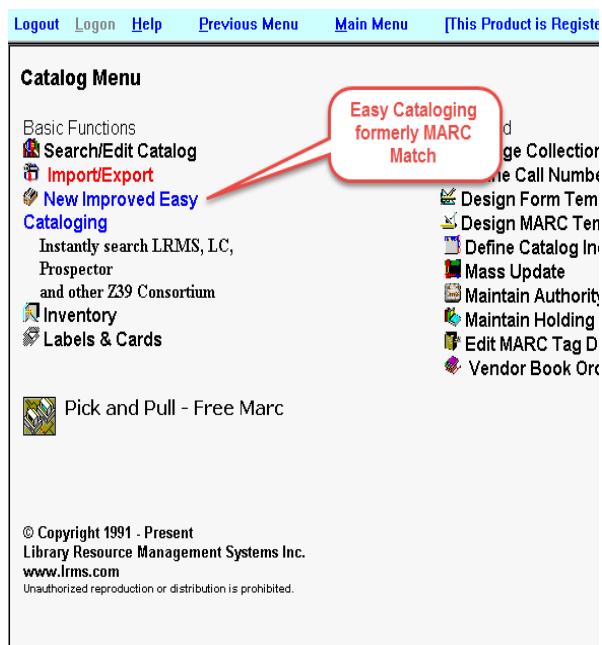# Easy Cataloging/MARC Match Utility Help

What is Easy Cataloging?

"The innovative way to catalog MARC records! With this utility you will benefit from cooperative cataloging efforts guided by LRMS."

This Utility:

Provides a ("Handle a library item once concept") resource to easily add new Full MARC records and its holdings/copies directly into a specific collection within the library program.

It is different from the "Pick and Pull" resource found in the library program; as ISBN numbers search first MARC records that were created by LRMS customer's and placed into a special 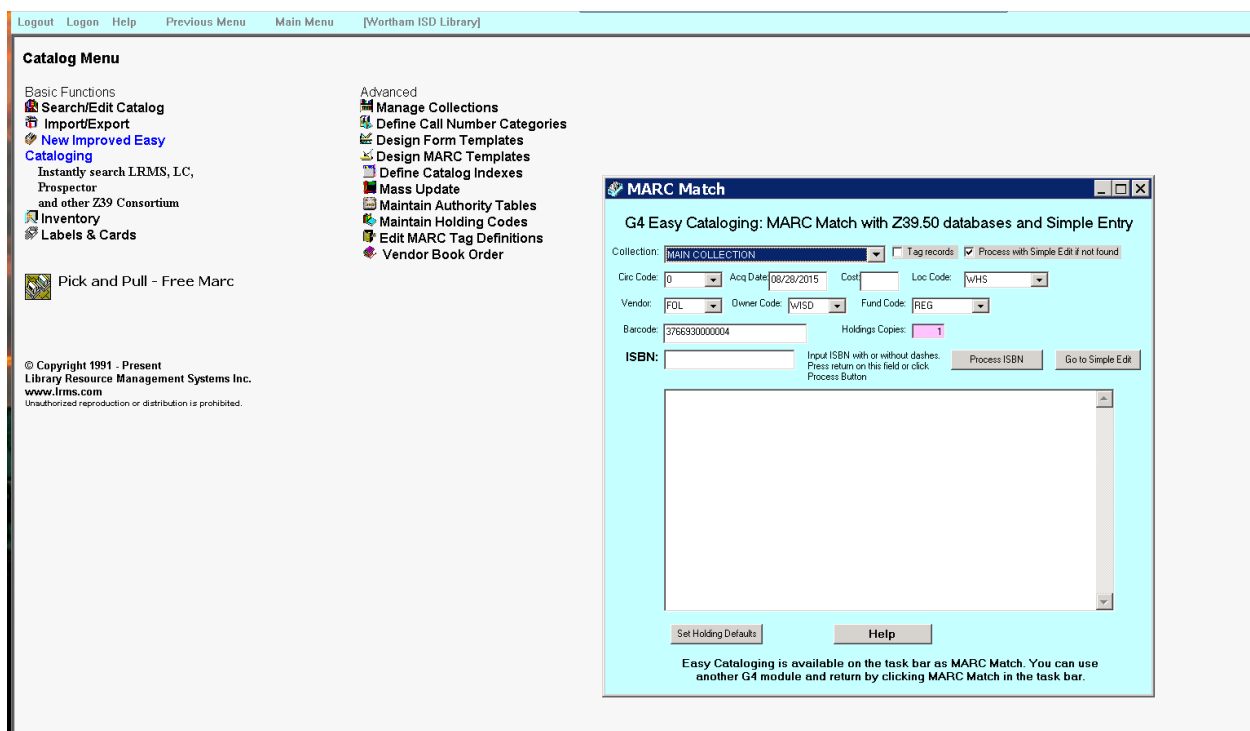database and if not found searches z39.50 databases across the Internet like Prospector, Library of Congress along with other databases. These processes are incredibly fast and very accurate, using your barcode scanner scan in the ISBN or type it in manually with or without dashes.

