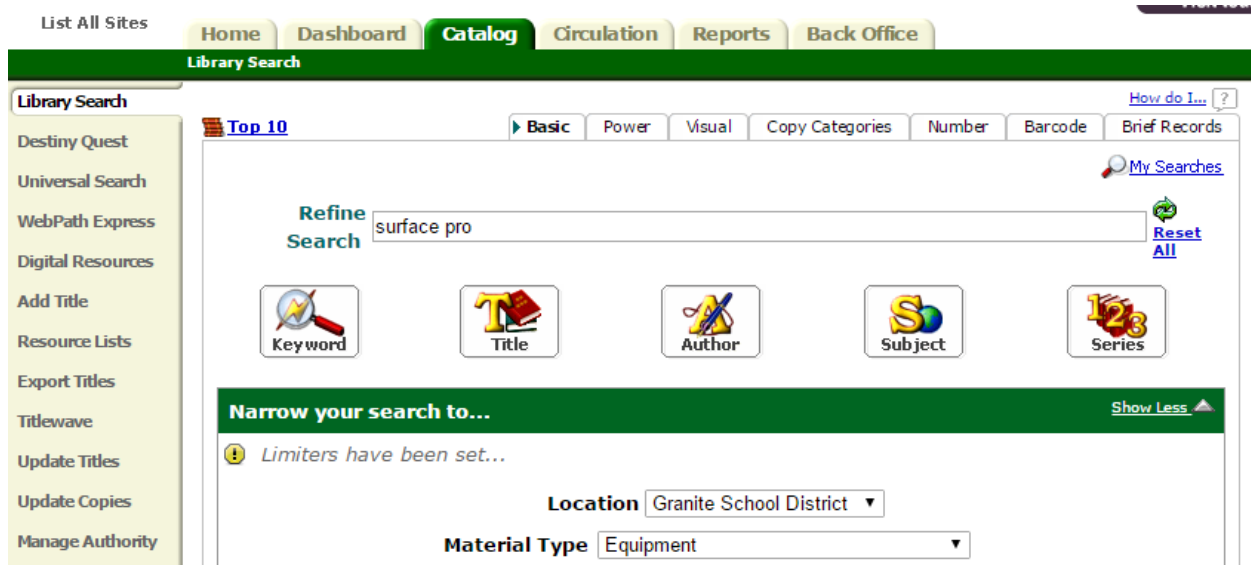


Cataloging Equipment

Searching for Equipment Titles



1. Go to **Catalog > Library Search**
2. Change **Location** to “Granite School District”
3. (Optional) Change **Material Type** to “Equipment” to limit search results
4. Enter the model name of your equipment in the **Find** field; click **Title** or **Keyword** to search
5. You can also try keyword searches by the brand name or model number to find additional results
6. In the search results:
 - a. If you find an appropriate title for your equipment, click **Add copies** on the Details screen for that title. (See **Adding Equipment Copies** section below for details.)
 - b. If you cannot find an appropriate title for your equipment, send make and model information about your item to Josh Whiting in Educational Technology (jwhiting@graniteschools.org) so that he can build a title for you. (If you have **Add/Edit Title** rights, you can also choose to add a new title using the standards below, or you can add a brief title and then contact Josh Whiting to have it filled out to completion.)

Adding an Equipment Copy

The screenshot shows a web-based cataloging interface. At the top, there are navigation tabs: Home, Dashboard, **Catalog**, Circulation, Reports, and Back Office. Below these is a breadcrumb trail: Check/Set Sources > Search Results > *Surface pro 4* > Edit Copy. On the left is a sidebar menu with options like Library Search, Destiny Quest, Universal Search, WebPath Express, Digital Resources, Add Title, Resource Lists, Export Titles, Titlewave, Update Titles, Update Copies, Manage Authority, Manage Subjects, and Search Setup. The main content area is titled 'Surface pro 4' with 'Author: Microsoft'. It contains several input fields: Status (Available), *Barcode (T 676004), *Call Number (EQ SURFACE), Purchase Price (\$1,599.00), Circulation Type (Equipment), and Date Acquired (3/15/2016). Below these are sections for Copy Categories, Notes (with a note: 'I can add even more copy information in notes if needed.'), and a table for Volume, Issue, etc. The table has columns for Description and Number. The table contains three rows: 1. SN:123X456B789, PO: 23345; 2. 6thGen Intel i7, 256GB SSD; 3. 8GB RAM, Blue cover. At the bottom are fields for Sublocation (ROOM D-229), Vendor (-- Undefined --), and Funding Source (-- Undefined --), each with an 'Other...' button.


