# How to create local bibliographic records for equipment

1. In the metadata editor, make sure you are saving your records locally. Select the New menu and click on Placement Options.

Graphical user interface, text, application

Description automatically generated

1. Select “Local” for the Placement of new records and templates. Click Save.

Graphical user interface, text, application, chat or text message

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(Remember to change this back to “Network” before cataloging regular library items.)

1. On the New menu, under MARC 21 Bibliographic, click on Books (Default)

Graphical user interface, text, application, chat or text message

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1. Fill in the information you want in your bibliographic record, add as much detail as you want

Graphical user interface, text, application

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1. Click Save to save the record.
2. Click the +Add Inventory menu, and under Add MARC21 Holdings click Books (Default)

Graphical user interface, text, application, chat or text message

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1. If you are not using a standard call number scheme, make the first indicator 8 in the 852 field. Add your location code in the $$c field. If you do not know your codes, click CTRL-F to open the form editor, and there is a drop-down with choices for $$c.

Application

Description automatically generated with medium confidence

1. You can place a call number/location in $$h and $$i if you want. Click Save.

Text

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1. Click the +Add Inventory menu, and click on Add Item
2. Fill in the item record form, and save the record

Graphical user interface, application

Description automatically generated

1. If you have more equipment to add to this record, highlight the holdings record so it is blue, and click on the +Add Inventory menu, and click on Add Item

Graphical user interface, application

Description automatically generated

1. Change the description and copy numbers to indicate this piece of equipment is different from the other one, click Save.
2. In the metadata editor, release all records from the MARC21 Bib tab and the Holdings tab.

Graphical user interface, text, application, chat or text message

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1. Here’s how the record looks in Alma:

Graphical user interface

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A screenshot of a computer

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