



An Explanation to Circulation

LRMS, Inc.

Circulation

Manage multiple library functions from one Circulation display:

- Checkout, Check-in, Renew and place Holds
- Review or Manage Borrower/Patron Reserves & Hold Queue Status
- Manage Add new or Edit Borrower Profile information
- Manage Borrower Open Account information, Fees/Fines/Refunds
- Manage Borrower/Patron apply and enforce National Reading Programs
- Quick Catalog Search- to Query Collection Materials
- View and Access the On-Line Library Catalog (OPAC)
- Print Borrower/Patron Open Item Circulation
- Print Borrower/Patron Receipts
- Email Borrower/Patron Active Circulation

Checkout Tab screen display

Check Out

Check Out Date: 10/25/2018 Auto Due Date Determination Include Textbooks / Equipment
 Default Due Date: TURN-OFF OverDue Warnings Suppress Photo ID Only Textbooks / Equipment

Borrower ID or Name: 1246
 F3-Last Name Partial: Smith, Chuck / FC

Item	Out	Due	CallNo/Title	Est	Cost	Date	Amount	Description
33405000038849	10/09/18	10/23/18	Fic Kin / Diary of a wimpy kid : (MAIN COLLECTION)	.20	.00	02/07/18	-157.68	Payment on Balance
33405000039693	10/09/18	10/23/18	E PER / Curious George. (MAIN COLLECTION)	.20	.00	05/03/18	4.10	VOIDED:#33405000038849 Due:2/27/2018 In:5/3/2018 9:07:54 AM
403754	10/09/18	10/23/18	813.54 RED / The Tenth Insight: Holding the Vision: An Experiential Guide (DAVIS)	.20	.00	05/03/18	3.70	VOIDED:#33405000039693 Due:3/5/2018 In:5/3/2018 9:07:54 AM
700004	10/09/18	10/23/18	YA BIO JOH / Lyndon B. Johnson (MAIN COLLECTION)	.20	19.45	05/03/18	-780.00	VOIDED-Adjustment [lrms]
700005	10/09/18	10/23/18	YA 796.332 KEN / Meet the Cowboys (MAIN COLLECTION)	.20	16.45	05/03/18	780.00	VOIDING-Adjustment [lrms]
800155	10/09/18	10/23/18	F BUT / Small favor : (MAIN COLLECTION)	.20	.00	05/03/18	-3.70	VOIDING:#33405000039693 Due:3/5/2018 In:5/3/2018 9:07:54 AM [lrms]
800156	10/09/18	10/23/18	F ELL / The anniversary man (MAIN COLLECTION)	.20	.00	05/03/18	-4.10	VOIDING:#33405000038849 Due:2/27/2018 In:5/3/2018 9:07:54 AM [lrms]
800176	10/09/18	10/23/18	F CHI / Worth dying for : (MAIN COLLECTION)	.20	.00	10/09/18	1.80	#100001261 Due:9/13/2018 In:10/9/2018 10:10:04 AM
10000004	10/09/18	10/23/18	FIC Dix / The crowning terror (MAIN COLLECTION)	.20	9.80	10/09/18	1.80	#33405000038849 Due:9/13/2018 In:10/9/2018 10:10:04 AM
10000002	10/10/18	10/24/18	FIC Dix / Cult of crime (MAIN COLLECTION)	.10	9.80	10/09/18	1.80	#33405000039693 Due:9/13/2018 In:10/9/2018 10:10:04 AM
100001261	10/25/18	11/06/18	636.800 / Cat tales : (CORECIVIC)	.00	.00	Balance	5.40	

Item Barcode: F3-Type Partial Title for Lookup

Check Out Date: 10/25/2018 Check Out Print Today's Checkouts Renew all 11 items
 Due Date: 11/06/2018 Print Active Circulation
 Quick Catalog Search View On-Line Library Catalog Email Active Circulation

636.800
 Cat tales : CORECIVIC
 Renewed:10/25/2018
 New Due Date:11/06/2018

When Item Checkout is completed, Press the Ctrl key once to return to the Borrower ID or Name field. Simply Type or scan the new Borrower ID to begin the next Checkout.

The following pages will explain the various functions shown within the Circulation displays

Visual Circulation Stats:

Past week and today's transaction counts: Fri: 134 Mon: 98 Tue: 178 Wed: 193 Thu: 284

are displayed at the bottom of the Circulation screen display.



