

# Adding Local Cover Images to bib records using AG

The ISBN in the 020 field pulls the cover image. For LMN, cover images are supplied by Syndetic Solutions. An ISBN must be present in the 020 \$a field. There are multiple methods and sources for finding ISBNs and entering the ISBN in the 020 field. If an ISBN cannot be found, then the cover image is manually added using AG.

## **For items not in hand –:**

### *In the Bib Record:*

Syndetics pulls only from 020 \$a. Change 020 \$z to 020 \$a in order to initiate the cover image.

Sometimes the 776 \$z has the print ISBN. Copy the 776 \$z to a new 020 \$a; add the suffix 020 \$q (print). This may trigger a cover image.

### *Use the Internet:*

If item is an electronic source, search the online link (Ebsco, Overdrive, etc.) for an ISBN or cover image.

Search OCLC for more bib information which may have ISBNs.




Cover images are found in Google, Amazon, Goodreads, eBay, book sellers, and sometimes publisher websites.

## **Tools needed to capture and install images: Snip Editor and XnView by Kolor.**

Have these programs installed on the computer. They are free tools.

On your PC, create a folder for Cover Images images to be located for easy retrieval - usually located directly under Pictures.

## Bibs with no cover images have been gathered into an AG list.

<input type="checkbox"/>		<p>Title: <b>101 hiring mistakes employers make, and how to avoid them [ele...</b>            Author: <b>Fein, Richard,</b>            Publisher, Year: <b>Impact Publications, , ©2000.</b>            Database: <b>Library Management Network, Inc. ( AV )</b>            ISBN: 9780585259932            ISBN: 0585259933            OCLC: <b>(OCoLC)45732062</b></p>	<p><b>HOLD</b> Delete</p> <p>Move to List: ▾</p>
<input type="checkbox"/>		<p>Title: <b>A career as a marriage and family therapist.</b>            Publisher, Year: <b>Institute for Career Research, , 2009.</b>            Database: <b>Library Management Network, Inc. ( AV )</b>            ISBN: 9781441612946            ISBN: 1441612947            OCLC: <b>(OCoLC)401356868</b></p>	<p><b>HOLD</b> Delete</p> <p>Move to List: ▾</p>
<input type="checkbox"/>		<p>Title: <b>A career as a photojournalist, news photographer.</b>            Publisher, Year: <b>Institute for Career Research, , 2005.</b>            Database: <b>Library Management Network, Inc. ( AV )</b>            ISBN: 9781417597307            ISBN: 1417597305            ISBN: 9781585112029            OCLC: <b>(OCoLC)60497073</b></p>	<p><b>HOLD</b> Delete</p> <p>Move to List: ▾</p>

## In the first bib, it needed overlaying (don't use 245 \$h, no 505, no 776, etc.)

AGCat - [Source: LMN\_ - AGCN=537468, Record Type = BK 101 hiring mistakes employers make, and how to avoid t]

File Edit Record Insert View Tools Window Help

001 008 LDR é Esc HLD 091 007 008 LDR é Esc HLD HARC REC ? A \*H

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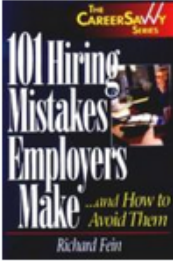


