# 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.

A screenshot of a computer

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

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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)

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1. Fill in the information you want in your bibliographic record.

Graphical user interface, text, application

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

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1. If you are not using a standard call number scheme, make the first indicator 8 in the 852 field. Click CTRL-F to open the form editor and use the drop-down menus to fill in the subfields for the 852 field.
2. You can place a call number/location in $$h and $$i if needed. Click Save.

Text

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1. Click the +Add Inventory menu, and click on Add Item

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1. Fill in the item record form, and save the record

Graphical user interface, application

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1. If you have more equipment to add to this holdings record, click +Add Item at the top of the Items list.

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1. Change the description and copy numbers to indicate this piece of equipment is different from the previous one, click Save.

Graphical user interface, application

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1. In the metadata editor, release all records from the MARC21 Bib tab and the Holdings tab.

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

Graphical user interface

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