G3 Program Tour:

Program tour/explanation of its major components for Hosted Services G3 Circulation and BackOffice or locally Hosted Systems G3 Main Menu
A Library system needs to provide a means to maintain collection materials,
all to often collections have been created through the years by many different expierence levels
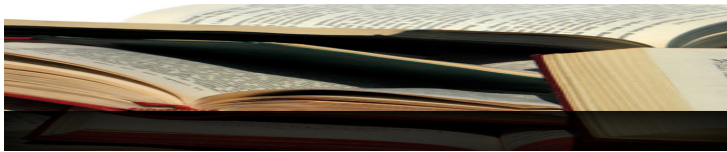G3 provides a simple approach to library management.

G3 (Build 2.5.350) : APP1_DEMO (User: admin) (Server: lion)

Exit Logon Help   Previous Menu   Main Menu   [This Product is Registered To:] [WebOPAC Visitors to date: 510]

LRMS
LIBRARY RESOURCE
MANAGEMENT SYSTEMS

- Circulation ⊕
- Labels & Cards ⊕
- Catalog Management ⊕
- Reports ⊕
- Borrower Management ⊕
- Advanced Settings ⊕

Visit us Online!

Circulation

Circulation and management of Library Items is from one centralized program screen

- Checkout
  - Reading Level Enforcement - Option
  - Add a Reading level range to a borrower
  - Select Lexile, Acelerated Reader, Reading Counts
  - When Reading Levels are enforced the program will monitor and alert the user to circulation of materials that do not meet the enforcing range. The program will offer a short list of optional materials based upon the Author and Subject of the none compliant item.

- View Open Borrower Open and Past Circulation and Account information easily from this location
  - Perform Auto Renewal functions of One or Many Items through this location
  - Education customers can (Optionally) view Textbook circulation
- Right Mouse Click Editing of Borrower Open Circulated Items
  - Right Click any Bar code number within the open circulation viewer
  - Right Click to Renew Items
  - Right Click to Check In Item
  - Right Click to Show and Edit Holdings

- Check-in
  - Check Out Now feature
- Renew
  - Holds or Reserves
  - Includes Holds placed through the (OPAC) Library Catalog
- Transfer (New Internal Inter-Library Loan System) Union
  - Transfer inventory from one library to another through Circulation and then circulate those items at the new location
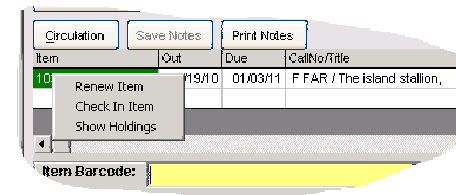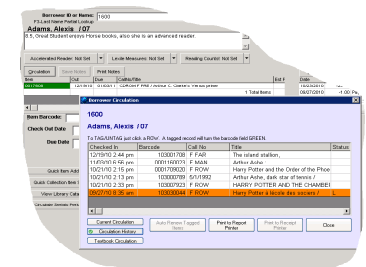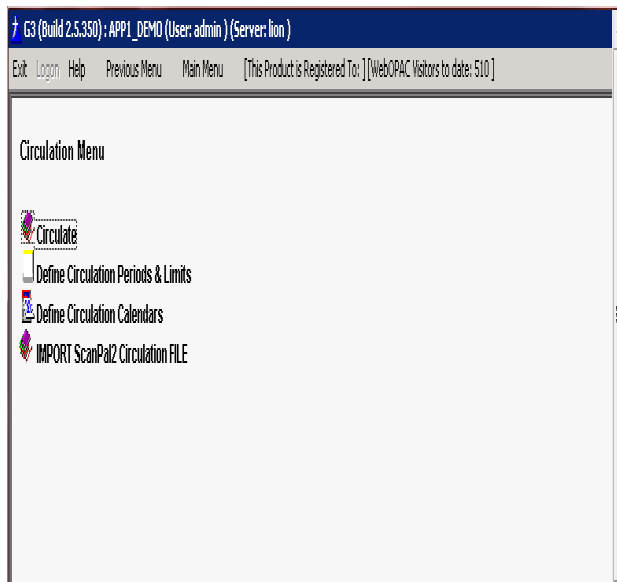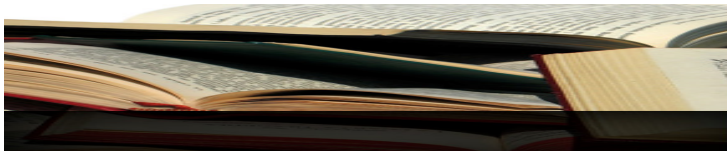
Circulation Setup

- o Define Circulation Periods & Limits
  - Often this is a one time setup, unless you change your policy.
  - Created by Borrower Group or Grade Level and by an associated Circulation Code. -Setup Circ Days (based on 7 day week) or Calendar Due Date for long term item circulation, Grace Day Periods for OD amnisty days , Fines, allowable Item Renewals and setup the limit of number of Items that can be circulate.
  - Define Circulation Calendars
- o This often is an annual event requiring your Default calendar to be reset each year.
  - Multi-Calendar settings can be for Year – round school libraries
  - Calendar settings can be an Annual Setting
  - Calendar settings can be for multiple years
  - Add Hoildays and Library day closurers to your Library "Default" Calendar or to your "Optional Year-around" Calendars for Circulation. Block the days the library will be closed, include weekend days if appropriate. If your library requires multiple calendars, simply set them up here.
- o IMPORT ScanPal2 Circulation File (Portable Inventory scanner for temporary Circulation)
  - This is an interface to allow the off-loading of Circulation Check out & Check-in information collected through our program which is incorporated into all G3 portable Hand-held bar code readers. This is one method that may be used to maintain circulation during any loss of your local services.
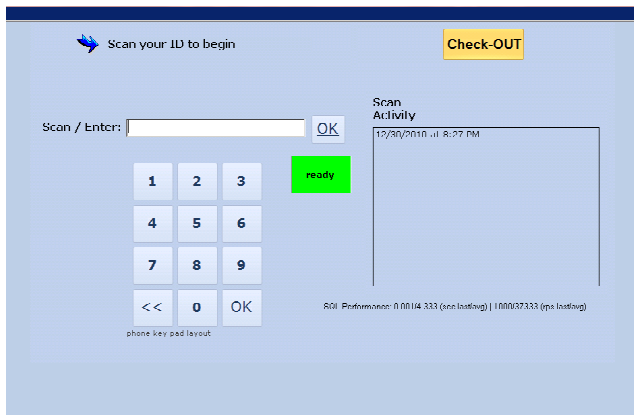

"Easy Circ" simple to use Self-Circulation design,

- Need a Self-serve Secure Circulation screen (Stand-alone Kiosk Circulation)
- Need a Circulation Screen that borrowers can use by themselves or by a Library Aide?
  - o Single point of Entry for bar code numbers
  - o Scanner Ready for easy circulation
  - o Touch Screen or Mouse activated KeyPad entry
  - o Use in a Library or Classroom or special high security areas for self-circulation Circulation Screen settings for this purpose.
    - Flexible settings able to be setup for Checkout only or Check-in only or any combination like Check-in or Renewal or all three
    - Use your basic circulation rules
- Circulate from Remote library locations or Classrooms Special collections, restricted and secure with no other access to any outside network or Internet areas.
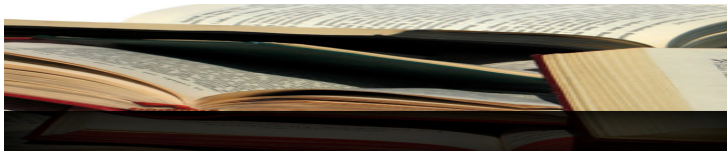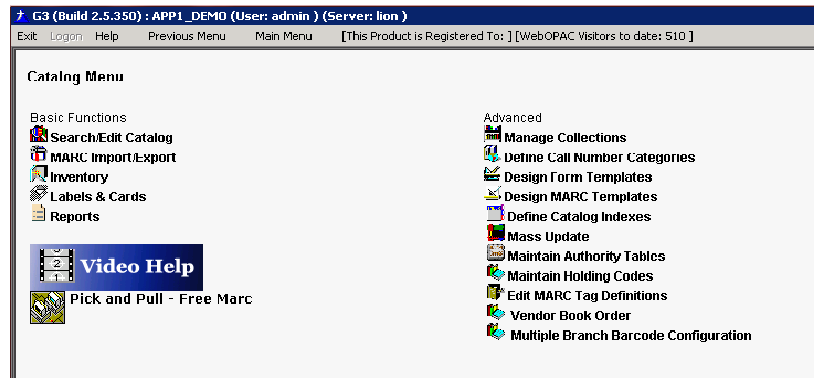
Catalog Management Basic Functions

