

CATALOGING EQUIPMENT/REALIA ONLINE

Cataloging equipment and realia allows libraries the ability to circulate and manage those items effectively. Equipment are technical tools (camera, laptop, microphone, etc.); Realia are statues, games, pottery, coins, 3D objects, etc. Consistency is vital for identification, indexing, and searching. Always enter the same wording format and punctuation.

Item records are added to bibliographic records for circulation purposes.

BIBLIOGRAPHIC (BIB) RECORD

- Do not use 020 field
- Multiple 024 fields can be for serial numbers, model numbers, or local assigned numbers
- 028 field can be for production numbers; it is searchable under “Publisher #”
- 100 field is the library full name -whom the equipment belongs to / location of equipment (optional)
- 245 field is the item name. For multiple units with different serial numbers, use increasing numbers to identify “Recorder #1”, “Recorder #2”, etc. It is possible to attach multiple items to one bib but serial numbers will not be searchable when stored in item records.
- 260 field - subfield “a” place of manufacturer, subfield “b” manufacturer name ; and the date in subfield c”
- 300 field has physical description
- Multiple 500 fields contain notes of all the various parts/ accessories to the unit
- Multiple 650 fields are for subjects. Also, the library code location + equipment, i.e., “NWP equipment”
- 710 field contains the manufacturer name if different than data in 260.

AGCat - [Source: LMN_ - AGCN=595301, Record Type = VM Nikon COOLPIX P610 camera.]

File Edit Record Insert View Tools Window Help

.....cra.....2a.....

UDB c 0

003 Control Nbr. ID CPomAG

008 Fixed Field 160620s2016....cc.a.....001.0-eng-d

024 Other Stand. ID .. a 20029049

024 Other Stand. ID 0. a IC:4634A-3149EC

024 Other Stand. ID 0. a FCC-ID:EW4DW092

100 Author/Creator 1. a NortheastAlabamaCommunityCollege.

245 Title 10 a NikonCOOLPIXP610camera.

260 Imprint .. a Manufacturer:NikonCorp. c 2016.

300 Description .. a Compactdigitalcamerawith60xopticalzoomwide;FullHD;builtinWiFi;NFC(NearFieldCommunication);swivelingVariangleLCDviewing;ElectronicViewfinder;builtinGPS.

500 General Note .. a NFCfeatureforAndroidv4.0orlater smart devices only.

500 General Note .. a Includes:camera,carryingcase,lithiumbattery pack,ANCP21Strap,UC E21USB Cable.

500 General Note .. a GPSrecordstheexactlocationofeachshottaken.

500 General Note .. a Technicalspecifications:monitorsize:3.0in.diagonal;monitortype:VariAngleTFTLCDwithanti-reflectioncoating;SDmemorycard.Storagefileformats:Stillpictures:JPEG;movies:MOV(Video:MPEG4AVC/H.264,Audio:LPCMstereo);mechanicalandCMOSelectronicshutter;selftimer;builtinflash;Power sources:one rechargeableLi-ionbatteryEN-EL23.

650 Subj Topical . 0 a NACCequipment.

650 Subj Topical . 0 a Camera.

710 Other Corp.Name 2. a Nikon,Inc.

914 .. a NAC_rg

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LDR Leader          .....crm.....a.....
UDB                c 0
003 Control Nbr. ID CPomAG
008 Fixed Field    980203.....d
100 Author/Creator 0. a Gadsden State Community College
245 Title          1 0 a Dell Precision 5530 2-in1 laptop computer
246 Other Title    3 0 a Laptop computer
246 Other Title    3 0 a Precision 5530
260 Imprint        . . a [S.l.: b Dell Equipment Co.; c 2018]
300 Description    . . a 1 laptop computer e 1 AC adaptor, 1 power cord, 2 USB adaptors
500 General Note   . . a Laptop computers for check-out.
650 Subj Topical   . 0 a GSCC TLC equipment.
650 Subj Topical   . 0 a GSCC equipment.
650 Subj Topical   . 0 a Laptop computers.
    
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It is important that the LEADER has “r” in order to display as a “3D artifacts/objects” in the online catalog.

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LDR Leader          .....crm.....a.....
    
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01 008 LDRcrm.....a.....

Edit leader by positions

Type of record (position 06):
r (3-dimensional artifact or naturally occurring object)

Bibliographic level (position 07):
m (Monograph/item)

Encoding level (position 17):
(blank) (Full level)

Descriptive cataloging form (position 18):
a (AACR 2)

OK Cancel

CATALOGING EQUIPMENT/REALIA ONLINE




ITEM RECORD

- Barcode – attach to unit for identification accession purposes
- Material item type - “Equipment” or “Realia” depending
- A separate location can be added for Equipment collections
- Call number - helps staff locate items/units. For multiple units, use increasing numbers to identify “Mic #1”, “Mic #2”, etc.
- Enter Cost
- Comment – only displays for staff; can contain store/vendor purchase place
- Circ Note - displays for circulation staff to check all the parts being returned.


