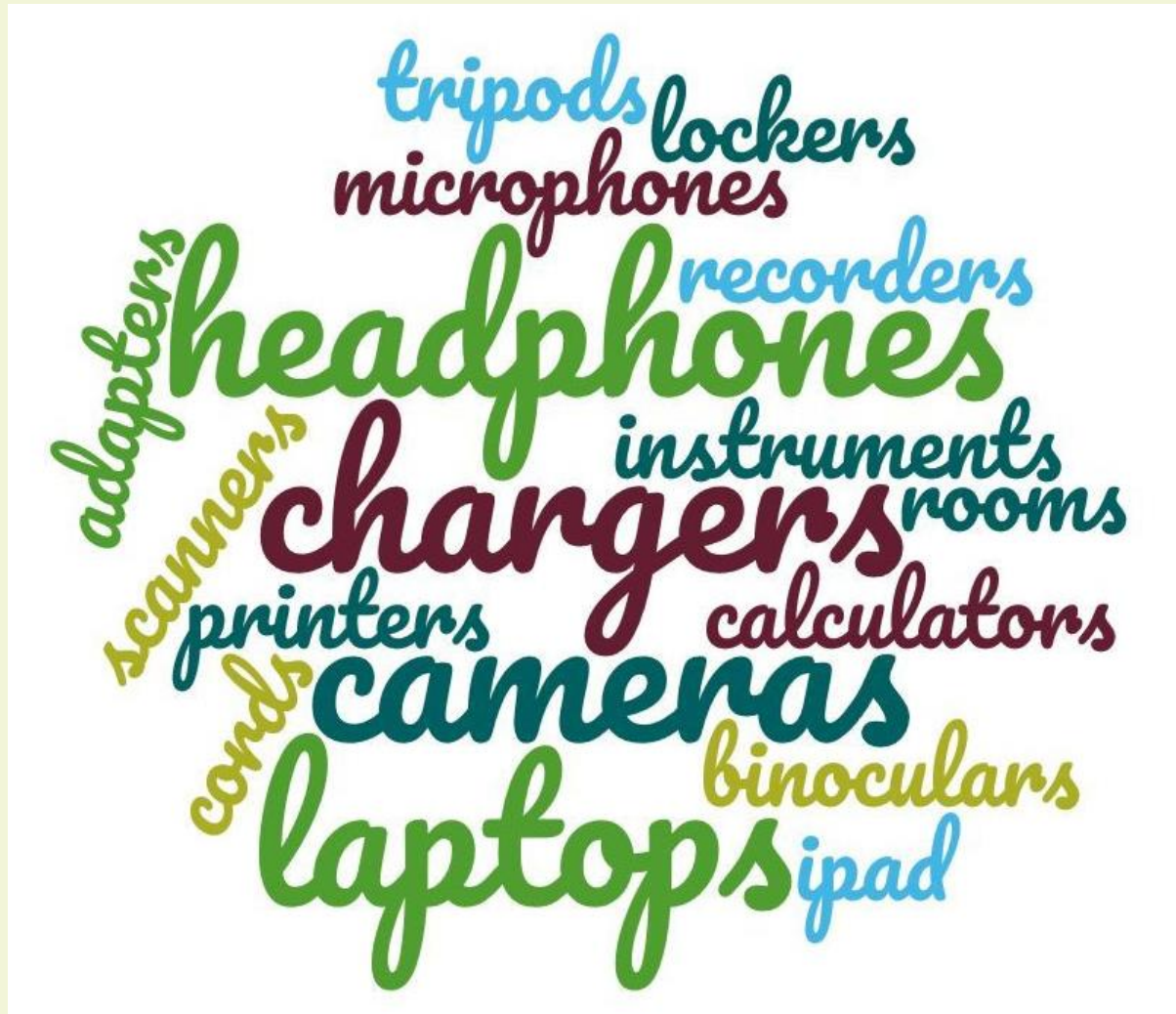


# Beyond Books:

Circulating Equipment, Musical Instruments, and Anything Else Your Library Desires

# Library of things



# Reeder Media Center

- ▶ Support creative uses of multimedia technology.
- ▶ Spaces: Studios, collaboration booths, media lab, production room.
- ▶ Video software: Camtasia, Apple Encore, GoPro Studio, etc.
- ▶ Audio Software: Audacity, Finale, Garageband, etc.
- ▶ Graphics and web software: Adobe suite, SynfigStudio, Apple iBooks Author, etc.
- ▶ Equipment: video gear, photography gear, action & web cams, audio recorders, headphones, etc.
- ▶ Production Room equipment: green screens, reflector panels, light kits, etc.
- ▶ Expertise: staff members teach classes and do one-on-one appointments

# Managing Equipment

- ▶ Items that get reserved beforehand are entered into LibCal, where they can be booked by Faculty, Staff, and students
- ▶ LibCal has categories that are used for statistical purposes, in addition to item titles.
- ▶ Items that don't require reservations are entered into Alma for checkout.

The screenshot displays a web interface for managing equipment. At the top, there are filters for 'Location' (Reeder Media Center) and 'Category' (Show All), along with a search bar and a cart icon showing '0 items in cart'. Below the filters, it indicates 'Showing 170 result(s)'. The main content area features a grid of eight equipment items, each with a product image, title, and options for 'Availability' and 'More details'.

Item Name	Image Description	Availability	More details
MACKIE ONYX BLACKJACK	Black Mackie mixer	Availability	More details
RICOH THETA SC	Red Ricoh Theta SC camera	Availability	More details
PANASONIC HC-VX981K (4K)	Black Panasonic 4K camcorder	Availability	More details
CANON VIXIA HFM500HD	Black Canon camcorder	Availability	More details
ZOOM H2N DIGITAL RECORDER	Black Zoom digital recorder	Availability	More details
AUDIO TECHNICA 2020 USB MICROPHONE	Black Audio Technica microphone on stand	Availability	More details
PANASONIC HDC-TM900	Black Panasonic camcorder	Availability	More details
AZDEN PRO-XD 2.4GHZ	Black Azden wireless microphone system	Availability	More details

# ILS Migration Issues

- ▶ Sirsi to Ex Libris (April-July 2016)
- ▶ Hoo-boy

# Material Types in ILS

- ▶ Currently 102 options
- ▶ Limited in how much we can tweak (per vendor)
- ▶ Shared by all members of the consortium
- ▶ Long drop down to select from
- ▶ Sometimes Media Center and other desks that circulate equipment need to use different designations (example: chargers).

Equipment
External Hard Drive
Filmstrip
Flash Card
Flat Screen Adaptor Kit
Game
Government Document
Graphic
Headphones
iPad
Issue
Item with CD
Keys
Kit
LP
Laptop
Laserdisc
Locker (Long Term)
Locker (Short Term)
Looseleaf
Manuscript
Map
Master Thesis
Microcard
Microfiche
Microfilm
Microform
Mixed material

Keys
Kit
LP
Laptop
Laserdisc
Locker (Long Term)
Locker (Short Term)
Looseleaf
Manuscript
Map
Master Thesis
Microcard
Microfiche
Microfilm
Microform
Mixed material
Music Score
Newspaper
Other
Other Visual Material
Oversize
Pamphlet
PhD Thesis
Photograph
Projector
Rare
Realia
Room

# Examples of past reports

- ▶ Not helpful!

Circ Desk Name	Loans (Not In House)	Title
Reeder Media Center	7	Audio interface.
	1	Digital still cameras.
	2	Digital video cameras.
	449	Headphones
	11	MACBOOK LAPTOPS.
	8	Media equipment.
	6	Microphone stands.
	229	Microphones.
	4	Midi keyboards.
	9	Peripheral
	1,066	Peripherals.
	157	Studio Mic 20
	2	Wireless microphones.

# The problem with peripherals...

- ▶ The title “Peripherals” was used as a catchall.
- ▶ No standardization of description so items could not be matched.
- ▶ Almost impossible to create usable stat reports or track trends.

Circ Desk Name	Loans (Not In House)	Title	Description
Reeder Media Center	984	Peripherals.	
	1		APPLE KEYBOARD
	8		Canon monopod 100
	1		DELL MOUSE
	31		DSLR tripod 2
	1		G-DRIVE 2TB HARD-DRIVE
	1		PHONE ADAPTER
	4		POP FILTER
	3		SENNHEISER STUDIO HEADPHONES
	2		USB-HDMI PC ONLY!
	1		USB-VGA adapter
	1		VGA to HDMI adapter
	1		Zoom Q3HD
	1		cell phone adapter to tripod
	19		mini display port to VGA/HDMI/DVI dongle
	7		shoe mount



# Unhelpful overdue notices

The library has changed the due date of your borrowed item. See details for change in due date

## Loans

Title	Description	Author	Old Due Date	New Due Date	Library
Peripherals.	adapter		09/30/2019 23:59:00 EDT	10/30/2019 23:59:00 EDT	Swem Library

Thank you!

