



# LSC MARC ORDERING PROCEDURES

For Public Libraries

April 2018

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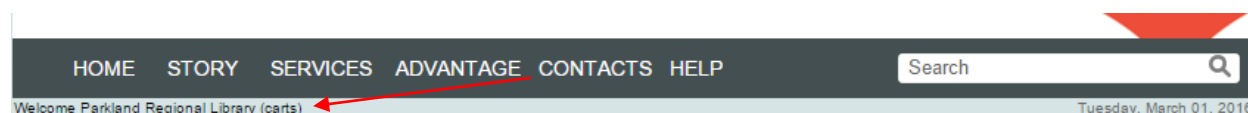
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## Log On

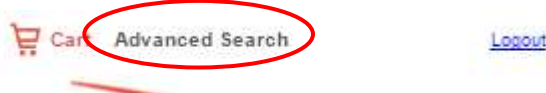
1. Go to [www.lsc.on.ca](http://www.lsc.on.ca).
2. Click *Customer Login* at the top of the page.



3. All libraries in the PRL system share the same login for LSC. Enter the PRL Customer User ID and Password. (If you don't know the login information, contact PRL.)
4. Click *OK*.
5. You will know that you have successfully logged in when Welcome to Parkland Regional Library (carts) appears on your screen.



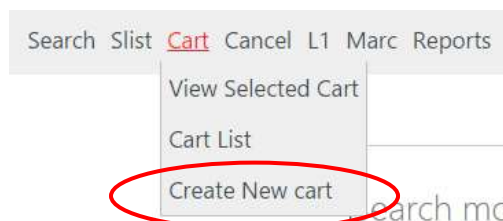
6. Click on *Advanced Search* to be taken to the LSC search portal.



## Create a cart

To order items in LSC, you will add them to a cart.

1. Click on *Advanced Search* at the top of the page.
2. Hover your mouse above *Cart*.
3. Click *Create New Cart*.
4. Name your cart in the following way: **library code\_budget**. (For example, AALI\_ALLOT or AALI\_BILL\_DIRECT. You can also add additional information to the cart name, like AALI\_ALLOT\_young adult.)



*Note: If you use allotment, PRL will deduct the cost of the items from your library's allotment. If you use bill direct, your library will be invoiced by PRL for the cost.*

5. You will see a message indicating that your cart has been successfully created. Your cart will not appear in the *Cart List* until you have added the first item to it.

*Note: Because all libraries in the Parkland system share the same LSC login, it is very important that you name your cart using the above format.*

## Finding Items

### Selection Lists

LSC Selection Lists (Slist) are a useful tool for finding items to add to your library's collection.

To find a Slist:

1. Click *Slist*. You will be redirected to a page with the current LSC Slists.
2. If you are looking for a particular format or genre, select a filter from the *Filter by* dropdown menu. Click *Go*.

Search **Slist** Cart Cancel L1 Marc Reports

Filter by **Audio Visual** Go Display All

		Beg-Date	End-d
January 2016	Bargain Books	Monday, December 07, 2015	Sunday, 2016
	Best Seller Adult		
	Best Seller Children		
	Best Sellers Audio Visual		
February 2016	French Best Sellers	Tuesday, January 05, 2016	Sunday, 2016
	Large Print		
December 2015	Mass Market Adult	Sunday, November 08, 2015	Sunday, 20, 20
	Mass Market Juv/Young Adult		
	Regular Request		
December 2015	Special	Wednesday, October 14, 2015	Sunday, 27, 20
	Trade Catalog		
January 2016	Young Adult	Tuesday, December 01, 2015	Monday, 2016

3. To view a particular Slist, click the *ID* in the left column.

ID	List Name	Type	Description	Beg-Date	End-date	Download
<a href="#">33914</a>	Adult Best Seller Non-Fiction - Spring 2016	BSA	Best Seller Adult	Sunday, January 17, 2016	Friday, August 05, 2016	
<a href="#">33917</a>	Adult Best Seller Fiction - Spring 2016	BSA	Best Seller Adult	Monday, January 18, 2016	Friday, August 05, 2016	
<a href="#">33913</a>	Adult Solid Seller Fiction -Spring 2016	BSA	Best Seller Adult	Friday, January 17, 2014	Friday, August 05, 2016	
<a href="#">33909</a>	Adult Solid Seller Non-Fiction - Spring 2016	BSA	Best Seller Adult	Friday, January 17, 2014	Friday, August 05, 2016	

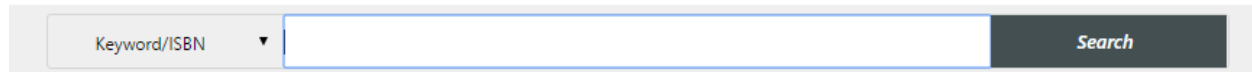
4. The items included in that Slist will appear on screen.

