

## **Cataloging Non-Traditional Materials Roundtable October 4, 2017 at the Norton Public Library**

Libraries in attendance: Attleboro; East Bridgewater; Easton; Mattapoisett; Norfolk; Norton; SAILS

### **Creating Equipment Records Handout**

- The new Creating Equipment Records handout was distributed and is now posted to the SAILS staff website along with the other cataloging handouts <https://www.sailsinc.org/cataloging-desktop/>

### **EQUIP format**

- Due to the unique nature of these records (library contact information and usage rules), each library will have separate records even for the same type of equipment (such as the Kill-A-Watt Electricity Usage monitor)
- SAILS does not update these equipment records, which means that no subject headings will be added to equipment records

### **Kits Request Records**

- Kits created in the MARC-00 format will be cataloged and updated by SAILS, meaning that SAILS will add subject headings to these records

### **General Note 500 Field**

- When creating request records for kits with multiple parts, you can add General Note 500 fields to include any relevant information about items in the kit (such as the titles and ISBNs of books within the kit)

### **Ephemeral Checkout Wizard**

- A good option to track non-circulating items used within the library (such as puzzles, games, newspapers, etc.)
- Also an option for museum passes
- This wizard checks out a number of copies to a barcode you created for these materials
- You could have one barcode for puzzles, another barcode for games, etc.
- You can find this wizard in the Circulation Toolbar under the Special group of wizards

### **General Discussion**

- We discussed examples that each library brought to the roundtable as well as each library's collections of nontraditional items
- These examples highlighted the wide variety of kits and other nontraditional materials that libraries are adding to their collections, from cake pans to metal detector kits to large outdoor games to 3D printers

- Everyone exchanged ideas about how they process kits, especially those kits with many parts and pieces
- Our discussion also focused on how to shelve and store all of these nontraditional materials in the library
- We also discussed the challenges with circulating and maintaining these materials
- Safety issues and waiver forms for use were other topics of discussion
- Some libraries use Eventkeeper for patrons to reserve some of these items and other libraries have just begun to use KitKeeper, both options available for a fee from Plymouth Rocket

**Graphic novels will be the topic of the next technical services roundtable that will be held on Tuesday, January 9<sup>th</sup>, from 10am to noon at the meeting room at the SAILS office.**

You can register for this meeting on the SAILS website:

<http://www.eventkeeper.com/code/events.cfm?curOrg=SAILS>