

Cataloging of Equipment

Here are some examples for cataloging Equipment. Remember to use call number coding EQ for equipment under \$750.00 and CEQ for equipment over \$750.00.

There are two ways to catalog this equipment. One is if you want 1 record with multiple copies for all like equipment, two is if you want 1 record for each individual piece of equipment.

Remember your equipment will not be shared on Destiny so make sure that it is cataloged with the proper Template and Coding so that it will not be mistaken for another type of material and some of your information is lost.

If you have any questions please call:

Karen Sellers
Library Media Services
(863) 647-4711
57950

Control fields MARC codes:

	0	1	2	3
	.123456789.	123456789.	123456789.	123456789
Type:	Three-dimensional item - realia, equipment, game, others			
Leader:	00000nrm..2200000.a.4500			
008:	040602s.....txunnn.f.....rneng.d			

037 ___ \$a 3M Visual Systems Division, Austin, TX, 78726-4599
 245 00 \$a Overhead projector [SN 704541]
 \$h [realia] /
 \$c 3M.
 250 ___ \$a Model number: 900 AJB.
 260 ___ \$a Austin, TX :
 \$b 3M,
 \$c [19--]
 300 ___ \$a 1 overhead projector :
 \$b 68 cm.
 590 ___ \$a Lamp: 82 v. ; 360 w
 590 ___ \$a BPI/SAP: 32165498
 500 ___ \$a Cataloged from supplied data.
 650 _7 \$a Overhead projection:
 \$x Equipment and supplies.
 \$2 sears
 650 _7 \$a Audio-visual equipment
 \$x Equipment and supplies.
 \$2 sears
 710 2_ \$a Minnesota Mining and Manufacturing Company..
 \$b Visual Systems Division.

Individual Copy Record
 Serial number is added in
 brackets to the 245 Tag so
 each Title is different

Holding 1: Follett Catalog Plus 5.0 (Windows)
 Price: 550.00
 Acquisition date: 20040218
 Enumeration 1: 32165498
 Description 1: BPI/SAP
 Call number: EQ AV OVE
 Bar code: sam 20041530

Control fields MARC codes:

	0	1	2	3
	.123456789.123456789.123456789.123456789			
Type:	Three-dimensional item - realia, equipment, game, others			
Leader:	00000nrm·2200000·a·4500			
008:	040602s1998····sdunnn········rneng·d			

- 037 ___ \$a Gateway, Inc., North Sioux City, SD, 57049
- 245 00 \$a Gateway E-3110 tower
- \$h [realia] /
- \$c Gateway, Inc.
- 250 ___ \$a Model number: G6-300.
- 260 ___ \$a North Sioux City, SD :
- \$b Gateway, Inc.,
- \$c 1998.
- 300 ___ \$a 4 computers :
- \$b plastic ;
- \$c 12 x 40 x 46 cm. +
- \$e each computer includes: 1 mouse + 1 keyboard + 2 speakers.
- 500 ___ \$a Cataloged from supplied data.
- 501 ___ \$a Issued with: Windows 95 operating systems -- Print Shop -- Microsoft Office Professional 2000.
- 505 8_ \$a CPU -- Pentium Pro -- Windows 95 -- 32 MB Ram.
- 590 ___ \$a BPI/SAP: 98742365 ; Serial Number: 0010640244
- 590 ___ \$a BPI/SAP: 98742315 ; Serial Number: 0010640265
- 590 ___ \$a BPI/SAP: 17851248 ; Serial Number: 0010640289
- 590 ___ \$a BPI/SAP: 97258143 ; Serial Number: 0010640314
- 650 _0 \$a Gateway E-3110 (computer)
- 650 _7 \$a Microcomputers.
- \$2 sears
- 710 2_ \$a Gateway, Inc.

