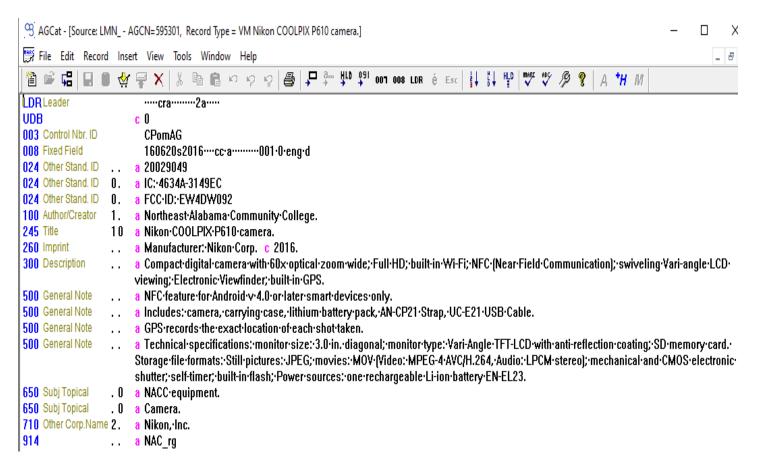
Cataloging equipment and realia allows libraries the ability to circulate and manage those items effectively. Equipment are technical tools (camera, laptop, microphone, etc.); Realia are statues, games, pottery, coins, 3D objects, etc. Consistency is vital for identification, indexing, and searching.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

Item records are added to bibliographic records for circulation purposes.

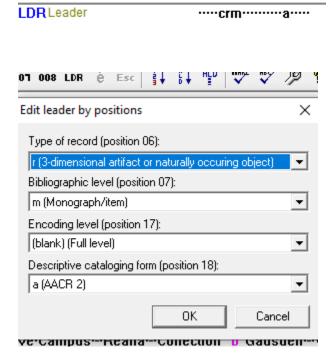
BIBLIOGRAPHIC (BIB) RECORD

- 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.



```
·····crm······a·····
LDRLeader
UDB
                        \mathbf{c} 0
003 Control Nbr. ID
                           CPomAG
008 Fixed Field
                           980203-----d
100 Author/Creator
                   0.
                        a Gadsden·State·Community·College
245 Title
                        a Dell-Precision-5530-2-in1-laptop-computer
246 Other Title
                   30
                        a Laptop·computer
246 Other Title
                   30
                        a Precision:5530
260 Imprint
                        a [S.I.: b Dell-Equipment-Co.; c 2018]
                   . .
                        a 1-laptop-computer e 1-AC-adaptor,-1-power-cord,-2-USB-adaptors
300 Description
                        a Laptop-computers-for-check-out.
500 General Note
650 Subj Topical
                  . 0 a GSCC·TLC·equipment.
                   . 0 a GSCC-equipment.
650 Subj Topical
650 Subj Topical
                   . 0
                        a Laptop·computers.
```

It is important that the LEADER has "r" in order to display as a "3D artifacts/objects" in the online catalog.



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.

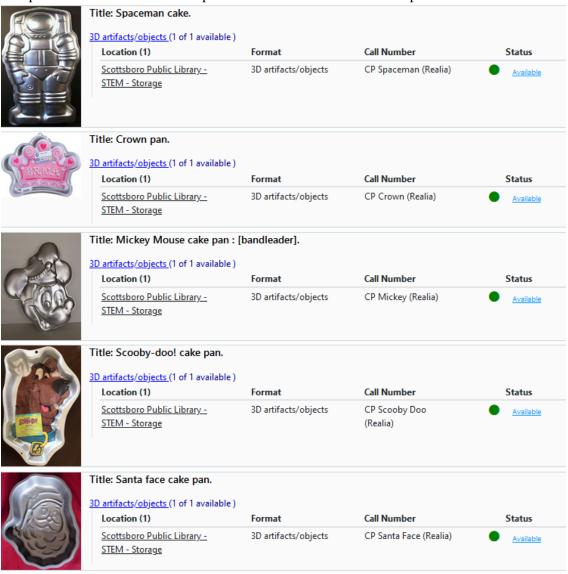
Barcode	31566000937527	□Do Not Allow Circu	lati
Сору			
Material Type	Equipment		
Current Location	Northeast AL Comm College - Equipment - Collection	~	
Permanent Location	Northeast AL Comm College - Equipment - Collection	· .	Apply
Owner Location	Northeast AL Comm College - Equipm	ent - Collection	
Categories			
Prefix			
Suffix			
Item Call Number	Library Storage		
Status	Available		
Cost	\$440.00		
Alternate ID			
Comment	Includes: camera, carrying case, lithium battery pack	, AN-CP21 Strap, UC-E21 USB Cabl	le.
Circ Note	Verify total #: camera, carrying case, lithium battery Cable.	pack, AN-CP21 Strap, UC-E21 USB	.::

