



Using G4's "Pick and Pull" option an alternative MARC Record Retrieval Cataloging method.

10 – Easy Steps - Instructions for using the G4 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. LOC has been removed 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.



Using G4's "Pick and Pull" option an alternative MARC Record Retrieval Cataloging method.

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).

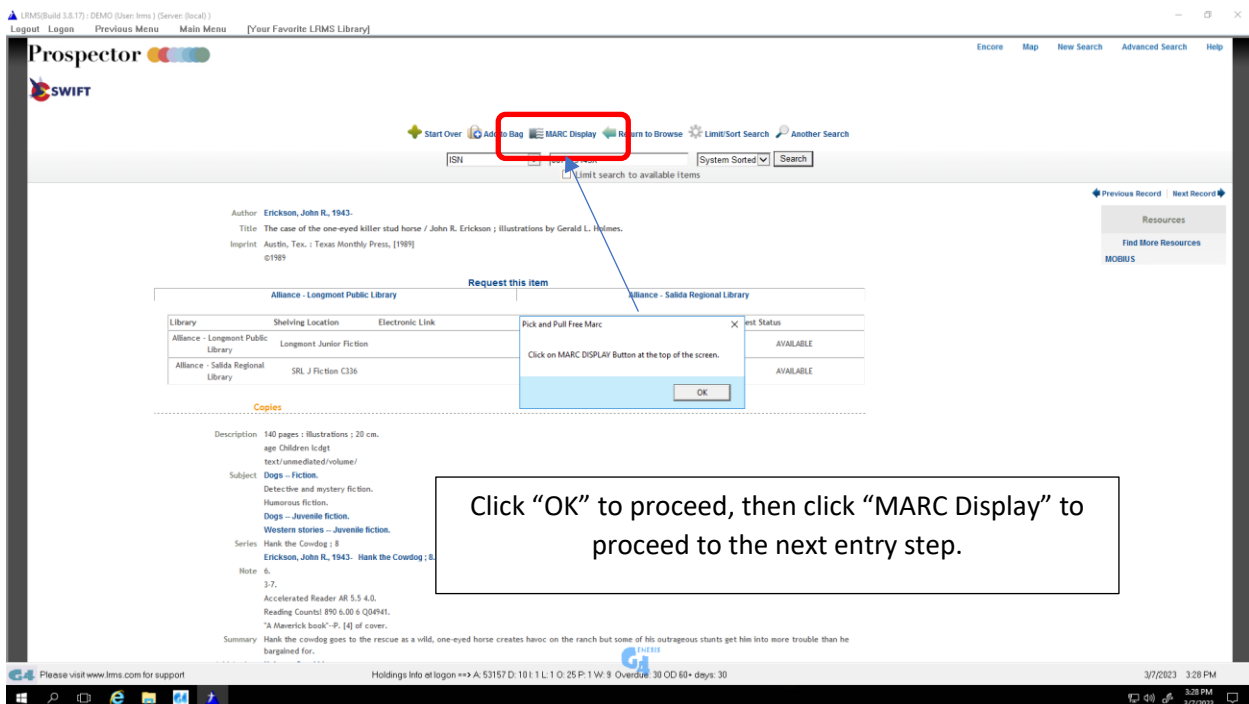
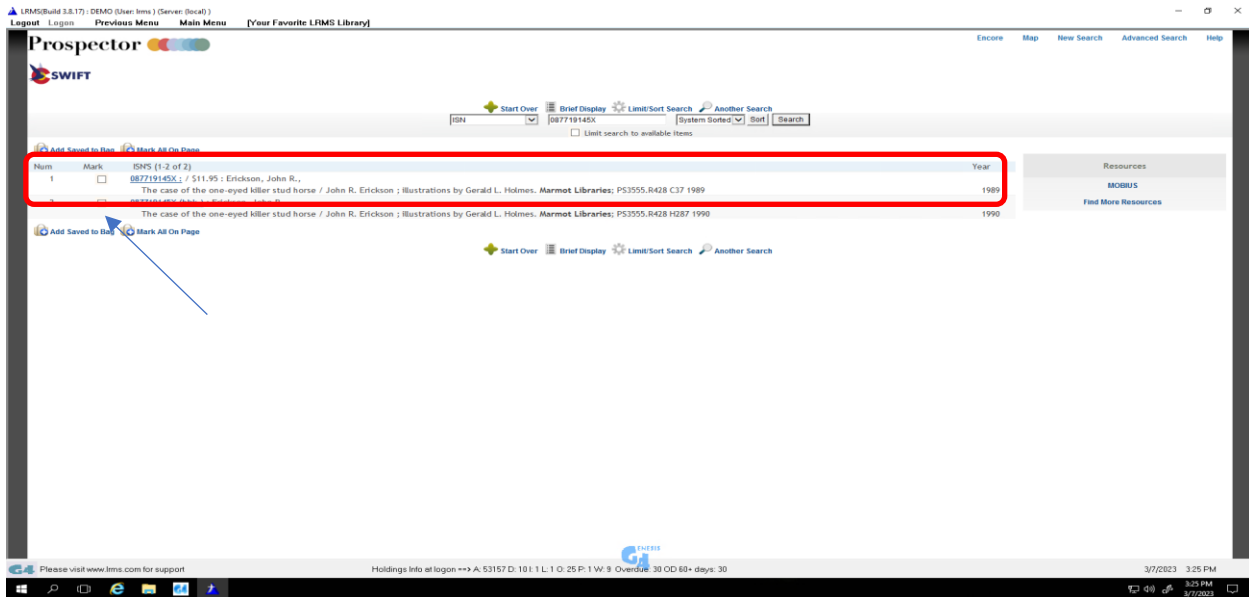
- b. Click on this Z39.50 Gateway for "Prospector", this is a site that Times out purposely because of its popularity, **Best not leave it idle long.**

