



# Using Sierra in a Media Center

*or, attempting to fit a square peg into a round hole*

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 #IUG2020

Pre-Conference • Wednesday, April 15<sup>th</sup>

Main Conference • Thursday, April 16<sup>th</sup> – Saturday, April 18<sup>th</sup>

## What I do

- Started as the interlibrary loan supervisor, then ILL librarian, then media librarian and now technology services librarian
- Oversee the ILL and media departments
- “Accidental” program administrator for Sierra (hosted)
- Hire student workers and do some purchasing
- With Christopher Newport University for 16+ years



## Where I'm at

- Liberal arts, undergraduate, state/public university
- 5,000 students, most live on campus
- 1 million+ books and e-books
- 7 fulltime librarians and 8 paraprofessionals



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## What we offer in our Media Center

- Various cameras and lenses
- Assorted microphones and recording equipment
- Video cameras and accessories
- Laptops and charger cables
- Editing computers (small Mac lab)
- 3 private editing suites
- Recording/production room, 18 seat mini classroom
- 100 seat theater



# The website and equipment offerings

- <https://cnu.libguides.com/mediacenter>

CHRISTOPHER NEWPORT UNIVERSITY

Library / LibGuides / Tribble Library Media Center / Home: Tribble Library Media Center

Tribble Library Media Center

Search This Guide Search

Home: Tribble Library Media Center

- Video Recorders and Accessories
- Photography and Accessories
- Audio and Accessories
- AV and Other Equipment
- Computers and Accessories
- Computing
- Media Matter Training!
- Copyright and Fair Use
- Recycling Efforts
- FAQ

Media Links

- Selected Multimedia Links - Content we think can help you be creative and organized with projects
- Free Media Content Links - Free content for multimedia projects (sound, video, pictures)
- Multimedia Project Production Guide - Essentials for video class projects
- Training and Documentation - In

**Tribble Library Media Center**

**About Us**

The Media Center is part of the Paul and Rosemary Tribble Library. We are located on the second floor, in the newest part of the library, across from the Reference Desk. We offer dedicated spaces with computers for editing video, audio and images. Our service desk offers training and is where you can inquire about equipment and check out what you need. The Media Center's collection space contains our extensive DVD and Blu-ray collections. We also house a CD collection inside the Media Center. Our equipment and services support the curriculum, student research, and the overall classroom experience. Please come visit us!

**Information**

In order to check out most equipment, you will want to read over our official Equipment Loan Policy. This is to make sure you understand the responsibility of checking out equipment. You may also choose to reserve equipment for a time in the future. **Please know that any reservations less than 48 hours in advance will not be honored.** You will need your CNU ID to check out anything from the Media Center -- please, make sure that you have registered your ID with the Tribble Library at the Main Circulation Desk beforehand.

[Equipment Loan Policy](#)

[Reserve Equipment/Spaces](#)

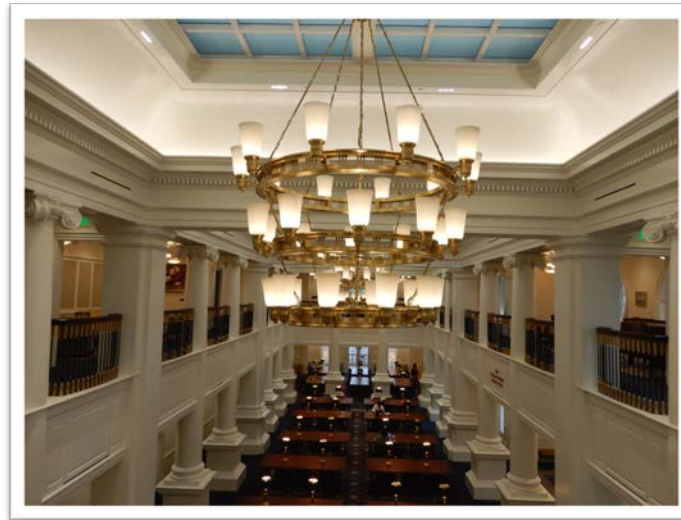
The tabs in the upper left of this page contain most of our circulating equipment found in the Tribble Library Media Center. If you are a professor and would like to use equipment for a class project, please email [mediacenter@cnu.edu](mailto:mediacenter@cnu.edu) so that we can best serve your needs.