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Borrower ID or Name: **F3-Last Name Partial**

Add a Borrower ID or Name: Scan a Borrower ID Barcode number or Manually add the Borrower ID or type a Partial or Full last name and then the F3 or

Enter key to list matching borrowers. Using the Add or Edit buttons allows for adding a new borrower or managing the borrower listed.

Item Barcode: **F3-Type Partial Title for Lookup**

Item Barcode: Scan an items

barcode label using a barcode scanner for best results and automatic processing or manually type in a barcode number and processing by the Check Out button.

Damaged or unreadable Barcode label:

Item Lookup

List Available Items Only

Title: Right click on RED words for possible correct spelling.

(Press ENTER to List)

- 973.3 - The American Revolution : - Carter, Alden R.
- 216012405 - Available
- PB W JOH - The first mountain man: Blackfoot messiah. - Johnstone, William W.
- 3841700018005 - Available
- 3841700018988 - Available
- PB W JOH - The last mountain man: - Johnstone, William W.
- 3841700005506 - Available
- PB W JOH - The last mountain man: - Johnstone, William W.
- 3841700022905 - Available

If the barcode label is damaged/unreadable type in a Partial portion of the Title, use the F3 function key to receive a list this book or a list, select the available and proper Barcode number with a double click. The program will add the

number to the Item Barcode field, Click the Check Out button to complete the process.

Active Circulation Display:

Check Out, Check-in, Renew and Hold Item "Program Display" Review:

Active Circulation "Color" explanation; Display of a Barcode number by color coding

Green Highlight – Good Standing within Circulation period.

Red Highlight – Overdue item.

Blue Highlight – Item Status Code of "O" (Open/Out) has been manually changed incorrectly within the item cataloged Holdings while still in open circulation to this borrower. The proper method to manage Lost, Missing, Damaged items is to be entered into the Borrower Account.

Item	Out	Due	CallNo/Title	Est	Cost
104863	09/12/18	09/13/18	FIC/LEW/ / Frog Power #5 (MAIN COLLECTION)	.00	2.50
107087	09/12/18	09/13/18	599.7/CLU / Dog (MAIN COLLECTION)	.00	21.00
107399	09/12/18	09/13/18	E FIC/LON / Froggy plays soccer (MAIN COLLECTION)	.00	3.99
109469	09/12/18	09/13/18	E FIC/LOB / Frog and toad together (MAIN COLLECTION)	.00	3.95
109977	09/12/18	09/13/18	E FIC/COO / Frog (MAIN COLLECTION)	.00	17.00
101734	10/19/18	10/22/18	E FIC/LOB / Adventures of Frog and Toad (MAIN COLLECTION)	.00	7.99
102621	10/19/18	10/22/18	E FIC/BUR / Cars (MAIN COLLECTION)	.00	15.99

Enhanced Active Circulation screen: Open circulation display area, includes Record information and Collection name, to visually assist with on-screen description notification.



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Circulation 1 thru 9 of 9

Item	Out	Due	CallNo
33405000038849	10/09/18	10/23/18	Fic Kin
33405000039693	10/09/18	10/23/18	E PER
403754	10/09/18	10/23/18	813.54
700005	10/09/18	10/23/18	YA 796
800176	10/09/18	10/23/18	F CHI
T0000002	10/10/18	10/24/18	FIC DI

Using the mouse right click button; any barcode number listed within the Circulation Register can be Renewed, Checked in or Holdings displayed with a simple right click of the mouse as illustrated.

Pagination of the Active Circulation displayed:

Circulation 1 thru 10 of 10 Page 1 of 1

>> > < <<

Item	Out	Due	CallNo/Title
33405000038849	10/09/18	10/23/18	Fic Kin / Diary of a wimpy kid : (MAIN COLLECTION)

When the number of circulated items exceed the display area the Pagination Page 1 of XXX information is displayed. Use of the >> and > or < and << arrows will allow for the movement between pages. Very efficient when an individual has large counts of items (20-200+) checked out.

Circulation menu button:

View Help Exit Circulation

Check Out Check In Renew Hold (0 - 1)

Check Out

Check Out Date: 10/30/2018 Auto Due Date Determination Include Textbooks / Equipment

Default Due Date: TURF-OFF OverDue Warnings Suppress Photo ID Only Textbooks / Equipment

Borrower ID or Name: 1243

1243 Smith, Chuck / FC

To TAG/UNTAG just click a ROW. A tagged record will turn the barcode field GREEN.