The selection of records placed within this database has been filtered to provide the best record for all LRMS customers. Selection criteria focused upon record completeness, to include records containing reading levels, quiz information, and the addition of special images.

- Use this utility to create a new Library collection or use it to add new MARC records to your current collection.
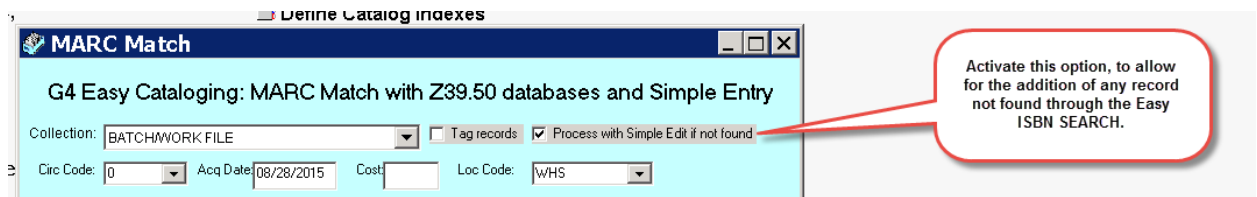
- Because this is a Utility program we purposely allow the use of other parts of the G4 library program simultaneously while using Easy Cataloging. In all probability the Easy Cataloging search of its entire database's will find a hit.
- "Log Not Found" option when this activated the program automatically builds a file of those records that may not be found which can be processed through other Z39.50 databases using the MARC Editor and other editors.

MARC Match Utility Template
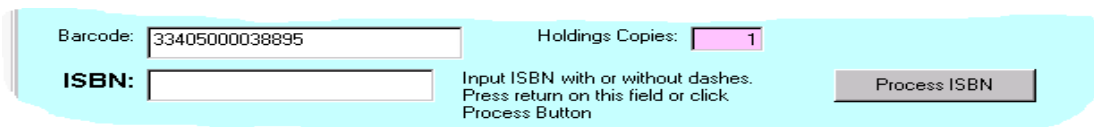

Understanding this template options

Similar to using the Holdings template, with a few major add-INS the Circ Code, Loc Code, Vendor, Owner Code and Funding Code once added will be retained provided the Set Holdings Defaults has been activated and will be displayed for the next record search. The Acquisition Date will be automatically added based upon the calendar date the operation takes place, (Note: you can type over this date if necessary)