## Making it work!

- Figuring out what is feasible to circulate
- Can you reasonably circulate a \$2000 camera?
- In choosing the equipment, does it support library patrons and the curriculum?
- Experimental/play items? (lasers!)
- Stay on top of new tech and what students are using
- *Drones and 3D printers...nope!*

# Equipment Loan Waiver

- Holding students, staff and faculty accountable since 2008!
- Replacement costs are what we paid, no depreciation
- After three months, the item is yours, we don't want it back
- Privileges can be revoked at any time for any reason



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## Sierra and Equipment

- Each piece of equipment is barcoded
- General bibs and specific bibs...depending
- Checkout/in notes list pieces of kits
- LibWizard questionnaire for students to check equipment
- Most equipment is given to supervisor to double check
- All equipment is suppressed in the catalog



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# Entry and Circulation Cycle



Entered  
Into  
Sierra



Active  
Inventory



Checked Out



Issues  
Addressed



Double  
Checked



Checked In



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File Edit View Go Tools Reports Admin Help

**sierra** FUNCTION **Catalog**

Browse

**b12076715**  
 TITLE Computer Cables  
 LOCATIONS med

**Summary**

Record i12371312

Item-Level Holds 0

Bib-Level Holds 0

**Summary**

View  ITEM

#	Record Number	LOCATION	BARCODE	VOLUME
46	i12210158	med	1001128088	VGA to VGA male/female
47	i12757068	med	1001128089	VGA to VGA - Male/Male
48	i1265808x	med	1001128115	Apple USB Plug
49	i1262424x	med	1001128123	Extension Power Cable
50	i1220156x	med	1001129148	
51	i12201571	med	1001129149	
52	i12201595	med	1001129151	
53	i12637725	med	1001129661	Apple USB Power Plug
54	i12717289	med	1001132122	VGA to HDMI Converter ...
55	i12478374	med	1001132649	XLR-F to XLR-M right an...
56	i12230212	med	1001133096	XLR to 3/4 inch male plu...
57	i12658078	med	1001133101	Apple USB Plug
58	i12543664	med	1001133111	Lightning to USB cable
59	i12224959	med	1001133135	3 prong component cabl...
60	i12343341	med	1001133140	XLR-F 25ft to mini jack a...
61	i12343353	med	1001133141	XLR-F to XLR-F Adapter
62	i1245302x	med	1001133427	Mini Display Port to PCI ...
63	i12736107	med	1001133445	Eleaf OC USB-A Male to ...

i12371312 Selected 1 of 339 Attached Item Re... **Suppressed**

General bib  
entry screen



Sierra · Paul and Rosemary Tribble Library · Johnnie Gray · i1219699x

File Edit View Go Tools Reports Admin Help

sierra FUNCTION Catalog

t TITLE computer cables Search + Local Insert Save View Edit Summar. Export Print

b12076715  
TITLE Computer Cables  
LOCATIONS med

Summary

Record i1219699x

Item-Level Holds 0

Bib-Level Holds 0

Record

Not checked out  
i1219699x Last Updated: 01-06-2014 Created: 06-30-2010 Revisions: 35

COPY #	1	INVDA	- -	LOCATION	med Media
ICODE1	0	# RENEWALS	0	LOANRULE	0
ICODE2	n SUPPRESS	# OVERDUE	0	STATUS	- AVAILABLE
I TYPE	28 equip	ODUE DATE	- -	INTL USE	0
PRICE	\$40.00	IUSE3	0	COPY USE	0
OUT DATE	- - ;	RECAL DATE	- -	IMESSAGE	
DUE DATE	- -	TOT CHKOUT	9	OPACMSG	- ---
PATRON#	0	TOT RENEW	1	YTDCIRC	0
LPATRON	1044026	LOUTDATE	11-16-2010 01:29PM	LYCIRC	9
LCHKIN	11-16-2010 07:54PM				
VOLUME	Mult-end SIMA Cable - usb/firewire to five others				
BARCODE	1001137602				
MESSAGE	Staff Use Only				
NOTE	Media Equipment				

i1219699x Not checked out Edit Mode (INS)

