

Equipment

Background

The Libraries uses the Symphony ILS to manage equipment inventory for public circulation through Media Centers, the Learning Commons, various circulation desks, and the Digital Media Lab. Equipment includes laptops, cameras, camcorders, GPS devices, calculators, digital recorders, game controllers, iPods, eBook readers, headphones, and other devices used to access library content. Except for the Amazon Kindles, these devices will not appear in the public catalog, so descriptive metadata at the title level can be minimal--sufficient to describe the category of device only, not the exact make and model. The latter can be recorded at the item level.

General guidelines for cataloging equipment

- Catalog new equipment using the EQUIP format template rather than MARC. If you accidentally create a MARC format title record, you may reverse this by changing the format from the "Control" tab.
- Provided descriptive metadata should be generic ("Digital camera", "Headphone", "GPS device") rather than specific as to make and model
- Use "Extended Information" notes on item records to record make, model, serial number, and Library property ID
- Place barcode in smooth area on device where the least wear and tear from constant use is likely to occur
- Unless asked to do otherwise, do not barcode accompanying booklets, packaging, or other materials
- Except as noted for particular branches below, these should be assigned to Location **TECHLEND**
- Item type will generally define loan period (EQUIP-4HR, EQUIP-1WK), except for ebook/e-audiobook readers, laptops, and game controllers
- Item cat1 will be used to define individual media types
- No Library of Congress class numbers are required! Call number should be descriptive of the device (e.g., "LENS 35MM 1:3.5", "DIGITAL CAMCORDER|zNO.50 (SONY HC62)").
- Generally, use the IT barcode number as the volume number (FINANCIAL CALCULATOR|z#21296). For generic equipment lacking an IT registration ID ("USB 2.0 THUMB DRIVE", "FLIP VIDEO CAMCORDER"), assign no volume number, but rather make each device a copy.
- Price information should be entered on the item record, as this is used when billing patrons for loss or destruction of the device. If no cost information has been provided by IT, use price quote from Amazon.com.

Tag	Ind.	Contents
245	00	Financial calculator.
260		bHewlett-Packard
918	2257717	

Title (bib) record for equipment.

Modify Title

Financial calculator

Control | Bibliographic | MARC Holdings | Call Number/Item | Bound-with

S02372125M - 1 - EQUIP-4HR - TECHLEND

HP FINANCIAL CALCULATOR #21297 - DHHILL

S02372126N - 1 - EQUIP-4HR - TECHLEND

HP FINANCIAL CALCULATOR #21298 - DHHILL

S02372127O - 1 - EQUIP-4HR - TECHLEND

HP FINANCIAL CALCULATOR #21299 - DHHILL

S02372128P - 1 - EQUIP-4HR - TECHLEND

HP FINANCIAL CALCULATOR #21300 - DHHILL

Date created: 2/25/2010
 Date last charged: Never
 Date due: none
 Last discharged: Never
 Date inventoried: Never
 Times inventoried: 0
 Previous user ID:
 Last activity: Never
 In-house uses: 0

Call number information
 Call number: HP FINANCIAL CALCULATOR#21296 Class scheme: ALPHANUM
 Call library: DHHILL Shelving key: HP FINANCIAL CALCULATOR #021296
 Shadow call number

Item information
 Item ID: S02372125M Copy number: 1
 Type: EQUIP-4HR Item library: DHHILL
 Home location: TECHLEND Current location: TECHLEND
 Item cat1: CALCULATOR Item cat2:
 Media desk:
 Total charges: 0 Price: \$29.00
 Permanent: Circulate:
 Shadow item

Extended information

Tag	Contents
CIRCNOTE	
PUBLIC	
STAFF	HP 10bII; IT #: 21296; S/N: CNA94907567

Return to Search Save Add Holdings Modify Holdings Delete Close

Device item record for equipment with IT inventory barcode numbers. Use a separate call number record for each device.

Modify Title

USB 2.0 thumb drive

Control | Bibliographic | MARC Holdings | Call Number/Item | Bound-with

S02351051H - 45 - EQUIP-1WK - CHECKED

S02351052I - 46 - EQUIP-1WK - TECHLEND

S02351053J - 47 - EQUIP-1WK - TECHLEND

S02351054K - 48 - EQUIP-1WK - TECHLEND

S02351055L - 49 - EQUIP-1WK - TECHLEND

S02351056M - 50 - EQUIP-1WK - CHECKED

S02351057N - 51 - EQUIP-1WK - TECHLEND

S02351058O - 52 - EQUIP-1WK - CHECKED

Date created: 12/10/2009
 Date last charged: 2/25/2010
 Date due: none
 Last discharged: 2/25/2010,3:15
 Date inventoried: 12/22/2009
 Times inventoried: 3
 Previous user ID: 000200389
 Last activity: 2/25/2010
 In-house uses: 0

Call number information
 Call number: USB THUMB DRIVE Class scheme: ALPHANUM
 Call library: DHHILL Shelving key: LSB THUMB DRIVE
 Shadow call number

Item information
 Item ID: S02351053J Copy number: 47
 Type: EQUIP-1WK Item library: DHHILL
 Home location: TECHLEND Current location: TECHLEND
 Item cat1: USBDRIVE Item cat2:
 Media desk:
 Total charges: 17 Price: \$0.00
 Permanent: Circulate:
 Shadow item

Extended information

Tag	Contents
CIRCNOTE	
PUBLIC	
STAFF	4 GB Kingston Data Traveler

Return to Search Save Add Holdings Modify Holdings Delete Close

Device item record for device with no IT inventory numbers. Treat as copies.

Equipment for College of Education Media Center (LRL)

Much of the CoEMC equipment was entered into the catalog under different expectations, so call number records with often have individual access numbers, plus some remaining bib records describing makes and models of devices. This model does not need to be continued.

Also note that we have not yet negotiated with CoEMC on Symphony item policies, so further information is pending.

Equipment Item Type Values	
EBOOK	Amazon/Sony E-book reader
EQUIP-4HR	Calculator Headphone Splitters Headphones Infrared Receiver Portable Video Magnifier Stylus
EQUIP-1WK	USB 2.0 thumbdrive Digital Voice Recorder Digital Flip Camcorder Digital Camera Ipod Video Ipod Touch Nano/Shuffle
EQUIP-2WK	GPS Device
GAMING	Controllers Joystick
LAPTOP-PAT	Patron Laptop

Equipment Item Cat1 Values		
AV-EQUIP	CONTROLLER	IPOD
BOOKPLAYER	DVOICEREC	KINDLE
CALCULATOR	GAME	LAPTOP
CAMCORDER	GAMING	SONY
CAMERA	GPS	STYLUS
CAMERA-ACC	HEADPHONE S	USBDRIV E