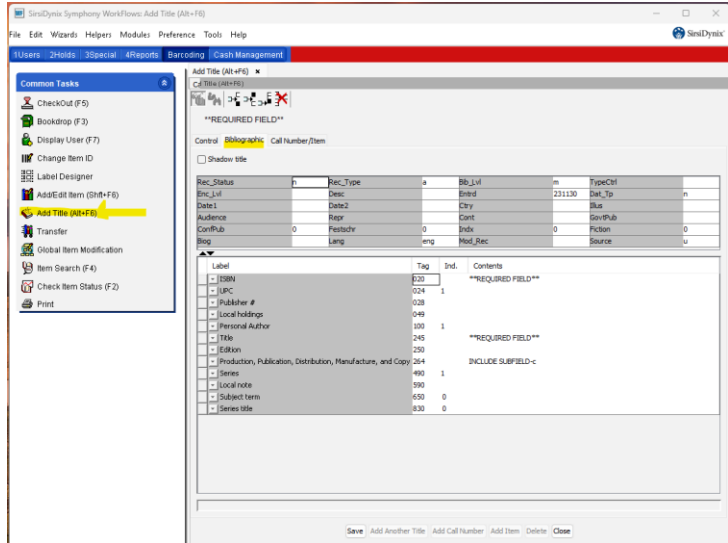


Adding THINGS to the database

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.



Series: Library of Things

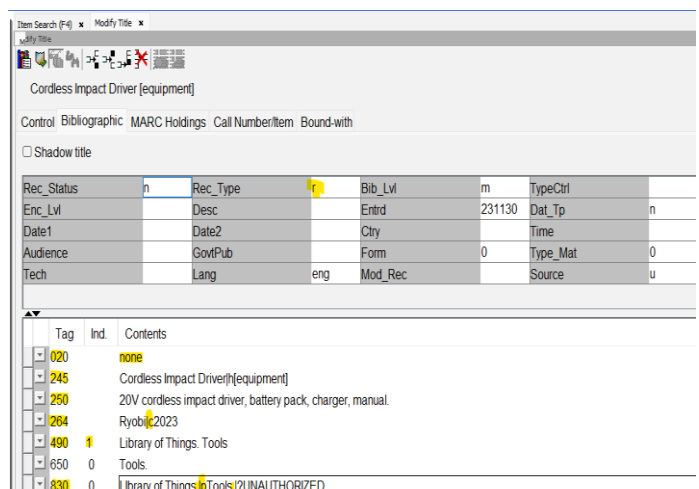
- Sub-series: Arts & Crafts
- Sub-series: Automotive
- Sub-series: Tabletop Games
- Sub-series: Book & Media Kits
- Sub-series: Electronics & Technology
- Sub-series: Experience Passes
- Sub-series: Health & Medical
- Sub-series: Kitchen & Dining
- Sub-series: Musical Instruments
- Sub-series: Puzzles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

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:

GMD to use for Things:

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



2) Go to Control Tab – change Record Format to = VM

Cordless Impact Driver

Control Bibliographic Call Number/Item

Basic title information

Title control number: a1313422

Record format: VM

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
- 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:

Add Title (Alt+F6) * Item Search (F-4) * Item Search (F-4) (2) *

Cordless Impact Driver

Control Bibliographic Call Number/Item

Cordless Impact Driver -
XX(1313422.1) - WAUTOMA
1313422-1001 - 1 - ON-ORDE

Call number: Power Tool #5 Class scheme: DEWEY

Call library: WAUTOMA

Shadow call number

Item information

Item ID: 1313422-1001 Copy number: 1

Type: VIDEO-LH Item library: WAUTOMA

Home location: DISPLAY Current location: ON-ORDER

Item cat1: THING Item cat2: ADULT

Item cat3: NONFICTION Item cat4: CIRC

Item cat5: Item cat6:

Item cat7: Item cat8:

Item cat9: Item cat10:

Media desk: Number of pieces: 1

Total charges: 0 Price: \$50.00

Permanent Circulate

Shadow item

Extended information

Tag	Contents
CIRCNOTE	Look for 4 pieces: Impact Driver Battery Charger Manual

Save Add Another Title Add Call Number Add Item Delete Close

Click **Save** and it looks like this:

Add Title (Alt+F6) * Item Search (F-4) * Item Search (F-4) (2) *

Cordless Impact Driver

Control Bibliographic Call Number/Item

Cordless Impact Driver -
Power Tool #5 - WAUTOMA
0060606060606 - 1 - VIDEO-L

Call number: Power Tool #5 Class scheme: DEWEY

Call library: WAUTOMA

Shadow call number

Item information

Item ID: 0060606060606 Copy number: 1

Type: VIDEO-LH Item library: WAUTOMA

Home location: DISPLAY Current location: DISPLAY

Item cat1: THING Item cat2: ADULT

Item cat3: NONFICTION Item cat4: CIRC

Item cat5: Item cat6:

Item cat7: Item cat8:

Item cat9: Item cat10:

Media desk: Number of pieces: 1

Total charges: 0 Price: \$50.00

Permanent Circulate

Shadow item

Extended information

Tag	Contents
CIRCNOTE	Look for 4 pieces: Impact Driver Battery Charger Manual

Save Add Another Title Add Call Number Add Item Delete Close