

Patron Checkout Records (LTS Procedure #94)

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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Date last reviewed: 09/01/20

Date of next review: September 2021

[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
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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.**
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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