

**A budget-friendly, feature-rich, fully integrated, complete system supported by renowned customer service.**

# Impressions

## Mandarin Library Automation Newsletter

September-October 2012 - Vol 5, Num 09-10

**To request a consultation**  
[click here](#)

**To request a live webinar**  
[click here](#)

**To request a sample data conversion,** [click here](#)

**For Technical Assistance:**  
[support@mlasolutions.com](mailto:support@mlasolutions.com)  
Phone +1 561 995 4010 opt 4  
Toll Free (USA & Canada only)  
1 800 426 7477 opt 4

**For Customer Service:**  
[custserve@mlasolutions.com](mailto:custserve@mlasolutions.com)  
Phone +1 561 995 4010 opt 3  
Toll Free (USA & Canada only)  
1 800 426 7477 opt 3

**For more information:**  
[automation@mlasolutions.com](mailto:automation@mlasolutions.com)  
Phone +1 561 995 4010  
ext 751  
Toll Free (USA & Canada)

**Did you know?...**

**Our Tech Support staff is available 24/7/365**



**From 8:00 am to 5:00 pm EST. Monday to Friday**  
Toll Free (USA and Canada only): 1 800 426 7477 opc 4  
Phone: 1 561 995 4010 opc 4  
Fax: 1 995 4065  
email: [support@mlasolutions.com](mailto:support@mlasolutions.com)  
Skype: mlatechsupport

**After Office Hours and weekends**  
Toll Free (USA and Canada only): 1 800 426 7477 opc 9 ext 714

only)  
1 800 426 7477 ext 751  
Fax +1 561 995 4065  
[www.mlasolutions.com](http://www.mlasolutions.com)

Phone: 1 561 995 4010 opc 9 ext 714  
email: [support@mlasolutions.com](mailto:support@mlasolutions.com) or [TS24@mlasolutions.com](mailto:TS24@mlasolutions.com)  
Skype: mlatechsupport



## Free Live Webinar Series



Please join your Mandarin team for a **Free Webinar.**

### Introduction to Cataloging

Let Mandarin show you how to maximize your investment in Library Automation.

Thursday October 18th  
11:00AM EST for M3 [Click here](#)  
1:00PM EST for Oasis [Click here](#)

## Using your Equipment Database

Every installation of Mandarin includes several default databases, including Bibliographic (also called Library or Standard), Patron, and Equipment. The Library database is what is normally searched in the OPAC and where most of your work is done, but many libraries overlook the myriad advantages of the Equipment database for keeping track of all sorts of pieces of hardware.

1. Computers, cameras, peripherals of all kinds and even furniture can be inventoried in the Equipment database, providing a means to keep track of valuable holdings, even items located permanently in classrooms and other spaces outside the library.
2. Each item can have a unique barcode to identify it, just as regular library items do.
3. Wear and tear (circulation) of individual items can be tracked.
4. Oasis and M3 include reports formulated to make it easy to gather and provide information on all equipment.
5. Equipment database records make use of fields and subfields to consistently describe items with manufacturer, model, serial number, warranty, repair history, and other information not needed for regular library items.



In M3 Cataloging, look for Change Database as a choice under the File menu to access the Equipment database. In Oasis, under the Catalog tab, click on Libraries and choose "equipment" in the dropdown database menu. In most libraries the Equipment database is already accessible in Circulation, i.e.

Equipment items can be circulated without changing to the Equipment database, and Equipment items display in a patron's transactions.

If you have any questions about using your Equipment database, please contact us at [support@mlasolutions.com](mailto:support@mlasolutions.com) or call 1 800 426 7477 or 1 561 995 4010

[Forward email](#)



*Try it FREE today.*

This email was sent to mariom@mlasolutions.com by [prodinfo@mlasolutions.com](mailto:prodinfo@mlasolutions.com) | [Update Profile/Email Address](#) | Instant removal with [SafeUnsubscribe™](#) | [Privacy Policy](#).

Mandarin Library Automation | 1100 Holland Dr | Boca Raton | FL | 33487