- 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.



Using G4's "Pick and Pull" option an alternative MARC Record Retrieval Cataloging method.

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.

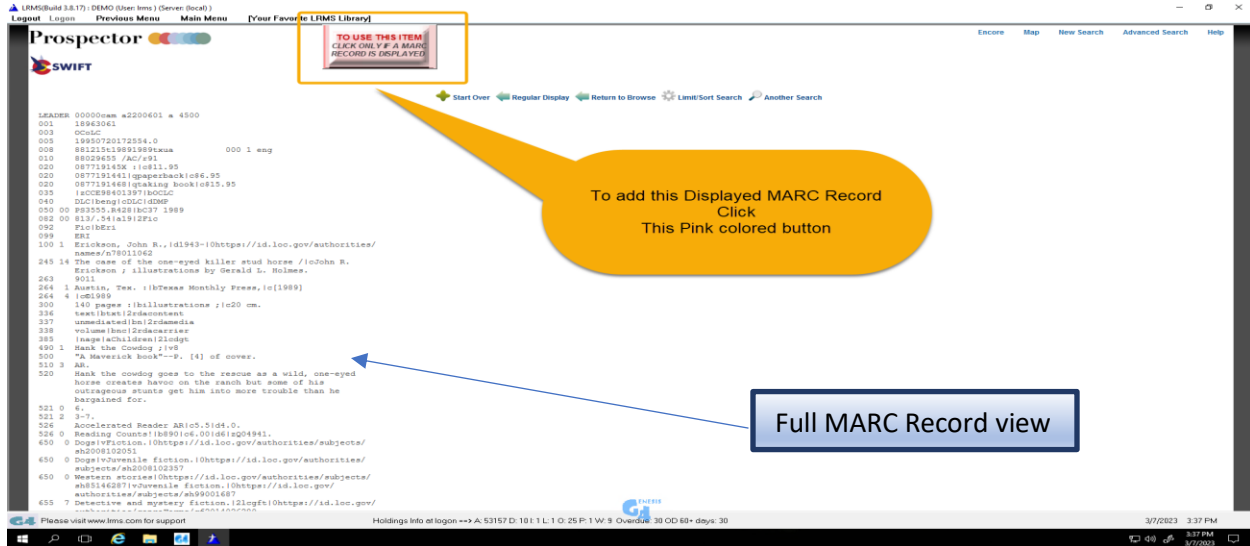




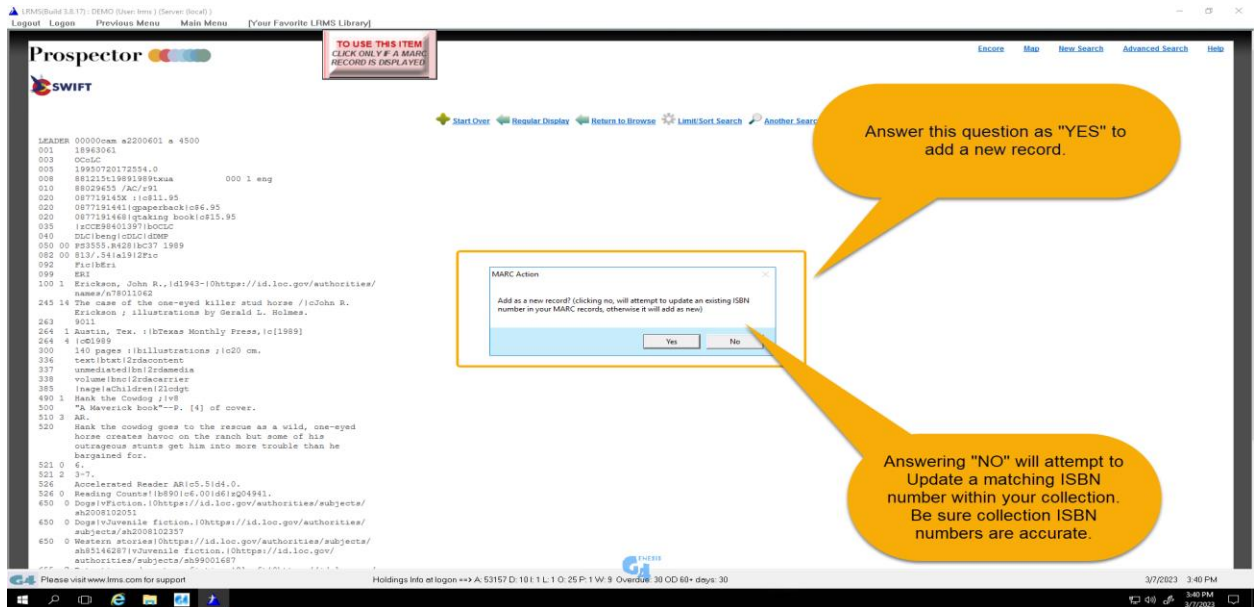
Using G4's "Pick and Pull" option an alternative MARC Record Retrieval Cataloging method.