o Search/Edit Catalog
- This is an Administrative feature only accessible to the library staff, here is where you can Add/Edit/ Remove and Search or View library cataloged items contained within your various collections.
- Additional functions through this area are; Union Search of Union activated catalogs, add content enrichment, create quick prints of search results identify your next available unused bar code number by collection.
- Inventory
  - Perform all inventory functions, scan Barcoded or RFID Labeled items
  - Simple process, use portable scanner or laptop computer
o MARC Import/Export
- Purpose of this menu item allows you to add new vendor purchased MARC records through the Import function and allows for the Exporting of MARC records. There is a built-in Universal MARC Import program here for adding spreadsheet organized or ASCII based collection items
o Copy Status Scan/Inventory Import
- This menu choice provides the function of Inventorying your various collections.
- Your options are to manually inventory items by scanning in the bar code numbers of each cataloged number one-by-one. This process may be automated by using a portable data collection (Portable bar-code reader) device and then the data from the device can be uploaded into G3.
o Labels and Cards
- Commonly found menu within the most primary Menu areas of the program, which acts as a link for printing Collection/Spine Labels, Shelf List Cards, Borrower Labels, Borrower ID Cards, Combo Book Labels and Generic Labels.
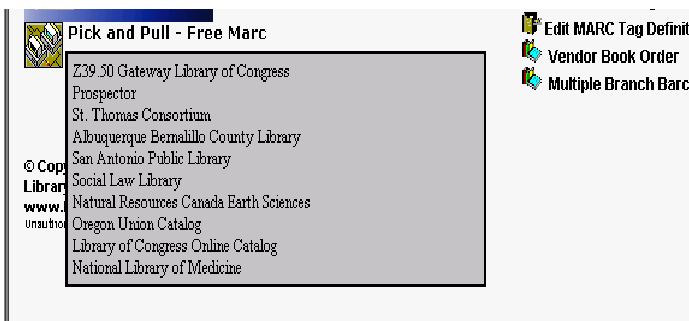
## Pick and Pull – MARC Records (access record cataloging sites from within our library program)

o Video Help (Only for Non-hosted G3 Users)
- Retrieve MARC Records from listed sites, add found MARC materials with a few clicks of the mouse to your collection.
- Handle your library item to be cataloged once as you can add your holdings through this process and even add the bar-code labels and spine label using Thermal Dymo Label printer.
- Simple and easy to use, no downloads or E-mail to deal with.
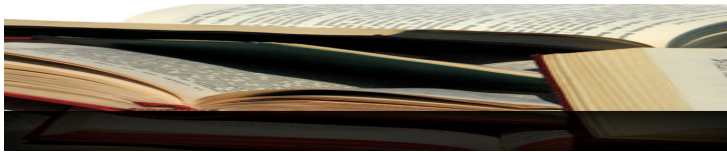
Advanced
- Manage Collections
- Define Call Number Categories
- Design Form Templates
- Design MARC Templates
- Define Catalog Indexes
- Mass Update
- Maintain Authority Tables
- Maintain Holding Codes
- Edit MARC Tag Definitions
- Vendor Book Order
- Multiple Branch Barcode Configuration

o Manage Collections
- This menu provides for the addition of as many Collection types necessary or removal of library collections.
- Also managed here is the ability to transfer tagged records to collections or to transfer collections to collections.
o Define Call Number Categories
- Here you may add or remove Call Number categories, establish Call No. ranges, associate Visual Icons to a Call No., assign a cataloging template by Call No., Establish the use of Dewey Decimal 1-part or mufti-part Call Numbers.
- Determine the Call No standard to be defaulted to Dewey, LC or others.