UDB          c 0
001 Control Nbr.      ocm45732062
003 Control Nbr. ID  OCoLC
005 Latest Trans.    20151210153259.0
006 Fixed-Len Data   m.....u.....
007 Phys. Desc.      cr:cn|||||
008 Fixed Field      001009s2000...vau...o.....000-0-eng-d
020 ISBN             . . a 9780585259932 q [electronic-bk.]
020 ISBN             . . a 0585259933 q [electronic-bk.]
035 Sys Control Nbr . . a [OCoLC]45732062
050 LC Call Nbr.    . 4 a HF5549.5.S38 b F44-2000eb
082 Dewey Call Nbr. 04 a 658.3/112 2 21
100 Author/Creator   1. a Fein, Richard, d 1946-
245 Title            10 a 101-hiring-mistakes-employers-make,-and-how-to-avoid-them h [electronic-resource]/ c Richard-Fein.
246 Other Title      3. a One-hundred-one-hiring-mistakes-employers-make,-and-how-to-avoid-them
260 Imprint          . . a Manassas-Park,-Va.: b Impact-Publications, c ©2000.
300 Description      . . a 1-online-resource-(vii,-129-pages).
336 Content Type     . . a text b txt 2 rdacontent
337 Media Type       . . a computer b c 2 rdamedia
338 Carrier Type     . . a online-resource b cr 2 rdacarrier
490 Series Title     1. a The-career-savvy-series
650 Subj Topical     . 0 a Employee-selection.
650 Subj Topical     . 0 a Employment-interviewing.
650 Subj Topical     . 0 a Employees x Recruiting.
650 Subj Topical     . 0 a Hire.
655 Genre/Form       . 4 a Electronic-books.
710 Other Corp.Name  2. a NetLibrary,-Inc. n .Collection-I-&-II
830 Series Title     . 0 a Career-savvy-series.
856 Internet Link    40 3 EBSCOhost u http://search.ebscohost.com/login.aspx?direct=true&scope=site&db=nlebk&db=nlabk&AN=24052
HLD                 i 130115108221* t eBook l GadsdenSCC-eBook--EBSCO--Collection b GadsdenSCC-eBook--EBSCO--Collectio
    