The screenshot above shows an equipment copy record, with detailed item information entered in the **Volume Description** and **Number** fields.

Notes:

- The **Call Number** for an equipment item should always begin with **EQ**, which can then be followed by any term or information determined as useful at the school.
- The **Circulation Type** will determine due dates for this item. Circulation Types are unique to each school and can be created and modified in **Back Office > Library Policies**.
- **Volume, Issue, etc.:** Serial numbers, asset numbers, room numbers, drive sizes, colors, and any other item-specific information can and should be entered in these fields in the copy record. This type of information should never be noted in an equipment title record, and is subject to being moved from the title to this location of copy records by a district cataloger.
- Locations or room numbers can also be noted in the **Sublocation** field. To create or edit sublocations, click the **Other...** button next to the drop-down.
- Additional information can also be recorded in **Notes**.

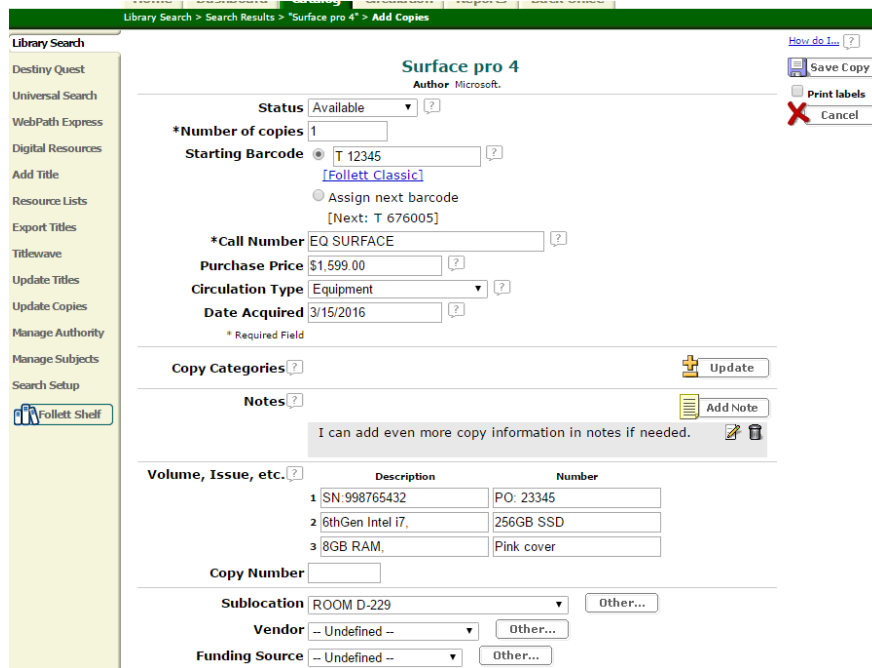
Adding Multiple Copies by Duplicating Copies

If you need to add multiple copies of the same type of equipment, and each copy has a unique serial number or other unique information that needs to be recorded, you can save time by using the **Duplicate** button on the **Title Copies** screen.

1. Add one copy and include all necessary information and settings. Save the copy.
2. On the Title Copies screen, click on the **Duplicate** () button to the right of the copy you have added.



3. The duplicated copy will open in an Add Copy screen and will have inherited all settings and information from the prior copy.



4. Scan in a new barcode for this item and copy/paste or otherwise update any copy-specific information such as a serial number.
5. Click **Save Copy**. Repeat the duplicate process as many times as necessary.

*Note: If you have a large number of copies (50+) of a specific equipment item to add and you have a spreadsheet that has serial numbers and/or other unique information to be included in the copies, there is a way to do a batch entry. Contact Josh Whiting in Educational Technology for more information.

Equipment Title Records – Screenshots

Here is an example of an equipment title record cataloged according to the standards, shown in the details view.

[How do I... ?](#)

Title Details | MARC View | Reviews | Copies

Surface pro 4 / [Equipment]

Microsoft.

