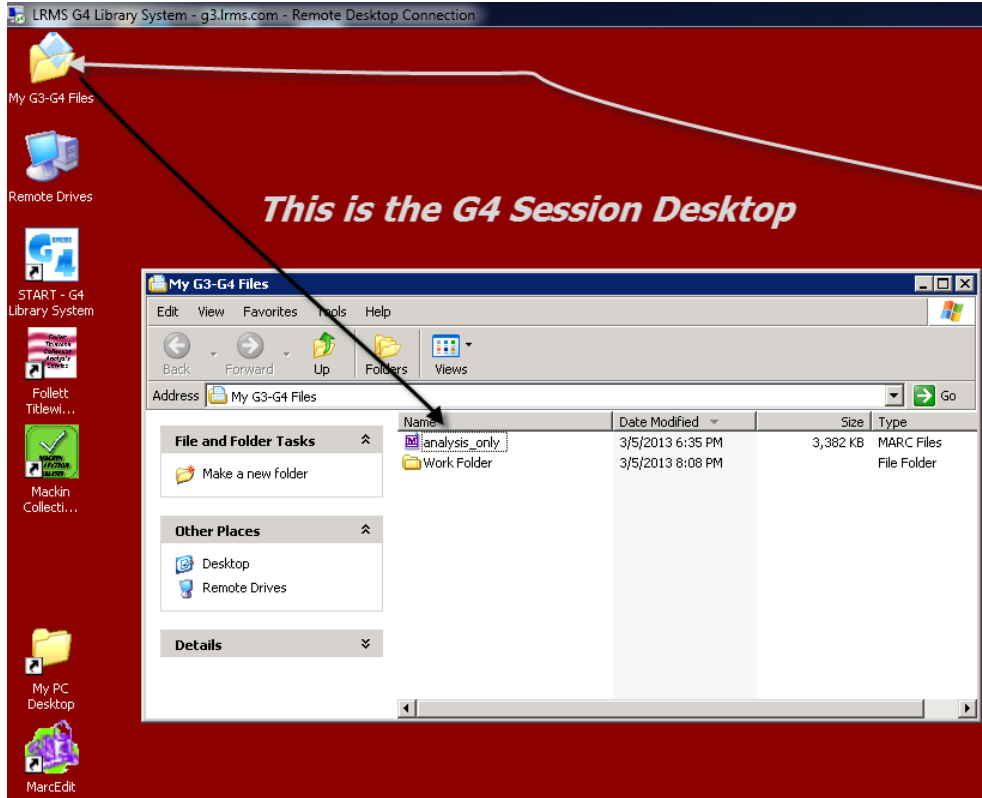
Step 4 – Export has completed

Import MARC Records Export MARC Records Counter: 12555
Realtime Record Export Counter
 Export for Title Analysis Only
 Export Holdings Information
 Export Tagged Records Only
 Holdings Format: Standard 852
 Collection: MAIN COLLECTION
Export Complete
 Exported 12555 Holdings/Copies
 OK
 Record #12538 - Zimbabwe /
 Record #12539 - Zimbabwe in pictures /
 Record #12540 - Zink /
 Record #12541 - Zlata's diary :
 Record #12542 - Zoo /
 Record #12543 - Zoo album /
 Record #12544 - A zoo for Mister Muster /
 Send All Log to Notepad
 Send Exceptions to Notepad

G4 displays where this file will be placed.

Export for Title Analysis Only
 Export Holdings Information
 Export Tagged Records Only
 Holdings Format: Standard 852
 Collection: MAIN COLLECTION
G4 Library Archive Management System
 Export saved as analysis_only.mrc in your My Documents / My G4 Files
 OK
 Record #12538 - Zimbabwe /
 Record #12539 - Zimbabwe in pictures /
 Record #12540 - Zink /
 Record #12541 - Zlata's diary :
 Record #12542 - Zoo /
 Record #12543 - Zoo album /
 Send All Log to Notepad
 Send Exceptions to Notepad

5. Select the Vendor for Analysis from this Desktop



G4 has placed your exported file here in this folder located on the G4 Session Desktop.


You can select from the Shortcut Icons on the left which company you would like to submit the export to for Analysis.

1. Titlewave/Titlewise Collection Analysis


2. Mackin Collection Analysis

Send your analysis_only.mrc file to this company by minimizing your G4 program and then clicking on this Shortcut, when asked to submit your file you can browse to the "My G4 or G3 Files" folder.

Tip: Knowing your Call No, descriptions that are to be included or excluded for any analysis will help to get the best and most accurate results.



**Follett
Titlewise
Collection
Analysis
Service**



**Mackin
Collection
Analysis
Service**

[Log In |](#)

Each Vendor wants to know what Call Numbers are to be recognized or excluded from this process.