

**Moore County Schools  
Fixed Asset Process**

<p>Computer Related Equipment <i>(Purchased through IT)</i></p>	<ul style="list-style-type: none"> <li>• Item should be delivered by the Information Technology Department with Fixed Asset Tag/barcode already attached</li> <li>• When item arrives get General Ledger code from bookkeeper</li> <li>• Enter information into Alexandria according to the Cataloging Standards for Fixed Assets (spreadsheet)</li> <li>• Inventory items in Alexandria</li> <li>• Put item into circulation</li> <li>• Inform staff of product availability for check-out</li> </ul>
<p>Equipment <i>(NOT Purchased through IT)</i></p>	<ul style="list-style-type: none"> <li>• Work with Bookkeeper to purchase equipment</li> <li>• When item arrives get General Ledger code from bookkeeper; affix barcode label to item</li> <li>• Enter information into Alexandria according to the Cataloging Standards for Fixed Assets (spreadsheet)</li> <li>• Inventory items in Alexandria</li> <li>• Put item into circulation</li> <li>• Inform staff of product availability for check-out</li> </ul>
<p>August</p>	<ul style="list-style-type: none"> <li>• Run Classroom Patron* Loaned Items Report. Have teacher assigned to each classroom verify items are located in that classroom with their signature, have principal sign report and keep on file in media center.</li> </ul>
<p>May</p>	<ul style="list-style-type: none"> <li>• Run Staff Member Patron Loaned Items Report. <i>Items outstanding must be returned by Staff Member Patron by June 15<sup>th</sup>. (or last staff workday)</i></li> <li>• Run Classroom Patron Loaned Items Report. Have teacher assigned to each classroom verify items are located in that classroom, have principal sign report and keep on file in media center.</li> </ul>
<p>June 15<sup>th</sup> or media specialist's last workday</p>	<ul style="list-style-type: none"> <li>• Export Item File to the Finance Department and to the Information Technology Department. (we will need to define which items and which data fields to include)</li> <li>• Send verification of each Classroom Patron Report to the Finance Department. (scan/fax signed documents to Asst Finance Officer)</li> </ul>
<p>Annually</p>	<ul style="list-style-type: none"> <li>• The Finance Department will Audit schools Fixed Assets. They will inform School Bookkeeper the date they will arrive and bookkeeper will inform Media Specialist.</li> </ul>

# Moore County Schools Fixed Asset Process

## Librarian Notes

### Create policies

1. Patron policy (classroom)
2. Item policy (classroom equipment)

### Create classroom patrons for items that are permanently located in classrooms

- New Patron
- Name = room 101
- Homeroom = classroom
- 2<sup>nd</sup> location = 101
- Policy = Classroom

### Classroom Patron Loaned Items Report:

1. Reports
2. Circulation
3. Loaned items
4. Sort by : Patron 2<sup>nd</sup> location/name
  - a. Check "Page Break Between Major Sorts"
5. Select by homeroom: classroom

The screenshot shows the Reports application window with the following configuration:

- General:** Search field, Print button, and a help icon.
- Reports:** Saved button.
- Table:** A table with columns 'Type' and 'Category'. The selected row is 'Loaned Items - 1 Line' with 'Circulation' in the Category column.
- Overview:** Overview, Selection, Sites, Schedule, Locations tabs.
- Sort By:** Patron 2nd Location / ...
- Page Break Between Major Sorts:**
- Buttons:** Add Selection, Remove Selection, Add Site Selection, Clear All Selections.
- Table:** A table with columns 'Boolean Modifier', 'Select By', and 'Operators'. The selected row is 'And' with 'Patron Homeroom' in the Select By column and 'Starting With: CLASSROOM, Ending With: CLASSROOM' in the Operators column.
- Select By:** And, Patron Homeroom.
- Starting With:** CLASSROOM.
- Ending With:** CLASSROOM.
- Footer:** Create New Saved Report, Print.