
Destiny

Cataloging Equipment

November 24, 2009



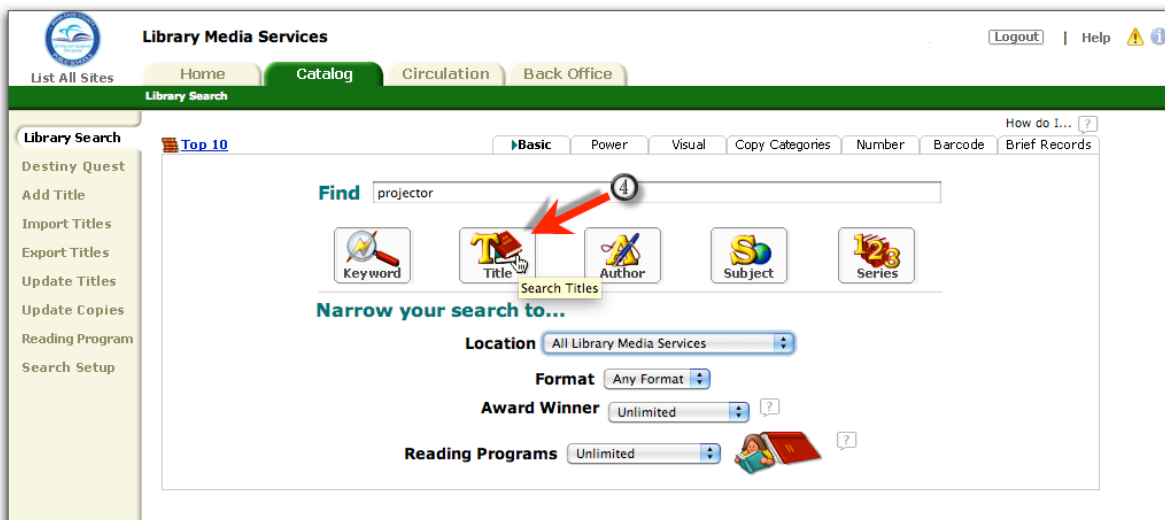
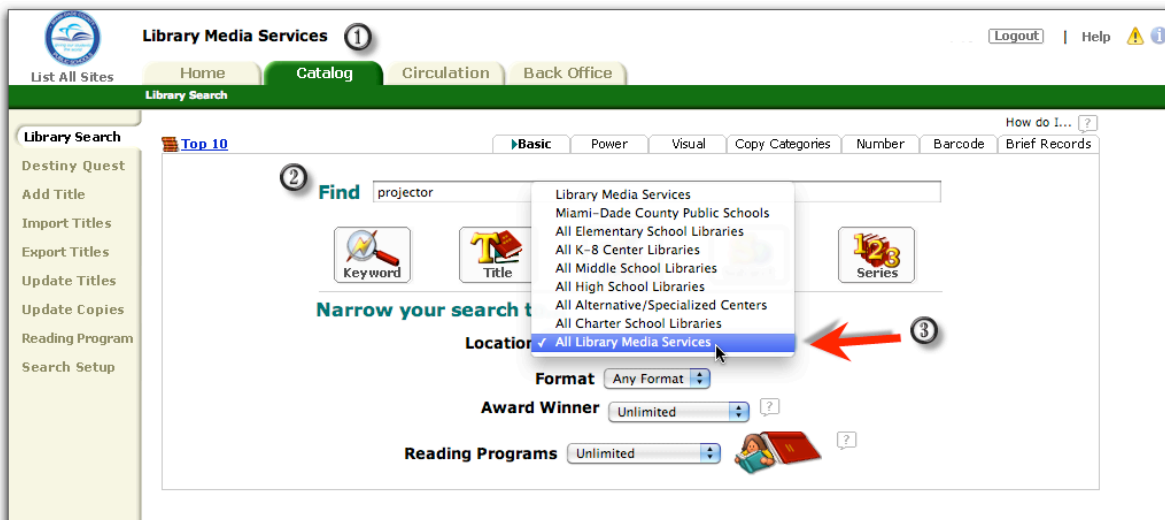
This step-by-step guide will help you add equipment to your Destiny catalog by copy cataloging titles held in Library Media Service's Destiny catalog. We maintain a list of equipment titles in Destiny to help media specialists quickly locate and add copies of properly cataloged equipment. All equipment titles are generic in nature. Specific item information, such as manufacturer, model, and serial number are added to the copy information.

Destiny

Cataloging Equipment

1. Log-on and search for equipment titles

1. Log-in as an administrator and click on the Catalog tab
2. In the “Find” field, enter the type of equipment you are searching for
3. Select “All Library Media Services” from the Location drop down menu
4. Press the “Title” search button.



2. Select the title that best matches

From the result list, select the title that best matches the copy you want to add. Click on the “Details” button to go to the Add Copy screen.

On the Add Copy screen, click on the “Add Copies” button.

Library Media Services

Home Catalog Circulation Back Office

Library Search > Search Results

Searched for (projector) in All Library Media Services

Titles 1 - 7 out of 7 Sort By Relevance Go!

Projector, data/video	1 of 1 available
Projector, film	1 of 1 available
Projector, LCD	1 of 1 available
Projector, opaque	1 of 1 available
Projector, overhead	1 of 1 available
Projector, screen	1 of 1 available
Projector, slide	1 of 1 available

Library Media Services

Home Catalog Circulation Back Office

Library Search > Search Results > *Projector, LCD*

EQ Projector, LCD [realia].

1 of 1 copy is available locally.
112 of 374 copies are available off-site. See all...

Add Copies

3. Add copies

1. Enter an unused barcode for the copy. If you are adding more than one copy of an item, include that number in the “Number of copies” field. If adding more than one copy, barcodes will be sequentially added starting with the barcode number entered into the “Starting Barcode” field. *
2. Leave the “Call Number” field as is with EQ only. Do not add anything else to the call number.
3. In the “Volume, Issue, etc.” section, enter the abbreviation “Mfr.” for manufacturer in the first description field. Enter the name of the company in the adjacent number field.
4. In the next description field, enter the word Model and then enter the model description or number in it’s adjacent number field.
5. In the last field enter the abbreviation “Ser#” for serial number or enter the abbreviation “PC#” for property control number. Enter either the serial number or the property control number in the adjacent number field. * *

*If you have added multiple copies, the unique serial number or property control number will need to be added to this field for each copy added.

**The PC# is the preferred number to use if the item has one since it is tied to the serial number in property control inventory.

The screenshot shows the 'Add Copies' form for 'Projector, LCD'. The form is titled 'Projector, LCD' and 'Call Number from Title EQ'. It includes the following fields and sections:

- Status:** Available (dropdown)
- *Number of copies:** 1 (input field)
- Starting Barcode:** [Generic Code 39, 14 characters total] (input field)
- Assign next barcode:** [Next: 3962900000002] (checkbox)
- *Call Number:** EQ (input field)
- Purchase Price:** (input field)
- Circulation Type:** Regular (dropdown)
- Date Acquired:** 11/23/2009 (input field)
- Copy Categories:** (input field)
- Notes:** (input field)
- Volume, Issue, etc.:** Table with columns for Description and Number.

	Description	Number
1)	MFR	
2)	Model	
3)	Ser.#	
- Copy Number:** (input field)
- Sublocation:** -- Undefined -- (dropdown)
- Vendor:** -- Undefined -- (dropdown)
- Funding Source:** -- Undefined -- (dropdown)