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Easy ISBN Cataloging:

What is Easy ISBN Cataloging?

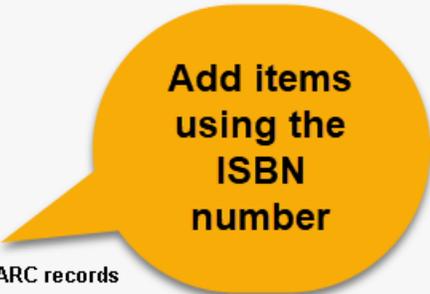
Logout Logon Previous Menu Main Menu

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

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“An innovative way to find and add MARC records! This G4 feature accesses will benefit from cooperative cataloging sites in adding free MARC records to any G4 library collection.”

This Utility: Provides a “Handle an item once concept” to easily add new Full MARC records and its holdings/copies directly into a collection with a simple scan of an ISBN and a few clicks of the Mouse.

Easy ISBN Cataloging is different from the G4 “Pick and Pull” cataloging resource shown in this Catalog Menu. Briefly Pick and Pull is an excellent option for updating existing

MARC records by an ISBN number search.

Easy ISBN Cataloging searches several z39.50 databases across the Internet like LRMS’s Master Database, Library of Congress along with other specially picked databases.

The matching process is incredibly fast and very accurate.

- Use this utility to create new MARC records for the first time or use it to add new MARC records to your current collection.
- Use the barcode scanner to scan in the ISBN number or type it in manually with or without dashes.
 - The selection of records found within these databases are the best matched records for all LRMS customers. Selection criteria focused upon



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record completeness by searching the LRMS Master Database first to include records containing Call Number listings, reading levels, quiz information, and the addition of cover images.

- It is probable the Easy Cataloging search of its group of databases' will find a hit, but there is a chance of no hit.
- **Record Not Found:** Not all searches will result with a found "Found" MARC record" as a result we have added utility "option" when activated will Save the Holdings/Copies information and will automatically open a "Simple Form Cataloging Template to allow the manual entry of the book/library item. The purpose of this option is to allow the one-time handling to cataloging.
 - **The alternative is to set aside these items:** when the program does not find a matching MARC record; you simply set aside this book/item for later [Manual entry](#).

Easy ISBN Cataloging: Understanding and Getting Started

Data Entry Template:

Understanding these template options is similar to using the Holdings template, with a few major add-in's locked in-place and saved for each entry.

- If you are adding new items that does not have a book Barcode Label applied to the book, LRMS recommends turning on the "G4 option of Auto Barcode



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Numbering, this prevents input errors of duplicated numbers. When used the G4 program will always keep track adding a next unused Barcode number.

The screenshot shows a 'System Settings' dialog box. At the top, there is a dropdown menu set to 'Auto-numbering' and a 'Close' button. A red box highlights the text 'Found within Advance Settings'. Below this is a table with two columns: 'Setting' and 'Value'.

| Setting | Value |
|-------------------------------------|-------|
| Auto-generate new holdings barcodes | Yes |
| Auto-generate new borrower ID | Yes |

- 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 avoids Barcode Number replication input errors and speeds up processing.
- Advanced Settings/System-wide Settings –System Settings select Auto-numbering.
- Holdings Copies, (Pink colored field) allows for the addition of multiple barcode numbers/copies/holdings to be 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 holdings and barcode numbers added to this Title.
- ISBN, using a barcode scanner Scan-in this number and G4 will auto process the entry through Z39.50 databases. If no Barcode scanner simply type in this ISBN number and press the Enter key.
- or Process button or scan in this number to begin the search of the MARC Match database.
- Set Holding Defaults Set Holdings Defaults "Locks in the general settings", such as Circ Code, Owner Code, Location Code and other template function. This is especially helpful when cataloging repetitive holdings.

The settings for Collection, Circ Code, Loc Code, Vendor, Owner Code, Fund Code, Tagging and Manual entry template once select will be added and retained provided the "Reset Holdings Defaults" button has been clicked upon saving the selected settings. Each new ISBN search will continue to use these settings and be displayed for each next record search. These settings can be manually modified and Reset at any time.

The screenshot shows a form with several fields: Circ Code (0), Acq Date (03/02/2020), Cost (19.99), Loc Code (LRL), Vendor (DDN), Owner Code (LRMS), and Fund Code (CB).



