

## Equipment Templates

### General points to keep in mind:

- You will be creating one record for each piece of equipment. This is different from cataloging other items. Normally you would put multiple copies of a title on the same record. However, if you have 5 identical overheads, you will need 5 records. This will make your record keeping much simpler in the long run.
- The templates have been designed to be used with specific types of equipment. Using the appropriate template will reduce the amount of information to be added. For example, the TV and DVD player templates include remotes on the record.
- The templates are designed to be as detailed or brief as desired. All the fields on the record do not need to be used. Any unwanted fields should be deleted with the Delete Field helper.
- All fields on this record are searchable in Sirsi by doing a General Search.
- The Fixed Fields (leader) are already formatted for you. You only need to adjust the date.
- The first three fields on the record, 024, 037, and 092 are numbers specific to each item in addition to the barcode number. This will make it easy to locate them.
- Use the 500 tag for any additional notes, description, etc. This is a good place to list included pieces – remotes, cables, etc. This field is searchable, but not hyperlinked.
- Any information you put in the 690 – local subject – is hyperlinked. There is a 690 tag on each template labeled XXXXXXXXXXXX. Use this to add any information you want to be searchable and hyperlinked – ex. Permanent location, repaired 2003, vendor name, etc.
- When deleting text, be careful that you leave any punctuation in place.
- If you have not done so already, set your properties to display descriptive labels. Right click on Modify Title > Click on Properties > Check Display descriptive labels.

Editor display options

MARC View

Descriptive view

Add empty entries

Display fixed fields

Display descriptive labels (for entries)

Entries template: BRIEF

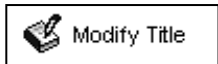
**NOTE:** *If you have some equipment that you can't find a template for, you can adapt a similar one. For example, use the Television/VCR combination template for a TV/DVD/VCR unit – just add DVD to it and make modifications as needed. Another option is to use the Generic Template:*

- *Search for Generic xxxx*
- *092 – replace GEN with an appropriate call number*
- *245 – delete GENERIC TEMPLATE and add appropriate title for item*
- *Follow directions below for the remainder of the fields.*

### Creating an Equipment Record

1. Use SmartPORT, TEMPLATE database, to **locate** a template record for your item. Do a Title Search for the type of equipment and 4 X's. ex. Overhead XXXX  
If you want to see all templates search: equipment XXXX

2. **Import** the record (See handbook Basic Cataloging/SmartPort guides for specific directions).



3. **Click** on Modify Title Wizard. The record should be “current title”.

4. If you do not want your record to display in the online catalog, **check** Shadow Title.

5. **Make** the following changes:

**Fixed fields:**

- ❑ **Entrd**-- change to current date in format YYMMDD

**Bibliographic Info:**

- ❑ **024** Replace XXXX with serial no.
- ❑ **037** Replace XXXX with local number (school inventory, insurance number)
- ❑ **092** Leave the letters in the field. You will use them as a prefix for the call number. Replace the XXXX with the unique part of your call number.

**4**

Shadow title

Rec_Type	Bib_Lvl	TypeCtrl	Enc_Lvl
Desc	Entrd	Dat_Tp	Date1

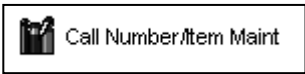
Label	Tag	Ind.	Contents
Standard identifier#	024	72	XXXX 2Serial number
Stock number	037		XXXX bDistrict ID number
Local Dewey call num	092		LTCP XXXX
Title	245	00	Laptop computer h[equipment] ; bModel XXXX / cBR
Publication info	260		LOCATION ; bMANUFACTURER, cDATE.
General Note	500		CPU specifications: RAM XXXX; HD XXXX; drives/burr processor XXXX; speed XXXX; operating system XXX
General Note	500		Peripherals: XXXXXXXXXXXX
General Note	500		Wireless
General Note	500		XXXXXXXXXX
Technical details	538		Network: MAC address XXXX; XXXXXXXXXXXX
Local subject	690	0	Audio-visual equipment
Local subject	690		Battery: XXXX
Local subject	690		Fiscal year: FYXXXX
Local subject	690		Purchase order: XXXX
Local subject	690		Repair: FYxxxx
Local subject	690		XXXXXXXXXX
INFOhio template	989		Equipment Record

- ❑ **245** Replace XXXX with the model number. Delete “BRAND” and replace with the brand name.
- ❑ **260** Replace the words with the appropriate information. Leave punctuation in place.  
Ex. Austin, TX :|b 3M Visual Systems Division, |c2003.
- ❑ **500** Enter any notes or delete the field.
- ❑ **538** Enter specifications or delete.
- ❑ **690** Replace XXXX with appropriate information or delete the field.

