

Destiny

Cataloging Equipment – IWB Remote Controls and Pens

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This step-by-step guide will help you add equipment copies to your Destiny catalog by using titles held in the Library Media Services catalog. Library Media Services maintains a list of equipment titles in its Destiny catalog to help media specialists quickly locate and add copies of properly cataloged equipment. All equipment titles are generic in nature. Specific item information, such as manufacturer, model, and serial number, are added to the copies record. In this tutorial, as an example, we go through the process of adding a IWB remote control, a sound bar remote control and IWB stylus pens, as well as updating our library policies to allow for your long-term circulation.

Step 1. Updating Circulation Types

Note: In order to be able to circulate equipment that is intended to stay in the classroom or with a patron all year, it is important to set up a “Yearly” circulation type first. Setting it up first will allow us to easily add it to the copy information while creating the copies and not have to go back and add to all copies later.

- Log-in as an administrator and click on the Back Office tab
- Select Library Policies from the left menu
 - On the resulting screen, select the Patron Types sub tab
 - Click on the Edit button (repeat for each patron type)

The screenshot shows the 'Patron Types' configuration page in a library system. The left sidebar contains navigation options like 'Manage Patrons', 'Library Policies', and 'Access Levels'. The main content area is titled 'Patron Types' and is divided into sections for 'Faculty' and 'Student'. Each section has a 'Default Patron Type' indicator and a list of settings: Max Checkouts, Fixed Due Date, Ceiling Date, Block on Fines/Overdues, Max Holds, Ready Holds Expire in, Pending Holds Expire in, and Default Hold Priority. Below these settings are two tables, one for Faculty and one for Student, showing circulation types (EQUIPMENT, OVERNIGHT, PROFESSIONAL, REGULAR) and their respective parameters: Checkout Limit, Loan Period, Grace Period, Renewable, Fine Increment, and Max Fine.

- Enter or reset the Ceiling date and create the Fixed date if not present

The screenshot shows the 'Edit Faculty Policies' form. At the top, the 'Patron Type' is set to 'Faculty'. There are several input fields and checkboxes: 'Max Checkouts' (30), 'Max Holds' (5), 'Fixed Date' (5/30/2014), 'Ready Holds Expire in' (7 days), 'Ceiling Date' (6/6/2014), 'Pending Holds Expire in' (21 days), 'Default Hold Priority' (Standard), and a checkbox for 'Block check outs and renewals if the patron has fines or overdue items'. Below the form is a table for 'Circulation Type' with columns for 'Checkout Limit', 'Loan Period', 'Grace Period', 'Renewable', 'Fine Increment', and 'Max Fine'. The table has rows for EQUIPMENT, OVERNIGHT, PROFESSIONAL, and REGULAR. At the bottom, there are 'Save' and 'Cancel' buttons.

- Select the Circulation Types sub tab then click on the Circ. Type button to add a new circulation type

Circ Types

EQUIPMENT Hidden

Default Settings

Loan Period	Days: 14	Fine Increment	\$0.00 per day
Grace Period	Days: 0	Max Fine	\$0.00
Renewable	Times: 0	Overdue to Lost	N/A

Patron Type	Checkout Limit	Loan Period	Grace Period	Renewable	Fine Increment	Max Fine
Faculty		Days: 220	Days: 0	Times: 0	\$0.00 per day	\$0.00
Student		Days: 0	Days: 0	Times: 0	\$0.00 per day	\$0.00

OVERNIGHT

Default Settings

Loan Period	Days: 1	Fine Increment	\$0.00 per day
Grace Period	Days: 0	Max Fine	\$0.00
Renewable	Times: 0	Overdue to Lost	N/A

Patron Type	Checkout Limit	Loan Period	Grace Period	Renewable	Fine Increment	Max Fine
Faculty		Days: 7	Days: 0	Times: 0	\$0.00 per day	\$0.00
Student		Days: 1	Days: 0	Times: 0	\$0.00 per day	\$0.00

- Edit or add a Yearly circulation type
- Select Fixed as the Loan Period
- This will allow anything with this circulation type to be checked out anytime in the year and still be due at the end of the year or on the Fixed due date

Circulation Type Yearly Call Number

Make this the default

Hidden

Default Settings

Loan Period	Fixed	Fine Increment	\$0.05 per day
Grace Period	0 days	Max Fine	\$5.00
Renewable	0 times	Overdue to Lost	90 days

Patron Type	Checkout Limit	Loan Period	Grace Period	Renewable	Fine Increment	Max Fine
Faculty	1	Fixed	0 days	0	\$0.05 daily	\$5.00
Student	1	Fixed	0 days	0	\$0.05 daily	\$5.00

Save Cancel

Adding Copies:

- In Basic Search
 - Change Location to Library Media Services
 - Enter Remote Control in the Find bar
 - Select Title Search
 - Select the Remote Control title by clicking on the See Details button
- Click on Add Copies
 - Enter the number of copies to add
 - Enter the starting barcode to use or select next available
 - Destiny will automatically add the number of barcodes to each copy added
 - Enter EQ (only) in the Call Number field
 - Enter the price for the Remote, which is approximately \$58.00
 - Change the Circulation Type to EQ or similar
 - Since these will be assigned to classrooms and be out all year, a Yearly Circulation Type should be set up in Library Policies before hand
 - Add copy specific information in the Volume, Issue, etc. section

Description	Number
MFR.	Promethean
MDL.	UST-P1

- Since there is no serial number on the unit, nothing needs to be entered in the 3rd row.
- Click on the Save button

Printing Barcodes:

- Go to the Reports tab
- Select Barcode labels from the Labels section
- Chose Select by "Date and time added"
- Enter the date Remote Control's were added
- Select desired information (site name, title, etc.) that you want on the label
- Note: since the remote is small and there is very little room for a barcode, you may need to trim them so extra info may be discarded if trimmed. Barcode readers need the full width of the barcode plus extra white space on each side, but don't need the full height of the barcode, so can be trimmed vertically
- Run the report

Repeat the same process for Sound Bar remote and IWB Pens if desired

- Use the same generic Remote Control title
 - Value them at \$40.00, which is the list
 - Everything is the same except the Model number is ASB-40 Sound Bar
- To add the pens, search for Promethean Pens
 - Follow the same procedures
 - Value them at \$58.00, which is the list
 - Mfr. is Promethean but I don't have a model number
 - Barcodes may be difficult to attach to these so consider alternative methods or not adding them