You can adjust the order in which items appear by using the *Select to sort* dropdown menu. You can also adjust the number of items per page by using the *Page size* dropdown menu.

## Searching

You can also search for items in LSC.

Perform a basic keyword search by inputting your search terms in the search bar near the top of the page. Select your search parameters (ISBN, author keyword, etc.)



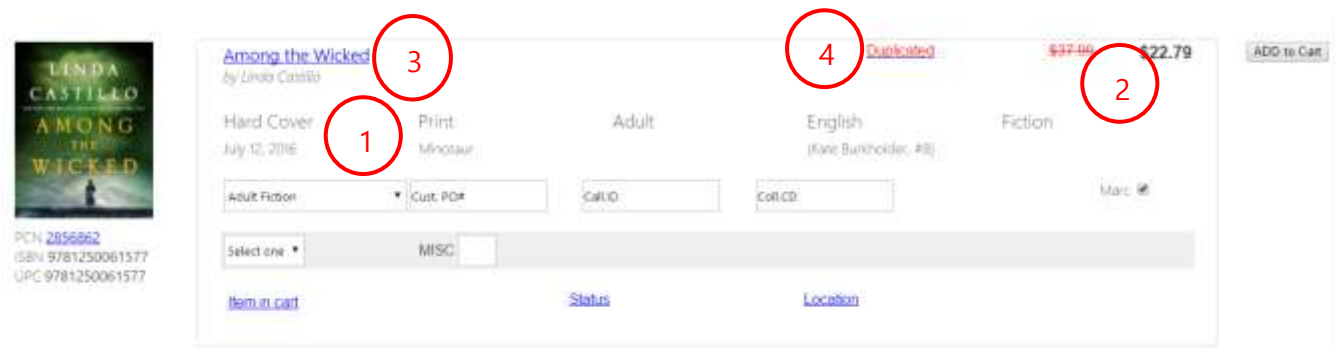
You can also access the Advanced Search by clicking *Search* in the top taskbar.



The Advanced Search allows you to refine your search by format, publication date, audience, etc.

## Item Records

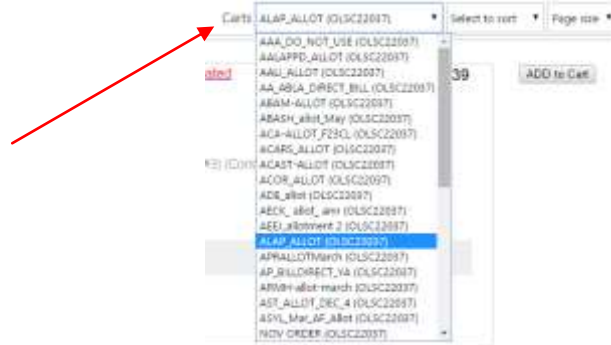
Regardless of how you find items, there are a few things to look out for in the item records in LSC.



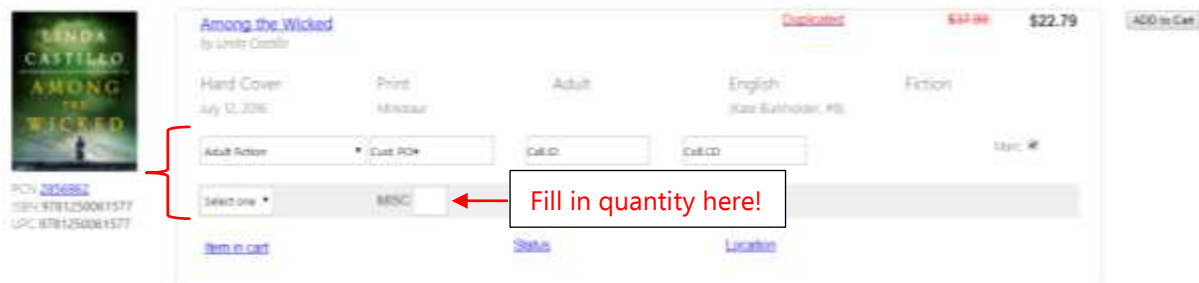
1. **Format:** This is the format of the item. Titles often come in many formats. Each format has a unique record in LSC. Make sure you are ordering the item in the format you want. If you are interested in a different format, search for the item by title to see what other formats are available.
2. **Price and discount:** Both the list price and the discounted price are listed in the item record. Prices in LSC are approximate.
3. **More information:** Click the item's title to see more details about the item, including a summary, author info, and reviews. These details are not available for every item on LSC.
4. **Duplicated:** Some item records will include the term **Duplicated**, indicating it has already been ordered. However, **this doesn't mean that your library has already ordered the item**, as all libraries in the Parkland system share the same login. Be sure to check Horizon before placing your order to ensure you are not ordering an item already owned or on order for your library.