```

## After overlaying, the 776\$z ISBN was copied into 020 \$a.

AGCat - [Source: LMN\_ - AGCN=537468, Record Type = BK 101 hiring mistakes employers make, and how to avoid t]

Field	Value
LDR Leader	.....cam.....Ma.....
UDB	c 0
001 Control Nbr.	ocm45732062-
003 Control Nbr. ID	OCOLC
005 Latest Trans.	20201008101743.0
006 Fixed-Len Data	m.....o-d.....
007 Phys. Desc.	cr-cn
008 Fixed Field	001009s2000....vau.....o.....000-0-eng-d
020 ISBN	a 9780585259932 q (electronic-bk.)
020 ISBN	a 0585259933 q (electronic-bk.)
020 ISBN	a 157023129X
035 Sys Control Nbr	a (OCOLC)45732062
050 LC Call Nbr.	4 HF5549.5.S38 b F44-2000eb
082 Dewey Call Nbr.	04 a 650.3/112 2 21
100 Author/Creator	1. a Fein, Richard, d 1946-
245 Title	1 0 a 101-hiring-mistakes-employers-make,-and-how-to-avoid-them-/ c Richard-Fein.
246 Other Title	3. a One-hundred-one-hiring-mistakes-employers-make,-and-how-to-avoid-them
260 Imprint	.. a Manassas-Park,-Va.: b Impact-Publications, c 2000.
300 Description	.. a 1-online-resource-[vii,-129-pages].
336 Content Type	.. a text b txt 2 rdacontent
337 Media Type	.. a computer b c 2 rdamedia
338 Carrier Type	.. a online-resource b cr 2 rdacarrier
490 Series Title	1. a The-career-savvy-series
505 Contents	0. a Introduction--1-The-Pressure-of-Time--2-Creative-Recruitment-Strategies--3-Don't-Bend-Your-Hiring-Practices-(But-You-Can-Always-Improve-Them)--4-The-Interviewing-Pr-Checking-References--6-Technology--7-HR-and-Hiring-Managers--8-Transition--9-Seven-More-Mistakes-Not-to-Make
650 Subj Topical	. 0 a Employee-selection.
650 Subj Topical	. 0 a Employment-interviewing.
