# 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 <u>Library Search</u> 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.
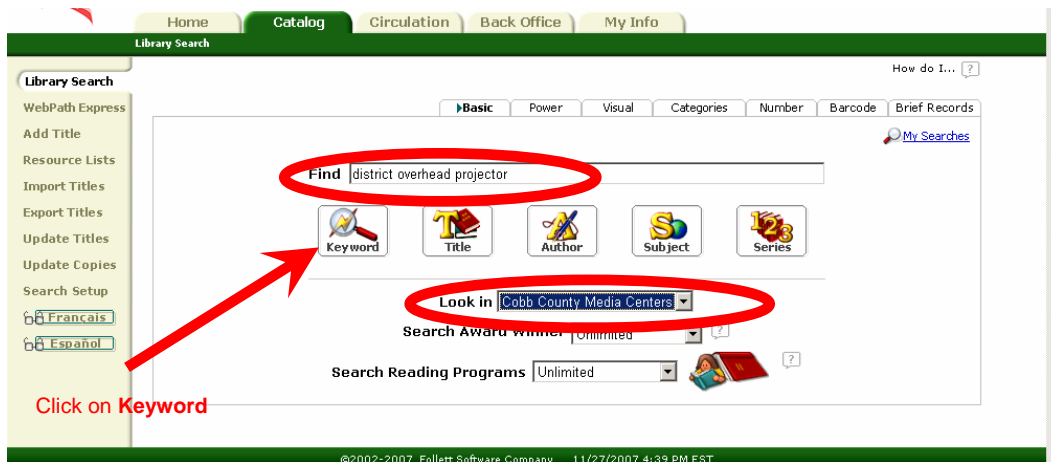
Step 2:

- 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.
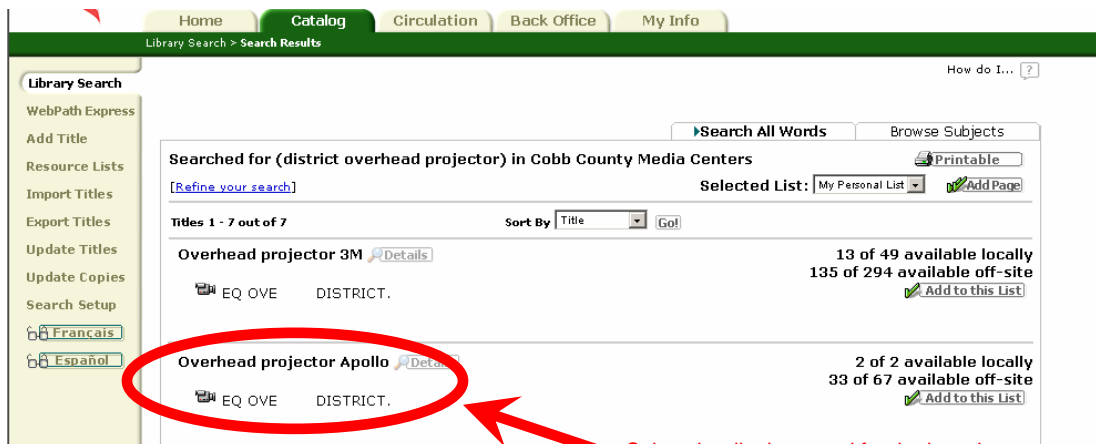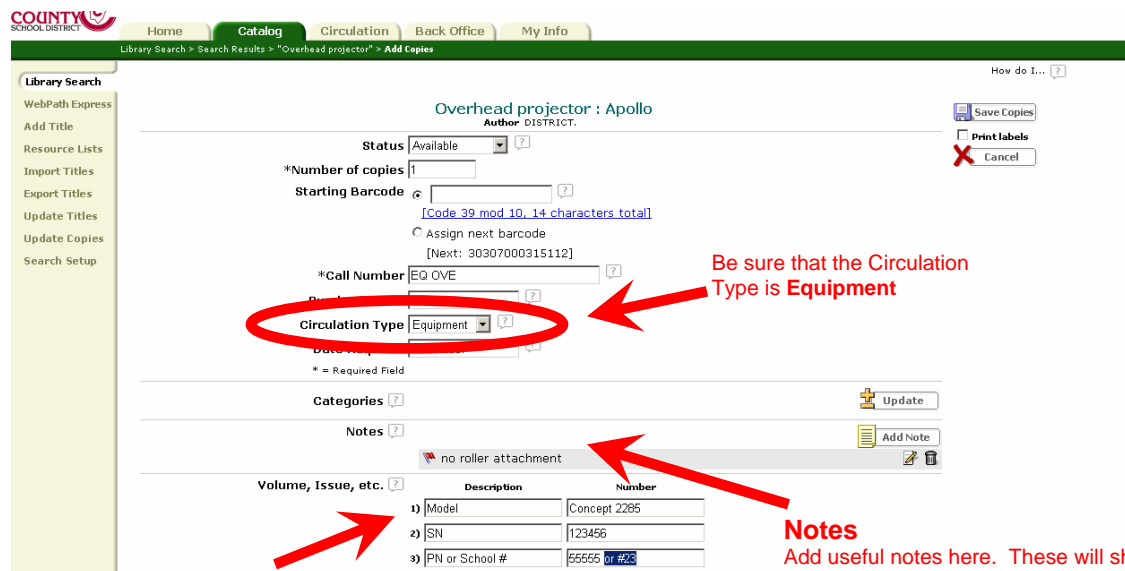
Step 3:

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

Select **Add Copies**
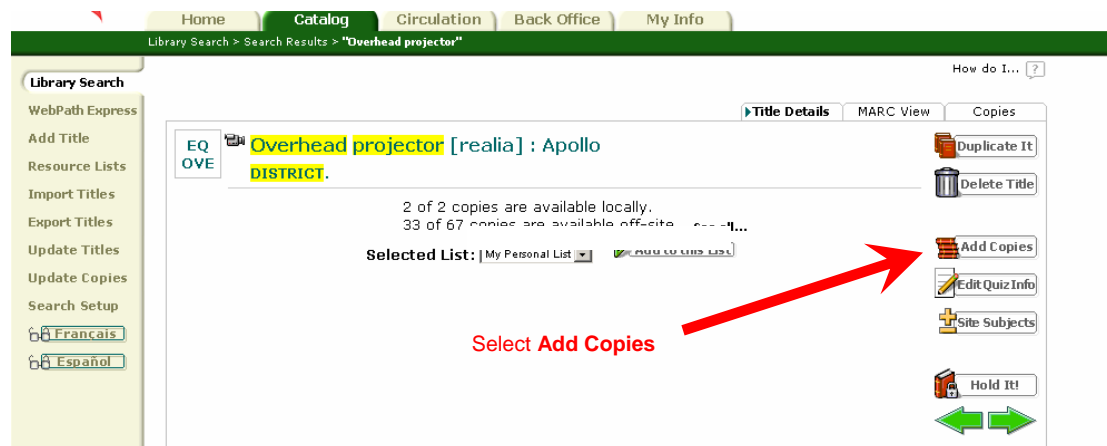
Step 4:

- 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

Be sure that the Circulation Type is **Equipment**

Notes
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.

Volume, Issue, etc.
If model numbers, serial numbers, property numbers or other types of school identification is needed, the recommendation is to enter it in the **Volume, Issue** area of the copy information, as shown here.

Examples of information 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