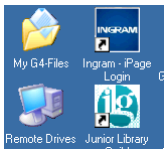
## EXPORTING MARC RECORDS FROM GENESIS G4

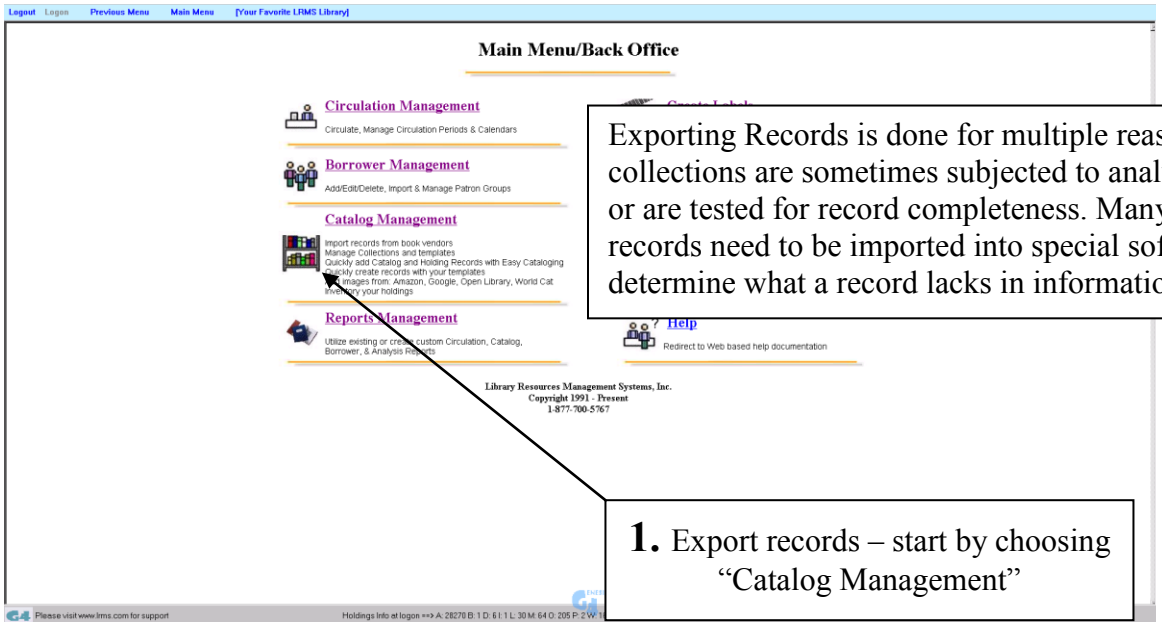
## EXPORTING RECORDS

Exporting records from G4 is simple using the MARC Import/Export program feature, which is located within the Catalog Management Menu selection. Here you will find two export options:

- Analysis Export
  - This function creates a record export which is intended to be copied by staff and sent to a designated Book Vendor interface for Analysis to determine specific values of the items being examined. This file contains only the MARC tags with sub-fields and holdings necessary for creating an Analysis and resulting in an *analysis_only.mrc* file.
- Export with Holdings
  - This function creates a record export of records in a Full MARC format containing all MARC tags with sub-fields and holdings necessary for creating a MARC record and resulting in a *myexport.mrc* file.
    - Because of the potential size of full MARC exports and the potential of long export times our service, we have implemented a policy of exporting large files in a timely manner to avoid issues an Export Key Code is required.




All exported files are placed automatically into the “My G4 Files” folder located on the program Desktop.

