

ATTACHMENT C







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

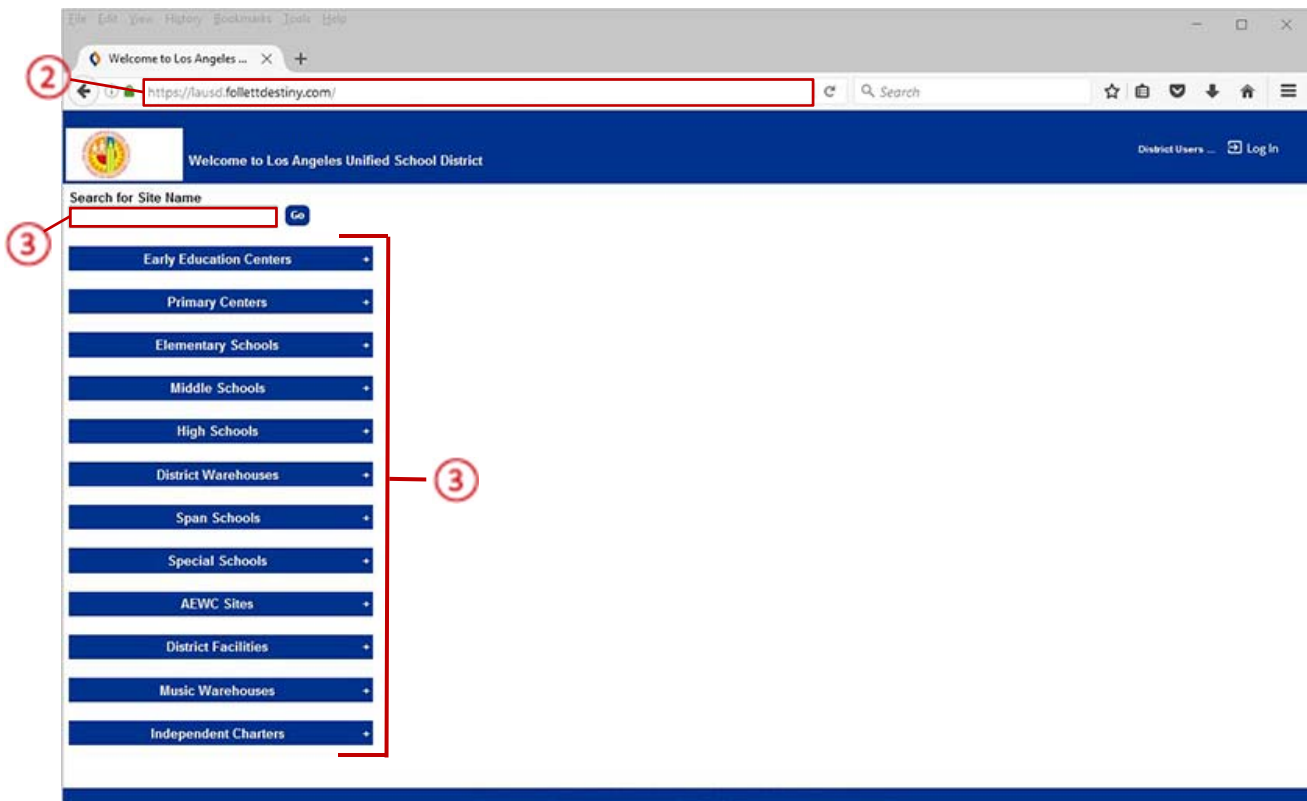
Requirements:

- ✳ 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]

OBTAINING THE AVERAGE COPYRIGHT DATE OF DEWEY SECTION 629

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.

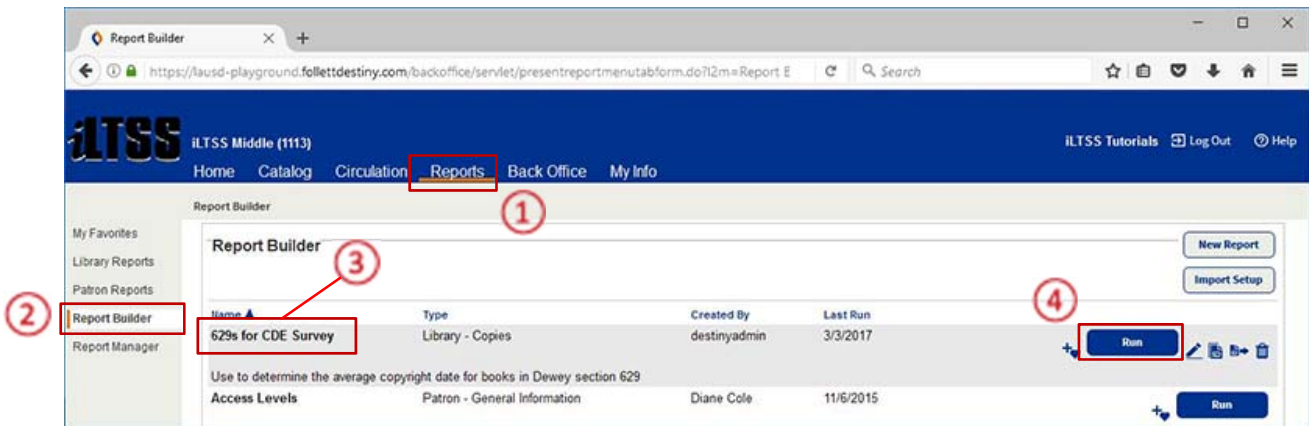


4. On the school’s “Home” screen, click the “Log In” link located on the upper-right corner and enter your username and password to login.