650 Subj Topical	. 0 a Employees x Recruiting.
655 Genre/Form	. 0 a Electronic-books.
710 Other Corp.Name	2. a NetLibrary,-Inc. n Collection-I-&II
776	08 i Print-version: a Fein,-Richard,-1946- t 101-hiring-mistakes-employers-make,-and-how-to-avoid-them. d Manassas-Park,-Va.: b Impact-Publications,-2000 z 157023129X v 99088886 w [OCOLC]42968192
830 Series Title	. 0 a Career-savvy-series.
856 Internet Link	40 3 EBSCOhost u http://search.ebscohost.com/login.aspx?direct=true&scope=site&db=nlebk&db=nlabk&AN=24052

## Now the bib has a cover image.

- |                          |   |  |  |
|--------------------------|---|--|--|
| <input type="checkbox"/> |   | <p>Title: <b>101 hiring mistakes employers make, and how to avoid them / Ri...</b></p> <p>Author: <b>Fein, Richard,</b></p> <p>Publisher, Year: <b>Impact Publications, , 2000.</b></p> <p>Database: <b>Library Management Network, Inc. ( AV )</b></p> <p>ISBN: 9780585259932</p> <p>ISBN: 0585259933</p> <p>ISBN: 157023129X</p> <p>OCLC: <b>(OCOLC)45732062</b></p> | <p><b>HOLD</b> Delete</p> <p>Move to List: ▾</p> |
| <input type="checkbox"/> |  | <p>Title: <b>A career as a marriage and family therapist.</b></p> <p>Publisher, Year: <b>Institute for Career Research, , 2009.</b></p> <p>Database: <b>Library Management Network, Inc. ( AV )</b></p> <p>ISBN: 9781441612946</p> <p>ISBN: 1441612947</p> <p>OCLC: <b>(OCOLC)401356868</b></p>  | <p><b>HOLD</b> Delete</p> <p>Move to List: ▾</p> |
