

## OBTAINING THE AVERAGE COPYRIGHT DATE OF DEWEY SECTION 629







Destiny Library Manager™ allows users with full access to extract the average copyright date from Dewey section 629 of the library's collection

The CDE Survey for the 2016 – 2017 school year requires library personnel to collect statistics on the Dewey section 629 in the collection. Destiny Library Manager provides a report that culls the data necessary to complete the survey by the deadline.





In this tutorial you will learn how to:

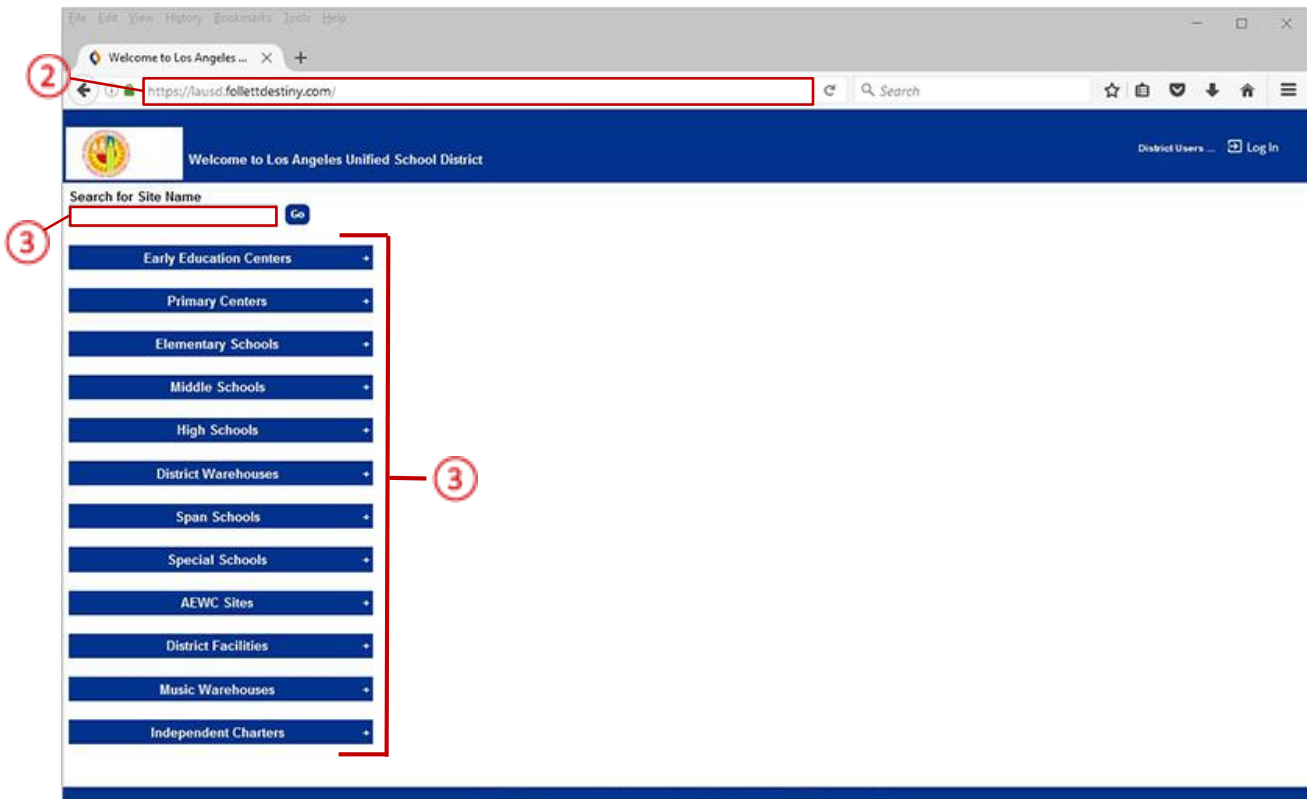
- ✪ View the average copyright date of books in the 629 Dewey section

Requirements:

- ✪ Full access to Destiny (*Library Manager Access*)
- ✪ PC or MAC
- ✪ A web browser such as:
  - *Google Chrome* 
  - *Internet Explorer* 
  - *Mozilla Firefox* 
  - *Safari* 
- ✪ An Internet connection
- ✪ An LAUSD Single-Sign on [SSO]

**STEP 1:** LOGIN TO DESTINY

1. Open a web browser
  - Google Chrome 
  - Internet Explorer 
  - Mozilla Firefox 
  - Safari 
2. In the address bar, type the following URL and press the “Enter” key on the keyboard:
  - <http://lausd.follettdestiny.com>
3. There are two (2) ways to find your school:
  - a. In the “Search for Site Name” field, type in the name or location code of your school. Press the “Enter” key on the keyboard or click on the “Go!” button OR
  - b. Click on the “Blue Bar” associated to your school group (e.g. Middle School). Then, find and click on your school’s link.



4. On the school’s “Home” screen, click the “Log In” link located on the upper-right corner and enter your username and password to login.

**STEP 2: REPORTS TAB**

1. Click on the “Reports” tab
2. Click on the “Report Builder” option located on the left-side of screen
3. Locate the report titled, “629s for CDE Survey”
4. Click on the “Run” button to run the report

Report Builder

Home Catalog Circulation **Reports** Back Office My Info

Report Builder

My Favorites  
Library Reports  
Patron Reports  
**Report Builder**  
Report Manager

Report Builder

Name	Type	Created By	Last Run
629s for CDE Survey	Library - Copies	destinyadmin	3/3/2017
Access Levels	Patron - General Information	Diane Cole	11/6/2015

Use to determine the average copyright date for books in Dewey section 629

Run

5. From the “Report Manager” screen select the “Refresh List” link

Report Manager

Home Catalog Circulation **Reports** Back Office My Info

Report Builder > Report Manager

My Favorites  
Library Reports  
Patron Reports  
Report Builder  
Report Manager

Jobs: 1 - 10 of 10

Refresh List

Job	Status
629s for CDE Survey	In Progress
Overdue Resources	Completed

View

6. Once the report indicates completed, click on the “View” link

Report Manager

Home Catalog Circulation **Reports** Back Office My Info

Report Builder > Report Manager

My Favorites  
Library Reports  
Patron Reports  
Report Builder  
Report Manager

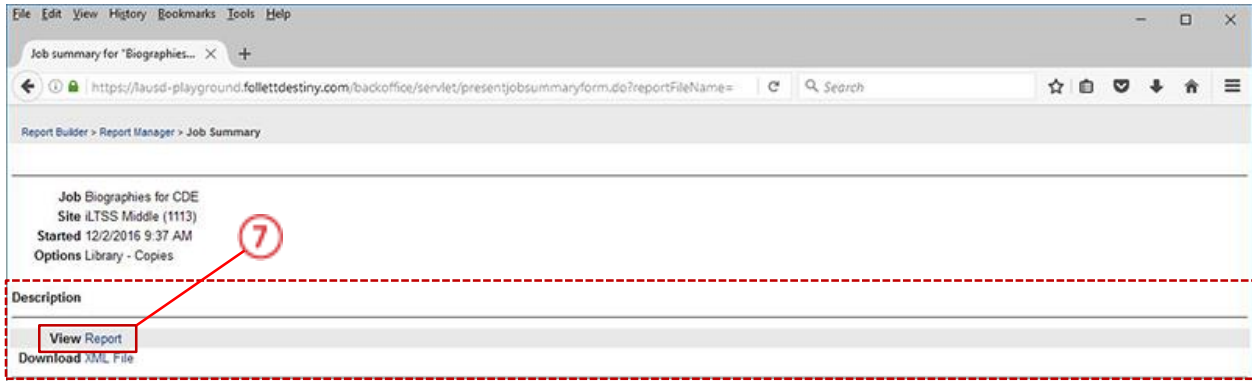
Jobs: 1 - 10 of 10

Refresh List

Job	Status
629s for CDE Survey	Completed (3/3/2017 2:02 PM)
Overdue Resources	Completed (1/25/2017 10:18 AM)

View

7. On the “Description” section, next to the “View” option, click on the “Report” link



*NOTE: The report may open in another tab in PDF format*

8. Once the report opens, scroll down to the bottom of the report and you will see “Publication Year”
9. Below, you will find the “Average” copyright date for all the books in the Dewey section 629