Circulation Department

**Swem Library**

# Integration with stats from LibCal

- ▶ Since so much of the usage stats come from LibCal, it was desirable for our stats from Alma to be able to be matched with the others.
- ▶ LibCal had statistical categories that were being used, and they seemed like a good jumping off point

# Enter Uniform Title

- ▶ Items were completely recataloged using the statistical categories from LibCal as Uniform titles, and adding new ones as necessary.
- ▶ Stat reports can now be run using this field for broad results.

Circ Desk Name	Loans (Not In House)	Uniform Title
Reeder Media Center	171	Cables, cords, and adapters
	13	Camera lenses & accessories
	3	DSLRs and mirrorless cameras
	342	Headphones
	567	Keys
	6	Microphones
	103	Peripherals
	36	Studio microphones (STUDIO-USE ONLY)
	113	Tripods
	2	USB microphones

- More granularity can be found by adding the actual title to the report to see a breakdown of which specific types of items get the most usage.

Loans (Not In House)	Uniform Title	Title
4	Cables, cords, and adapters	Reeder Media Center HDMI cables
25		Reeder Media Center USB cables
29		Reeder Media Center XLR cables
3		Reeder Media Center audio cables
15		Reeder Media Center audio cables 1/4 inch
42		Reeder Media Center dongles and adapters
1		Reeder Media Center ethernet cables
1		Camera lenses & accessories
7	Reeder Media Center camera accessories	
206	Headphones	Reeder Media Center headphones
344	Keys	Reeder Media Center studio key
4	Microphones	RØDE NT3 microphone
7	Peripherals	Reeder Media Center microphone stand
40		Reeder Media Center peripherals
13		Reeder Media Center portable optical drive
19	Studio microphones (STUDIO-USE ONLY)	AUDIO TECHNICA AT4040
1		STUDIO PROJECTS B1
75	Tripods	Reeder Media Center tripods

# Much clearer email notices

**Just a friendly reminder, your library materials are due soon:**

## Loans

Title	Description	Author	Due Date	Library
Reeder Media Center USB cables			10/10/2019	Swem Library
Reeder Media Center dongles and adapters	USB 3.0 Card Reader		10/10/2019	Swem Library

Need these materials a little longer? To renew, log in to "My Account" on your library's website; there may be a renewal limit on the materials. If you think this is a mistake, please contact the owning library.

This is an automated message; please do not reply.

Thank you!

Circulation Department

**William & Mary Libraries Consortium**

# Guiding principles for cataloging equipment

- ▶ Patrons and staff will be able to use Alma to tell
  - ▶ what is owned
  - ▶ what is available right now
  - ▶ what they have checked out
- ▶ Catalog records provide enough information for billing or ordering replacements
- ▶ Catalog records enable meaningful statistics
- ▶ Cataloging equipment is quick, easy, and done in the Media Center

# Old v. new equipment

## Equipment clean-up

- ▶ Delete discarded, damaged, or withdrawn equipment
- ▶ Group like items together
- ▶ Update bib records to follow new cataloging guidelines

## New cataloging

- ▶ Create new templates
- ▶ Use meaningful categories to gather statistics
- ▶ Create guidelines for assigning item policy, material type, call number, and location

# Old equipment: inconsistent and confusing

MARC

BIBFRAME

<b>LDR</b>	39711c	<b>a2202641</b>	4500
<b>001</b>	991032033699703196		
<b>005</b>	20191015153213.0		
<b>008</b>	160719s2013 xx r 000 0 eng d		
<b>035</b>	__  a (ViW)1751594-01cowm_inst		
<b>035</b>	__  a (SIRSI)1751594  9 ExL		
<b>035</b>	__  a (Sirsi) a1751594		
<b>035</b>	__  a (Sirsi) a1751594		
<b>245</b>	00  a Peripherals.		
<b>596</b>	__  a 1		

Library	Call Number	Location	Description	Process type	Material Type	Item Policy
Swem Library	<u>Desk mic stand</u>	RMC WITHDRAWN	<u>cable</u>	Transit	Cords, Cables, & Adapters	Cords, Cables, & Adapters
Swem Library	Desk mic stand	RMC WITHDRAWN	tripod	Transit	Other	Tripod
Swem Library	Desk mic stand	RMC WITHDRAWN	adapter	Transit	Cords, Cables, & Adapters	Cords, Cables, & Adapters
Swem Library	<u>Desk mic stand</u>	RMC WITHDRAWN	<u>LG SLIM PORTABLE DVD WRITER</u>	Transit	Other	<u>Peripheral</u>
Swem Library	Desk mic stand	RMC WITHDRAWN	LG SLIM PORTABLE DVD WRITER	Transit	Other	Peripheral
Swem Library	Desk mic stand	RMC WITHDRAWN	ELVID CLAPPERBOARD	Transit	Cords, Cables, & Adapters	Cords, Cables, & Adapters
Swem Library	<u>Desk mic stand</u>	RMC WITHDRAWN	<u>Clapboard</u>	Transit	Other	<u>Peripheral</u>
Swem Library	Desk mic stand	RMC WITHDRAWN	mic stand	Transit	Other	Micropho... stand



