# 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.



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



(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)



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



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)



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.



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



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



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



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



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



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