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Acq Date: 03/10/2020

The Acquisition Date will be automatically added based upon the calendar date the operation takes place, or you can use a back date, (Note: you can type over this date if necessary).

Collection: Tag Records Process with Simple Edit if not found

Tag Records simply places a Green tag on newly matched/found ISBN MARC Records

| | |
|-------|--|
| 34129 | The \$100 startup :reinvent the way you make a living, do what you love, and create a new future / Guillebeau, Chris. (Copies:1 Available:1) (G4 Genesis Library System) (MAIN COLLECTION) |
| 27276 | The \$12 million stuffed shark :the curious economics of contemporary art / Thompson, Donald N. (Copies:4 Available:4) (G4 Genesis Library System) (MAIN COLLECTION) |

as they are added to a collection. Tagged entries provide the means for printing a smart label through the “Create Labels” menu.

When this feature is “Not” marked and activated

Tag Records Process with Simple Edit if not found

This is an important step to consider; here is why?

Not all ISBN searches will result with a match, so the question becomes when do you want to finish adding a book that was not found?

- G4 provides this option to allow the entry to keep the ISBN number and Holdings information of the not found item and opens manual entry template as a part of the “handling once concept” of adding the item/book. Using this option opens a pre-determined Book Template where the process becomes a fill in the book descriptions as requested by the template when completed and Saved; G4 automatically adds the retained Holdings information that was entered at the start of the ISBN search; saving time.
- If this “Process with Simple Form” is not “Checked” terminates leaving the entry of the item not found to be manually entered at a later time and returns the program cursor to the ISBN entry field ready for the next entry.

[Video Link](#)



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Simple Form Template Explanation:

Process with Simple Edit if Not Found, for books that have not been located when this option is checked opens a Book Template within the “Easy ISBN Cataloging”.

Process with Simple Form is not checked G4 will not open this form; those items that are not found are to be manually using this template form.

Using the G4 Easy ISBN Cataloging

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.



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ISBN:

Input ISBN with or without dashes.
Press return on this field or click
Process Button

Process ISBN

1. **Once the Template is set/saved** – simply scan in or type in the ISBN to start the process; press the Enter key or Process ISBN button to start the G4 Easy Cataloging Search. Manually entering the ISBN number does not require adding the – dash. ISBN numbers are 10 or 13 in length.
2. **When a Match is found**, add a Call Number or accept displayed and/or change the Call Number displayed from the database. Click “OK” to proceed. Cancel will terminate.



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3. Process the ISBN Number

The screenshot shows the 'MARC Match' window with the title 'G4 Easy Cataloging: MARC Match with Z39.50 databases and Simple Entry'. The interface includes several input fields and buttons:

- Collection:** MAIN COLLECTION (dropdown)
- Tag Records:** Button
- Process with Simple Edit if not found:** Checked checkbox
- Circ Code:** 0 (dropdown)
- Acq Date:** 03/10/2020
- Cost:** (empty field)
- Loc Code:** LRC (dropdown)
- Vendor:** DON (dropdown)
- Owner Code:** LRMS (dropdown)
- Fund Code:** BOOK (dropdown)
- Barcode:** 38417000256386
- Holdings Copies:** 1
- ISBN:** (empty field)
- Process ISBN:** Button
- Open Simple Edit:** Button
- Reset Holding Defaults:** Button

The central text area displays the following log:

```
Processing as 10 digit: 1877856355 and as 13 Digit: 9781877856352
... Searching LRMS databases
... Inserting Marc Record
... Added 56848 582.13 FOR 100 Texas wildflowers /
  To: MAIN COLLECTION
... Adding Holdings
... Added holding with barcode: 38417000256385
Finished Processing 1877856355
```

A yellow callout bubble points to the log with the text: "New ISBN has been successfully processed and the next ISBN number is ready to enter."

At the bottom, a note states: "Easy Cataloging is available on the task bar as well as the menu. You can use another G4 module and return by clicking MARC Match in the task bar."

4. **Finished Processing** – by scanning in or typing in the ISBN number. When an ISBN is found the Easy Cataloging will present the best Record match as noted above which may include Reading Level information and Book Images.

[G4 Easy Cataloging Video \(no sound\)](#)