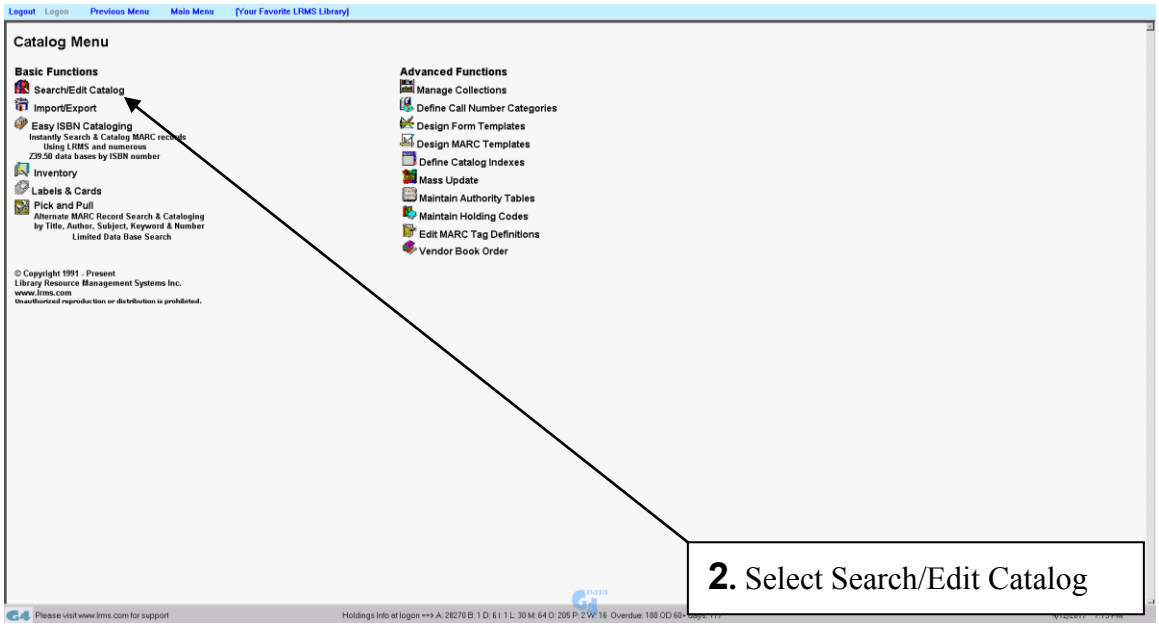


Tips for Exporting:

Typically, records exported through this method are often created by using G4's "tagging" feature for selective records or by simply picking the collection you wish to export. The use of an "ALL" collection export choice will export all items from all named collections.

The staff person selects these MARC records; viewing the selected records and then tagging these results can accomplish the records selection. Viewing and selecting can be an entire G4 Collection or can be done by selective viewing using a Call Number category ranges (Ex. Fic or F AAA to F ZZZ) through "Search Edit Catalog" or through Reports using the Material Report Writer and tagging the results for "Export". These records are then exported using the G4 **"Import/Export**" menu feature and exporting using the standard Holdings format as USMARC 852 holdings.

The procedure for exporting materials by these methods is similar. The following information will help guide you to export your records for the purpose of Collection Analysis or transference of Full MARC records with Holdings..