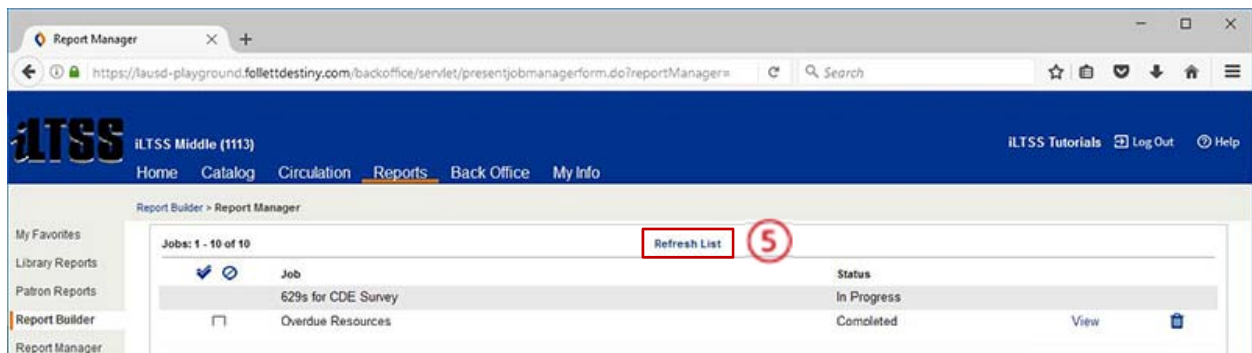
OBTAINING THE AVERAGE COPYRIGHT DATE OF DEWEY SECTION 629

STEP 2: REPORTS TAB

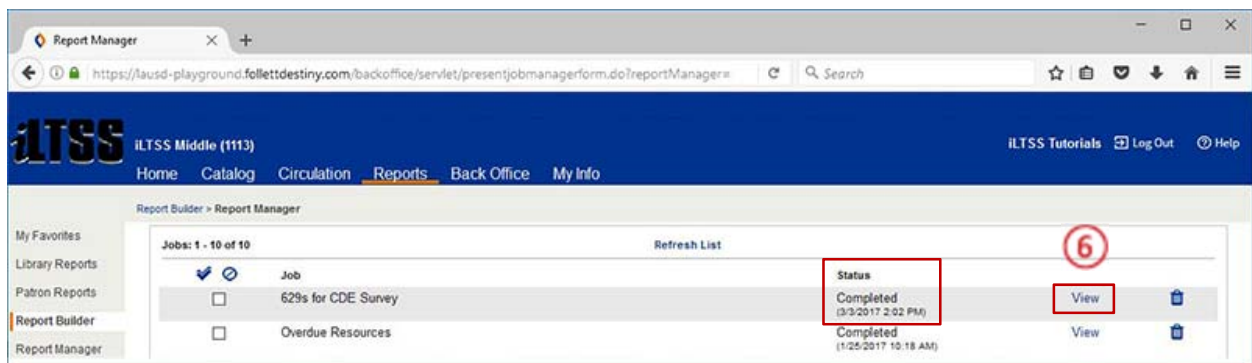
1. Click on the “Reports” tab
2. Click on the “Report Builder” option located on the left-side of screen
3. Locate the report titled, “629s for CDE Survey”
4. Click on the “Run” button to run the report



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

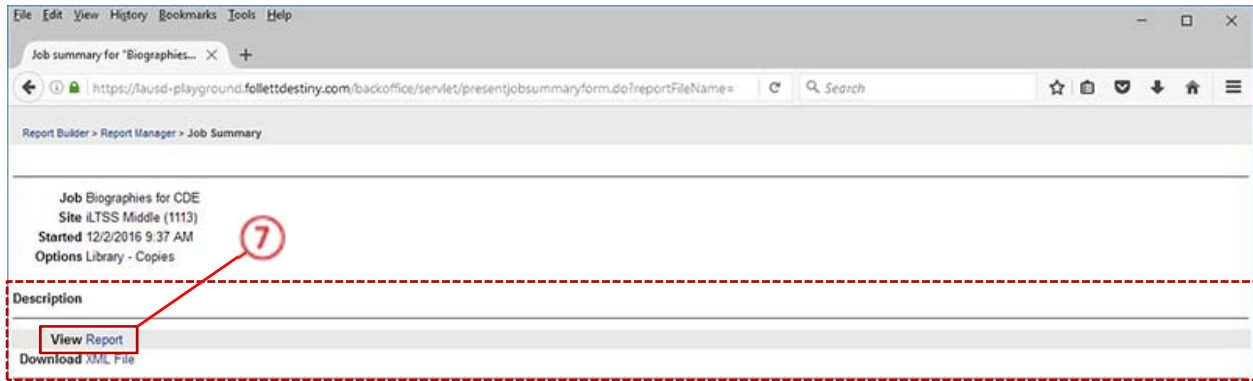


6. Once the report indicates completed, click on the “View” link



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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