Item record screen



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File Edit View Go Tools Reports Admin Help

sierra FUNCTION Catalog

t TITLE t7i Search + Local Save All View Edit Summar. Export Print Close

**b18251092**  
 TITLE Canon EOS Rebel T7i DSLR Camera  
 LOCATIONS med

Summary

Record i12725614

Item-Level Holds 0

Bib-Level Holds 0

Summary

View i ITEM Attach New Item Delete Move Select

#	Record Number	LOCATION	BARCODE	VOLUME
✓ 1	i12725614	med	1001197631	Canon T7i DSLR 11/18
2	i12725638	med	1001197630	Canon T7i DSLR 11/18
3	i12742636	med	1001197593	Canon T7i DSLR 2/19
4	i12742648	med	1001197592	Canon T7i DSLR 2/19

i12725614 Selected 1 of 4 Attached Item Records Suppressed

Specific bib screen



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File Edit View Go Tools Reports Admin Help

sierra FUNCTION Catalog

Browse t TITLE t7i Search + Local Insert Save View Edit Summar. Verify Export

b18251092 Last Updated: 02-21-2019 Created: 11-29-2018 Revisions: 2

LANG  CAT DATE 11-29-2018 SUPPRESS n SUPPRESSION

SKIP 0 BIB LVL  COUNTRY

LOCATION med Media TYPE -

TITLE 245 0 Canon EOS Rebel T7i DSLR Camera

ALT TITLE 246 T7i

NOTE 500 Media Equipment

b18251092 Edit Mode (OVR)

Specific bib entry screen

Sierra · Paul and Rosemary Tribble Library · Johnnie Gray · i12742648

File Edit View Go Tools Reports Admin Help

sierra FUNCTION Catalog

Browse t TITLE t7i Search + Local Insert Save View Edit Summar. Export Print

**b18251092**  
 TITLE Canon EOS Rebel T7i DSLR Camera  
 LOCATIONS med

Summary	Record
Record i12742648	
Item-Level Holds 0	
Bib-Level Holds 0	

**Record**

Not checked out  
 i12742648 Last Updated: 02-02-2020 Created: 02-21-2019 Revisions: 89

COPY #	4	INVDA	--	LOCATION	med Media
ICODE1	0	# RENEWALS	0	LOANRULE	0
ICODE2	n SUPPRESS	# OVERDUE	0	STATUS	- AVAILABLE
I TYPE	28 equip	ODUE DATE	--	INTL USE	0
PRICE	\$950.00	IUSE3	0	COPY USE	0
OUT DATE	-- :	RECAL DATE	--	IMESSAGE	
DUE DATE	--	TOT CHKOUT	32	OPACMSG	
PATRON#	0	TOT RENEW	4	YTDCIRC	4
LPATRON	1062375	LOUTDATE	01-31-2020 01:58PM	LYCIRC	28
LCHKIN	02-02-2020 04:57PM				

VOLUME Canon T7i DSLR 2/19

BARCODE 1001197592

MESSAGE Check camera bag for camera, 1 battery, 1 charger, 1 lens, and 1 lens cap.