**Added Copies Record
All information is in the
590 Tag. This is also
keyword searchable.**

Holding 1: Follett Catalog Plus 5.0 (Windows)

Vendor: Gateway
 Price: 950.00
 Acquisition date: 20040602
 Copy number: 2
 Enumeration 1: 98742365
 Description 1: BPI/SAP
 Call number: CEQ AV GAT
 Bar code: 98745

**Note: The 501 Tag is where you will
add the information about what was
pre-loaded on your computer.
(What your computer had with it
when it was purchased.)**

Holding 2: Follett Catalog Plus 5.0 (Windows)

Vendor: Gateway
 Price: 950.00
 Acquisition date: 20040602
 Copy number: 1
 Enumeration 1: 98742315
 Description 1: BPI/SAP
 Call number: CEQ AV GAT
 Bar code: 32145

**Software that you got and added to
your computer needs to be
Cataloged separately.
I.e. MARC Magician, Alliance Plus,
Follett Software, etc.**

Holding 3: Follett Catalog Plus 5.0 (Windows)

Vendor: Gateway
 Price: 950.00
 Acquisition date: 20040602
 Copy number: 3
 Enumeration 1: 17851248

Description 1: BPI/SAP
Call number: CEQ AV GAT
Bar code: 85236
Holding 4: Follett Catalog Plus 5.0 (Windows)
Vendor: Gateway
Price: 950.00
Acquisition date: 20040602
Copy number: 4
Enumeration 1: 97258143
Description 1: BPI/SAP
Call number: CEQ AV GAT
Bar code: 75364

Control fields MARC codes:

	0	1	2	3	
	.123456789.	123456789.	123456789.	123456789.	123456789
Type:	Three-dimensional item - realia, equipment, game, others				
Leader:	00000nrm·2200000·a·4500				
008:	040602suuuu·····txunnn·f········rneng·d				

- 037 — \$a 3M Visual Systems Division, Austin, TX, 78726-4599
- 245 00 \$a Overhead projector
- \$h [realia] /
- \$c 3M.
- 250 — \$a Model number: 900 AJB.
- 260 — \$a Austin, TX :
- \$b 3M,
- \$c [19--]
- 300 — \$a 5 overhead projectors :
- \$b 68 cm.
- 590 — \$a Lamp: 82 v. ; 360 w
- 590 — \$a Serial number: 704541 ; BPI/SAP: 32165498
- 590 — \$a Serial number: 704599 ; BPI/SAP: 32169854
- 590 — \$a Serial number: 704568 ; BPI/SAP: 32189456
- 590 — \$a Serial number: 704588 ; BPI/SAP: 32154986
- 590 — \$a Serial number: 704589 ; BPI/SAP: 32149865
- 500 — \$a Cataloged from supplied data.
- 650 _7 \$a Overhead projection·
- \$x Equipment and supplies.
- \$2 sears
- 650 _7 \$a Audio-visual equipment
- \$x Equipment and supplies.
- \$2 sears
- 710 2_ \$a Minnesota Mining and Manufacturing Company..
- \$b Visual Systems Division.

Added Copies Record
All information is in the
590 Tag. This is also
keyword searchable.

Holding 1: Follett Catalog Plus 5.0 (Windows)

Price: 550.00
Acquisition date: 20040218
Enumeration 1: 32165498
Description 1: BPI/SAP
Call number: EQ AV OVE
Bar code: sam 20041530

Holding 2: Follett Catalog Plus 5.0 (Windows)

Price: 550.00
Acquisition date: 20040218
Enumeration 1: 32169854
Description 1: BPI/SAP
Call number: EQ AV OVE
Bar code: sam 20041531

Holding 3: Follett Catalog Plus 5.0.(Windows)

Price: 550.00
Acquisition date: 20040218
Enumeration 1: 32189456
Description 1: BPI/SAP
Call number: EQ AV OVE
Bar code: sam 20041532

Holding 4: Follett Catalog Plus 5.0 (Windows)

Overhead projector [realia] / 3M.

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Price: 550.00
Acquisition date: 20040218
Enumeration 1: 32154986
Description 1: BPI/SAP
Call number: EQ AV OVE
Bar code: sam 20041533
Holding 5: Follett Catalog Plus 5.0 (Windows)
Price: 550.00
Acquisition date: 20040218
Enumeration 1: 32149865
Description 1: BPI/SAP
Call number: EQ AV OVE
Bar code: sam 20041534