| <input type="checkbox"/> |  | <p>Title: <b>A career as a photojournalist, news photographer.</b></p> <p>Publisher, Year: <b>Institute for Career Research, , 2005.</b></p> <p>Database: <b>Library Management Network, Inc. ( AV )</b></p> <p>ISBN: 9781417597307</p> <p>ISBN: 1417597305</p> <p>ISBN: 9781585112029</p> <p>OCLC: <b>(OCOLC)60497073</b></p>   | <p><b>HOLD</b> Delete</p> <p>Move to List: ▾</p> |

**Moving to another bib, there is an additional ISBN 020 but it is not pulling any image.  
Click on the Online Content link.**

A career as a photojournalist, news photographer.

Format: eBook

Found In:  
Library Management Network, Inc.

Cover art not available

Availability: 0 (of 2)

0 Hold(s) in Queue

Online Content

EBSCOhost

[Modify Search](#)  
[Add to Your List](#)  
[Permanent Link](#)  
[Email this Item](#)  
[Print This Item](#)  
[Download Record](#)  
[Add New Item Record](#)  
[Add to Download Cart](#)  
[Authorize Bib Record](#)  
[Edit Bib Record](#)

MARC Display

<b>Control Number :</b> 263367	
<b>Last Modified :</b> 9/23/20 12:21:27 PM	
<b>Leader :</b> 00285cam a 004571a	
<b>Quality :</b> 0	
001	ocm60497073
003	OCoLC
005	20200923151733.0
006	m o d
007	cr cnu unuuu
008	050526s2005 ilu o 000 0 eng d
020	** a9781417597307q(electronic bk.)
020	** a1417597305q(electronic bk.)
020	** a9781585112029
035	** a(OCoLC)60497073
050	* 4 aTR154b.C37 2005eb
082	0 4 a770.232222
245	0 2 aA career as a photojournalist, news photographer.
260	** aChicago :bInstitute for Career Research,c2005.
300	** a1 online resource.
336	** atextbtxt2rdacontent
337	** acomputerbc2rdamedia
338	** aonline resourcebcr2rdacarrier
490	1 * aInstitute research ;v202
500	** aCaption title.
500	** aTitle from e-book title screen (viewed May 26, 2005).
500	** a"Record history as it happens, tell compelling stories and make a difference."
500	** a"DOT number 143.062-034."
650	* 0 aPhotojournalismxVocational guidance.
650	* 0 aPhotographyxVocational guidance.
655	* 0 aElectronic books.
710	2 * aInstitute for Career Research.
710	2 * aNetLibrary, Inc.nCollection 5
830	* 0 aCareers ;v202.
856	4 0 3EBSCOhostu <a href="http://search.ebscohost.com/login.aspx?direct=true&amp;scope=site&amp;db=nlebk&amp;db=nlabk&amp;AN=132484">http://search.ebscohost.com/login.aspx?direct=true&amp;scope=site&amp;db=nlebk&amp;db=nlabk&amp;AN=132484</a>

**This shows a cover image.**

PDF Full Text

Full Download

**Related Information**

Table of Contents

[Find Similar Results](#)  
using SmartText Searching.

## A Career As a Photojournalist, News Photographer

**Series:** [Institute Research, no. 202](#)

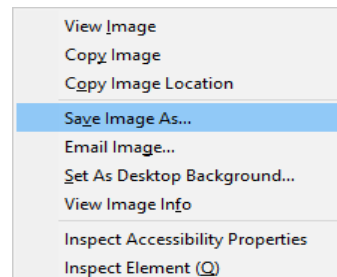
**Authors:** [Institute for Career Research](#)

**Publication Information:** Chicago : Institute for Career Research. 2005

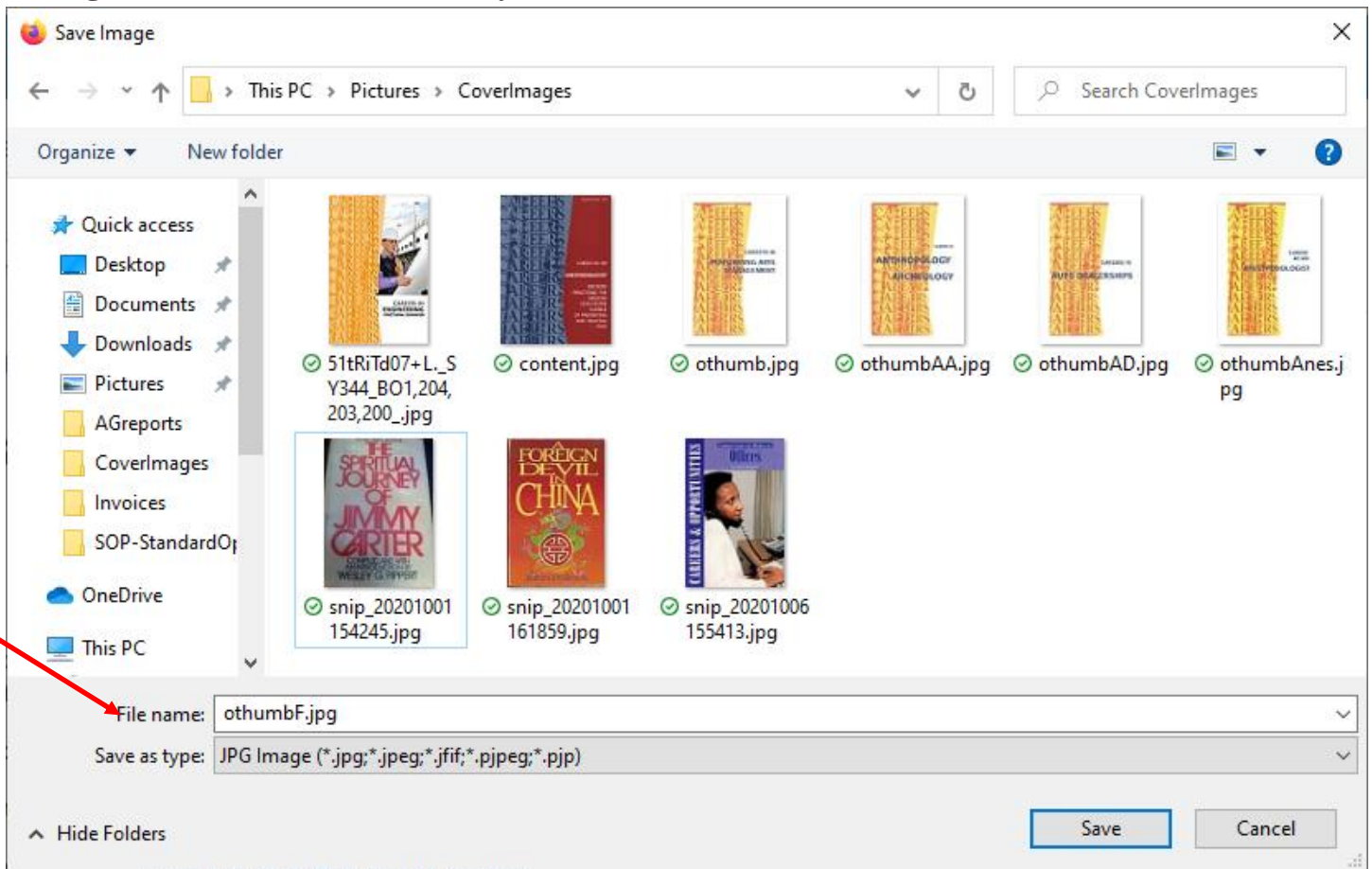
**Resource Type:** eBook.

**Description:** Caption title.

**Right click on the cover image and Save Image As...**



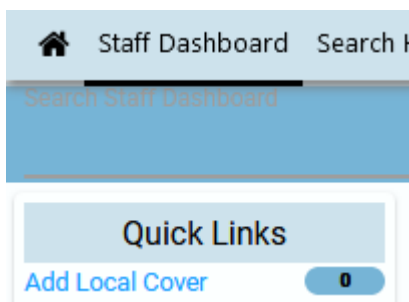
## Change the File name if necessary.



## Find and copy the bib AGCN



## Go to Staff Dashboard > Cat Admin > Add Local Cover



## Paste AGCN in Enter Search Term, then Submit

Cat Admin > Add Local Cover **0** **1**

### Add Local Cover

Select Catalog: Library Management Network, Inc. ▼

Enter Search term(s): 263367 A-G Control Number ▼

## If a list appears, click correct title

A-G Control Number Lookup ...