Out	Due	Barcode	Call No	Title	Est Fine	Cost
10/09/2018	10/23/2018	33405000038849	Fic Kin	Diary of a wimpy kid :	.50	.00
10/09/2018	10/23/2018	33405000039693	E PER	Curious George.	.50	.00
10/09/2018	10/23/2018	403754	813.54 RED	The Tenth Insight: Holding the Vision: An E	.50	.00
10/09/2018	10/23/2018	700004	YA BIO JOH	Lyndon B. Johnson /	.50	19.45
10/09/2018	10/23/2018	700005	YA 796.332	Meet the Cowboys /	.50	16.45
10/09/2018	10/23/2018	800176	F CHI	Worth dying for :	.50	.00
10/10/2018	10/24/2018	T0000002	FIC Dix	Cult of crime /	.40	9.80
10/25/2018	11/08/2018	100001261	636.8	Cat tales :	.40	.00
10/25/2018	10/27/2018	T0000004	FIC Dix	The crowning terror /	.10	9.80
10/25/2018	10/27/2018	800155	F BUT	Small favor :	.10	.00

Item Barcode: Check Out Date Due Date Check Out

Quick Catalog Search View On-Line Library Catalog

Current Circulation Tag All Items Auto Renew Tagged Items Print to Report Printer Print to Receipt Printer Close

Circulation History Textbook Circulation

Email Active Circulation

When Item Checkout is completed, Press the Ctrl key once to return to the Borrower ID or Name field.

Click the Circulation button to view current open circulation, circulation history of this individual and a host of additional options all from one program location. Tag All or individual items by clicking on the line item and then selecting Auto Renew Tagged Items can be helpful when items have different days of circulation. When requested or necessary Print a Report or Receipt for reference.



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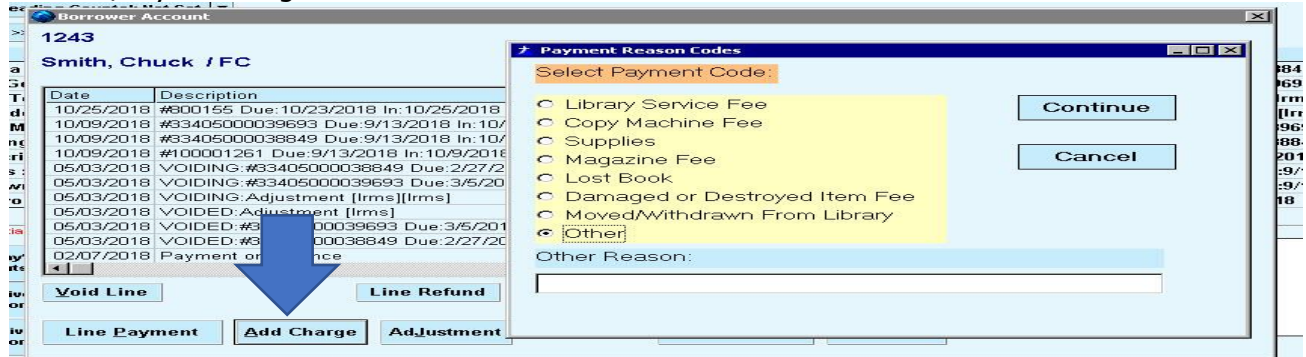


A visual benefit exists within Circulation to display a Book Cover image when an image is available by matching the ISBN number to the item being managed through circulation. Images are drawn from

your local database or from an LRMS Master database. If the displayed image is incorrect identify this mistake; please check the Incorrect Image field.

Account Button:

Account/Payment Register



Borrower/Patron Individual Account Fees/Fines and more.

Properly use Payment Codes to add service fees and apply fines for damaged or lost materials, this register represents a universal listing of descriptions that are used by most libraries. Options allow for Voiding a Transaction, creating a Refund, taking in a specific Line payment, adding a Fee/Fine Charge, making an account Adjustment and Printing an Account Statement.

On Screen management options:

Main Checkout Circulation & Suppression Screen options:

<input checked="" type="checkbox"/> Auto Due Date Determination	<input type="checkbox"/> Include Textbooks / Equipment
<input type="checkbox"/> TURN-OFF OverDue Warnings	<input checked="" type="checkbox"/> Suppress Photo ID
	<input type="checkbox"/> Only Textbooks / Equipment

Auto Due Date Determination: by program Default this Option is turned on to honor the number of circulation days settings listed within each Borrower Group and Circulation code which is located under the Circulation Management menu of "Define Circulation Periods & Limits".



