# Adding THINGs to the database

Search for a matching record in the database. Might be easiest in catalog. Search "Library of Things" and another keyword like "backpack" or "tools"

# If nothing found, Add Title – If a match is found, jump to step 3.

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1) start on Bibliographic tab

- Change **Rec Type** to "r"
- In the 020 field Enter "none"
- In the 245 field (Title) enter the name of the Thing, and |h[appropriate GMD]
  - ex "Cordless Impact Driver | h[equipment]" or "Sewing Machine-Serger | h[equipment]"
- In the 264 field enter the brand.
   Ex "Ryobi." or "Mattel"
- In the 250 field enter a description/contents.
  - Ex "20V cordless impact driver, battery pack, charger, manual"
- In the **490** field enter "Library of Things." followed by the sub-series.
  - Include the period
  - Ex: 490 1 \_ Library of Things. Tools.
- In the 830 field enter "Library of Things. |p" and the sub-series.
  - No space before or after the "|p"
  - Ex: 830 \_ 0 Library of Things. | pTools.
- (Optional) In the 650 field add in the subject heading(s)
  - Ex: 650 Tools.
- Save record. It should now look like this:

### Series: Library of Things

- o Sub-series: Arts & Crafts
- o Sub-series: Automotive
- o Sub-series: Tabletop Games
- Sub-series: Book & Media Kits
- Sub-series: Electronics & Technology
- Sub-series: Experience Passes
- Sub-series: Health & Medical
- o Sub-series: Kitchen & Dining
- o Sub-series: Musical Instruments
- Sub-series: Puzzles
- Sub-series: Science & Engineering
- Sub-series: Outdoors
- o Sub-series: Tools
- o Sub-series: Toys
- o Sub-series: Video Games
- o Sub-series: Yard Games

### GMD to use for Things:

- [equipment]
- [game]
- [experience pass]
- [kit]
- [musical instrument]
- [puzzle]
- [toy]
- [video game]

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245			Cordless Impact Driver[h[equipment]								
250			20V cordless impact driver, battery pack, charger, manual.								
264			Ryobi <mark>c</mark> 2023								
<u>_</u> <u>490</u>	1	Libra	ry of Th	ings. Tools							
1 650	0	Tools.									
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## 2) Go to Control Tab – change Record Format to = VM

Cordless Impact Driver	r
Control Bibliographic C	Call Number/Item
Basic title information	
Title control number:	a1313422
Record format:	
Number of volumes:	1

#### 3) Go to Call Number/Item tab

- Add Call Number (if adding to existing record)
- Edit call number (ex Tool #5) •
- Change the Item Type to reflect how you want it to circulate (ex VIDEO-LH)
- Change Home Location to where you are going to shelve the item (maybe THING1 or THING2, or TOY, etc)
- Change Item Cat1 to THING (or GAME, or maybe AV-KIT see guidelines) •
- Item Cat2 = ADULT, JUVENILE, TWEEN, YA-TEEN •
- Item Cat3 = NONFICTION ٠
- Item Cat4 = CIRC or INHOUSE, depending on whether or not the Thing goes home with the patron •
- Enter Price •
- CIRCNOTE = details of contents of your copy's Thing •
- Scan barcode •

Looks like this:					Click Save and it looks like this:								
Add Title (Alt #F6) X Item Search (F4) X Item Search (F4) (2) X					Add Trife (Alt+F6) X Item Search (F4) X Item Search (F4) (2) X								
Control Bibliographic Call Number/Item						Driver							
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	Shadow call	number					Shadow call number						
	Item information						Item information						
	Item ID:	1313422-1001	Copy number:	1			Item ID:	0060606060606	Copy number:	1			
	Type:	VIDEO-LH ~	Item library:	WAUTOMA ~			Туре:	VIDEO-LH ~	Item library:	WAUTOMA	~		
	Home location:	DISPLAY	Current location:	ON-ORDER			Home location:	DISPLAY ~	Current location:	DISPLAY			
Date created: 11/30/2023 Date last charged: Never Date due: none	Item cat1:	THING	tem cat2:	ADULT ~	Date last charged: Never		Item cat1:	THING	Item cat2:	ADULT	~		
Last discharged: Never	Item cat3:	NONFICTION	Item cat4:	CIRC ~	Last discharged:		Item cat3:	NONFICTION ~	Item cat4:	CIRC	~		
Date inventoried: Never Times inventoried: 0	Item cat5:	~	Item cat6:	~	Date inventoried: Times inventoried	: 0	Item cat5:	~	Item cat6:		~		
Last activity: Never In-house uses: 0	Item cat7:		Item cat8:		Last activity: In-house uses:	Never 0	Item cat7:		Item cat8:				
	Item cat9:		Item cat10:				Item cat9:		Item cat10:				
	Media desk:	~	Number of pieces:	1			Media desk:	~	Number of pieces:	1	-		
	Total charges:	0	Price:	\$50.00			Total charges:	0	Price:	\$50.00			
	Permanent		Circulate				Permanent		Circulate				
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							Extended information						
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Save	Add Another Title	Add Call Number Add Ite	m Delete Close			Save	Add Another Title	Add Call Number Add Iten	n Delete Close				

#### Click Save and it looks like this.