Barcode	<input type="text" value="31566000937527"/>	<input type="checkbox"/> Do Not Allow Circulation
Copy	<input type="text"/>	
Material Type	<input type="text" value="Equipment"/>	
Current Location	<input type="text" value="Northeast AL Comm College - Equipment - Collection"/>	
Permanent Location	<input type="text" value="Northeast AL Comm College - Equipment - Collection"/>	<input type="button" value="Apply"/>
Owner Location	Northeast AL Comm College - Equipment - Collection	
Categories		
Prefix	<input type="text"/>	
Suffix	<input type="text"/>	
Item Call Number	<input type="text" value="Library Storage"/>	
Status	<input type="text" value="Available"/>	
Cost	<input type="text" value="\$440.00"/>	
Alternate ID	<input type="text"/>	
Comment	<input type="text" value="Includes: camera, carrying case, lithium battery pack, AN-CP21 Strap, UC-E21 USB Cable."/>	
Circ Note	<input type="text" value="Verify total #: camera, carrying case, lithium battery pack, AN-CP21 Strap, UC-E21 USB Cable."/>	

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Examples of equipment in the online catalog:






	<p>Title: Nikon COOLPIX P610 camera.</p> <p>Author: Northeast Alabama Community College.</p> <p>3D artifacts/objects (1 of 1 available)</p> <table border="1"> <thead> <tr> <th>Location (1)</th> <th>Format</th> <th>Call Number</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Northeast AL Comm College - Equipment - Collection</td> <td>3D artifacts/objects</td> <td>Library Storage (Equipment)</td> <td>● Available</td> </tr> </tbody> </table>	Location (1)	Format	Call Number	Status	Northeast AL Comm College - Equipment - Collection	3D artifacts/objects	Library Storage (Equipment)	● Available
Location (1)	Format	Call Number	Status						
Northeast AL Comm College - Equipment - Collection	3D artifacts/objects	Library Storage (Equipment)	● Available						
	<p>Title: Elgato Video Capture.</p> <p>Author: Northeast Alabama Community College.</p> <p>3D artifacts/objects (0 of 1 available)</p> <table border="1"> <thead> <tr> <th>Location (1)</th> <th>Format</th> <th>Call Number</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Northeast AL Comm College - Equipment - Collection</td> <td>3D artifacts/objects</td> <td>Library Storage (Equipment)</td> <td>● Due Date: 2/26/19</td> </tr> </tbody> </table>	Location (1)	Format	Call Number	Status	Northeast AL Comm College - Equipment - Collection	3D artifacts/objects	Library Storage (Equipment)	● Due Date: 2/26/19
Location (1)	Format	Call Number	Status						
Northeast AL Comm College - Equipment - Collection	3D artifacts/objects	Library Storage (Equipment)	● Due Date: 2/26/19						
	<p>Title: Handheld Microphone, #2.</p> <p>Author: Northeast Alabama Community College.</p> <p>3D artifacts/objects (1 of 1 available)</p> <table border="1"> <thead> <tr> <th>Location (1)</th> <th>Format</th> <th>Call Number</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Northeast AL Comm College - Equipment - Collection</td> <td>3D artifacts/objects</td> <td>Library Storage (Equipment)</td> <td>● Available</td> </tr> </tbody> </table>	Location (1)	Format	Call Number	Status	Northeast AL Comm College - Equipment - Collection	3D artifacts/objects	Library Storage (Equipment)	● Available
Location (1)	Format	Call Number	Status						
Northeast AL Comm College - Equipment - Collection	3D artifacts/objects	Library Storage (Equipment)	● Available						