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TURN-OFF this Auto Due Date Determination to Manually enter the new desired

Check Out Date:	10/25/2018	Auto Due Date Determination	Due Date, this new date will remain active until the
Default Due Date:		TURN-OFF OverDue Warnings	Auto Due Date Determination is reactivated or the Circulation screen is exited and

reopened. Great for an End of Year check-in.

Turn-off Overdue Warnings: by program Default this option is turned off as the program will automatically display warnings about Overdue status, Fees/Fines owed or when activated Reading Levels Cautions. This function when activated (turned-on) will disable program Pop-up Warnings.

<input checked="" type="checkbox"/> Suppress Photo ID	Suppress Photo ID: by program Default this option is turned off, and is represented by the presence of the green check mark. If your library uses Photo ID's this option would be un-checked to display photo's.
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<input type="checkbox"/> Include Textbooks / Equipment	Include Textbooks/Equipment: by program Default this option is not active as it is used to display or not display special (long term circulated items) collection items amongst standard daily circulated library materials. Activate this button to display these special collection items within the "Circulation Register" listings of non-library specialized circulated items (Ex. Equipment, Textbooks, iPads, Chromebooks, etc.).
<input type="checkbox"/> Only Textbooks / Equipment	

Only Textbooks/Equipment: by program Default this option is turned off, turning this option on has an opposite affect to what is displayed within the "Circulation Register" and would only display items from those special collections that are circulated out within Circulation.

Print Receipts:

<input type="button" value="Print Today's Checkouts"/>	Print Today's Checkouts receipt for your borrower.
<input type="button" value="Print Active Circulation"/>	Print Active Circulation button, will print a listing of currently open circulation for your borrower that is listed within the Borrower ID field. Requires that a Receipt Printer be picked (Advanced Settings) for this ability.
<input type="button" value="Email Active Circulation"/>	Send an E-mail of Active Circulation button, does require an email address entry within the Borrower profile information.

"Add a Note" to the Patron/Borrower:

This option provides a space to place a comment which will display each time within any circulation option of this patron. Additionally, this Note area will also display Account Restriction information when authorized by a library staff person or optional automated Overdue restriction process.

Borrower ID or Name:	1243	This Account has been cleared for circulation by user lrms on 10-30-2018 This Account has been flagged Restricted by user lrms on 10-30-2018
F3-Last Name Partial	<input type="button" value="Add"/> <input type="button" value="Edit"/>	
Smith, Chuck / FC		<input type="button" value="Add a Note"/> <input type="button" value="Print Notes"/> <input type="button" value="Clear Notes"/>



An Explanation to Circulation

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Accelerated Reader: Not Set Reading Counts: Not Set

Add reading level information to an individual account, simply click the

Reading program being used to add the appropriate Reading Level Range. Collections materials containing the Reading Level within the MARC Tag 526 and Sub-field will be used to examine the borrower reading level against that of the collection item Reading level. If there is a mis-match of Reading levels for the item being Checked out to the Patron the program will provide an alert. See more... on page 10 and 11. Review using Reading levels and Apps within the G4 Help documentation at www.lrms.com for further details.

Easy view Open Circulation Stats:

G4 Please visit www.lrms.com for support Holdings Info at login ==> A: 10649 D: 2 L: 20 M: 289 O: 676 Overdue: 125 OD 60+ days: 29

When viewing the Catalog Menu, the above information will display at the bottom of the Catalog Menu screen display. This information would be very helpful with managing Open circulation.

Check-in Tab screen Display

View Help Exit Circulation

Check Out Check In Renew Hold (0 - 0)

Check In Check In Date: 10/25/2018 Express Check In Include Textbooks / Equipment

TURN-OFF OverDue Warnings Suppress Photo ID Only Textbooks / Equipment

Borrower ID or Name: 1243
F3-Last Name Partial
Smith, Chuck / FC Add Edit Add a Note Save Notes Print Notes Clear Notes

