

Sage Library of Things
Recommended Practices

We are recommending separate bibs for each library at this time to facilitate holds placement and make it easier for patrons to find.

Use marc record Type “r” (three dimensional artifact or naturally occurring artifact) for consistency even if kit-like. This entry coincides with 336 \\\$athree-dimensional form\$btdf\$2rdacontent.

- Form: [blank] (none of the following)
- Tech: n (not applicable)
- Time: nnn (for materials other than motion pictures and videorecordings)
- TMat (Type of Visual Material) *choose the term that aligns with your library’s shelving location and circulation modifiers as these can be used for reports. 999s allow patrons to use ‘select material type’ when the item falls under more than one category or grouping.*
 - g - game Items or sets of items designed for play according to prescribed rules and intended for recreation or instruction. Includes puzzles and simulations.
 - q - model Three-dimensional representations of real things or imagined objects, either of the exact size of the original or to scale. A model may or may not be operational. Use for mock-ups.
 - r - realia All naturally occurring objects and any other three-dimensional item made or modified by humans that does not fit into any of the other categories. Use for machines, stitchery, clothing, rubber stamps, templates, pattern stencils, alphabets for lettering, shapes for flow charts, jewelry, pottery, musical instruments, fabrics, tools, utensils, sea shells, rocks, holograms, and furniture.
 - t - toy Material objects for children or others to play with, often an imitation of some familiar object (e.g., a plaything or something contrived for amusement rather than for practical use). Use for puppets.
 - z - other Types of materials not in the preceding lists, including computer-produced graphics, duplication masters, transparency masters, spirit masters, and garment patterns. **Use code r for most other three-dimensional miscellany.**

- Include name of library in square brackets after the title to more easily identify who it belongs to.

245 00\$aItem title [Name of library]

- Here are some examples of 246 added title access points - use in any combination and as many as needed

246 30\$a[Name of library] Library of things / LOT
246 3\\\$aLibrary of things / LOT
246 3\\\$aLibrary of things game / LOT game
246 33\$aSTEAM / STEM
246 33\$aSTEAM game / STEM game

- Use the 250 for things like a model number if applicable
- Use 264 \3 for manufacturer.
 - Insert additional 710s for distributors, creators, or other production entities.
- You can utilize inch measurements in the 300 \$c if that is preferable for patrons
- Don’t include a separate 33x for pamphlets, leaflets, or instructions, use the +\$e in the 300 and a 500 note.
- Choose the 999(s) that most closely match the item and enhance the TMat entry. You may use more than one.
 - Be sure to include **\$flot** to allow searching by item type Library of Things

999 \\\$eRealia/Object\$eToys/Games**\$flot**
999 \\\$eRealia/Object\$eEquipment**\$flot**

999 \\\$eKit\$eToys/Games\$eRealia/Object\$flot

999 \\\$eToys/Games\$fLOT

The following information is pulled from the OLAC (Online Audiovisual Catalogers) Best Practices for Cataloging Objects Using RDA and MARC 21 (January 2020)

[viewcontent.cgi \(mnsu.edu\)](https://cornerstone.lib.mnsu.edu/cgi/viewcontent.cgi?article=1000&context=olac-publications)

<https://cornerstone.lib.mnsu.edu/cgi/viewcontent.cgi?article=1000&context=olac-publications>

See page 18 of the above linked resource 'Four Houses of Visual Material' by Scott Dutkiewicz for a chart comparing Projected, 2D nonprojected, 3D, and Kits

Note: **Card games** are considered to be games, so they are treated as visual objects, rather than 2D non-projected graphics like flash cards (Type 'k' ; TMat 'o').