o Design Form Templates
- These are cataloging and OPAC custom display forms for adding various types of cataloging materials; such as book , media, maps data and displaying data in a simplified format. G3 is provided with basic template designs to simplify and assist cataloging for all levels of an individual's library experience. Templates forms are a fill in the blanks approach to cataloging' allowing anyone to catalog.
o Define Catalog Indexes
- This menu provides the functionality for selecting various MARC tags and sub-fields to form search criteria of any Standard or Custom search area; like Title, Author, Subject or Reading Levels, Lexile Measures, etc. This allows the library to customize catalog searching by adding or removing MARC tags and subfield to the catalog index. Also manages the order of how each search index appears to the library user.
o Mass Update
- This menu allows the changing of the cataloged items on a Mass and Global scale. Mass update is a great tool for collection clean-up, modification, data MARC field insertions, MARC date and Holdings text changes or insertions all by using G3's ability to mass change by Tagging records, records not Tagged or by All Items.
o Maintain Authority Tables
- This menu allows for the maintenance of the Author and Subject Authorities. Within this menu you can evaluate your authorities, find typing and punctuation errors and Globally delete, change wording or remove punctuation through this G3 option.
o Maintain Holding Codes
- This menu allows you to manage your locally assigned codes for your Holdings or Copies information. You can add codes and globally change codes and repair code errors with a few keystrokes.
o Edit MARC Tag Definitions
- This menu provides access to one of the heart beat areas of G3; the defining and maintenance of the MARC Tags, Indicators and Sub-fields.
- This is not a normal access area for library staff, but does allow for manual updating. LRMS also offers an update service to maintain a worry free program.
o Vendor Book Order
- This menu provides the library staff with a simple Book Order barcode number management menu. Staff does not need to guess at what was ordered last, use this area to list orders, pre-assign bar-code numbers for labeling, track and manage Vendor orders.
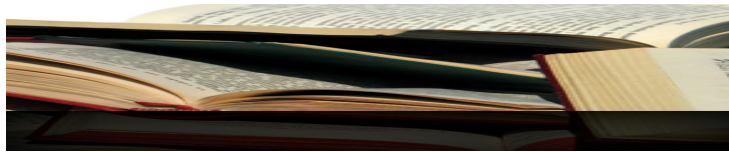
Borrower Management
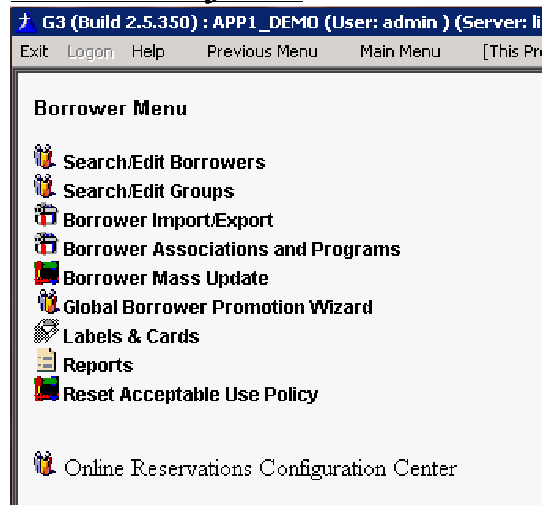
o Search/Edit Borrowers
  ▪ Manage Borrower information, Add, Edit or Delete Borrower records. Also assign Homeroom Teacher or Teacher or individual to the Borrower record for reporting purposes.
o Search/Edit Groups
  ▪ Manage Group setting here; Add, Delete, Transfer Group information. Set Circulation Calendar to Groups and set Group Circulation Item Limit here. Use a calendar named "Default" with all your Groups this way you will not need to alter the calendar Group name each year. This way on ly calendar days of closure will need changing for each new year.
o Borrower Import/Export
  ▪ Add or update Borrower information through this menu. This is a Universal import system , which allows for the importing and updating of structure files from a spreadsheet or Text file to add borrower information from various student, public or corporate management programs.
o Borrower Associations and Programs
  ▪ Associate borrowers to special project groups
  ▪ Associate borrowers to special library programs

o Borrower Mass Update
  ▪ A universal menu option that provides the ability to Globally mass change borrower information through specific sub-menu choices. Example: Change Borrower Groups, Insert Class periods, Purge Account or Circulation Information and more.
o Global Borrower Promotion Wizard
  ▪ Provides a means to promote any number of groups that are meant to move forward each year, example educational K-12 grades promote an entire roster of grades one level forward.
o Online Reservations Configuration Center
  ▪ Reservations Configuration
  ▪ The ability to provide online reservations through the Library Intermet based Online Public Access Catalog -OPAC
o Labels and Cards (is found within all major menus to allow easy access printing)
  ▪ A G3 feature that allows the library to print the following labels and cards using standard library and generically available labels.
  ▪ Borrower Bar code Labels, print labels using standard Avery compatible 5160 Address label stock
  ▪ Produce Borrower Photo and Barcoded ID Cards, using common "Office Supply" business card stock, laminate and distribute, prints Code 39 barcode.
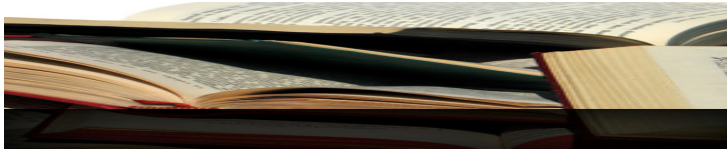
Library Reports (Print or export)

- *Advanced Customized Report generator; create customCirculation, Borrower and Collection reports as you would like*
    1. Tabular Report Designer (Terrific Custom Report Generator)
    2. Tabular Report Runner (Displays the created Tabular report designs for use)
- *Circulation Reports*
    1. Mailer and E-mailer Notices for Overdue and Fines
    2. Overdue Only listing Report
    3. Fines Only Listing Report
    4. Overdue & Fines "Combination Listing" Staff Report
    5. Overdue & Fines handout notice slip, this item is to be printed as a form that can be cut from a standard 8 ½ x 11 paper sheet, it only request the recipient to come to the Library about their Library Account.
    6. All Items Out Report
    7. Due Date Report - report open circulation with detail backwards and forward into the future
    8. Circulation Statistics Report includes graphs
    9. Overdue/Fines Payments Listings
    10. Daily Payment Summary
    11. Library Suspension Notice
    12. Library Card Expiration Notice Report/ Mailer
    13. Collection Book Item Circulation Report
- Collection Reports/Materials Report
    1. Collection Analysis by 100's Report
    2. Collection Analysis by Additional Category Listings Report
    3. Collection Analysis by 100's and Additional Categories – Average Age Report
    4. Collection Analysis by 100's and Additional Categories – Main Classifications Percentages Report
    5. Collection Analysis by 10's and Additional Categories – Oldest Aged, Item count and Percentage of Collection Report
    6. Collection Incomplete Records Missing Barcode Number Listing Report
    7. By Call No., Title, Author, Publication Date and Barcode No.
    8. Collection Call Number Summary Count and Value Report, By 10's and Additional Categories
    9. Collection Book Item Circulation Report
    10. Collection Item Summary Report
    11. Collection Book Item Circulation Report
- Inter-library Transferred Items Reports
    1. Transfer Items Out Report
    2. Return Transfer Item and Returned Exceptions Report
   3. Circulation of Transferred Items Report (New)
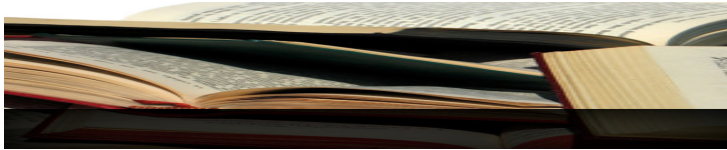
- *Borrower Reports*
    1. Borrower Listing (Create a list of Borrowers by Group or Teacher with the Option to display a borrower photo and ID Number Barcode
    2. Individual Borrower Account Statement or
    3. Individual Borrower Circulation History Detail Report
        i. By Date Range
    4. Borrower Group Circulation Summary
        i. By Group
    5. By Teacher/Parent ID
        i. By Class Period
    6. Borrower Group Count Report
        i. By Group
    7. Borrower Group Listing Report
    8. Acceptable Use Compliance "Active Members" Borrower List
    9. Acceptable Use Non-Compliance "Non-Active Members" Borrower List
    10. Borrower Library Card Expiration Date Report
        i. By Last Name order
        ii. By Expiration Date Order