Circulation 1 thru 11 of 11 Page 1 of 1

Item	Out	Due	CallNo/Title	Est	Cost
33405000038849	10/09/18	10/23/18	Fic Kin / Diary of a wimpy kid : (MAIN COLLECTION)	.20	.00
33405000039693	10/09/18	10/23/18	E PER / Curious George. (MAIN COLLECTION)	.20	.00
403754	10/09/18	10/23/18	813.54 RED / The Tenth Insight: Holding the Vision: An Experiential Guide (DAVIS)	.20	.00
700004	10/09/18	10/23/18	YA BIO JOH / Lyndon B. Johnson (MAIN COLLECTION)	.20	19.45
700005	10/09/18	10/23/18	YA 796.332 KEN / Meet the Cowboys (MAIN COLLECTION)	.20	16.45
800155	10/09/18	10/23/18	F BUT / Small favor : (MAIN COLLECTION)	.20	.00
800156	10/09/18	10/23/18	F ELL / The anniversary man (MAIN COLLECTION)	.20	.00
800176	10/09/18	10/23/18	F CHI / Worth dying for : (MAIN COLLECTION)	.20	.00
10000004	10/09/18	10/23/18	FIC Dis / The crowning terror (MAIN COLLECTION)	.20	.00
10000002	10/10/18	10/24/18	FIC Dis / Cult of crime (MAIN COLLECTION)	.20	.00
100001261	10/25/18	11/08/18	636.800 / Cat tales : (CORECIVIC)	.20	.00

Item Barcode: 800156 F3-Type Partial Title for Lookup

Check In Date: 10/25/18 Check In Print Today's Checkouts Renew all 11 Items

Quick Catalog Search CheckOut Now Print Active Circulation Go to Checkout with this Patron

View On-Line Library Email Active Circulation

When Item Checkout is completed, Press the Ctrl key once to return to the Borrower ID or Name field. Simply Type or scan the new Borrower ID to begin the next Checkout.

Warning: Borrower has one or more overdue items! This message will not be repeated for this borrower.

F ELL The anniversary man / MAIN COLLECTION Ellory, Roger Jon.

Item Barcode: [Yellow Field] Check-in is simple:



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When the Check-in Tab is used the program will automatically place the computer cursor within the Item Barcode (yellow highlighted) field. Material Barcode labels can be scanned or the Item barcode can be typed in manually. If you are using a barcode scanner begin to check-in the library items, details will automatically fill into the circulation screen. Borrower/Patron Name, ID and open circulation will appear along with any Warnings about open transactions. Answer or clear any warnings by clicking upon the OK button, if there are multiple items being checked in for this borrower continue to enter the Barcode number for each item being returned.

Go to Checkout with this Patron from Check-in:

101734	10/19/18	10/22/18	E FIC/LOB / Adventures of Frog and Toad (MAIN COLLE
102621	10/19/18	10/22/18	E FIC/BUR / Cars (MAIN COLLECTION)

Item Barcode:

Check In Date:

Check In Print Today's Checkouts Renew all 6 items

CheckOut Now Print Active Circulation Go to Checkout with this Patron

Quick Catalog Search Email Active Circulation

View On-Line Library Catalog

(When Item Checkout is completed, Press H

Switch to Checkout of the same patron from Check-in with one click of a mouse without the need to re-add Borrower information.

Renew all items (in Active Circulation):

Circulation 12 thru 17 of 17 Page 2 of 2 Email address missing

Item	Out	Due	CallNo/Title	Est	Cost
103400	10/14/18	10/15/18	E 811/MIL / Now We are Six (MAIN COLLECTION)	.00	5.00
103465	10/14/18	10/15/18	E 500.5/POD / The True Book of Space (MAIN COLLECTION)	.00	7.50
103612	10/14/18	10/15/18	E 599.74/WAL / Red Fox (MAIN COLLECTION)	.00	10.00
106224	10/14/18	10/15/18	E 92/COL / Columbus (MAIN COLLECTION)	.00	5.95
111259	10/14/18	10/15/18	E FIC/ALB / The Gobble Gobble Mooooo Tractor Book (MAIN COLLECTION)	.00	16.99
111263	10/14/18	10/15/18	E FIC/COR / The Twelve Days of Christmas in Iowa (MAIN COLLECTION)	.00	12.95

Item Barcode:

Check Out Date:

Due Date:

Check Out Print Today's Checkouts Renew all 17 items

Renewal of All Items by a single click process. (Large numbers of renewals take a few moments), an efficient when an individual has large counts of items (20-200+) checked out.



An Explanation to Circulation

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Renew Tab screen Display:

To Renew or Extend circulation of any item that is in Open circulation, use the Renew Tab.