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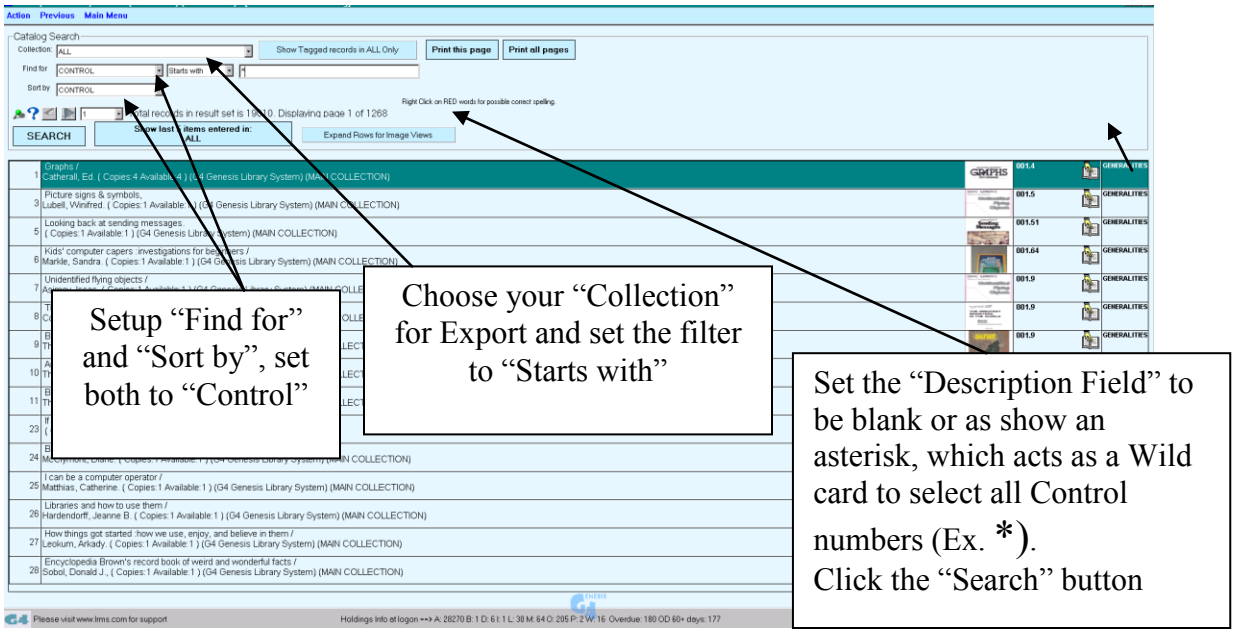
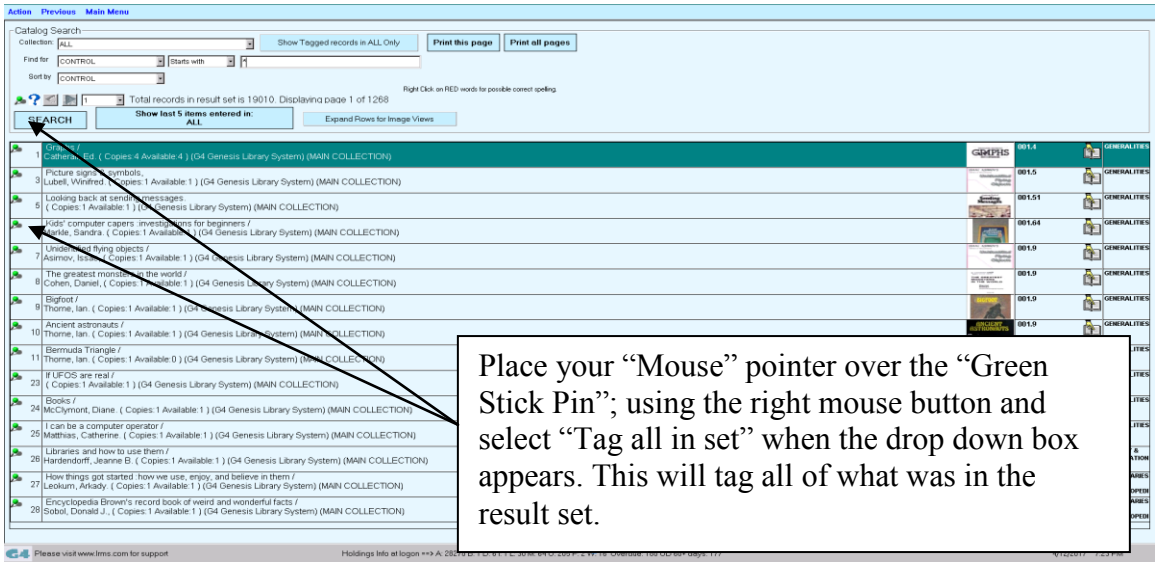
3. To select an entire collection for Export; follow the steps shown below



