Adding New Equipment to the Database

Collect needed information. (Only equipment that will be circulated through the media center should be entered into the library database.)

Using the form "MARC Worksheet for Equipment" collect the needed data.

Complete warranty card, mail it in, and file the instruction manual.

Complete the *New Equipment Form*.
You will need to get a copy of the PO from the secretary. This will provide the vendor, PO number, and cost.   Ask about the District Asset Number. Is one available, or will it be added later? You will also need to get much of the information from the equipment itself.

Print this page, and send the completed form to your Area Media Specialist, who will come to your school to process the equipment. Please have equipment and accessories available at that time.

School _____ **Date**_____

 New Equipment Form: Name of Equipment_____

From the PO:

PO#_____ Vendor_____ Price_____ Date Purchased_____

From the item or manual:

Model #_____ Serial #_____ Asset #_____

Brand Name_____ and/or Manufacturer_____ Date_____