- *Advanced & Online Settings*
    System Setup Over View of this section. (Not normally used by library staff)
    - Union Management Console (When activated this becomes a management console for Union)
    - Manage Users (set-up program access - Login and Passwords, also used to arrange viewing order of Collections, adjustable order for each username)
    - Printer Settings (Your printers are required to be setup here, pick a printer for each of the four items displayed.)
    - System Wide Settings (Important area that provides the way G3 functions and is identified)
    - *Utilities (Not normally used by library staff)*
    - *Database Connection Setup (Only use by customers who have their own library server)*
    - *Record Clean-up - Create Untitled MARC Records (ask LRMS)*
    - *SQL Script Tool(ask LRMS)*
    - *Build 852 Tag(ask LRMS)*
    - *Skin Templates, provides screen modifications for different types of libraries using G3.*
    - *File Transfer to LRMS, Inc. (ask LRMS)*
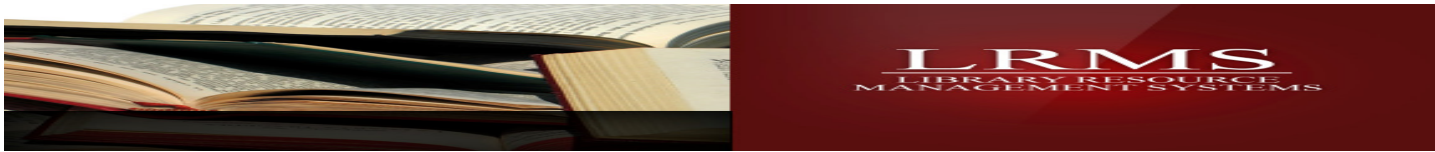
Card Catalog "OPAC" Online Public Access Catalog

All Hosted services customers recieve web hosting of their library catalog from our company as a part of our service.
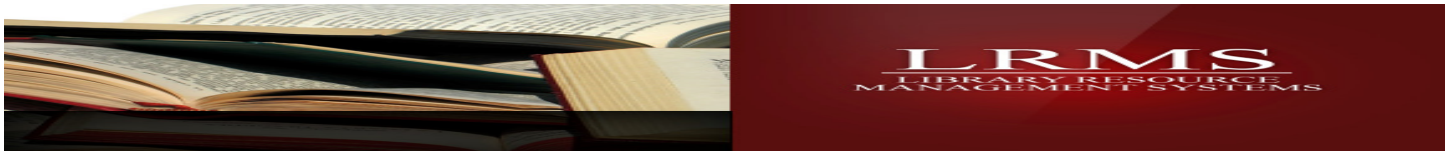WebOPAC option, showing your Catalog on the Internet

Standard Library OPAC

All OPAC first search results are displayed and Hyperlinked, click and find other matching items.

Switched to Spanish
~52 Language Choices~

Easy Search

Back to Main Page	E-Mail	HELP	Translate this page	Spanish	▶

Microsoft® Translator

LRMS
LIBRARY RESOURCE
MANAGEMENT SYSTEMS

EASY SEARCH

Multi-lingual OPAC
Change screen language

TITLE	AUTHOR	SUBJECT	SERIES	MORE	DEFAULT SEARCH

LIBRARY
Category Search

View

○ TITLE   ○ AUTHOR   ○ SUBJECT   ○ READING LEVEL   Call Number

TITLE	AUTHOR	SUBJECT	SERIES	MORE	DEFAULT SEARCH

Call Number Search

New Search

your Search Information here.
he Call Number Button.

○ 000 – 099 GENERALITIES   ○ 100 – 199 PHILOSOPHY   ○ 200 – 299 RELIGION   ○ 300 – 399 SOCIAL SCIENCES   ○ 400 – 499 LANGUAGES

○ 500 – 599 SCIENCE & MATHEMATICS   ○ 600 – 699 PEOPLE USING SCIENCE & TECHNOLOGY   ○ 700 – 799 ARTS & RECREATION   ○ 800 – 899 LITERATURE   ○ 900 – 999 GEOGRAPHY/HISTORY & EXTRATERRESTRIAL WORLDS

show your results.

Easy – Call Number Search

Search

Using your mouse select any above button and a list of available
items will appear within this information box, select any of
these choices to see a list of available books.

Patience please, it may take a moment to show your results.