Searching A-G Control Number: 263367

A-G Control Number

[263367 - A career as a photojournalist, news photographer.](#) (1 title)

## Check Select All; then Add Cover Image

Searching A-G Control Number: 263367

A-G Control Number

263367 - A career as a photojournalist, news photographer.

Title (Check to select)

A career as a photojournalist, news photographer.

Author

Institute for Career Research.

AGCN

263367

[Select All](#)

## Browse your computer to find the file under Cover Images; then Upload Book Image

Add Local Image

Select

Title

Author

Format

AGCN

A career as a photojournalist, news photographer.

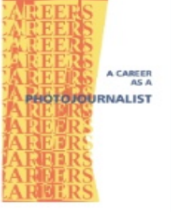
Select a file to upload: C:\fakepath\othumbF.jpg

Browse...

Upload Book Image

# Message will display as successful.

Add Local Image

Select	Title	Author	Format	AGCN	Image
<input checked="" type="checkbox"/>	A career as a photojournalist, news photographer.		bk	263367	

Select a file to upload:  [Browse...](#)

[Upload Book Image](#)

Uploaded book 263367 image successfully!

=====  
**If the cover image is fuzzy, go back and click the Online Content again. This time instead of clicking the thumbnail, select PDF Full Text. The cleanest sharpest picture needs to be used – the larger the better.**

[Detailed Record](#)    [Result List](#)   [Refine Search](#)   [1 of 1](#)

## A Career As a Photojournalist, News Photographer

[PDF Full Text](#)   [Full Download](#)

**Series:** [Institute Research, no. 202](#)

**Authors:** [Institute for Career Research](#)

**Publication Information:** Chicago : Institute for Career Research. 2005



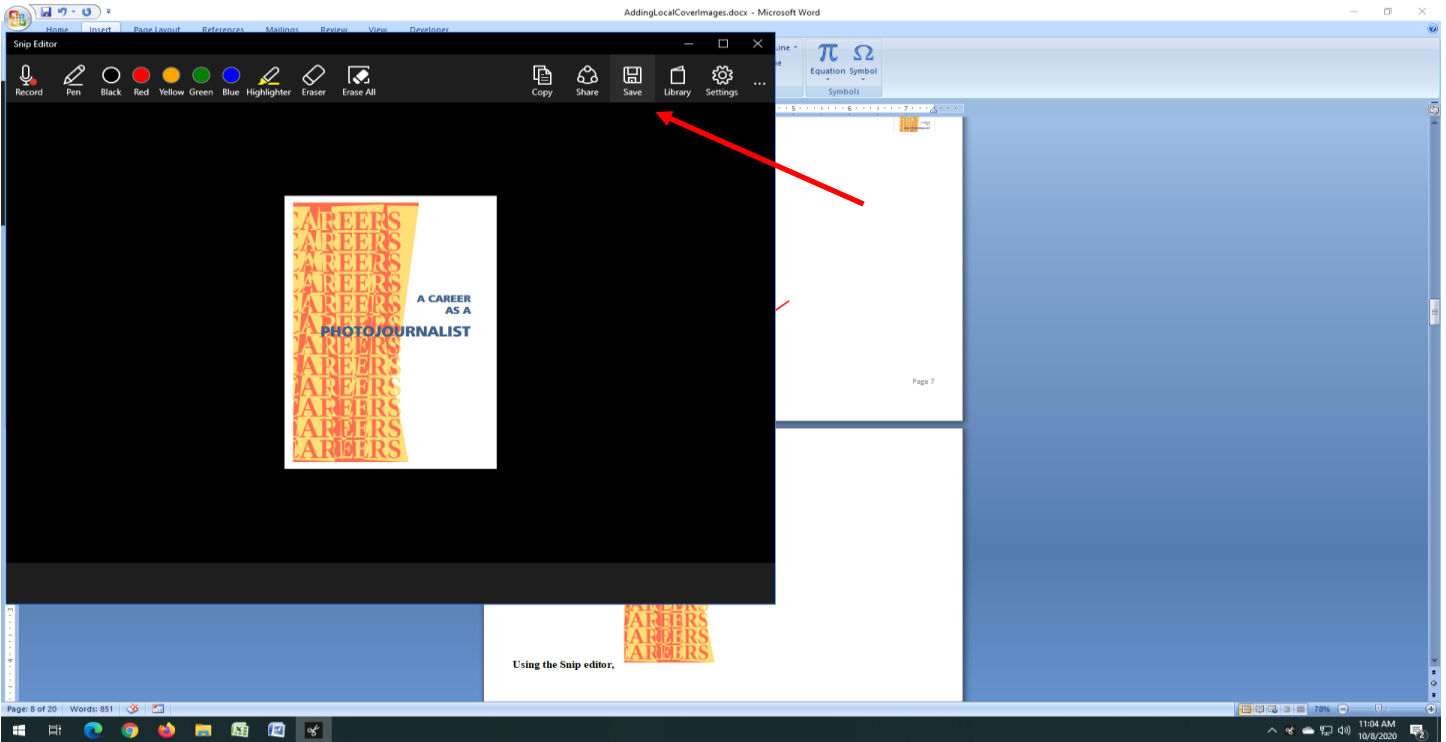