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).



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



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.



Using G4's "Pick and Pull" option an alternative MARC Record Retrieval Cataloging method.

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)

**TO USE THIS ITEM
CLICK ONLY IF A MARC
RECORD IS DISPLAYED**

Choose Collection
Choose Collection to place MARC:
MAIN COLLECTION

OK Quit

Make this collection my Default collection when this screen opens

Open add holdings screen after adding a single item

Add Records

Pick a Collection to place this record

Click "OK" to proceed.

Select all three items

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.

Add Call Number
Would you like to add a FULL CALL NUMBER now?

Yes No

Answer "Yes" to add the Call Number



Using G4's "Pick and Pull" option an alternative MARC Record Retrieval Cataloging method.

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)

OK

Cancel

813.54 ERI

Answering "OK" brings up the ability to add.

G4 can present a Call Number that has been associated with the found record, it will be highlighted in blue to allow for editing, clicking [OK] will accept what has been displayed.

MARC ADDED

Successfully Added MARC record. The add holdings window will open after the call number prompt.

OK

Click "OK" to proceed.



Using G4's "Pick and Pull" option an alternative MARC Record Retrieval Cataloging method.

LRMSSearch 3.8.17; DEMO (User Items) (Server Local) - Full Search Edit Catalog

Collection: MAIN COLLECTION Show Tagged records in MAIN COLLECTION Only

Find for: TITLE SEARCH Starts with: []

Sort by: TITLE

Next Free Barcode: 38417000256430

Right Click on BFD words for possible correct spelling

Barcode	Status	Borrower ID	Borrower Name	Group	Due Date	Owner Code	Serial No	Tag Barcode
38417000256430	A					LRMS		

Add New Holdings

Auto Number Barcode?

Barcode: 38417000256430 Serial # []

Acq Date: 3/7/2023 Cost: [] Circ Code: 92 Loc Code: LRC Vendor Code: LRMS

Owner Code: LRMS Copy Status: A Fund Code: TECH Vol: [] Issue: []

Save Cancel Multi-Add Print Dymo Barcode(s) eXit

No Circulation History

Copy Status Legend
[A] Available [D] Damaged or Destroyed [H] Hold [L] Library Loan [L] Lost [M] Missing [O] Out [P] Paid [W] Withdrawn

Please visit www.lrms.com for support. Holdings Info at login: A: 53157 D: 101 L: 1 O: 25 P: 1 W: 9 Overdue: 30 OD 60+ days: 30 3/7/2023 4:23 PM 3/7/2023

G4 will display "MARC Added - Successfully Added MARC" window, click [OK].

Right Click on BFD words for possible correct spelling

Edit Holdings

Barcode	Status	Borrower ID	Borrower Name	Group	Due Date	Owner Code	Serial No	Tag Barcode
38417000256430	A		N/A			LRMS		

Add New Holdings Print Dymo Barcode(s) eXit

Auto Number Barcode?

Barcode: 38417000256431 Serial # [] Save Cancel Multi-Add

Acq Date: 3/7/2023 Cost: [] Circ Code: 92 Loc Code: LRC Vendor Code: LRMS

Owner Code: LRMS Copy Status: A Fund Code: TECH Vol: [] Issue: []

The "Edit Holdings" window will now be displayed to allow adding the local holdings/copies information. Please notice 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.



Using G4's "Pick and Pull" option an alternative MARC Record Retrieval Cataloging method.

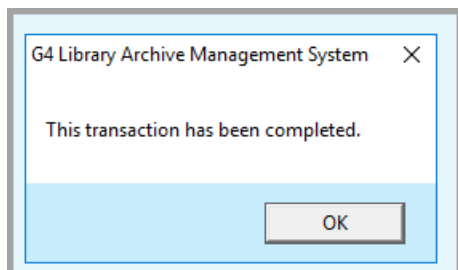
Manual entry of the Barcode: If you have a pre-printed barcode label on the book, you can scan or manually type in your barcode number. Note: It is generally best to scan the barcode number in to avoid mistakes that might occur if you manually type it in.

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**].



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.

Now on to the next record 😊