# Old equipment: clean-up

- ▶ Media Center staff did inventory
  - ▶ Spreadsheet of barcodes of items on shelf
  - ▶ Spreadsheet of items also in LibCal
  - ▶ Alma item history (last loan date, last inventory date) provided clues about problem items
- ▶ Use Alma “relink item” and “change holdings” functions
- ▶ Moving items - not deleting - retains circulation statistics
- ▶ Withdrew 1100 items (only 1006 items remain in Media Center Equipment)

# New equipment templates

- ▶ Use template to create new record
- ▶ 240 = Uniform title for statistics. Choose from drop-down list.
- ▶ 245 = Title
- ▶ 246 = Variant title(s)
- ▶ All records are suppressed

The screenshot shows a software interface for creating a new record. At the top, there is a menu bar with 'File', 'Edit', and 'Tools'. Below the menu bar is a warning banner: 'You have 7 warning(s) in your record - Draft auto-saved at 9:10:44 PM.' The main area displays a record in progress, with a 'Bibliographic' tab selected. The record is titled 'Working on - Title (991033261634103196)'. The record structure is shown as follows:

LDR	00291nrm#a2200097zi#4500
001	991033082435703196
005	20190314072851.0
008	181012s2018####xxu#####000#0#eng#d

A dropdown menu is open for field 246, showing the following options:

- 240 1 0 ta ca
- 245 1 0 Action & web cams (Action & web cams)
- 246 3 Cables, cords, and adapters (Cables, cords, and adapters )
- Camera lenses & accessories (Camera lenses & accessories)
- Digital still cameras (point and shoot) (Digital still cameras (point and shoot))

A blue arrow points to the 'Digital still cameras (point and shoot)' option. At the bottom of the interface, there is a status bar with a warning: '008 '#' is not a valid code for position 18 for field 008'.

# New equipment uniform titles

1	Action & web cams
2	Analog synthesizers
3	Audio equipment
4	Audio recorders
5	Cables, cords, and adapters
6	Camera lenses & accessories
7	Digital still cameras (point and shoot)
8	DSLRs and mirrorless cameras
9	Equipment for use in Media Center
10	External hard drives & media
11	FMST gear
12	Headphones
13	Keys
14	Laptops

15	Light kits & backdrops
16	Microphones
17	Peripherals
18	Projectors & video accessories
19	Scanners
20	Shotgun microphones
21	Staff only - Reeder staff equipment
22	Studio microphones (STUDIO-USE ONLY)
23	Tablets
24	Tripods
25	USB microphones
26	Video microphones
27	Videocameras
28	Wireless microphones

# New equipment: sample record

## Reeder Media Center camera accessories

MMS ID	991033182433103196	Suppress from publishing	Yes	Export to
Brief level	01	Record format	marc21	
Originating system	01COWM_INST	Originating system ID	991033182433403196	Originating

MARC

BIBFRAME

LDR	001	005	008	240	245	246	Library	Call Number	Location	Description	Process type	Material Type	Item Policy
00299nrm a2200097zi 4500	991033182433103196	20190316223303.0	181012s2018 xxu 000 0 eng d	10  a Camera lenses & accessories	10  a Reeder Media Center camera accessories	3_  a Reeder Media Center camera accessory	Swem Library	-	MEDIA CENTER	adapter	Loan	Equipment	Equipment
							Swem Library	-	MEDIA CENTER	adapter	-	Equipment	Equipment
							Swem Library	-	MEDIA CENTER	AURAY UNIVERSAL SHOCK MOUNT	-	Equipment	Equipment
							Swem Library	-	MEDIA CENTER	CAMERA SHOE ADAPTER	-	Equipment	Equipment
							Swem Library	-	MEDIA CENTER	CAMERA SHOE ADAPTER	-	Equipment	Equipment
							Swem Library	-	MEDIA CENTER	CAMERA SHOE ADAPTER	-	Equipment	Equipment
							Swem Library	-	MEDIA CENTER	CAMERA SHOE ADAPTER	-	Equipment	Equipment

# Ongoing maintenance

- ▶ Informal check-ins with Media Center staff
- ▶ Create and share documentation
- ▶ Review report of newly created items in Media Center location
- ▶ Encourage annual inventory of materials

Questions?

# Further questions? Send us an email!

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