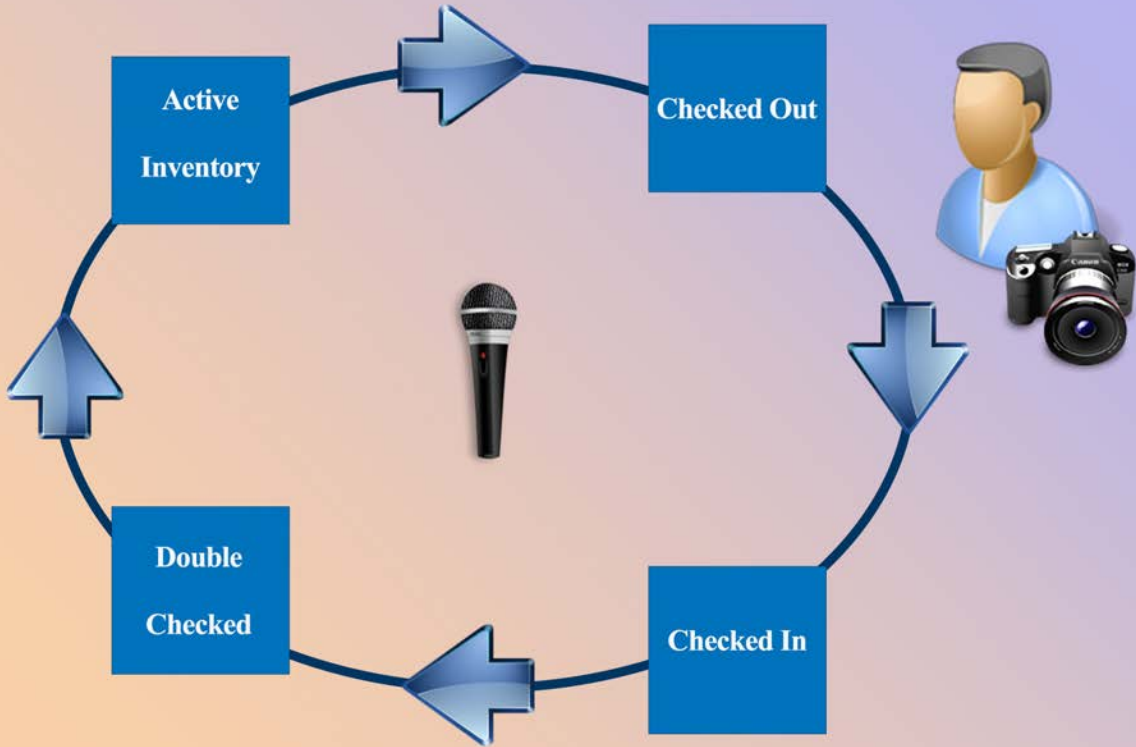
i12742648 Not checked out Edit Mode (INS)

Specific item/record screen

Customized message shown when checking in or out



# Circulation Cycle



\*Icons from findicons.com

Optimal and normal circulation in Sierra without issues!

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# The Inventory

- We run lists by specifying location: Media,  
Note: Media Equipment
- Bib list results are printed and from that we print individual bib summaries that list the items
- Manually verify and touch everything we have in the system and make notes if we have the item stored or it is out of commission.
- Withdrawing items
- Surplus and the state
- Billed and paid items





# The Double-Check Process

- Utilize a LibWizard form for students to check for pieces and damage once checked into Sierra.
- Used to use Google Forms, which worked just as good...but since we were paying for LibWizard, we decided to use that instead.
- Since Sierra doesn't keep a significant history of checkouts for an item, we do! Only with access by approved supervisors.
- Most items go the the Multimedia Librarian or the Technology Services Librarian to look over.
- Small things such as headphones, charging cables and calculators do not need to be seen.
- Large items are assessed for damage and kits for all of their components.



## Issues and Concerns

- Sometimes equipment is put back by student workers and no form is filled out.
- Sometimes when tracing back through the patrons, we cannot get a piece back or prove so-and-so still has it.
- Limited checkouts to only faculty, staff and current students, not alumni.
- Bags! Getting carrying bags and cases is an added expense...new batteries, cables as well!
- Sometimes barcodes fall off – usually on cables.
- Training new students to understand the system we have in place.
- Media items being turned into circulation when they are not supposed to be.



# Thank You!



Questions or thoughts?

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