

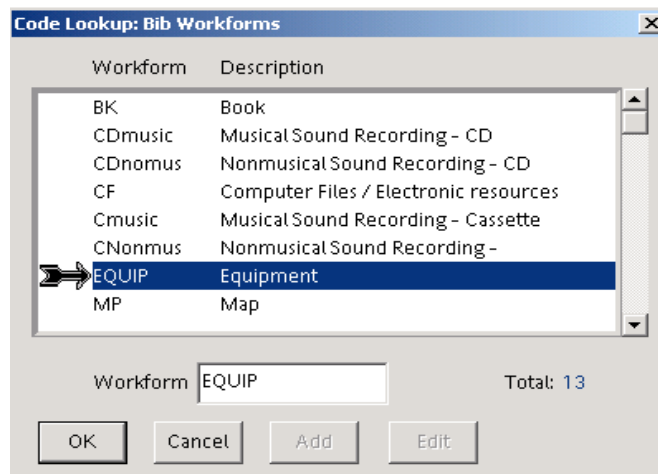
## Adding Equipment

Equipment can be barcoded and checked out to borrowers for tracking purposes. Equipment must be given a barcode, item type and collection code.

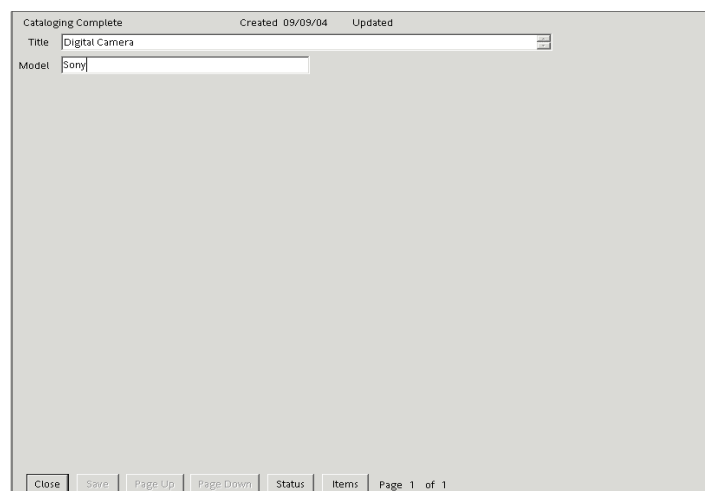
Adding equipment is a two-step process. The first step will be to create a unique bib record. The second is to attach an item record to that bib record. Your security level must be high enough that you are capable of adding bib records.

### To add an equipment bib record:

1. Under the **Cataloging, Bibliographic Record**, open “**Create New Bib**”. The Bib Workforms window appears:



2. Highlight **EQUIPMENT** in the window and click [OK]. The following window will appear:



3. In the **title** field, type a generic description of the item such as “digital camera”, “VCR” or other types of equipment.
4. In the **model** field, type the specific model information about the item.
5. Click **[Save]**. **Do not close this window at this time; continue with adding the item record.**

**To add the item record to the bib record:**

1. Before closing the above window, click the **[Items]** button at the bottom of the screen.
2. This takes you to the copy/item list. Click **[New]**. The following window appears:

The screenshot shows a web-based form for adding a new item record. The form is organized into several sections:

- Item Barcode:** An empty text input field.
- Title:** A text input field containing "Digital Camera".
- Bib #:** A text input field containing "1133544".
- Item#:** An empty text input field.
- Copy#:** An empty text input field.
- Created:** A text input field containing "09/09/2004".
- Updated:** An empty text input field.
- Staff-Only:** A checkbox that is currently unchecked.
- Owning Location:** An empty text input field.
- Circulating Location:** An empty text input field.
- Call No.:** A long text input field.
- Copy Statement:** A long text input field.
- Serial Volume No.:** An empty text input field.
- Price:** An empty text input field.
- Source:** A long text input field.
- Item Type:** An empty text input field.
- Collection:** An empty text input field.
- Item Note:** A long text input field.
- Item Status:** A dropdown menu showing "li" and a link "On Shelf".
- Status Updated:** A text input field.
- Inventoried:** A text input field.
- Fast-Add:** A checkbox that is currently unchecked.
- Checkin Note:** A long text input field.
- Last Checkout:** A text input field.
- No. of Checkouts:** A text input field.
- Due:** A text input field.
- Time:** A text input field.
- Out to Borrower No.:** A text input field.
- No. of Pieces:** A text input field.
- No. of Renewals:** A text input field.
- No. of Phone Renewals:** A text input field.
- No. of OPAC Renewals:** A text input field.

At the bottom of the form, there are four buttons: "Close", "Save", "Page Up", and "Page Down". To the right of the form, there are three "Codes" buttons. The page number "Page 1 of 2" is displayed at the bottom right.

3. Fill in the blanks according to standard item entry.
4. Click **[Save]** and then **[Close]**.

The item is now available for check out in Horizon.