Combine the following 33X entries for your various LoT collection descriptions:

Basic: =336 \\\$athree-dimensional form\$btdf\$2rdacontent

=337 \\\$aunmediated\$bn\$2rdamedia

=338 \\\$aobject\$bnr\$2rdacarrier

336 \\\$athree-dimensional form\$btdf\$2rdacontent

336 \\\$astill image\$bsti\$2rdacontent

337 \\\$aunmediated\$bn\$2rdamedia

337 \\\$aother\$bx\$2rdamedia

338 \\\$acard\$bn\$2rdacarrier

338 \\\$aobject\$bnr\$2rdacarrier

338 \\\$asheet\$bnb\$2rdacarrier

Additional descriptive fields

340 \$a is material base and configuration

340 \\\$acardboard\$2rdamat

340 \\\$aresin\$2rdamat

340 \\\$awood\$2rdamat

340 \\\$acloth\$2rdamat

340 \\\$aplactic\$2rdamat

340 \$g is color or black and white

340 \\\$gpolychrome\$2rdacc

340 \\\$gmonochrome\$2rdacc

380 \$a is class or form of work

380 \\\$aBoard games\$2lcsh

380 \\\$aCard games\$2lcgft

380 \\\$aJigsaw puzzles\$2lcgft

Include a title note

- 588 0\\${Title} from container.
- 588 0\\${Title} devised by cataloger.
- 588 0\\${Title} from manufacturer's website.

Example Free floating sub-divisions

- \vSpecimens
- \xStudy and teaching\xAudio-visual aids
- \xEquipment and supplies

Example Genres (see example records pages 71-158 of the linked document)

- 655 \7\\${Board} games.\$2lcgft
- 655 \7\\${Educational} games.\$2lcgft
- 655 \7\\${Jigsaw} puzzles.\$2lcgft
- 655 \7\\${Playing} cards.\$2lcgft
- 655 \7\\${Puzzles} and games.\$2lcgft
- 655 \7\\${Instructional} and educational works.\$2lcgft
- 655 \7\\${Pattern} books.\$2lcgft
- 655 \7\\${Self-instructional} works.\$2lcgft

Video Previews and Website Links (this field is useful to redirect patrons to more information elsewhere on the internet)

- Second indicator 0 creates patron view displayed link
- Second indicator 2 hides field from patron view
- \\$y overrides the \\$u for text display - url will not be visible, only text in \\$y
- \\$z shows text from both \\$z and \\$u subfields

- 856 40\\$yClick here for description and picture\\$uhttps://sampleurl.com
- 856 40\\$yWATCH HOW IT WORKS HERE!\\$uhttps://youtu.be/maRAy4TxBDE
- 856 42\\$zThumbnail image\\$uhttps://www.sampleurl.com

Circulation and Holdings Notes

- When adding the item to holdings, circulation modifiers “Library of Things” and “Library of Things renew” can be used to help drive circulation and hold policies. This involves coordination with Sage systems staff to create the policies.

This chart provides examples of modifications that can be made to holding templates:

	Shelving Location	Call #	Circ as Type	Current Modifier	Loan Duration	Holdings	Renewals	Cost
Hotspots	Hotspots (At desk)	HOTSPOT 14	Kit	Wifi Hotspot	Short (1 week)	Y	2	
ChromeKits	Library of Things - ask at desk	Library of Things	Kit	Wifi Hotspot	Short (1 week)	Y	2	
Kindles	Library of Things - ask at desk	Library of Things	Kit	LOT renew	Normal (3 week)	Y	2	
Kitchen equip & Misc	Library of Things - ask at desk	Library of Things	Kit	LOT renew	Normal (3 week)	Y	2	
Games	Library of Things - ask at desk	Library of Things	Kit	LOT renew	Normal (3 week)	Y	2	
STEM kits	Library of Things - ask at desk	Library of Things	Kit	LOT renew	Normal (3 week)	Y	2	
Bike locks	Library of Things - ask at desk	Library of Things	Kit	Library of Things	Normal (1 week)	Y	0	
Museum passes	Library of Things - ask at desk	Library of Things	Kit	Library of Things	Normal (1 week)	Y	0	\$100

LOT renew: short is 1 weeks, normal is 3 weeks, extended is 4 weeks

LOT: 1 week, no renewals

Additional Resources:

WebJunction webinar [Library of Things: The What, Why, and How of Lending Objects](#)