The program will automatically place the courser within the Item Barcode field. Scan/type the item barcode into this field, the program will display the associated borrower and any warnings about the item being Renewed.

Hold Tab Screen Display:

Use the Hold Tab to reserve an item that is currently circulated to another patron. The functionality of the Hold process is much similar to the Checking out of any item. Items placed on Hold are reserved and upon return to the library the program will alert the library staff of the open Hold for this item. The program will

offer the printing of a Hold Ticket with the borrower information who requested the item for placement within the book.



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If the patron does not have their patron ID number or request is made by telephone, follow these steps:

- Use the F3 key located in the top row of the keyboard towards the left to display a small screen called Lookup Borrower.
- Type in the first few letters of the patron's last name.
- Use the Enter key or single click on the select button on the right side of the screen.
- An individual name or list of all patrons with similar last name will appear.
- Place the mouse arrow on the correct patron name and single click the left mouse button to highlight it, or you can use the down arrow key to highlight the name.
- Use the Enter key after the correct patron name is highlighted
- This will return you to the hold screen and the patrons barcode number will be in the Borrower ID line near the top of the screen
- Use the Enter key again, this will bring up the name of the borrower

Circulation - Hold Queue management

View Help Exit Circulation

Check Out Check In Renew Hold (1 - 2)

File Help Previous Menu

RED Double Click TAGGED column to Tag/Untag a single Hold Record

Tagged	Barcode#	Priority	Borrower	Last Name	Status	Hold Date	Expires	Call Number	Title	Origin	Barc
	77036	1	333025497	Cunningham	Waiting	10/03/2018	TBD	F CU	The President is Missing - a Novel	Circulation	59491
	32488	1	333024607	Wold	On Hold	10/19/2018	11/9/2018	LB LP F SPA	Every Breath	Circulation	60081

Remove Selected Line Tag All Items UnTag All Items Remove Tagged Items

Report Print Hold Tickets for Tagged Items

Sort By: Last Name Hold Date Title

On-line Item Reserve/Hold through the OPAC; requires activation Origin of where the Hold originated and count notification displayed within the Hold Tab of the Circulation Screen.

(1 - 2) 1st. position represents an Internet request through the OPAC and would be listed within the Origin column.,

(1 - 2) 2nd. Position represents a Locally requested Hold through Circulation, created through circulation process and would be listed within the Origin column.



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Tagging of Hold Queue listed items allows for:

Tagged	Barcode#	Priority	Borrower	Last Name	Status	Hold Date	Expires	Call Number	Title	Origin	Marc
<input checked="" type="checkbox"/>	403754	1	5767	Szerlong	Waiting	10/25/2018	TBD	813.54 RED	The Tenth Insight: Holding the Vision: An Exp	Circulation	40920

- Removal of the Tagged item
- Print Hold Tickets for Tagged Items
- Change the Priority of an item with a simple right mouse button click when more than one Hold exists for the same item.

Do you use a Reading Program?

G4 Reading Level Management and the ISBN number

Circulation & Borrower Reading Level Management for those who subscribe to using Reading Program Management within their School Libraries or Public Libraries.

When the use of Reading Level Management is activated

Advanced Menu

- System
 - Manage Users
 - Printer Settings
 - System-wide Settings
- Utilities
 - Skin Templates

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System Settings

Library Information [Close]

Setting	Value
Library Street Address 1	
Library Street Address 2	PO. Box 10973
Library City	Prescott
Library State	Arizona
Library Zip	86304-0973
Library Phone	1-800-777-5767
Library URL	http://www.lrms.com
Library E-Mail	g3eszerlong@gmail.com
Are you a public library	Yes
Start Position of Borrower ID	0
Ignore Leading Zeros in Borrower ID	No
WebOpac Full URL	http://www.g3online.com/demo/default.asp
Activate Transfer Utility	No
Terminal Service Library	Yes
Use Reading Levels	Yes
Email Courtesy Notice	Yes
Email Courtesy BCC	g3eszerlong@gmail.com
Email Over Due Notices	Yes
Email Over Due BCC	
OPAC Custom Directory Account	

within the Main menu "Advance Settings – System-wide Settings" under the Library Information – Use Reading Levels and a Reading level range is also added to an individual's account.

Any borrower having a Reading Level will be automatically monitored by the program.

