Overview

- Signature Challenge
  - Background
  - Process
  - Purchase

- Technical Challenge
  - Cataloging
  - Storage
  - Policies & Procedures

- Showstopper Challenge
  - All Star Bakers Perspectives
  - Concerns
  - Benefits
  - Questions
Signature Challenge
Background

- Bethel University: 4 year, private, Christian college
- Located in the Twin Cities
- 3397 FTE (Undergrad, Grad, Adult Learners)
- 60% female
- 87% white
- Fairly affluent community
Background

- 2013
  - About 200 pieces of equipment
  - 4 hour checkout periods
  - Laptops, Flip-cams, Headphones, Voice recorders
Background

- 2018
  - 501 pieces of equipment
  - 24 hour checkout period
  - Laptops, chargers, ipads, DSLR cameras, GoPros
  - Hottest items: Laptops & chargers
Background

- Data
  - 20% is restricted for departments
  - Total Equipment Checkouts this school year: 6,693
  - Equipment accounts for 34% of all checkouts
Background

Monthly equipment checkouts and equipment as a percent of total checkouts
Background

Top 5 Circulating Pieces of Equipment

<table>
<thead>
<tr>
<th>Category</th>
<th>Total Checkouts</th>
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<tbody>
<tr>
<td>Laptops</td>
<td>1988</td>
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<tr>
<td>Phone Chargers</td>
<td>794</td>
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<tr>
<td>Laptop Chargers</td>
<td>515</td>
</tr>
<tr>
<td>Cameras</td>
<td>500</td>
</tr>
<tr>
<td>Headphones</td>
<td>401</td>
</tr>
</tbody>
</table>
Purchase

- Budget
  - Academic Computing Budget
  - ITS
  - Library replacement fines & fees

- Where to purchase
  - Amazon
  - B&H
  - Apple
Purchase

- Summer
  - Restock
  - Assess needs

- School Year
  - Items never returned or broken
  - Missing pieces... groan
Tag 'em

ITEM TITLE [01]
BRAND NAME

Put barcode here

Return to the BU Library
651-638-6222
library@bethel.edu

[RESHELVING LOCATION]
Tag 'em

1. Print a tag, double sided
2. Barcode them
3. Laminate Luggage tags
4. Zip tie to equipment

*Restricted - Make tags different colors
Technical Challenge
Cataloging

- What to keep in mind
  - I am not a cataloger
  - Easy at a glance
  - Request multiple of the same item
  - Suppressed from discovery
Cataloging

- Equipment Loan Rule
  - No Recall
  - 24 hour loan
  - $5 late fee
  - $250 replacement fee -- wowza!
  - No renewals
  - Bookable
### Cataloging

**Bibliographic** Working on - TITLE OF EQUIPMENT (9910766643303692)

<table>
<thead>
<tr>
<th>LDR</th>
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<tbody>
<tr>
<td>007</td>
<td>z</td>
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<td>008</td>
<td>#######</td>
</tr>
<tr>
<td>100  1</td>
<td>‡a BRAND</td>
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<tr>
<td>245 0 0</td>
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<tr>
<td>246 3 0</td>
<td>‡a ALTERNATE TITLE OF EQUIPMENT [DUPLICATE AS NEEDED]</td>
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<td>245</td>
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<td>246</td>
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<td>_  la EQUIPMENT</td>
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<td><strong>Enumeration A</strong></td>
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<tr>
<td><strong>Chronology I</strong></td>
<td></td>
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<td><strong>Description</strong></td>
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<tr>
<td><strong>Expected receiving date</strong></td>
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<tr>
<td><strong>Enumeration B</strong></td>
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<tr>
<td><strong>Chronology J</strong></td>
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<tr>
<td><strong>Pieces</strong></td>
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<tr>
<td><strong>Receiving operator</strong></td>
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## Cataloging

### Location Information

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<th>Field</th>
<th>Value</th>
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<tr>
<td>Alternative call number type</td>
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</tr>
<tr>
<td>1</td>
<td>30512021583602</td>
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</tbody>
</table>
Storage

- Closet
  - For any Bethel students, faculty, staff
- Room
  - Restricted for departments
- Random Closets
  - Carts
Storage
Storage

Cameras & Equipment Reservations

Mobile: laptops & ipads

Accessories: Adapters, cables, etc.
Storage

Charging Station
Storage

Mac Chargers

Adapters
Storage

Chargers

GoPros

DSLR Cameras
Policies & Procedures

● Policies
  ○ No Back to Back Checkouts (ex: laptops)
  ○ Non-fundable late fee
  ○ Once replaced not refundable (ex: calculators & chargers)
Policies & Procedures

• Let's talk dollar bills
  ○ “Put it on my tab” mentality
  ○ Replacement fee inconveniently expensive
  ○ Examples:
    ■ Mac charger $90 cost, $200 replacement fee
    ■ iPhone charger $19 cost, $65 replacement fee
    ■ Dell Laptop $800 cost, $1200 replacement fee
  ○ Do what is needed for your community
Policies & Procedures

● Procedures
  ○ Checkout
    ■ Check for all parts & pieces
  ○ Return
    ■ Check for all parts & pieces
    ■ Delete files or logout
    ■ Recharge
Policies & Procedures

- Procedures
  - Missing pieces
    - Put on my desk, contact previous patron
    - Purchase replacement
  - Malfunctioning
    - Give to ITS or Library Technology to troubleshoot
Showstopper Challenge
All-Star Bakers

- Experience with these policies (good & bad)
- Team struggles with procedures
  - Where is the line??
    - Allowing back to back checkouts
    - Extending due dates
  - Stand your ground
Concerns
Concerns

- Missing pieces
- “Put it on my tab” Mentality
- Working the system
- Short term needs vs long term needs
- Apple vs. Windows & Android
Benefits

- Access to expensive equipment
- Convenient
- Free
- Serve typically non-library users
Questions?

Erica Ross

erica-ross@bethel.edu
Purchase List
Illustrations:
  Pixabay.com

Gifs:
  https://gfycat.com/gifs/detail/ConsciousVeneratedCamel
  https://giphy.com/gifs/pbs-great-british-baking-show-pbsbakingshow-pbs-loHlzOiIUo3vQU8De

Bethel University Demographics: