



Introduction: TLC Equipment records are brief MARC for the purpose of tracking checkouts to staff. The records are divided into groups by level and alpha for only elementary; currently.

Equipment titles are shadowed in the PAC.

In LS2 Circ, search for equipment records by title;

- EQ [equipment] Elementary A – N
- EQ [equipment] Elementary O – Z
- EQ [equipment] Middle School(1)
- EQ [equipment] Middle School(2)
- EQ [equipment] High School
- EQ [equipment] High School(2)

NOTE: Middle and High schools have 2 MARC records – this is an undesirable result of the data conversation in 2009.

Locations have equipment on both records.

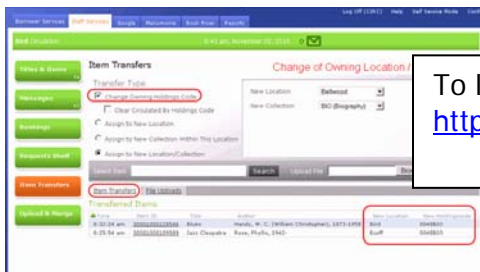
Starting January 2012, the records have been renamed to differentiate the MARC records.

ONLY the title records with a (2) at the end will ultimately be retained.

TLC does not have a function to transfer from one title to another title.

- The process to consolidate the middle and high school items to one record will require the items to be touched one by one.
- Items that are still in circulation that are on record, EQ [equipment] Middle School(1) or EQ [equipment] High School
 1. The barcode will need to be deleted
 2. Search for title: *EQ [equipment] Middle School(2)* or *EQ [equipment] High School(2)*
 3. Add the equipment – see page 2

Note: TLC Item Transfers Overview; The Item Transfers option on the Staff Services tab allows users to easily move items from one collection and/or location to another. Item Transfers makes it easy to assemble your special event collections using items from multiple collections in your library.



To learn about transferring items, see the following:
<http://circ.asdk12.org:8082/LS2Circ/webcirc/Help/ls2circ.htm>



Add equipment steps

In LS2 Circ, search for equipment records by title;

- EQ [equipment] Elementary A – N
- EQ [equipment] Elementary O – Z
- EQ [equipment] Middle School(2)
- EQ [equipment] High School(2)

The screenshot shows the 'Abbott Loop Circulation' interface. At the top, there are navigation tabs: 'Borrower Services', 'Staff Services', 'PAC', 'REPORTS', and 'FirstSearch'. Below this is a search bar with the text 'Search Titles and Items' and a 'Smart' dropdown menu. The main content area is divided into three sections: 'Title Info', 'Items (118)', and 'Item 31100000294968 Details'. The 'Title Info' section contains fields for Title, Author, Control #, Owner, Publisher, Pub. Year, Format, Language, Type, Dewey #, and ISBN. The 'Items (118)' section is a table with columns for Item ID, Call #, Holdings Code, Status, and Price. The 'Item 31100000294968 Details' section shows 'Out' status, current borrower, due date, checkout date, renewal information, and circulation statistics. At the bottom of the 'Items (118)' section, there are buttons for 'Add New Item', 'Edit Item', and 'Delete Item', along with a checkbox for 'Show Local Items Only'. An arrow points to the 'Add New Item' button.

Select button Add New Item





Add Item window opens

Enter:

Item ID – barcode

Collection – EQ

Call Number

- Prefix – Blank
- Class – EQ
- Cutter – Title/description of your equipment – only 7 characters display but the field can accommodate 25 characters and display in the item list

Price – Do not place \$. Only price, example 25.00

Copy # - The format for the PAC is c.XX. EQ does not display in the PAC.

Serial Year – Blank

Volume # - The format for the PAC is v.XX. EQ does not display in the PAC.

Accession # - Blank

Check In/Out note – Check the box *“Show”* if a pop up window at check out and check in is desirable. The pop-up is nice when pieces and parts need to be accounted for before borrower leaves.

Comment – Displays in LS2 Circ in the right menu

Condition - Check the box *“Show”* if a pop up window at check out and check in is desirable. The pop-up is nice when pertinent information needs to be communicated to the borrower.

Parts/Subdivisions - Displays in LS2 Circ in the right menu. Example inventory tag

Click button, Save and Check in New Item



TLC Module

Instructions are general, configurations may differ, for additional support contact Library Resources 742-6091



Reports Module

There are 2 standard reports that display equipment comprehensively.

1. Call number clean up by location, Holdings Code and Call Number
2. Items in selected holdings Codes Call Number Range and/or Pub YR Range and /list by Call, Title or Author

Call number clean up by location, Holdings Code and Call Number

Located in ASD Core Reports Folder

Screen shot is selections in report

Click Finish to run report

Report Viewer - Call Number Clean Up by Location, Holdings Code(s), and Call Number(s)

Call Number Clean Up by Location, Holdings Code(s), and Call Number(s)

Select Location
* Abbott Loop

Select Owing Holdings Code(s)
* BIOGRAPHY (ALBIO) (2)
DISPLAY (ALDIEP) (6)
EQUIPMENT (ALEQ) (120)
EVERYBODY (ALEB) (3864)
FICTION (ALFIC) (3085)
FIRST FACTS (ALFACT) (6)
InterLibrary Loan (ALLIL) (1)
LITERACY SET (ALLSET) (19)
NONFICTION (ALNF) (12)
OVER SIZED (ALOVSZ) (34)
PAPERBACKS (ALPBK) (1815)

Click to populate Call Number(s)

Select all Deselect all

Only Holdings Codes with Non-Standard Call Numbers are listed. Number displaying after Holdings Code denotes Number of Items with Non-Standard Call Numbers.