- ❑ **690** Repair: Fyxxxx – leave this field as is so it can be used in the future to enter repair year if desired. Repair specifics should be entered in the 500 tag or item staff note.
- ❑ **989** Do not make any changes! DO NOT DELETE!

6. **Click** Save and Close.

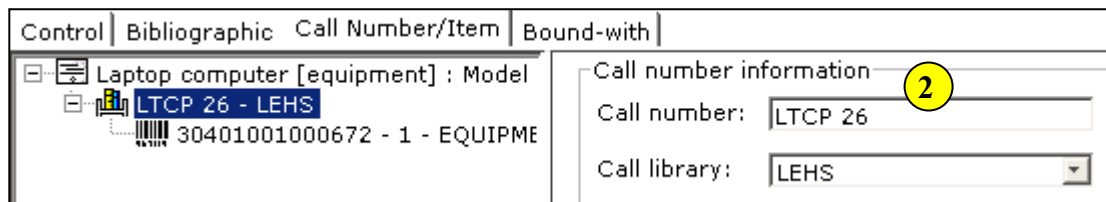
### Adding Item information for Equipment

1.  **Click** the Call number and Item Maintenance wizard. Your record will be the current title.  
(See handbook, Call Number/Item Maintenance guide for detailed directions)

2. **Enter** the call number from the 092 tag. Using the recommended prefix will make it easy for you to do a call number browse or sort a shelflist by call number and have all similar items display together.

Label	Tag	In...	
key	001		105-2120455
Date/time stamp	005		20070206204412.0
Standard identifie...	024	72	LP4369765 2Serial number
Stock number	037		A1707 bDistrict ID number
Local Dewey call ...	092		LTCP 26
Title	245	00	Laptop computer h[equipment]

3. **Click** Save.



4. **Click** Add Item.
5. **Enter** the item information.
6. **Click** Save and Close.

**HINTS:**

- ❑ *The Circ note will display at checkout and checkin in Java. You can enter things you want to check at those times such as “includes remote”, “cable at desk”, etc.*
- ❑ *If the item has peripherals, be sure to adjust the number of pieces.*
- ❑ *Use Staff Note to keep repair history.*

**Sample of completed equipment record:**

Rec_Type		Bib_Lvl		TypeCtrl		Enc_Lvl	
Desc		Entrd	070102	Dat_Tp		Date1	
Date2		Ctry		Illus		Audience	
Repr		Cont		GovtPub		ConfPub	

Label	Tag	Ind.	Contents
Title	245	00	Laptop computer h[equipment] : bModel Inspiron E1505 / cDell.
Publication info	260		Austin, TX : bDell,  c2006.
General Note	500		CPU specifications: RAM 512MB ; HD 120GB ; drives/burners 24X CD Burner/DVD Combo Drive ; processor Intel Core Duo ; speed 2.16GHz ; operating system Windows Vista.
General Note	500		Peripherals: power cord ; mouse
General Note	500		Wireless
General Note	500		Purchased with PTA funds 1/07 \$899
Technical details	538		Network: MAC address 00:30:6E:C7:EE:CC
Local subject	690	0	Audio-visual equipment
Local subject	690		Battery: 53 WHr 6-cell Lithium Ion
Local subject	690		Fiscal year: FY2007
Local subject	690		Purchase order: #1357
Local subject	690		Repair: FYxxxx
Local subject	690		Circulating computers
INFOhio template	989		Equipment Record

**Item information**

Item ID: <input type="text" value="30401001000672"/>	Copy number: <input type="text" value="1"/>
Type: <input type="text" value="EQUIPMENT"/>	Item library: <input type="text" value="LEHS"/>
Shelf location: <input type="text" value="AVAILABLE"/>	Current status: <input type="text" value="AVAILABLE"/>
Material type: <input type="text" value="EQUIPMENT"/>	Funding source: <input type="text" value="PTO/PTA"/>
Media desk: <input type="text"/>	Number of pieces: <input type="text" value="2"/>
Total checkouts: <input type="text" value="0"/>	Price: <input type="text" value="\$899.00"/>

Permanent:                       Circulate:  
 Shadow item

**Extended information**

Tag	Contents
CIRCNOTE	includes power cord
PUBLIC	
STAFF	

### Adding multiple pieces of identical equipment

**Scenario:** You have 10 identical overhead projectors to catalog.

**HINT:** When cataloging multiple pieces of equipment, **set** your properties first.

**Right click** on Duplicate Title > **click** on Properties.

- a. Make Type: Equipment.
- b. Make Material Type: Equipment.
- c. Set price and/or funding source if appropriate.