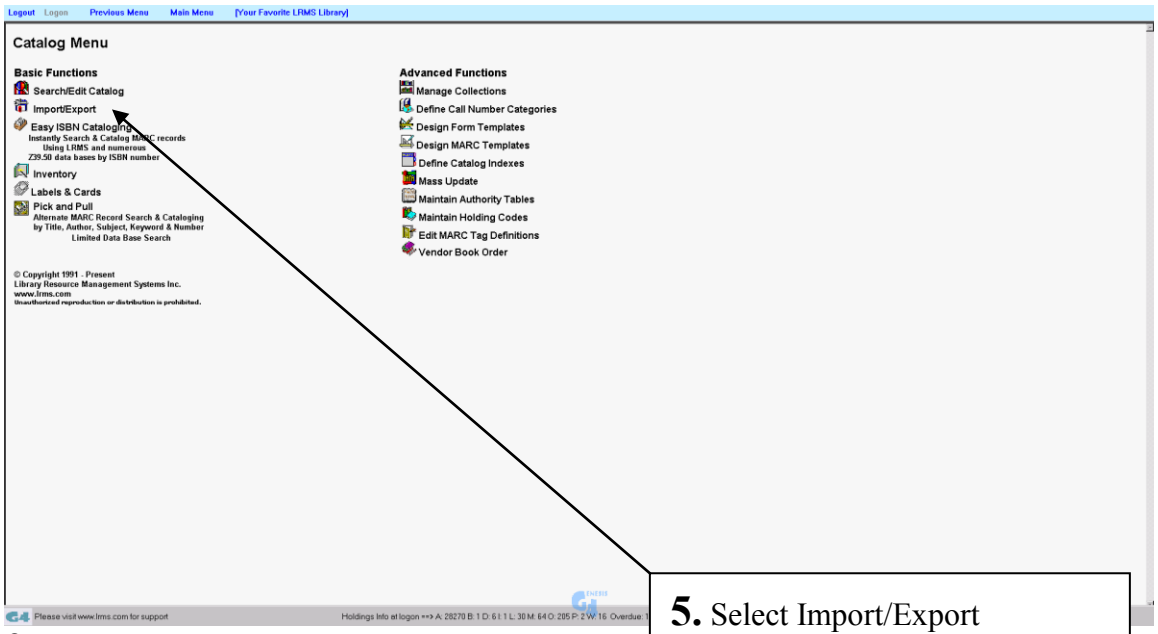

Why use "Control Number" for this operation and not Call Number? The Control Number is a value that can be trusted to be present as it is added by the G4 program to all cataloged records. Call Numbers are not always a reliable source for this type of operation because Call Numbers can be over-looked or absent from the MARC record. However, saying this using Call Number categories is the only way to select as an example named categories for example Fiction (F, FIC, Fiction) books or other categories.. Another method of selecting records is to simply tag any record you want exported and using the Tagged Record export.

4. Tag "Search" results for Export.



Move on to the next step for exporting these records.

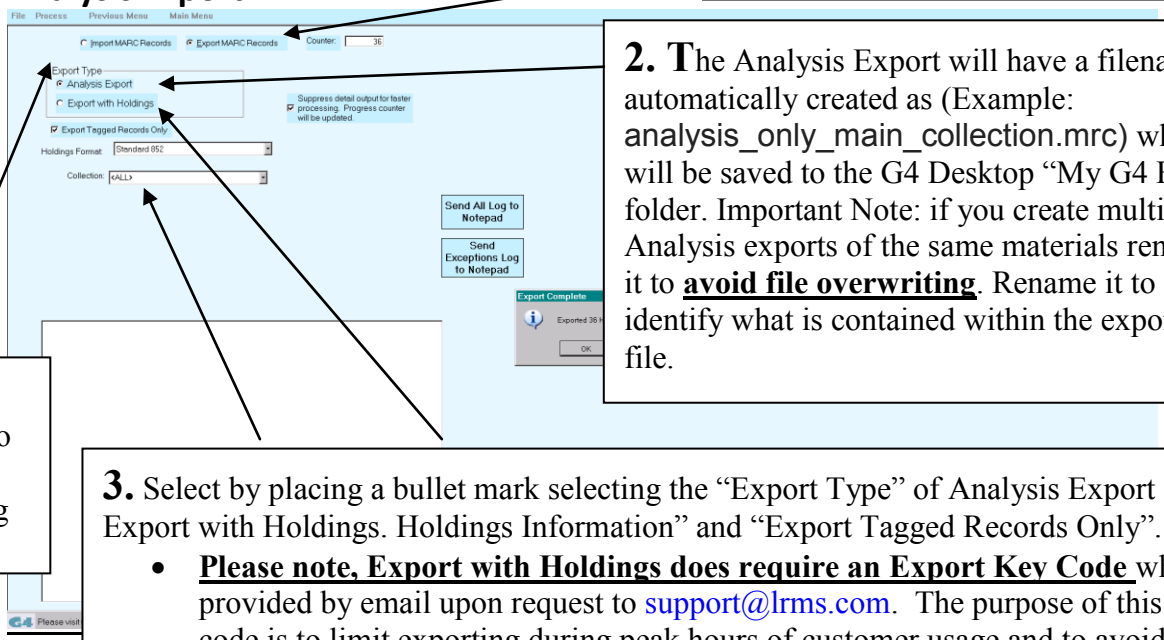
## USING MARC IMPORT/EXPORT




**5.** Select Import/Export

## 6. SETTING UP THE EXPORT PREFERENCES

### Analysis Export




**1.** Select Export MARC Records

**2.** The Analysis Export will have a filename automatically created as (Example: analysis_only_main_collection.mrc) which will be saved to the G4 Desktop "My G4 Files" folder. Important Note: if you create multiple Analysis exports of the same materials renamed it to **avoid file overwriting**. Rename it to identify what is contained within the exported file.

**3.** Select by placing a bullet mark selecting the "Export Type" of Analysis Export or Export with Holdings. Holdings Information" and "Export Tagged Records Only".

