

# Cataloging Your Library of



## Check the catalog first!

- ▶ Other libraries may already have the same item in their collection. Just like with traditional books and media items, check the catalog for an existing record first, before entering a new record. A keyword search is the best search strategy here.
- ▶ The item may be new to your location, but a lot of our members have been experimenting with building a Library of Things, so someone may already have it in another collection. Keep in mind that certain items may have generic records, for example – there's only one record for fishing poles. The attached items are not all exactly the same, but are similar enough to share a record. If you have a special model or one with particular features, it might be worthy of a specific bibliographic record.
- ▶ Certain items may justify a separate record – for example, if your library is pre-loading your device with unique content, such as a Kindle reader with a selection of popular ebooks, these can get their own records. The cataloging department can add a searchable contents list, which can be updated as titles are added or removed over time.
- ▶ In some cases, like die cut equipment, separate pieces are managed in one bibliographic record. A wide variety of shapes are identified using volume fields, instead of having a separate bibliographic record for every shape.

## Creating the records

- ▶ When creating a brief record please include the information below:
  - ✓ Explain what you have and any details you think are important for patrons to know about
  - ✓ If possible, include a link to a retail site where the item is being sold
  - ✓ For kits or items with multiple pieces, please include a list of contents
  - ✓ Use the call number field and the message field to provide specifics about your thing.

The MHLS Catalog team will need to find Marc Records to overlay your brief record. Particularly, with items that they have no familiarity with what you can provide is so important for them to understand how to find the record. Your description of the item should include as many clues as possible. If you aren't sure send an email to [cataloging@midhudson.org](mailto:cataloging@midhudson.org) and include the bib # along with detail or even a contact to follow up with.

## Don't forget about the loan rules!

- ▶ Re-use previously configured loan rules when possible. If you've previously added items to your Library of Things collection and would like to use the same loan rules for your new item, all you have to do is assign the same itype in you item record, and the same rules will be applied to these checkouts.
- ▶ If you don't find a match, choose an itype that hasn't been used before and closely describes what you are adding.
- ▶ Contact [techsupport@midhudson.org](mailto:techsupport@midhudson.org) and provide these details for new itypes that you wish to set up, or for changes to itypes that are in place:
  - ✓ How long of a loan period (days)?
  - ✓ Fines to accrue for each day when late?
  - ✓ What is the max fine, or cap?
  - ✓ Can the item be renewed? How many times?
  - ✓ Will your item to be holdable to all libraries, just your patrons, or not holdable at all.

## What sort of "Things" are libraries cataloging?

Sewing Machines \* Ukeleles \* Gaming Controllers \* Kindles \* Hot Spots \* Cake Pans (a crazy assortment) \* Fishing Poles \* iPads\* Christmas trees \* Art Easel \* Estuary Explorer Backpacks \* USB \* Energy Detectors \* Laptops \* Snap Circuits \* Camcorders \* Bead Boards \* Phone Chargers \* Bike Locks \* Knitting Looms \* Snow Shoes \*Seed Libraries \* Inflatable Loungers \* Microscopes \* Book Magnifiers \* Tote Bags \* Bolt Robots \* Roku \* Gnomes (travel buddies) \* Keyboards \* Rakes \* Animal cage traps \* Projectors \* Pressure washers \* Particle monitors \* Telescopes \* Recorders \* Flannel Boards \* Microphones \* Hand tools \* Hoes \* Shovels \* Binoculars \* Headphones \* Fire Sticks \* Crochet Kits \* Leap Pads \* Toys \* Dance Mats \* Movie Screen \* CD Player \* Chairs \* Roto Cultivator \* Planter \* Post Hole Digger \* USB Cable \* Reading Stand \* Buzzer system \* Granny Square Kits \* Ginger Bread House Kits \* Camping Cots \* Yoga Mats \* Jewelry tools \* Spring Hoops \* Yarn Winder \* Metal Detector \* Molecule Model Kit \* Games \* Energy Use Monitor \* Thermal Leak Detector \* GoPros \* Gaming Systems \* Canopies \* Air Mattresses \* Doughnut Pans \* GPS Systems \* Legos \* Magformers \* Digital Cameras \* Tripods \* Balance Boards \* Scanners \* Star Finders \* Braille Slates \* Crowd Control Stanchions \* Record Players\* Piano Bench \* VCR \* Selfie Sticks \* Tables \* Blood Pressure Monitor \* Push Brooms \* Garden Weasel \* First Aid Kits\* Coolers \* Medical Walkers \* Clay Press \* Structure Sensors \* Snow Shovels \* DVD Player \* Mechanics Tool Sets \* Etching tools \* Slide Projector \* Speakers \* Hiking Frame Backpack \* Trekking Pole \* Compass \* Candy Molds & Hand Truck \* Leaf Blower \* Garden Hose \* Tents \* Portable Power Station \* Water Color Kits \* Pop up Gazebo Tent \* Wheelbarrow \* .....**and much, much more!**