ATTACHMENT B

Destiny Library Manager™ allows users with full access to view the collection statistics

In this tutorial you will learn how to:

⠿ Locate and view the copies located in the library collection

Requirements:

⠿ PC or MAC

⠿ A web browser such as:

- *Google* Chrome

- Internet Explorer

- *Mozilla* Firefox

- Safari

⠿ Internet connection

⠿ LAUSD Single-Sign on

⠿ Destiny Library Manager Teacher Librarian or Library Aide access

<u>STEP 1</u>: LOGIN TO DESTINY

<u>STEP 2</u>: CIRCULATION TAB

1. Once logged in, click on the "**Circulation**" tab

2. Click on the "**Library Information**" option located on the left-side of the screen

3. Click on the "**Statistics**" sub tab located on the upper right-side of the screen

4. On the "**Library Snapshot**" screen, under the "**Materials**" heading look for the "**Copies**" sub heading

Materials

- Titles: 19,160
- Copies: 20,585
- Titles without copies: 811

Patrons

- Total: 1,736
    - Active: 1,471
    - Restricted: 0
    - Inactive: 265

<u>STEP 3</u>: USE OF THE DATA

1. Use the "**Copies**" count number for the data necessary to answer question #9 on the CDE survey