Patron Checkout Records (LTS Procedure #137)

Scope: *This procedure addresses requirements for BIB, MFHD, and ITEM records created to allow for the circulation of "uncataloged" equipment such as: laptop computers, ethernet cables, digital cameras, etc.*

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Bibliographic records
Holdings records
Item records

A. Bibliographic Records (created in Cataloging units)

1. Use template labeled **CheckoutBib.tem** and edit as appropriate.
2. **Suppress** from OPAC
3. Leader/17, **"Encoding Level" = 3**
4. **040**: $a NIC $c NIC
5. **245**: Include the name of the circulating location as the first words in the title proper, followed by a generic term for the equipment:
   - **Example:** 245 00 $a Uris Library laptops
   - **Example:** 245 00 $a Mann Library Microcomputer Center laptops
   - **Example:** 245 00 $a Olin Library ethernet cables
   - **Example:** 245 00 $a Mann Library digital video cameras
6. **246**: Include other title entries for variations under which staff might reasonably search:
   - **Example:** 246 3# $a Uris laptops
   - **Example:** 246 30 $a Laptops
   - **Example:** 246 30 $a Ethernet cables
   - **Example:** 246 30 $a Digital cameras
7. **500**: Include a note to explain the scope of the record:
   - **Example:** For Mann Library patron checkouts of digital video cameras.
   - **Example:** For Olin and Uris patron checkouts of laptops and peripherals.
   - **Example:** For Olin Library patron checkouts of ethernet cables.
8. **948**: For statistical purposes, consider these fastshelved items (948 $b = s)
9. **995:** NoEx

B. Holdings Records (created in Cataloging units)

1. Use template labeled **CheckoutHol.tem** and edit as appropriate.
2. Leader/17, **"Encoding Level" = z**
3. **852**: Enter location and add **$x Patron checkout record only.**

C. Item Records (created in Circulation units)

1. Apply barcodes and create item records, as appropriate
2. Fill in Item Type, Enum, Chron, and Spine, as appropriate