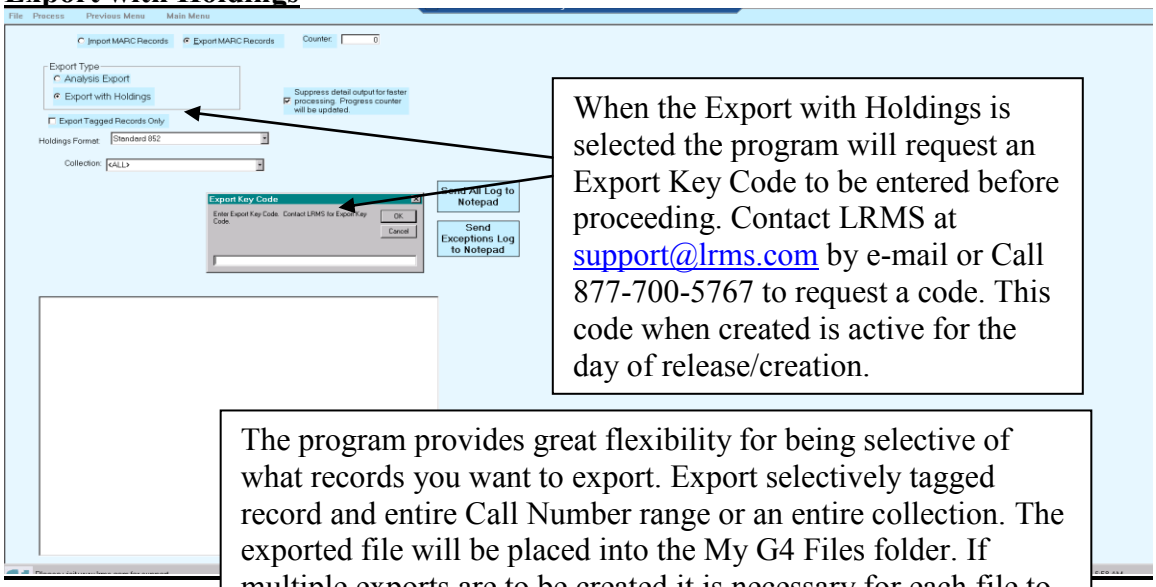
- **Please note, Export with Holdings does require an Export Key Code** which is provided by email upon request to support@lrms.com. The purpose of this key code is to limit exporting during peak hours of customer usage and to avoid placing an unwanted burden to the online hosted service..
- Holdings Format to export your records the program defaults to "Standard 852". Third party software's or MARC Record Analysis submission sites will use the standard 852 MARC holdings structure.
- Last select the proper collection to be exported, if "All" is chosen the program will export every record within every collection.

**4.** Select Process to Start Exporting Records

## Export with Holdings

This export option is used when Full MARC records with Holdings is required, often Library data is consolidated from one library to another, this could be a selected few records to 100% consolidation. Full export of a 100% of collection records is also used when a library changes management software; any export will not include book images as these images are a courtesy feature of LRMS to assist and entice library borrower interest and to promote the author of these materials.