Examples of equipment in the online catalog:

	Title: Nikon COOLPIX P610 camera. Author: Northeast Alabama Community College.					
	3D artifacts/objects (1 of 1 available) Location (1)) Format	Call Number	Status		
	Northeast AL Comm College - Equipment - Collection	3D artifacts/objects	Library Storage (Equipment)	Available		
	Title: Elgato Video Capture.					
1	Author: Northeast Alabama Community College.					
444	3D artifacts/objects (0 of 1 available))				
	Location (1)	Format	Call Number	Status		
	Northeast AL Comm College - Equipment - Collection	3D artifacts/objects	Library Storage (Equipment)	<u>Due Dat</u> 2/26/19		
	Title: Handheld Microphone, #	2.				
	Author: Northeast Alabama Community College.					
	3D artifacts/objects (1 of 1 available))				
	Location (1)	Format	Call Number	Status		
	Northeast AL Comm College - Equipment - Collection	3D artifacts/objects	Library Storage (Equipment)	<u>Available</u>		

	Title: Dell Precision 5530 2-in1 laptop computer 3D artifacts/objects (1 of 1 available)					
	Gadsden - Wallace Drive Campus - Realia - Collection	3D artifacts/objects	Call Number [TLC] Dell Laptop (Realia)	Status Available		
Cover art not available	Title: Logitech multimedia speal 3D artifacts/objects (1 of 1 available) Location (1)	ker Z50 /	Call Number	Status		
	Gadsden - Wallace Drive Campus - Realia - Collection	3D artifacts/objects	[TLC] Speaker (Realia)	Available		
	Title: Magic Wand portable scanner					
Cover art	3D artifacts/objects (1 of 1 available) Location (1)	Format	Call Number	Status		
available	Gadsden - Wallace Drive Campus - Realia - Collection	3D artifacts/objects	[TLC] Portable Scanner (Realia)	Available		
	Title: Laptop : Toshiba Satellite I	L755.				
Cover art not available	3D artifacts/objects (0 of 1 available) Location (1)	Format	Call Number	Status		
	<u>Gadsden - Wallace Drive</u> <u>Campus - Realia - Collection</u>	3D artifacts/objects	[TLC] Toshiba Satellite L755 (Realia)	<u>Due Date:</u> 12/21/20		

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



	·····crm·······Ma·····
	c 5500
	ocn989944550
	OCoLC CONTRACTOR OF THE CONTRA
	151021s1978····ilunnn·····rneng·d
52	a 502-2098 b Wilton·Enterprises,·Inc.
	a (OCoLC)989944550
00	
1.	i Also known as: a Astronaut cake
	a Woodridge, IL: b Wilton, c c1978.
	a 1·cake·pan·: b aluminum·; c 44·x·25·x·5·cm.
	a "Pan·takes·one·2-layer·cake·mix"-Insert.
	a Title-from-insert.
. 0	a Astronauts v Cake·pans.
. 0	a Space-suits v Cake-pans.
. 0	a Outer-space v Cake-pans.
. 0	•
. 0	3
. 0	a Cake pans.
2.	a Wilton Enterprises.