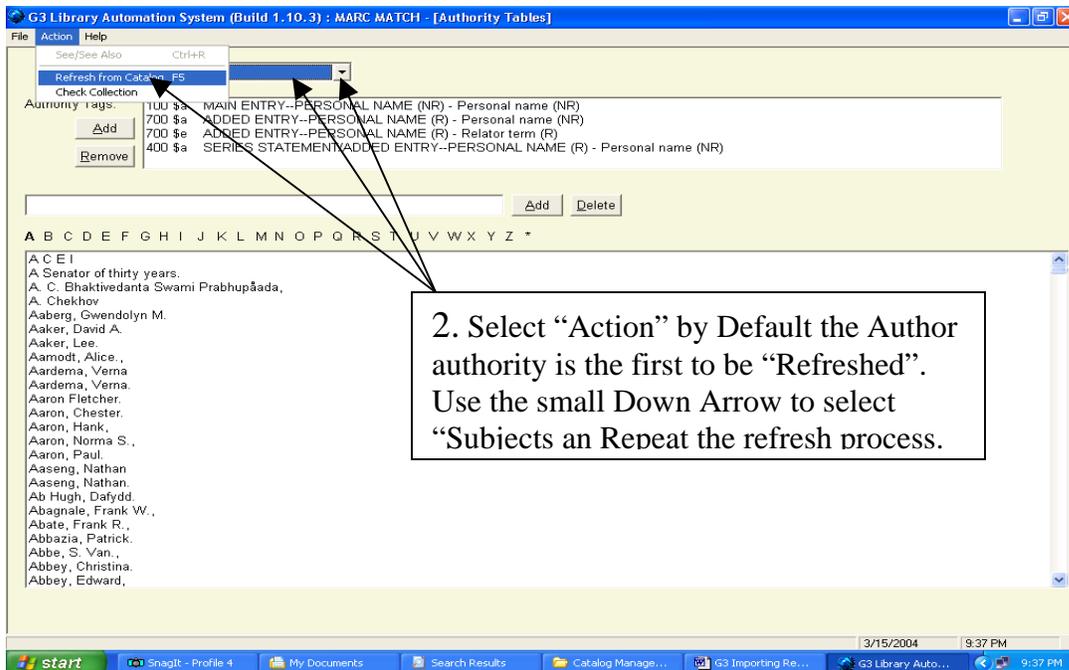
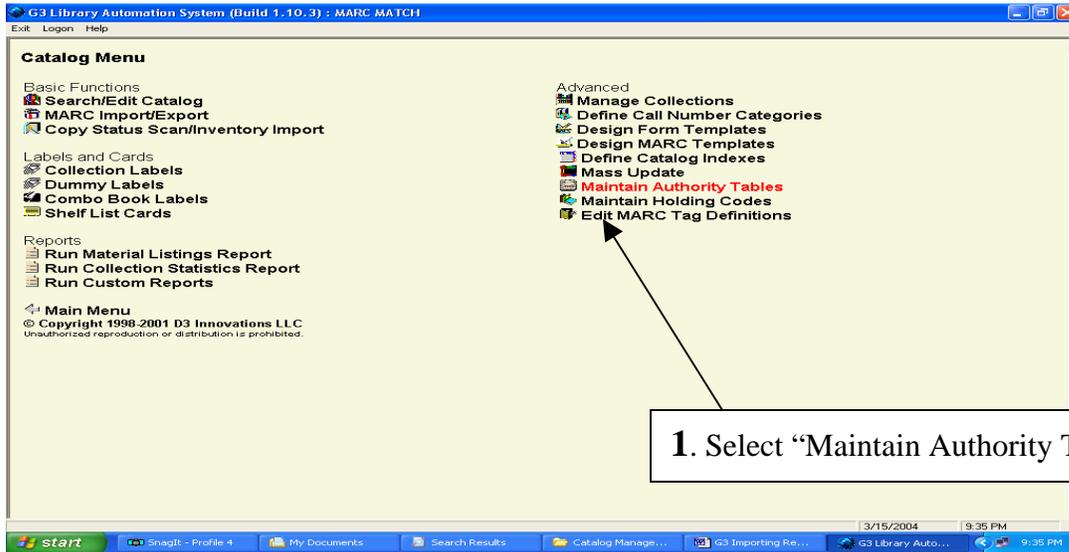