Item required default values			
Type:	EQUIPMENT	<input checked="" type="checkbox"/> Permanent	
Home location:	AVAILABLE	<input checked="" type="checkbox"/> Circulate	
		<input type="checkbox"/> Shadow item	
Item optional default values			
Price:	\$	Item category 1:	EQUIPMENT
Media desk:		Item category 2:	

1. **Complete** the cataloging process for the first item.

2.  Duplicate Title **Click** on the Duplicate Title Wizard

3. **Locate** for the record you just completed. **Click** Duplicate.

- Change** the serial number in the 024 tag.
- Change** the local ID number in the 037 tag.
- Change** the call number in the 092 tag.
- Make** any other changes needed in the bib record. **Click** Save when done.

4. "You need to provide a new item ID" message will appear. **Click** OK.

5. **Complete** the item information screen.

6. **Click** Save.

7. **Click** on the XX call number and modify it.

8. **Click** Return to Search.

9. **Repeat** steps 3 – 8 until all overheads have been cataloged. You should have 10 bib records with one item on each.

## *Uniform Titles and Collection Codes for Equipment*

*Titles in **bold** are currently in the TEMPL catalog ready to be imported through SmartPort*

Uniform Title	Call Number Prefix
16mm film projector	FMPR
35mm camera	MMCM
8mm film projector	FMPR
8mm filmloop projector	FMPR
AC power adapter	MSEQ
Alternative computer keyboard	CMPR
Amplifier	SDSY
Audio/jack box	SDSY
<b>Audiocassette player</b>	<b>ACPL</b>
<b>Audiocassette player/recorder</b>	<b>ACPR</b>
<b>Audiovisual cart</b>	<b>AVCR</b>
Barcode scanner	CPPR
Battery charger	BATC
<b>Boombox</b>	<b>BBX</b>
Cable	CACO
<b>Camcorder</b>	<b>CMR</b>
<b>CD compact disc player</b>	<b>CDPL</b>
Computer	COMP
Computer Cart	CPCR
Computer disk drive	CPPR
Computer printer	CPPR
Computer scanner	CPPR
<b>Digital camera</b>	<b>DGCM</b>
<b>DVD digital video disc player</b>	<b>DVPL</b>
<b>DVD/VCR combination player</b>	<b>DVVC</b>
Electrical Cord	CACO
<b>eReader</b>	<b>EREAD</b>
Filmstrip Projector	FSPR
Filmstrip Viewer	FSV
<b>Flash drive</b>	<b>FLDR</b>
<b>Headphones</b>	<b>HDPH</b>
Interactive whiteboard	IAWB
Laminator	MSEQ
Language Master	LM

Uniform Title	Call Number Prefix
<b>Laptop computer</b>	<b>LTCP</b>
Laser disc player	LDPL
<b>Listening Center</b>	<b>LICT</b>
Microfiche Reader	MFEQ
Microfiche reader/printer	MFEQ
<b>Microphone</b>	<b>MIC</b>
Microscope	SCEQ
<b>Multimedia projector</b>	<b>MMPR</b>
Opaque projector	OPPR
Overhead Cart	OHCR
<b>Overhead projector</b>	<b>OHPR</b>
<b>Personal media player</b>	<b>PMP</b>
Photocopy machine	MSEQ
Portable Keyboard	PKB
Portable projection screen	SCRN
Receiver/Monitor	TV
Record player	RPL
Remote control	RECT
Scales	SCEQ
Scan/Converter	CMPR
Slide carousel	SLPR
Slide projector	SLPR
Smart board	CMPR
Speakers	SDSY
Switch box	CMPR
Tablet Computer	iPad
<b>Television / DVD combination</b>	<b>TVDV</b>
<b>Television / VCR combination</b>	<b>TVVR</b>
<b>Television cart</b>	<b>TVCR</b>
Tripod	MSEQ
<b>TV television</b>	<b>TV</b>
VCR videocassette player	VCPL
<b>VCR videocassette recorder</b>	<b>VCR</b>
Wall projection screen	SCRN

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