Library Resource Management Systems, Inc.

Catalog most anything; Make customized Templates.

Template design requires an understanding of the USMARC cataloging Tags and Sub-fields used to identify proper field structure. LRMS has created most of the necessary templates needed for the cataloging of the various items found within the library.

However, we have seen a need for the library to catalog and distribute materials that normally were not intended to be managed through the library. An example would be items like computer equipment, textbooks, fixed assets and other items. The G4 utilizes the USMARC cataloging method, but in reality, the program suites itself to be an Inventory management system that lends itself to manage most anything.

LRMS staff are always available to help or will make a specialized template for you, all that is needed is to call our support team.

Template design often starts by modifying an existing template and renaming it to suite your particular needs. Templates do require key items to be within the form to allow the G4 program searching abilities to be an effective mechanism.

All Templates require the following as a minimum description:

These key fields are utilized by the G4 program to provide an optimal search capability to the individual using the program.

- ✓ A Call Number (852$h), why is this important?
  - o G4 utilizes the Call Number to associate the correct Cataloging and OPAC template forms with an identifying graphic icon through the assigned Call Number.
  - o Call numbers create proper shelving of materials, this Field is a requirement of the G4 program.
- ✓ An ISBN Number, (020$a), why is this important?
  - o ISBN numbers play an important role within G4 as this unique number identifies any items having an ISBN to the updating process of G4 where when available a Book Cover Image to display within the OPAC, or the ability to update the current record by matching the ISBN number to a better mor complete MARC record.
- ✓ A Title, (245$a) why?
  - o Every cataloged item requires a description by means of a title.
  - o Titles can be made of multiple parts (245$b), manual entry of an item does depend upon experience or the Simple form template. These
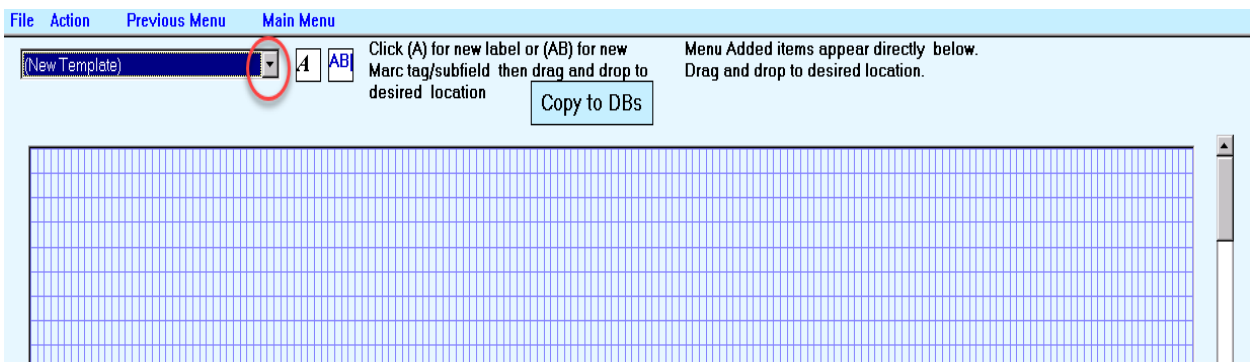
simple templates are meant to lead anyone into filling in the blanks of the template.
- o Individual searching becomes enhance by Keyword searching of any title containing word or descriptions within a title.
- ✓ An Author, (100$a) why?
  - o Often an individual has a favorite author or learns of an item produced by an author; G4 searches the author field and maintains these names within an Authority list.
- ✓ Copyright field (260$c) or Date of Publication, why is this important?
  - o Library data can age and when researched for this purpose often the Copyright or Date of publication plays a key role to identify older materials.
- ✓ Subject field, (650$a), why is this important?
  - o Individual searching often is based upon a specific subject or associated subject, G4 provides this field as a key search capability.
  - o Subjects terms within G4 creates a list 0 - Z listings that are compiled from the Full Marc record field within each database.
  - o
- ✓ Genre field, (655$a), why is this important?
  - o Genre Terms are a general description of the item, example a book could be Genre identified as Action Adventure or Action Adventure comics.
  - o Genre terms within G4 creates a list o A -Z listings that are compiled from the Full Marc record field within each database.

Creating a Form Template

G4 provides an Advanced Function from within the Catalog Menu described as Design Form Templates. When accessed a Template Designer appears displaying a "New Template" Blank Grid, each small grid box represents a character field. Many defaulted templates have already been added and applied to function within G4. These templates can be accessed by the drop-down menu displaying New Template.

Quick Entry Template example

To create or modify any template is a simple process which works by the process of Drag and Drop, stretch and describe to the Grid Template.

This same process applies to modifying an existing template into a customized template.

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Genesis G4
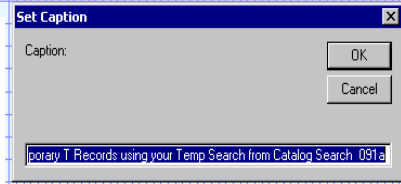
How to Alter/Modify Field descriptions:

How to alter the MARC Tag and Sub-field Properties:

Last tips: ** place after a description will cause the text description to display RED. ++ placed after any text will double the font height and display it BLUE.

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