Hello!

This video demonstrates the process of inventorying equipment in your Mandarin Electronic Library system, also known as M5.

A. Cataloging Equipment:
1. You will need the physical item(s) available.
2. Access your school library link and login. Refer to the [SU-LIR Quick Reference Guide](), pg. 14 for logins.
3. Click Select Library and change the 3rd grey button from Standard to Equipment.
4. Click the white down-arrow in the first red box, Catalog. Then click Add Record.
5. Beginning with the first field, Manufacturer Name, complete each field, IN CAPS, according to the physical item you are inventorying. If you cannot find information for each field, leave it blank.
   NOTE:
   a. Standard Equipment Type (GMD equivalent): Choose the item in the grey drop-down menu that best fits your item. If you cannot find it choose 'Stand'.
   b. Lamp Code: enter any voltage, wattage, or AMPS.
   c. Item Description: Copy and paste the item's description from google, amazon, or vendor
   d. Summary: Copy and paste from Amazon, nadeducation.com, etc.
   e. IMPORTANT: *(These fields must be entered for a complete record)*
      o School assigned number: NAD School Org ID #.
      o Department: Name of the item
      o Location in Building: Department that requested purchase of the item, i.e. ADMIN, CAFETERIA, LIBRARY, STAFF, etc.
      o Barcode: EQPIN000000 EQ + your 3-letter school code + 000000. The zeros increment by one with each item added.
6. Review the record for accuracy. Click Save.
7. On the main page, click the red item name to view the holding record (copy). It will list the location, call number, barcode, and status of the item.
8. If you make a mistake, corrections must be made on both the main page and on the holding:
   a. Find the item: This is the bibliographic record (bib).
   b. Click edit on the bib, make the change, and save.
   c. Click the red item name on the bib.
   d. This is the holding (copy of the item).
   e. Click edit, make the change, review, and save.

B. Adding a copy (holding) of an item:
1. To add one holding:
   a. Find the item and click the red item name.
   b. Click Add Holding.
   c. Enter the 3-letter location.
   d. The barcode number has incremented by one. All other fields should be populated.
   e. Review and click save.
   f. You will now see multiple holdings including the last one entered.
2. To add multiple holdings:
   a. Find the item and click the red item name.
   b. Click Edit on any holding.
   c. Scroll down and click the button next to Generate Holdings.
   d. Change quantity to the number of copies you want to add.
   e. Enter EQ + your 3-letter school code in BC Prefix.
   f. Enter the next barcode number you want the system to use.
   g. Review and click save.
   h. You will now see all the additional barcoded copies of the title included those just added.