Adding Copies to DISTRICT Equipment Records

When a **DISTRICT** record for an equipment item is available in Destiny, each school must add their copy information to the **DISTRICT** record. If the school already has an existing equipment record in the catalog for the item, the following is recommended:

- Search the catalog to find the school's MARC record and/or copy information for the item
- Print out <u>or</u> record any useful information that will be needed when transferring the copy information to the **DISTRICT** record
- Delete copies from the existing record before transferring the copy information to the **DISTRICT** record
- Follow the steps below for adding copy information to the **DISTRICT** records

Step 1:

- On the Library Search screen, type "district name of equipment item" on the search line next to Find.
 Example: district scan converter, district overhead projector
- Search all records by selecting Cobb County Media Centers from the drop-down menu.
- Hit the Keyword search button.

	Home Catalog Circulation Back Office My Info
<u> </u>	Library Search
Library Search	How do I ?
WebPath Express	Basic Power Visual Categories Number Barcode Brief Records
Add Title	My Searches
Resource Lists	Find district overhead projector
Import Titles	
Export Titles	
Update Titles	Keyword Title Author Subject Series
Update Copies	
Search Setup	Look in Cobb County Media Centers 🗸
6 Français	Search Awaru white johnmitted 💽 🔮
b <mark>a Español</mark>	
	Search Reading Programs Unlimited 🔄 炎 🏸
Click on K	eyword
	@2002-2007 Follett Software Company 11/27/2007 4:39 PM EST

Step 2:

- A list of the district records for the equipment item will appear. They can be identified by the word **DISTRICT** in all capital letters as the author. There is a **DISTRICT** record for each brand name of the equipment. (if a brand that you have is not listed, email Janice or Susy in the Library Media Education Department)
- Select the MARC record for the appropriate brand name to which copy info will be added.

	.ibrary Search ≻ Search Results		
brary Search		How do I 🤶	
ebPath Express		Search All Words Browse Subjects	
d Title	Searched for (district overhead projector)		
source Lists		· · · · · · · · · · · · · · · · · · ·	
nport Titles	[Refine your search] Selected List: My Personal List 🗸 💋 Add Page		
xport Titles	Titles 1 - 7 out of 7	Sort By Title V Go!	
Ipdate Titles	Overhead projector 3M Petails	13 of 49 available locally	
pdate Copies	Et.	135 of 294 available off-site	
earch Setup	EQ OVE DISTRICT.	Add to this List	
Français			
Español	Overhead projector Apollo 🔎 🗠	2 of 2 available locally	
		33 of 67 available off-site	
	EQ OVE DISTRICT.	Add to this List	
		Select the district record for the brand	
		that you have.	

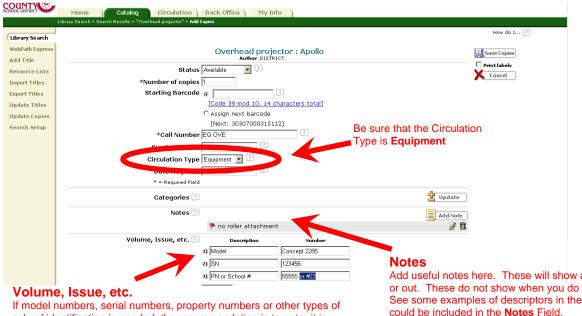
Step 3:

The Title Details will appear. At this screen, click on the Add Copies button.

•	Home Catalog Circulation Back Office My Info			
	Library Search > Search Results > "Overhead projector"			
Library Search				How do I 🤶
WebPath Express		Title Details	MARC View	Copies
Add Title	EQ 🛱 Overhead projector [realia] : Apollo		I	Duplicate It
Resource Lists	OVE DISTRICT.		1	Delete Title
Import Titles	2 of 2 copies are available locally.			Delete Hae
Export Titles	33 of 67 conies are available off-site	I		
Update Titles	Selected List: My Personal List)		Add Copies
Update Copies				🖋 Edit Quiz Info
Search Setup				
6 Français	Select Add Copies			a site subjects
6 Español	•			
				Hold It!

Step 4:

- Enter all of the copy information for the item
- The circulation type should be Equipment
- Use the Volume, Issue area for model numbers, serial numbers, property numbers, or other identification information
- Use the **Notes** area for descriptors that are needed when the equipment item is checked in or out
- Click on Save Copies after all copy information is complete ٠



school identification is needed, the recommendation is to enter it in the Volume, Issue area of the copy information, as shown here.

Add useful notes here. These will show an item is checked in or out. These do not show when you do a catalog search. See some examples of descriptors in the table below that could be included in the Notes Field.

Cassette recorder	Digital camera	Scan converter
With:	Includes:	Includes:
slide sync	AC adaptor	power adaptor
AM-FM radio	memory stick	user manual
dual cassette	carrying case	AV and VGA cables

Examples of information that could be included in the **Notes** field: