

## **Standardized Call Numbers Recommended for Equipment**

**CEQ = Equipment over \$750.00**

Ex. CEQ COM LAP

**EQ = Equipment under \$750.00**

Ex. EQ PER FLA

Audio Cassette Recorder	ACR
Adapters	ADA
Alpha Smarts	ALP
Audio Mixers	AM
Amplifiers	AMP
Audio Mixer Switches	AMS
Batteries	BAT
Battery Charger	BAC
Binding systems	BIN
Cabinets	CAB
Camcorders Digital	DCC
Camera Bags	CMB
Cameras 35 mm	CAM
Cameras Desktop	CAD
Cameras Digital Still Image	CDI
Cameras Digital Still Peripherals	CDP
Cameras Digital Studio	CDS
Cameras Robotic	CDR
Carts for TV/AV Equipment	CAR
CD/DVD Players	CDD
CD Players/Cassette Boom Box	CDC
CD Players/Cassette Listening Station	CLS
Compact Disc Player	DP
Computers	COM
DVD Players	DVP
Film Projectors	FPJ
Headphones	HEA
Keyboards	KEY
Laserdisc Players	LVP
Microphones	MIC
MimioBoards	MIM

Miscellaneous	MIS
Modems	MOE
Modulators	MOL
Monitors	MON
P.A. System/portable speakers	PAS
Paper shredder	SHR
Play Stations	PS
Peripherals	PER
Power adapters / Power supplies	POW
Printers	PRI
Projectors Opaque	POP
Projectors Overhead	OVE
Projectors Video/Computer	PVD
Record players	REP
Remotes	REM
Scan Converters	SCC
Scanners (Flatbed)	SCA
Scanners (Handheld)	SHH
Screens for projectors	SCR
Servers	SER
Slide projectors	SLP
Smart Boards	SMB
Speakers	SPE
Switches	SWI
Teleprompters	TPR
Televisions	TV
Titlemaker/Character Generator/Electronic Bulletin Board	EBB
Tripod Dollies	TRD
Tripods	TRI
TV/VCR combos	TVR
TV/DVD combos	TVD
TV/DVD/VCR combos	TVC
Typewriters	TYP
UPS'S	UPS
VCR's (Digital Editing Controller)	VCC
VCR's (Digital)	VCD
VCR's (Regular VHS-4 head)	VCR
VCR/DVD Combination Player	COB
Video mixers	VMI

**\*\*\*NOTE\*\*\*** If you are cataloging Laptop Computers use the Prefix for the proper Equipment, the Call Number for Computers, and then use the Name of what it is. Ex. CEQ COM LAP hope this helps.

Items like Flash Card Readers and Memory Sticks should use the prefix for Peripherals. EQ PER FLA, EQ PER MEM, etc.

Items like the GeoSafari, MathSafari, etc. should be cataloged like the LeapFrog Items see List of acceptable prefix sheet for AV materials or Books.