

10 — Easy Steps - Instructions for using the 64 Pick and Pull option:

Pick and Pull Alternate MARC Record Search & Cataloging by Title, Author, Subject, Keyword & Number Limited Data Base Search

Why this option is used?

This option is one of our programs "**Internet based Z39.50**" methods of retrieving Full MARC records using two primary sites to search by Title, Author, ISBN, Keyword and more. <u>LOC has been removed</u> as a result of a change made by this organization.

This option has been a successful part of cataloging and the updating of established collection records. Use is best by entering an ISBN number with minimal book information. This option allows the searching of sources by ISBN number and other descriptions to add a new MARC record and to also allow for the enhancing of a currently cataloged book in a collection to be overwritten and replace with a better more complete found record by matching ISBN numbers.

To Search records using "Pick and Pull" begins by opening the G4 Catalog Management menu within the Main Menu/Back Office.

Catalog Management

Add, Manage or Import cataloged records, create Multiple Collections Quickly add MARC records - Easy ISBN Cataloging & Pick & Pull Cataloging Add Book Cover Images and Hyper-links Perform Physical Inventory of Holdings

Selecting Pick and Pull from the menu list.

Pick and Pull Alternate MARC Record Search & Cataloging by Title, Author, Subject, Keyword & Number Limited Data Base Search

Choose any of the these choices listed here if you want to download the record directly into your database within G4. The following will download any found record directly into your selected G4 collection as a new record or as an enhancement replacing a record by matching ISBN number.



A visual look at Pick and Pull

Step by Step: (detailed explanation)

Searching with Pick and Pull allows free queries to the Z39.50 Gateway of the Library of Congress, Prospector, and the Albuquerque Bernalillo County Library.

Follow these steps for downloading a record when using the Pick and Pull feature.

- 1. Click on the "Pick and Pull menu icon or words"
 - a. When the selection box appears listing the three site choices, chose one by clicking it to begin your search.

Let's Start with the Library of Congress choice (first one on the list).

b. Click on this Z39.50 Gateway for "Prospector", this is a site that Times out purposely because of its popularity, **Best not leave it idle long.**



- c. Using the drop down list the term for your search (we recommend search by ISBN number).
- d. Using your barcode scanner Scan the ISBN number located normally on the back of the book or if needed type in your ISBN number without dashes and click on the [Submit Query] button.



When a match is found; the next screen (**Query Results**) a short version of the record will appear. If you want this record, click on the blue statement "**More on this record**". This will display the Tagged Display window which is in MARC format, click the [OK] button.

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- 3. On the next screen you will see the small gray window at the top (in the middle) referencing the Tagged Display to show a Full MARC record.
- 4. To add This Record requires this sequential step.

Now click on "Tagged display" (in blue).

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Click the "PINK colored" button: "**TO USE THIS ITEM**" This Record (Do NOT click unless you see the Full MARC data).

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Next to appear is: MARC Action, Add a new record? Answer [Yes] if this is the new record you want to add to your database.



Selecting [No], looks to match up ISBN numbers of the new found record to an existing ISBN number within your collections to improve an existing MARC record that's already in your database. When it finds a match, it will replace your existing MARC record with the new found record. (To use this, overwrite feature, you must have confidence within the accuracy of existing ISBN record numbering)

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A dialog window appears: "**Choose Collection to place MARC**". Choose the collection you want to place this MARC record in (normally you would choose your Main Collection). Click on the down-arrow and select the collection you want to place this MARC record in, and then click on [OK]. Note: Do check all three boxes as shown above.

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A dialog box will appear asking: "Would you like to add a Call Number now?" Click on [Yes]. Enter your call number when prompted to do so, confirm by clicking [

Call Number	×	
Enter Full Call number: (Press Escape to Abort) 813.54 ERI	OK Cancel	
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G4 will display "MARC Added - Successfully Added MARC" window, click [OK].

Bight Dick on BED words for possible correct spelling. Edit Holdings								
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The "**Edit Holdings**" window will now be displayed to allow adding the local holdings/copies information. <u>Please notice</u> the [**Add New Holdings**] button is highlighted. Click this button and the cursor move to the Barcode field or if auto-numbering is switched on a barcode number will appear.



Manual entry of the Barcode: If you have a pre-printed barcode label on the book, you can scan or manually type in your barcode number. Note: It is generally best to scan the barcode number in to avoid mistakes that might occur if you manually type it in.

Auto Number Barcode: If you don't have a pre-printed barcode label to scan or type in, you can click on the "Auto Number Barcode" option (located above the barcode field), and G4 will assign the next available un-used barcode number.

ADD HOLDINGS

Complete the entry of the holdings by selecting from the drop-down menus. The Acquisition Date is automatically assigned to the day of cataloging along with setting the Copy Status Code set to "A", if necessary, both can be changed. Add the selectins to all of the Holding primary local information fields (i.e. Cost, Circ Code, Loc Code, Vendor Code, Owner Code, Copy Status and Fund Code). Always remember to "**Save**" your entries.

Click on [**SAVE**] so that all the work you just did will be saved. You will now get a small window that says: Success, Record Saved Successfully. Click on [**OK**].

G4 Library Archive Management System X				
This transaction has been completed.				
ОК				

Note: You will notice that the Edit Holdings window will remain open. G4 does this in case you have another copy (holdings information) of the book to add. If no additional copies are needed, click on the [X] in the upper right corner of the Edit Holdings window. After clicking on the [X], a window will appear that says: **"This transaction has been completed",** click [OK]. After clicking [OK] you will still see the MARC record on the screen that you downloaded from the Library of Congress.

Now on to the next record 😊