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	<p>Title: Dell Precision 5530 2-in-1 laptop computer</p> <p>3D artifacts/objects (1 of 1 available)</p> <table border="1"> <thead> <tr> <th>Location (1)</th> <th>Format</th> <th>Call Number</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Gadsden - Wallace Drive</td> <td>3D artifacts/objects</td> <td>[TLC] Dell Laptop (Realia)</td> <td>● Available</td> </tr> <tr> <td>Campus - Realia - Collection</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Location (1)	Format	Call Number	Status	Gadsden - Wallace Drive	3D artifacts/objects	[TLC] Dell Laptop (Realia)	● Available	Campus - Realia - Collection			
Location (1)	Format	Call Number	Status										
Gadsden - Wallace Drive	3D artifacts/objects	[TLC] Dell Laptop (Realia)	● Available										
Campus - Realia - Collection													
<p>Cover art not available</p>	<p>Title: Logitech multimedia speaker Z50 /</p> <p>3D artifacts/objects (1 of 1 available)</p> <table border="1"> <thead> <tr> <th>Location (1)</th> <th>Format</th> <th>Call Number</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Gadsden - Wallace Drive</td> <td>3D artifacts/objects</td> <td>[TLC] Speaker (Realia)</td> <td>● Available</td> </tr> <tr> <td>Campus - Realia - Collection</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Location (1)	Format	Call Number	Status	Gadsden - Wallace Drive	3D artifacts/objects	[TLC] Speaker (Realia)	● Available	Campus - Realia - Collection			
Location (1)	Format	Call Number	Status										
Gadsden - Wallace Drive	3D artifacts/objects	[TLC] Speaker (Realia)	● Available										
Campus - Realia - Collection													
<p>Cover art not available</p>	<p>Title: Magic Wand portable scanner</p> <p>3D artifacts/objects (1 of 1 available)</p> <table border="1"> <thead> <tr> <th>Location (1)</th> <th>Format</th> <th>Call Number</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Gadsden - Wallace Drive</td> <td>3D artifacts/objects</td> <td>[TLC] Portable Scanner (Realia)</td> <td>● Available</td> </tr> <tr> <td>Campus - Realia - Collection</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Location (1)	Format	Call Number	Status	Gadsden - Wallace Drive	3D artifacts/objects	[TLC] Portable Scanner (Realia)	● Available	Campus - Realia - Collection			
Location (1)	Format	Call Number	Status										
Gadsden - Wallace Drive	3D artifacts/objects	[TLC] Portable Scanner (Realia)	● Available										
Campus - Realia - Collection													
<p>Cover art not available</p>	<p>Title: Laptop : Toshiba Satellite L755.</p> <p>3D artifacts/objects (0 of 1 available)</p> <table border="1"> <thead> <tr> <th>Location (1)</th> <th>Format</th> <th>Call Number</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Gadsden - Wallace Drive</td> <td>3D artifacts/objects</td> <td>[TLC] Toshiba Satellite L755 (Realia)</td> <td>● Due Date: 12/21/20</td> </tr> <tr> <td>Campus - Realia - Collection</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Location (1)	Format	Call Number	Status	Gadsden - Wallace Drive	3D artifacts/objects	[TLC] Toshiba Satellite L755 (Realia)	● Due Date: 12/21/20	Campus - Realia - Collection			
Location (1)	Format	Call Number	Status										
Gadsden - Wallace Drive	3D artifacts/objects	[TLC] Toshiba Satellite L755 (Realia)	● Due Date: 12/21/20										
Campus - Realia - Collection													

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This process can also be used for special collections such as this cake pan collection:

	Title: Spaceman cake.			
	3D artifacts/objects (1 of 1 available)			
	Location (1)	Format	Call Number	Status
	Scottsboro Public Library - STEM - Storage	3D artifacts/objects	CP Spaceman (Realia)	● Available
	Title: Crown pan.			
	3D artifacts/objects (1 of 1 available)			
	Location (1)	Format	Call Number	Status
	Scottsboro Public Library - STEM - Storage	3D artifacts/objects	CP Crown (Realia)	● Available
	Title: Mickey Mouse cake pan : [bandleader].			
	3D artifacts/objects (1 of 1 available)			
	Location (1)	Format	Call Number	Status
	Scottsboro Public Library - STEM - Storage	3D artifacts/objects	CP Mickey (Realia)	● Available
	Title: Scooby-doo! cake pan.			
	3D artifacts/objects (1 of 1 available)			
	Location (1)	Format	Call Number	Status
	Scottsboro Public Library - STEM - Storage	3D artifacts/objects	CP Scooby Doo (Realia)	● Available
	Title: Santa face cake pan.			
	3D artifacts/objects (1 of 1 available)			
	Location (1)	Format	Call Number	Status
	Scottsboro Public Library - STEM - Storage	3D artifacts/objects	CP Santa Face (Realia)	● Available

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LDR Leader      .....crm.....Ma.....
UDB             c 5500
001 Control Nbr. ocn989944550
003 Control Nbr. ID OCoLC
008 Fixed Field 151021s1978....ilunnn.....rneng-d
028 Publisher Nbr. 52 a 502-2098 b Wilton-Enterprises, Inc.
035 Sys Control Nbr . . a [OCoLC]989944550
245 Title       . 00 a Spaceman-cake.
246 Other Title 1. i Also-known-as: a Astronaut-cake
260 Imprint     . . a Woodridge, IL: b Wilton, c c1978.
300 Description . . a 1-cake-pan: b aluminum; c 44-x-25-x-5-cm.
500 General Note . . a "Pan-takes-one-2-layer-cake-mix"-Insert.
500 General Note . . a Title-from-insert.
650 Subj Topical . 0 a Astronauts v Cake-pans.
650 Subj Topical . 0 a Space-suits v Cake-pans.
651 Subj Geog.   . 0 a Outer-space v Cake-pans.
650 Subj Topical . 0 a Baking
655 Genre/Form   . 0 a Character-cake-pans v Cake-pans.
655 Genre/Form   . 0 a Cake-pans.
710 Other Corp.Name 2. a Wilton-Enterprises.
    
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