

Cataloging Equipment

Step 1:

In cataloging window choose Add title

In type choose:

Find Equipment with Title **camera**

Title search for the broad term of the equipment title

Find something similar

Duplicate and change as needed.

Tags Subfield

040 x x Cataloging Source (**UtSaJHS**) or your school code

245 a Title (Digital camera) (iPad w/retina display) :

b Brand model number / (Canon PowerShot A520) (Apple 32 GB) /

c Manufacturer. (Canon U.S.A., Incorporated) (Apple, Inc.)

246 a Variation of title (no punctuation) add as needed

(Camera) or (PowerShot) etc. (Tablet)

250 a Edition or model number (PowerShot A520)

264 a Manufacturer location or company headquarters (look on equipment) :

(Lake Success, New York) (Japan) (China)

b Company name or manufacturer, (Canon U.S.A., Incorporated)

(Kyanon Kabushiki Kaisha) or (Apple, Inc.)

c Manufacture date put in [2001-] if not on equipment. (2015-) (2013-)

300 a name equipment in very generic form : (1 digital camera) (1 tablet)

b description if applicable ; (silver, metal) (white or black)

c dimensions in cm. + (23 x 15 x 6.7 cm.) (24 x 19 x ,25 cm)

e items that came with the equipment. (AV cable, wrist strap, etc.)

(iPad dock connector, Lightening to USB cable 10w USB power adapter)

336 _ a three-dimensional form

_ 2 rdacontent

337 _ a unmediated

_ 2 rdamedia

338 _ a object

_ 2 rdacarrier

538 a System details

590 a Local information (school 3-digit code followed by asset ; s/n)

(154-C00013 ; s/n 06221212246) (708-C00727 ; s/n DMPKQWSGFF180)

650 0 Audio-visual equipment.

or 7 a Teaching

x Aids and devices.

2 sears

710 Corporation Name (Canon USA, America) (Apple, Inc.)

Tags to change when duplicating a record:

245a Title

245b Brand and model

245c Brand (if you didn't find something in the system by the same company)

246 Name variation, be generous

250 Edition or model number

Only if you didn't find a record to duplicate by the same company

264a Manufacturer location :

264b Company name or manufacturer,

264c Manufacture date [in brackets in guessing]

300a 1 name of equipment (be generic) :

300b description of color or material if applicable ;

300c dimensions.

500 specs

520 optional description

538 System details

590 Local information (School number followed by a hyphen then CSD asset number ; and s/n (this tag is searchable)

710 Corporation Name

Add a picture of the equipment

Copy the edition or model number

Open Google search and paste

Choose [Images](#)

Search

Drag the picture into your desktop folder (I call mine book covers) or onto the desktop

After the record has been saved you will see [Update Image](#) on the right side (6 buttons down)

Click on [Update Image](#)

Choose File → go to your desktop book cover folder or desktop

Select the last file/image added

Preview then save