Tag Records simply tags any found records as they are added to a collection.
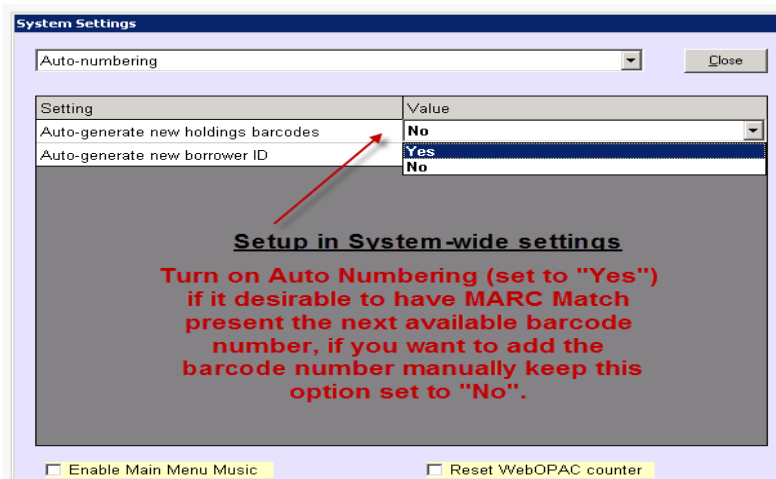
- ✓ **Process with Simple Edit if Not Found**, when checked opens the Simple Default Book Template for books that are not located within the MARC Match databases. Any items that are not found are manually added through this form. Left unchecked will <u>not open this form.</u>

  1. **Barcode Auto numbering,** occurs only when the auto numbering is turned on within the Library System's Advanced Settings/System- Wide Settings. Auto-numbering is a great
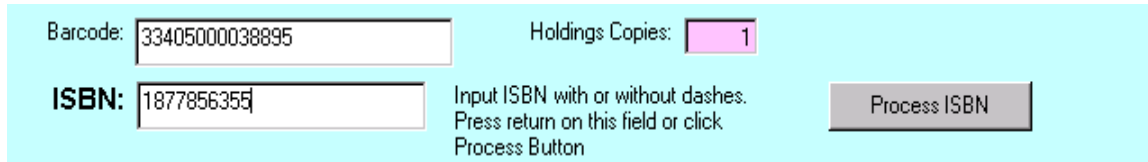

option that when used avoids input errors and speeds up processing.

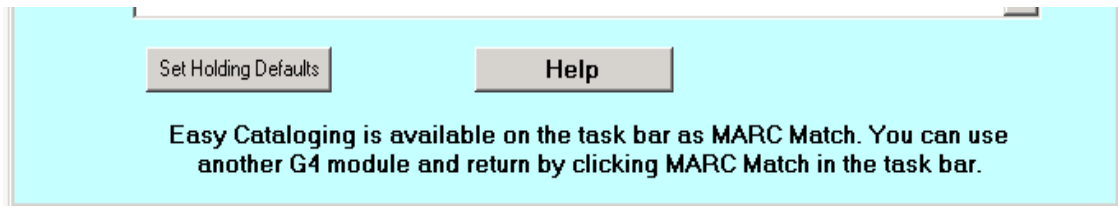2. **Advanced Settings/System-wide Settings –System Settings**

3. **Holdings Copies,** allows for the addition of multiple barcode numbers/copies/holdings being added to the Matched or Un-matched record. (Ex. There are 5 copies of this Title, change the Holdings Copies from 1 to 5 and there will be five new barcode numbers added to this Title.

4. **ISBN,** type in this number, press the enter key or Process button or scan in this number to begin the search of the MARC Match database.

5. **Set Holding Defaults**

Set Holdings Defaults "Locks in the general settings" of MARC Match, such as Circ Code, Owner Code, Location Code and other template function. This is especially helpful when cataloging repetitive holdings.

Using the MARC Match Utility

Using this Utility is really simple as the program does almost all of the work to locate a match against the ISBN number inserted in the ISBN field of this Utility. It automatically inserts any MARC records found along with the Holdings into the collection you have selected.

1. **Once the Template is set** – simply scan in the ISBN to start the process or type in your ISBN number and press the Enter key or Process ISBN button to start the processing this way.
2. **When a Match is found**, accept or change the Call Number displayed from the MARC Match database. Click "OK" to proceed.

3. Process the ISBN Number

4. **Finished Processing** – by scanning in or typing in the ISBN number. When an ISBN is found the MARC Match Utility will present the best Record match as noted above which can include Reading Level information and Book Images. When an item is not found it will be added to the Log Not Found file; provided this preference is set to do so.