**Reduce the cover until all is within the screen limits.**



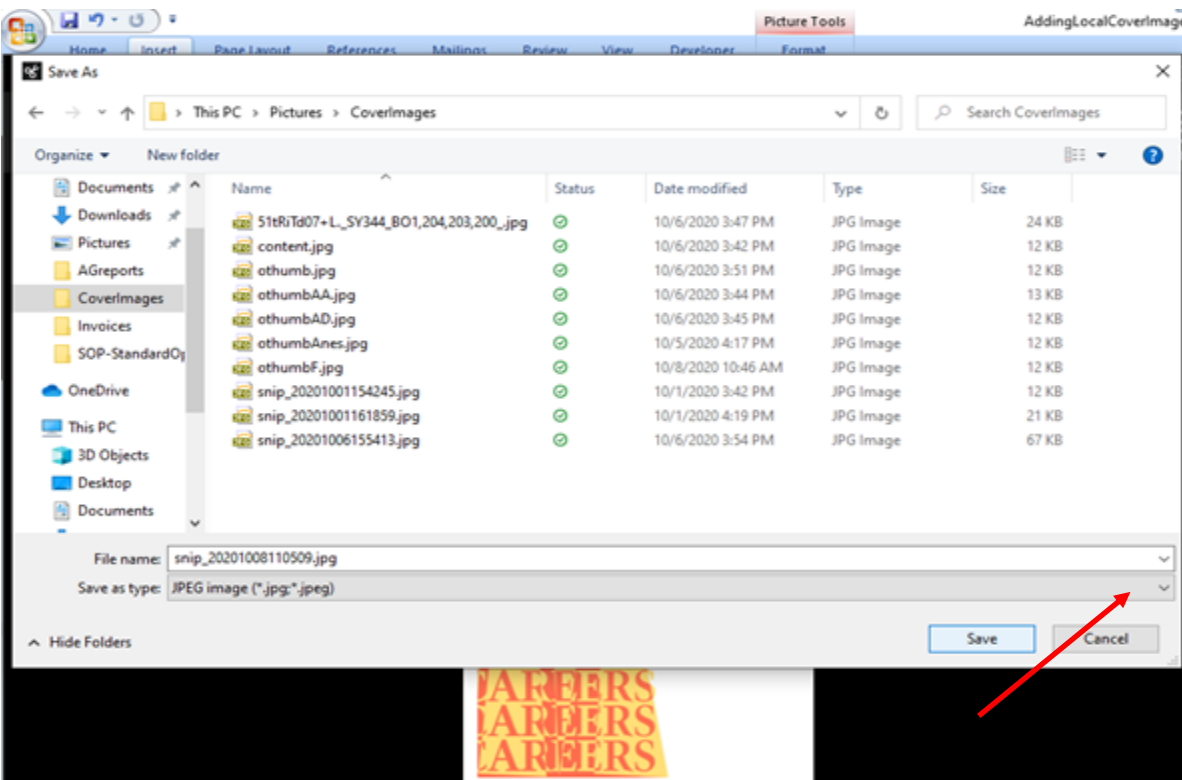
**A CAREER AS A PHOTOJOURNALIST**

[Cover](#)   [-](#)   [+](#)

Using the Snip editor, outline cover image. Be precise on the capture not to include any white space around the edges. click Save



It will start as .png - Select the .jpg from the drop-down menu and Save

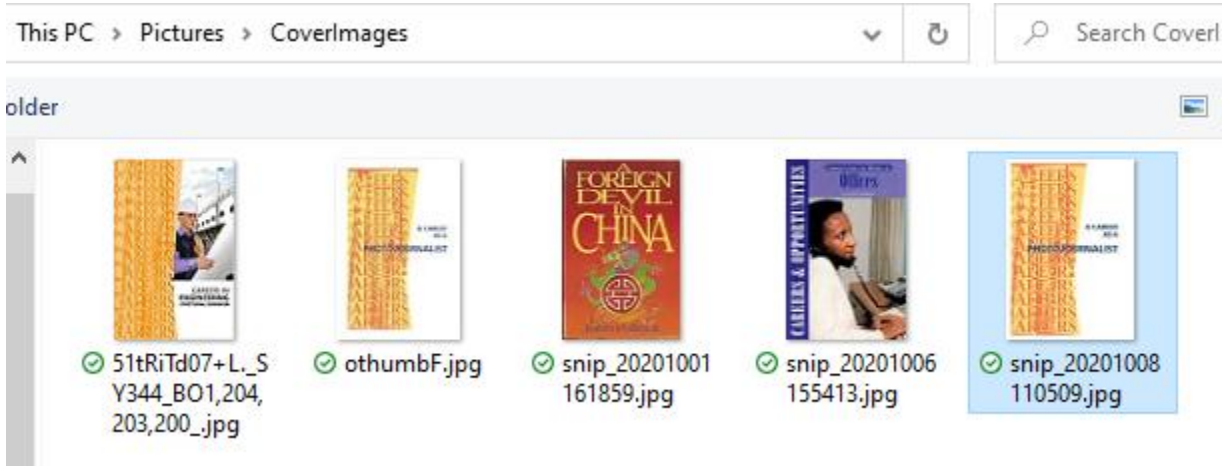




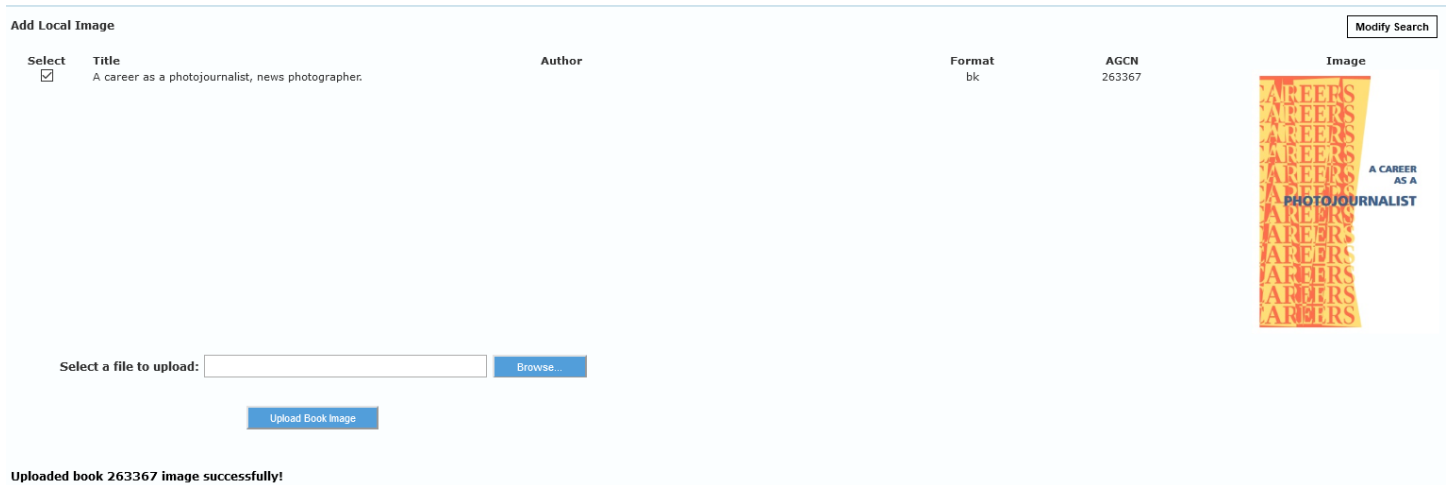
## Repeat the Add Local Cover Image processes

**Note:: If a cover image exists, it will NOT display in Add Local Cover. Manual images override ISBN-pulled cover images. So always check online first.**

**One can already tell that the second cover image is clearer. This is more work but makes the online catalog more defined.**



**Yep!**



## **MANUALLY SCANNING ITEM IN HAND**

If an item is very old or unique or foreign, there may be no ISBNs or cover images online. The front cover may be scanned and entered.

- ~ Before scanning, be sure cover of item and scanning device glass is CLEAN
- ~ Be sure item is positioned correctly - straight and not crooked- on the scanner
- ~ If book is printed sideways, best to scan upright, and rotate later
- ~ If sideways book is too long to scan upright, rotate with XnView
- ~ Use 11 as the modified canvas size – works great every time

Use Snip to copy/save images

XnView can convert to .jpg

AG only accepts images that are \_\_\_\_\_ pixels. If the scanned image exceeds the limit, use XnView to reduce the image.