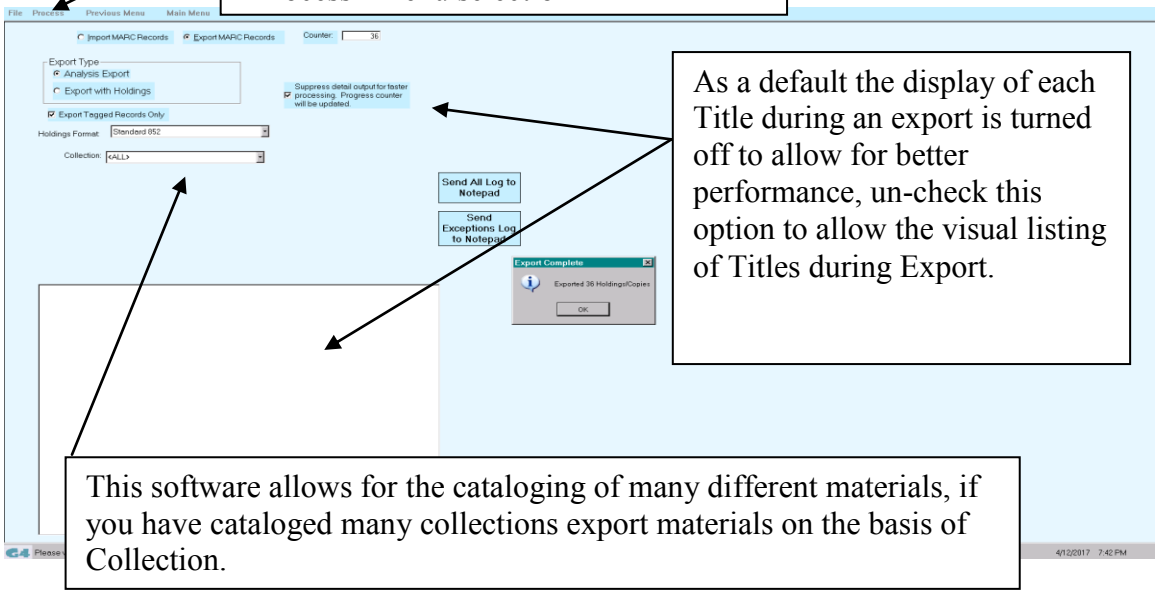
## Export with Holdings




When the Export with Holdings is selected the program will request an Export Key Code to be entered before proceeding. Contact LRMS at support@lrms.com by e-mail or Call 877-700-5767 to request a code. This code when created is active for the day of release/creation.

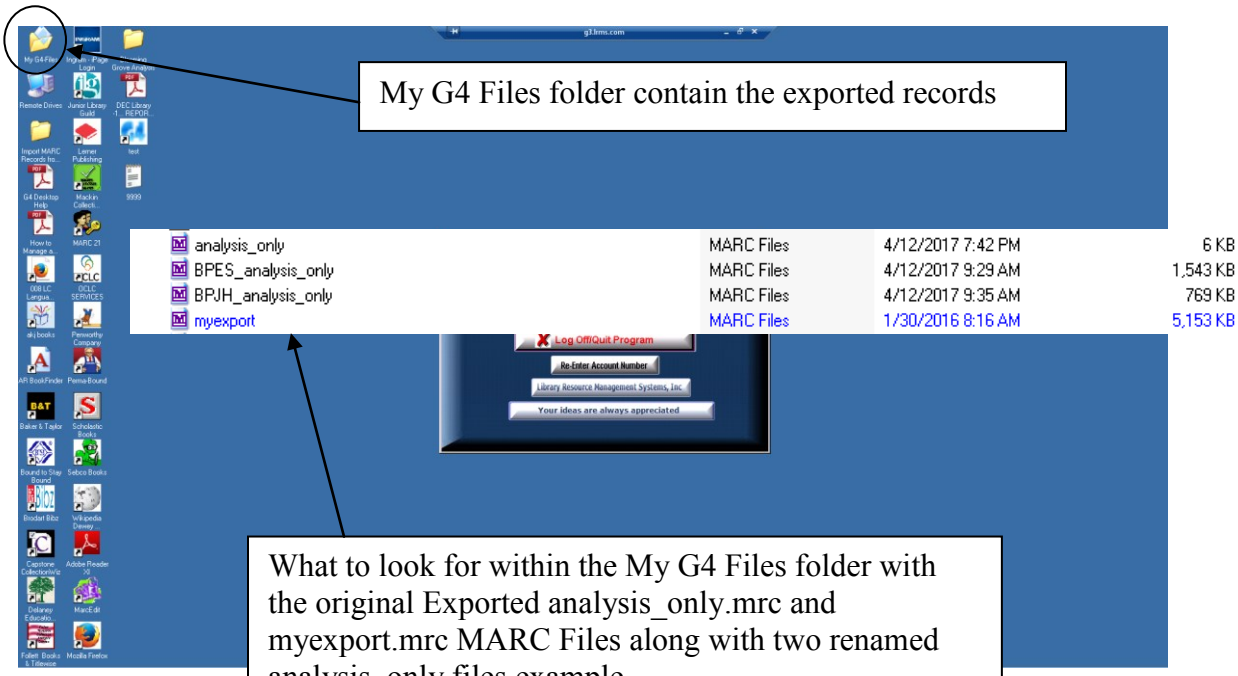
The program provides great flexibility for being selective of what records you want to export. Export selectively tagged record and entire Call Number range or an entire collection. The exported file will be placed into the My G4 Files folder. If multiple exports are to be created it is necessary for each file to be renamed to **avoid file overwriting**. Rename the exported file to identify what is contained within the exported file.

**To Stop or Cancel this Export** use the "Process" Menu selection




As a default the display of each Title during an export is turned off to allow for better performance, un-check this option to allow the visual listing of Titles during Export.

This software allows for the cataloging of many different materials, if you have cataloged many collections export materials on the basis of Collection.

## 7. RETRIEVING THE EXPORTED FILE

Your exported file is automatically sent to this Folder on the G4 Desktop named My G4 Files.