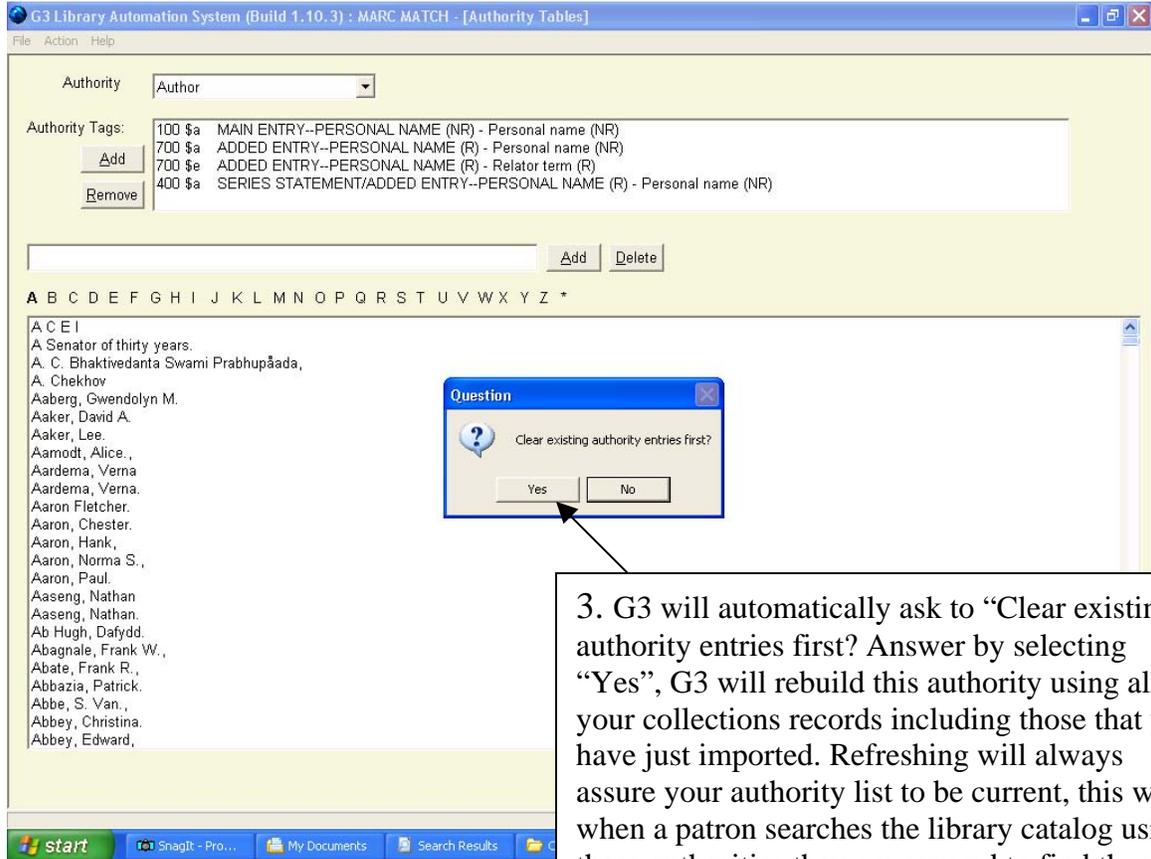
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Refresh your Authority tables:

Once you have completed adding or deleting collection records; the next step is to “Refresh” your Authority tables. This action is completed through the Catalog Menu’s “Maintain Authority Tables” menu. Here you will find these authority tables for Authors and Subjects, both should be “Refreshed”.



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3. G3 will automatically ask to “Clear existing authority entries first? Answer by selecting “Yes”, G3 will rebuild this authority using all of your collections records including those that you have just imported. Refreshing will always assure your authority list to be current, this way when a patron searches the library catalog using these authorities they are assured to find there search item. **(Refresh Authorities as often as you add to or modify your collections items)**

Refreshing these Authority tables can be accomplished while the program is in use elsewhere, however it will take less time when there is no activity or program usage occurring.

This refreshing step must always be done when you have imported new records, deleted records or when you have modified Author or Subject information in any existing record within your collections. This refreshing of Authorities will always assure successful search completions when a Patron chooses an Author or Subject from your Library catalog list when looking for a specific item.