Equipment Cataloging Information

- All fields are searchable under "General" search.
- * indicates recommended information
- *Italics* indicates this information will be hyperlinked

Equipment type: _____

024 *Serial number: _____

037   District inventory number: _____

092 *Call number: _____

245 *Model/number: _____

245 *Brand: _____

260   City, State: _____

260   Manufacturer company: _____

260 *Date: _____

500   Notes: _____

_____

690   *Bulb/battery:* _____

690   *Fiscal year:* _____

690   *Purchase order:* _____

690   *Repair: FY* _____

690   *Miscellaneous:* _____

Barcode # for item: _____

Repair record: _____

_____

Audiocassette player -- Audiocassette player/recorder --
Audiovisual cart -- Boombox -- Camcorder -- Compact disc player--
Digital camera -- DVD player -- DVD/VCR combo -- Flash drive --
Headphone -- Laptop computer-- Listening center -- Microphone --
Multimedia projector -- Overhead projector –Television --
Television cart -- TV/VCR combo -- VCR

500 – Notes – Searchable in general search

TV / VCR / DVD / Combo -- remote control

Computer / Laptop – memory, harddrive, processor,

 network info, peripherals, mouse, keyboard, drives, wireless

Flash Drive – RAM

690 – Subject – Searchable and hyperlinked

Overhead projector -- bulb

Audiocassette player/recorder -- battery

Item notes: Not searchable but will display in Java
            circulation screen

*Circ note: list additional pieces signed out with equipment

*Staff note: enter repair information

Repair Record: (options)

*Enter in 500 if you want it as a searchable note

*Enter in 690 if you want to hyperlink the information

    i.e. 690 Repair record: 2003

*Enter in staff note on item info which will appear on
      the Java circulation screen but is not searchable.