



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.
 - 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

The screenshot shows the 'Catalog Search' interface. At the top, there are navigation links: 'Action', 'Previous', and 'Main Menu'. Below this, the search criteria are set to 'Collection: ALL', 'Find for: BARCODE', 'Is Exactly', and the search value '216006063'. The 'Sort by' is set to 'TITLE'. There are buttons for 'Show Tagged records in ALL Only', 'Print this page', and 'Print all pages'. A 'SEARCH' button is prominent. Below the search bar, it says 'Next Free Barcode: 38417000256428' and 'Total records in result set is 1. Displaying page 1 of 1'. A result is shown: '7803 100 photographs that changed the world / (Copies: 1 Available: 1) (LRMS INC.) (MAIN COLLECTION)'. There are also buttons for 'Show last 5 items entered in ALL' and 'Expand Rows for Image Views'.

The screenshot shows the 'Catalog Search' interface. At the top, there are navigation links: 'Action', 'Previous', and 'Main Menu'. Below this, the search criteria are set to 'Collection: ALL', 'Find for: SERIAL #', 'Is Exactly', and the search value '5CD103QCDD'. The 'Sort by' is set to 'TITLE'. There are buttons for 'Show Tagged records in ALL Only', 'Print this page', and 'Print all pages'. A 'SEARCH' button is prominent. Below the search bar, it says 'Total records in result set is 1. Displaying page 1 of 1'. A result is shown: '58820 HP 11 G8 EE (No ISBN) (Copies: 1 Available: 1) (LRMS INC.) (MOBILE DEVICES)'. There are also buttons for 'Show last 5 items entered in ALL' and 'Expand Rows for Image Views'.



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Sample Cataloging views:

Book Cataloging:

LRMS(Build 3.8.17) : DEMO (User: lrms) (Server: local) - [Simple MARC Edit]

File View Tools Previous Menu Main Menu

Collection: MAIN COLLECTION Change Collection Set Default Default Book Template Open Holdings after Save Tag Records

Default Book Template

920 TR
852b - Full Call No.: LRAM
852ba - Library Shelf Location: (ICIF)15512L
035ba - System Control Number:
050ba - LC Classification Call Number:
910ba - LCCN:
020ba - ISBN:
024ba - New ISBN:
082ba - Dewey Decimal Call Number:
092ba - Local Dewey Call Number:
245a - Title Description:
245b - Remainder of Title:
245c - Transcription:
100a - Author:
700a - Illustratd. Author:
240a - Language of book:
440ba - Series:
490ba - Series:
260ba - Place of Publication:
210ba - Publisher:
260bc - Date of Publication:
260bd - Issue Date:
300a - Place of Production:
300ba - Extent of Item:
300b - Illustrated book:
300ba - Formatted Note:
520ba - Summary:
Reading Program Information:
521ba - Target Audience:
521bb - Lexile Rating:
520ba - Study Program Name:
520bc - Reading Level:
520bd - Point Value:
520ba - Quiz Number:
Subjects and Related Links:
650ba - Subject:
650bb - Subject:
650bv - Subject - Form Subdivision:
650ba - Genre Subject:
650ba - URL Internet link:

920 TR
LRAM
(ICIF)15512L
0912517395
50912
100 scientists who shaped world history /
John Hudson Tiner;
Tiner, John Hudson.
100 series
San Mateo, CA.
Bluewood Books,
(c2000).
112 p. :
ill., maps.
Contains brief biographies of one hundred men and women who have made significant impacts upon our understanding of the world around us.
Young Adult
Follett Library Resources
Biography
Scientists
Miscellanea

INSTRUCTIONS:
** ADD NEEDED FULL CALL NUMBER (EX: FIC ABC)
** OPAC - Organizational
** Organizational Edit Holdings

Barcode	Status	Borrower ID	Borrower Name	Group	Due Date	Owner Code	Serial No	Tag Barcode
216000604	A		N/A			LRMS		

Acq Date: 8/7/2008 Cost: 6.70 Circ Code: 0 Loc Code: LRC Vendor Code: ALA
Owner Code: LRMS Copy Status: A Fund Code: CB Vol: Issue:

Print Activity for this Holding

Date	Action	Borrower ID	Borrower Name
02/21/2020	CHECKIN	4906	Black, M
02/19/2020	CHECKOUT	4906	Black, M
08/26/2011	CHECKOUT	11000	Visitor, Library OPAC Test

Copy Status Legend:
A=Available, B=Bindery Repair, D=Damaged or Destroyed, H=Hold, I=Inter Library Loan, L=Lost, M=Missing, O=Out, P=Paid, W=Withdrawn

Please visit www.lrms.com for support Holdings Info at login: A: 53155 D: 1011 L: 1 O: 25 P: 1 W: 9 Overdue: 30 DD 60+ days: 29 2/23/2023 10:32 AM

Equipment Cataloging:

LRMS(Build 3.8.17) : DEMO (User: lrms) (Server: local) - [Simple MARC Edit]

File View Tools Previous Menu Main Menu

Collection: MOBILE DEVICES Change Collection Set Default Equipment Template-1 Open Holdings after Save Tag Records

Equipment Description:

Call Number: 852h CB Chromebook
Item Description: 245a HP 11 GB EE
Nickname - or Use: 246a /lan/wpad/Students/Junior
IMEI: 246d
Serial No. - 300e 5CD103QCDD
Serial Number Alt: 260b 5CD103QCDD
P.O. No: 260e 213587
Item Cost: 852p 285
Barcode Number - 852p 10001113

CRITICAL Hotspot

Too add multiple copies or quantities USE Add Serial Number information within the i

Acq Date: 5/12/2022 Cost: 285.00 Circ Code: 92 Loc Code: LRC Vendor Code: LRMS
Owner Code: LRMS Copy Status: A Fund Code: TECH Vol: Issue:

Print Activity for this Holding

Date	Action	Borrower ID	Borrower Name
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Copy Status Legend:
A=Available, B=Bindery Repair, D=Damaged or Destroyed, H=Hold, I=Inter Library Loan, L=Lost, M=Missing, O=Out, P=Paid, W=Withdrawn

Please visit www.lrms.com for support 23/2023 10:30 AM



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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 10000014 shown here

Action Previous Main Menu

Catalog Search

Collection: MAIN COLLECTION Show Tagged records in MAIN COLLECTION Only Print this page Print all pages

Find for: BARCODE Is Exactly 10000014

Sort by: TITLE

Next Free Barcode: 38417000256428

Total records in result set is 1. Display

SEARCH Show last 5 items entered in MAIN COLLECTION

27279 100 things 76ers fans should know & do before they die / Jones, Gordon, (Copies 3 Available: 3) (LRMS INC.) (MAIN COL

Barcode	Status	Borrower ID	Borrower Name	Group	Due Date	Owner Code	Serial No	Tag Barcode
100000015	A	N/A				LRMS		
100000014	A	N/A				LRMS		
100000013	A	N/A				LRMS		

Program result shown with outlined barcode number

Add New Holdings Change Delete Holdings Tag Untag Move to Existing Move and Create Print Dymo Barcode(s) exit

Auto Number Barcode?

Barcode: 100000014 Serial #

Acq Date: 1/30/2016 Cost: .00 Circ Code: 0 Loc Code: LRC Vendor Code: akj

Owner Code: LRMS Copy Status: A Fund Code: cb Vol: Issue:

Print Activity for this Holding

Date	Action	Borrower ID	Borrower Name
02/21/2020	CHECKIN	4906	Black, M.
02/19/2020	CHECKOUT	4906	Black, M.