Select Call Number(s)

Call Numbers are sorted alphabetically. If Call Number is out-of-order or displays more than once, it may have an extra space or different character in the Local Holdings Field.

* EQ DOC CMAERA RED
EQ DOCUMENT CAMERA
EQ ILIP
EQ POWER STRIP
EQ POWER STRIP
EQ SPEAKERS
EQPOWER STRIP
POWER STRIP
PRI
EQ CD/CASSEST PLAYER
camera sony cyber shot

Select all Deselect all

NOTE: While it may be correct for some Items to have Non-Standard Call Numbers, this report can be useful in finding Call Numbers that may have been entered incorrectly or entered in the incorrect subfield, that were missed being entered, or that may have been put into the incorrect Holdings Code.

Cancel < Back Next > Finish



Finished report view: Call number clean up by location, Holdings Code and Call Number

An option to convert the PDF view to .csv, allows for better sort options

Go to LR help file; Call number clean up for detailed instructions on how to convert to .csv

Johnstone_Suzette
 Report Viewer - Call Number Clean Up by Location, Holdings Code(s), and Call Number(s)

Call Number Clean Up by Location, Holdings Code(s), and Call Number(s)
Abbott Loop

Call Number	Holdings Code	Prefix	Class	Cutter	Title	Barcode
EQ CAMERA SAMSUNG	ALEQ		EQ	CAMERA SAMSUNG	EQ [equipment] Elementary A - N	31100000290917
EQ CASSET PLAYER	ALEQ		EQ	CASSET PLAYER	EQ [equipment] Elementary A - N	31100000284290
EQ CASSET PLAYER	ALEQ		EQ	CASSET PLAYER	EQ [equipment] Elementary A - N	31100000291642
EQ CASSET PLAYER	ALEQ		EQ	CASSET PLAYER	EQ [equipment] Elementary A - N	31100000288580
EQ CD/CASET/FM/AM/RADIO 8 HEADSE	ALEQ		EQ	CD/CASET/FM/AM/RADIO 8 HEADSE	EQ [equipment] Elementary A - N	31100000262049
EQ CD/CASET/FM/AM/RADIO 8 HEADSE	ALEQ		EQ	CD/CASET/FM/AM/RADIO 8 HEADSE	EQ [equipment] Elementary A - N	31100000262106
EQ CD/CASET/FM/AM/RADIO 8 HEADSE	ALEQ		EQ	CD/CASET/FM/AM/RADIO 8 HEADSE	EQ [equipment] Elementary A - N	31100000262130



Items in selected holdings Codes Call Number Range and/or Pub YR Range and /list by Call, Title or Author
Located in ASD Core Reports Folder
Screen shot is selections in report
Click Finish to run report

JOHNSTON_202206

TLC Report Viewer - Items in selected holdings Code(s) – Call Number Range and /or Pub YR Range and /list by Call, Title or Author

Items in Selected Holdings Code(s) - Call Number Range and/or Pub Yr Range

Select Holdings Code Type
* Owning Holdings Code

Select Location
* Abbott Loop

Select Holdings Code(s)
* BOARD BOOK (ALBRDB)
BOOK BAGS (ALBAGB)
DISPLAY (ALDISP)
EBOOKS (ALEBOK)
ENGLISH LANG LEARNER (ALEL)
EQUIPMENT (ALEQ)
EVERY DAY MATH (ALEDM)
EVERYBODY (ALEB)
FICTION (ALFIC)
FIRST FACTS (ALFACT)
FOREIGN LANGUAGE (ALFLNG)

[Select all](#) [Deselect all](#)

Enter First Call Number
If you want all Call Numbers, leave blank

Enter Last Call Number
If you want all Call Numbers, leave blank

Enter First Publication Year
If you want all Publication Years, leave blank

Enter Last Publication Year
If you want all Publication Years, leave blank

Select Sort Order
* Call Number then Title

Display Item Status and Total Check Outs
* Yes

Cancel < Back Next > Finish



Finished report view: Items in selected holdings Codes Call Number Range and/or Pub YR Range and /list by Call, Title or Author

An option to convert the PDF view to .csv, allows for better sort options

Report Viewer - Items in selected holdings Code(s) - Call Number Range and /or Pub YR Range and - Windows Internet Explorer

http://circ.asdk12.org/crn/cgi-bin/cognos.cgi

Johnstone_Suzette

Report Viewer - Items in selected holdings Code(s) - Call Number Range and /or Pub YR Range and /list by Call, Title or Author

Items in Selected Holdings Code(s) - Call Number Range and/or Pub Yr Range
 Abbott Loop
 Owning Holdings Code(s): EQUIPMENT (ALEQ)

Call Number Range: through Publication Year Range: through

Call Number Type	Prefix	Class	Cutter	Item Barcode	Title	Author	Inventoried Date	Replacement Cost	Publication Year	Status	Last Check Out Date	Total Check Outs
X		EQ	CD/CASSEST PLAYER	31100000294968	EQ [equipment] Elementary A - N			\$25.00	0	CO	09/27/2011	1
X		camera	sony cyber shot	31100000284977	EQ [equipment] Elementary A - N			\$110.00	0	I		0
X		EQ	CAMERA SAMSUNG	31100000290917	EQ [equipment] Elementary A - N			\$25.00	0	I	05/20/2011	1
X		EQ	CASET PLAYER	31100000284290	EQ [equipment] Elementary A - N			\$20.00	0	I		0
X		EQ	CASET PLAYER	31100000288580	EQ [equipment] Elementary A - N			\$20.00	0	I		0
X		EQ	CASET PLAYER	31100000291642	EQ [equipment] Elementary A - N			\$20.00	0	I		0
X		EQ	CD/CASET/FM/AM/	31100000262015	EQ			\$65.00	0	I	08/23/2010	1

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