Library Resource Management Systems, Inc.

Searching Barcode numbers or Serial numbers is easy and quick with G4.

No longer need to search through lengthy lists to find a Book barcode number, Textbook barcode number or even a Serial number assigned to equipment.

Searching and locating items is dependent upon the quality and accuracy of the data contained within each cataloged record and the Item "Holdings" must contain the relevant data.

- ✓ Every MARC record (book or other) must have a complete Holdings record.
- ✓ Every cataloged Equipment item must have a Serial number within the holdings Serial number field.
    - o When present within the Holdings use the Catalog Search and the "ALL" collection with the Find for: set to Serial # to locate by entering a physical Serial.
- ✓ Serial numbers can be a part of the MARC tags and subfields; however, for searching these MARC Tags must be listed within the Keyword Index or within its own special Serial Number Index.

How to locate by Barcode Number or Serial Number:

- Search within the Catalog Management of the BackOffice menu, select Search/Edit Catalog
- Pick your collection or search using the "ALL" collection
- Set Find for to "BARCODE or SERIAL #"
- Set or confirm filter to "is Exactly"
- Set Sort by to "Title"
- Enter the Barcode or Serial Number to the search field
- Click the "Search" button

Sample Cataloging views:

Book Cataloging:

Equipment Cataloging:

Should multiple Copies exist within Holdings: for any search

- ✓ The program will highlight the requested item Barcode or serial number in the search result.
- ✓ Book search for 100000014 shown here