

Traverse des Sioux Library System

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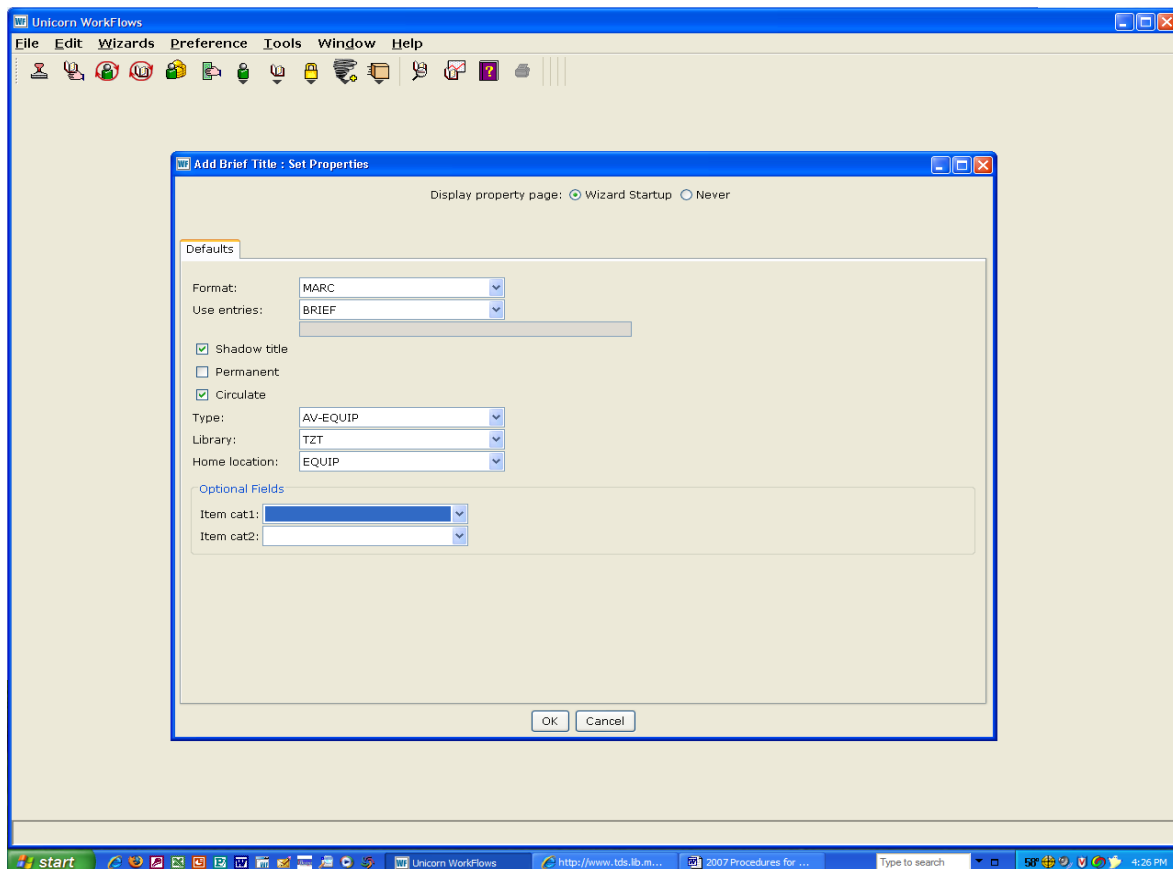
9/05/07/kg/jd/kg

Procedures for Adding Equipment

Adding brief records for equipment to the Sirsi database

In the Circulation toolbar:

- Click: Item Information and Maintenance
- Click: Add brief title
- On the Add brief title: Set properties screen
 - Format: MARC
 - Use entries: Brief
 - Shadow title: Check
 - Permanent: Unchecked.
 - Circulate: Check
 - Choose: Type: AV-EQUIP or INTERNET from drop-down menu
 - Choose: Your library's three letter code from drop-down menu
 - Home Location: EQUIP
 - OK



On the Add Brief Title screen: Click on each box and fill in the screen as follows:

- 245 tag: The name of the article, i.e.; Computer #6
- 300 tag: Description, i.e.; 1 Dell desktop computer with keyboard and mouse
 - The description should clearly identify the item you are adding.
- 590 tag: Local notes may be added to further identify the piece(s) of equipment
- New call number: Computer #8 (or whatever you choose)
- Library: XXX (Should be filled in from information on the Properties screen)
- Item type: AV-EQUIP or INTERNET (should be filled in from the Properties screen)
- Item ID: Barcode number assigned to the item
- Click: Add a Brief Title button.

The screenshot shows the 'Add Brief Title' dialog box in the Unicorn WorkFlows application. The dialog is titled 'Add Brief Title' and contains the following fields:

Title info

Personal Author:	100	1	
Title:	245		Computer #8
Publication info:	260		
Physical descrip:	300		1 IBM Thinkpad laptop with mouse
General Note:	500		
Contents Note:	505		
Summary:	520		
Local note:	590		Thinkpad serial #: 7110T55344
650:	650		

Call number and copy info

New call number:	Computer #8
Library:	TZT
Item type:	AV-EQUIP
Home location:	EQUIP
Item ID:	12345678910
Item cat1:	
Item cat2:	

Buttons at the bottom: Add Brief Title (g), Add Another Title, Make More Changes, Cancel, Close.

Note: The Item type: AV-EQUIP or INTERNET controls the circulation period. If you have not circulated equipment this way before, please notify Jeanne DeMars so that she can set up the circulation policies you require. If you do not have specific circulation policies for these Item Types, the check out period will be the Sirsi default period for that type of material.