Call #: EQ SURFACE Local copies available: 1 of 1.
Location: ROOM D-229 There are no off-site copies of this title. [See all...](#)

Selected List: 00-Merge/Correct Titles [Add to this List](#)

Show Less

Explore! | Publication Info | Additional Info

Explore!

- View all similar titles in Titlewave [Find It](#)
- Microsoft Surface (Computer)
- Tablet computers. [Find It](#) [WebPath Express](#)
- Laptop computers. [Find It](#)

Publication Info

Published Redmond, WA : Microsoft Corporation, 2015.
Format 1 tablet computer + 1 power adapter + 1 surface pen + 1 keyboard cover.
Content type term three-dimensional form
Media type term unmediated
Carrier type term object

Additional Info

- Surface pro four
- 12.3-inch PixelSense touchscreen display ; 6th Gen Intel Core m3, i5, or i7 ; Surface Pen included ; Windows 10 Pro.
- Microsoft surface tablet computer.

Top

[Edit Title](#)
[Delete Title](#)
[Add Copies](#)
[Image](#)
[Edit Quiz Info](#)
[Site Subjects](#)
[Digital](#)

Equipment Title Records – Screenshots

Here is an example of the same equipment title, shown in the MARC view

Surface pro 4 / [Equipment]

Microsoft.

Selected List:

 Add to this List

Leader	000	nrm	i	
Contr Num	001	1236694		
Date & Time	005	20160315131953.0		
Gen Info	008	160315n	nnn	meng d
Cataloging Source	040	_e rda		
Title	245 1 0	_a Surface pro 4 /		
		_c Microsoft.		
Var Form of Title	246 3	_a Surface pro four		
Publication	264 1	_a Redmond, WA :		
		_b Microsoft Corporation,		
		_c 2015.		
Phys Description	300	_a 1 tablet computer +		
		_e 1 power adapter +		
		_e 1 surface pen +		
		_e 1 keyboard cover.		
Content Type	336	_a three-dimensional form		
		_2 rdacontent		
Media Type	337	_a unmediated		
		_2 rdamedia		
Carrier Type	338	_a object		
		_2 rdacarrier		
General Note	500	_a 12.3-inch PixelSense touchscreen display ; 6th Gen Intel Core m3, i5, or i7 ; Surface Pen included ; Windows 10 Pro.		
Subj: Topical	650 7	_a Microsoft Surface (Computer)		
		_2 sears		
Subj: Topical	650 7	_a Tablet computers.		
		_2 sears		
Subj: Topical	650 7	_a Laptop computers.		
		_2 sears		
AE: Uniform Title	730 0	_a Microsoft surface tablet computer.		

Equipment Title Records - Fields

The following table describes what information should be added to various MARC record fields for equipment titles. The first column gives the name of the field shown in the Easy Editor interface, and the second column gives the tag and subfield in the MARC Editor interface. Some fields can only be added or edited in the MARC Editor. **Fields highlighted in yellow** are the most essential to be filled out so that the title record can be found and recognized in future searches.

Easy Editor Field	MARC Editor Field	Description of Information
Brief Title > Title	245\$a	Model name of equipment; Generation in parentheses after model name, if necessary. Ex: "iPod touch (2nd generation)" Note that in cataloging description standards only the first letter of the title is capitalized, not the letters of subsequent words in the title.
Brief Title > Authors	245\$c	Brand or make of equipment
Brief Title > Place	264\$a	Location of Manufacturer
Brief Title > Publisher	264\$b	Brand or Manufacturer Name
Brief Title > Date	264\$c	Year of item release, if known
Brief Title > Extent	300\$a	Short description and count of primary item
Brief Title > Other Details	300\$b	Materials if applicable
Brief Title > Size	300\$b	Dimensions
[MARC Editor Only]	300\$e	Additional associated items/accessories (can be repeated)
Notes > General	500\$a	Specs or details of item (can be repeated)
Notes > Contents	505\$a	Contents, detailed description of associated items
Notes > Summary	520\$a	Description or summary of item
Subjects > Topical	650\$a	General item types (can be repeated)
Added Entries > Uniform Title	730\$a	General name or title for item
Added Entries > Varying form	246\$a	Alternate title/names/model numbers for the item (can be repeated in MARC Editor)