During Circulation G4 will apply AR or RC Reading Program requirements to the individual borrower by matching the cataloged book ISBN number and its Reading Level information to that of within the borrower information.



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Set-up & Enforce of Borrower Reading Level Range

The screenshot shows the 'Edit Borrower' window in the Genesis G4 software. The 'Reading Level AR' field is highlighted with a red box, and a blue arrow points to it. The form includes fields for Borrower ID (8910), Teacher ID, Group (06), Class Period (0), Last Name (Adams), First Name (Jaci), MI, Address 1, Address 2 (Adams street), City (Adams), County (Adams), State (TX), Zip (79701), Date of Birth (12/31/2006), Reading Level AR (6.0-6.9), RC (6.4-6.8), Enforce (checked), Expire Date (12/31/2020), OD Notice Count (0), OD Notice First Date, Secondary ID, Type, Phone 1 (123-123-1234), Phone 2, E-Mail (g3eszerlong@gmail.com), Other Email, Care Of (LRMS), and Notes. The Notes field contains several entries, including one about a restricted setting cleared on 07-13-2015.

When RL levels are setup, G4 takes on the role to assist in maintaining enforcement

The G4 Reading Level system looks for an ISBN number within the item being Checkout for the presence of a 526 MARC Tag and Sub-field for a reading level and if not found converts the existing 10 or 13digit ISBN number and instantly queries a master database and uses that data to verify and apply a reading level.

Within a second of time G4 uses your library record ISBN number and existing 526 & 521 tag information or when no information exists within in your MARC record G4 goes even further to match that ISBN number against our major database. If there is no possible RL match then alternate information is offered so that student will receive the benefit of reading something that struck their interest.



An Explanation to Circulation

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Add Self Circulation to the library

Is your library unattended at times or closed to usage? Could the library use some additional help? **How about allowing this computer generation of Patrons, Students and Teachers to have independent access to Circulation?**



This popular option has proven itself within the library as a time saver and allows the library staff to devote more time working with patrons or students.

Self-Circulation does encourage library attendance and offers a simple solution to Circulation and can be setup to assist with Check-in only, allowing your patrons to check-in their materials as

they come into the library and can be setup to provide full service of Check-in, Checkout and Renewal, it is flexible enough to work with most Smart Devices and allows the numeric entry of Barcode numbers by a scanner or on screen 10-key pad or 10 key USB device (can operate without a keyboard).

E-Mail: Setup allows Libraries who would like to include an E-mail Receipt button to send the Borrower their Circulation Transaction, plus a setting for recognizing Reading Level enforcement that will direct the borrower to honor a different action.

Apply this Circulation Kiosk to any PC, Mac, Tablet, Chromebook or Touch-screen compatible device. Turn the Circulation desk computer into a Self-Service Kiosk workstation when a library staff person is unavailable. Set-up in any one circulation mode or implement all four modes of Check-in, Checkout, Renew and allow access to the OPAC catalog.



An Explanation to Circulation

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Teacher Reading Level and Management APP

LRMS developed - Teacher Reading & Management APP for use with any device. This APP allows the

LRMS GENESIS 4 TEACHER APP FOR LRMS
Version: G 4.0.0.4
Welcome: ASzerlong! [Log Out]

Home Check In/Out/Renew Circulation Circulation History Reading Levels

WELCOME TO THE LRMS TEACHER APP

NEW CAPABILITIES

- MONITOR STUDENT READING ACTIVITIES
- VIEW OR CHANGE STUDENT READING LEVELS
- REASSIGN BOOKS WITHOUT GOING TO LIBRARY
- CHECK IN ITEMS FOR STUDENTS
- RENEW ITEMS FOR STUDENTS
- CHECK OUT ITEMS FOR STUDENTS

ACCESS FROM ANYWHERE - VIRTUALLY ALL HARDWARE, OPERATING SYSTEMS AND INTERNET BROWSERS!

- DESKTOP
- LAPTOP
- TABLET
- PHONE

To learn more about LRMS Library Systems visit www.lrms.com

Teacher to monitor, manage and modify student Reading Levels in Real-time.

The App can be used for circulation of Reading materials in the classroom and library, the APP provides real-time management of what is currently being checked out through the library to students.

It allows the educator to adjust the borrower reading level information within the Library borrower record. This App provides real-time circulation functions and can manage items checked out through the library or classroom.

Educators can use their Smart Device or laptop to assist with library circulation.