## Adding Items

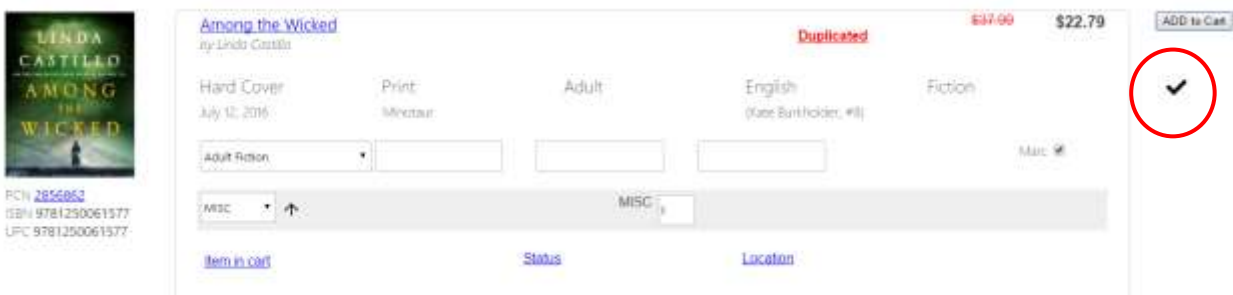
Once you have found an item you want to buy, you will need to add it to your cart. Ensure your cart is selected in the *Carts* dropdown menu at the top of the page.



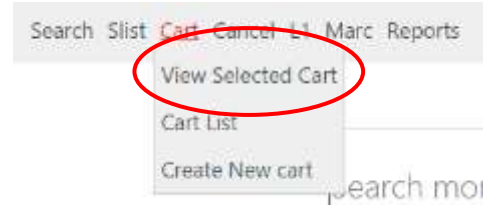
Then, fill in the details in the item record and add it to your cart.



1. LSC will assign a default genre that you can leave as is. In the above example, you'll see it's *Adult Fiction*. This will vary depending on the item.
2. Leave Cust. PO#, Call.ID, and Coll.ID blank.
3. Select MISC in the *Select one* dropdown menu. (It's the only option.)
4. Fill in the quantity you want to purchase in the empty text box.
5. Click *ADD to Cart*.
6. A checkmark will appear under *ADD to Cart* indicating the item is now in your cart.



You can view the items in your cart by hovering on *Cart* at the top of the page and clicking *View Selected Cart*.



## Removing Items

Hover on *Cart* and click *View Selected Cart* (or *Cart List* to view a different cart).

- To remove an item: Click *Delete* beside the item you want to remove.
- To change the quantity of an item: Click *Edit* beside the item you want to change. Change the number under *QTY*, and click *Update*.

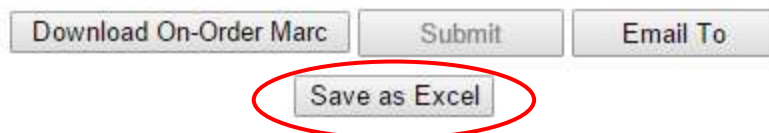
## Ordering

Once you are happy with the items in your cart, you are ready to place your order.

### Save a copy for your records

To save a digital copy of all the items in the cart:

1. Hover on *Cart* and click *View Selected Cart* (or *Cart List* to view a different cart).
2. Click *Save as Excel*.
3. Open the Excel file from your browser when it is finished downloading.
4. Save the file to your computer. In Excel, click *File, Save As*, and save the file in the appropriate folder. **Be sure to change the file to Excel Workbook in the *Save as type* drop down menu.**



### Order your cart

To order your LSC cart submit the *Library MARC Order Cart* form on the PRL support site (<http://support.prl.ab.ca/index.php/forms/marc-order-cart-form/>)

*Note: Do not use the Email To button in LSC.*

When PRL's acquisitions department processes your order, they will download the cart and delete it. They will then email you to let you know that your order has been processed.

Questions? Contact your PRL consultant or acquisitions account manager.