







This Tutorial will guide users through the recommended steps on how to delete weeded materials from the library's collection.





In this tutorial you will learn how to:

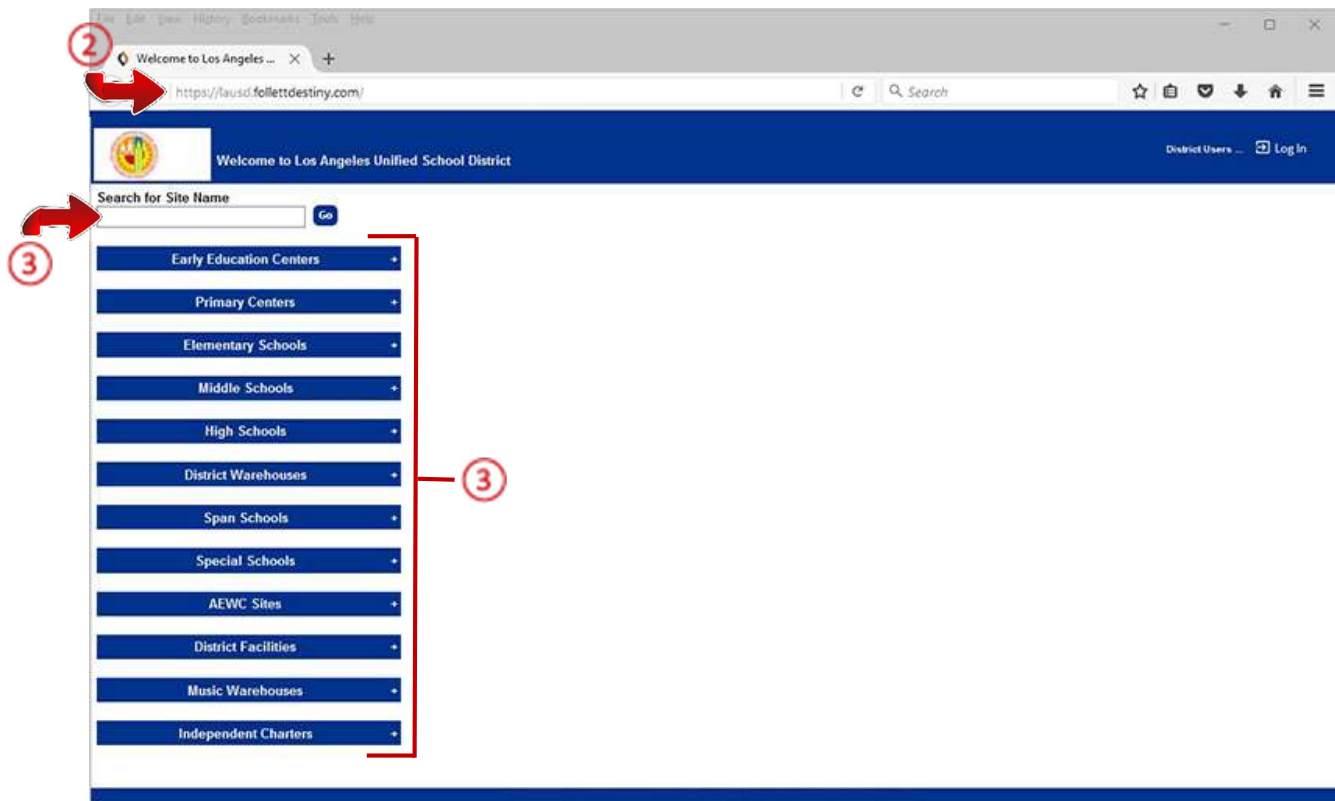
- ✖✖ Delete weeded material from the Library's collection

Requirements:

- ✖✖ PC or MAC
- ✖✖ Internet connection
- ✖✖ Web browser such as:
 - *Google Chrome* 
 - *Internet Explorer* 
 - *Mozilla Firefox* 
 - *Safari* 
- ✖✖ Full Access to Destiny
- ✖✖ An LAUSD Single-Sign on

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.



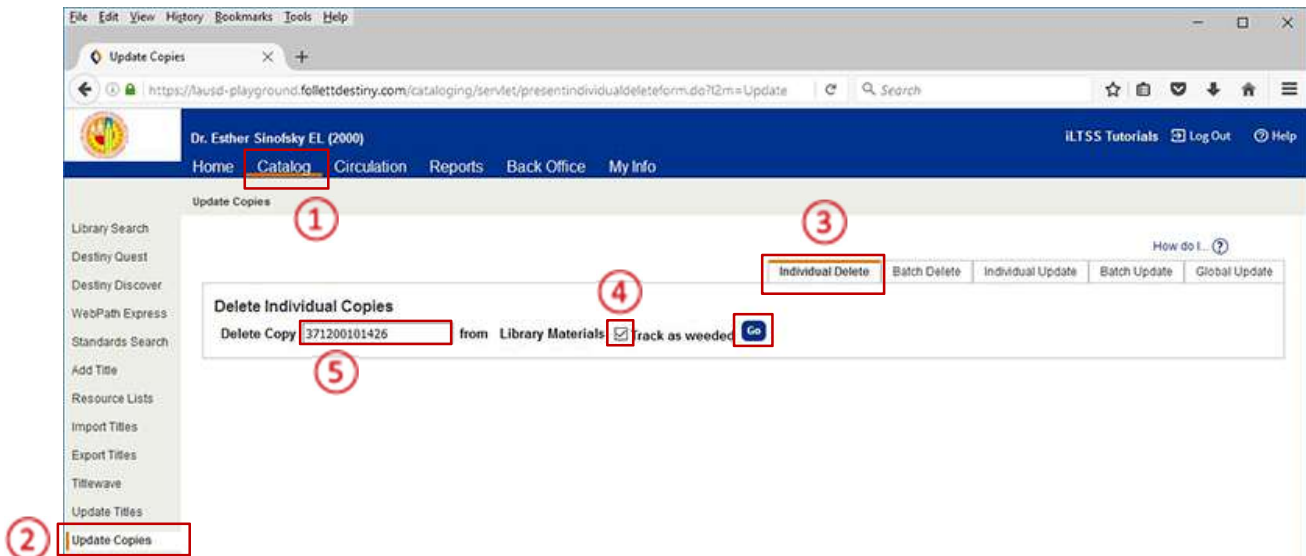
4. On the school’s “Home” screen, click the “Log In” link located on the upper-right corner and enter your username and password to login.

D.L.M: DELETE WEEDED LIBRARY MATERIALS

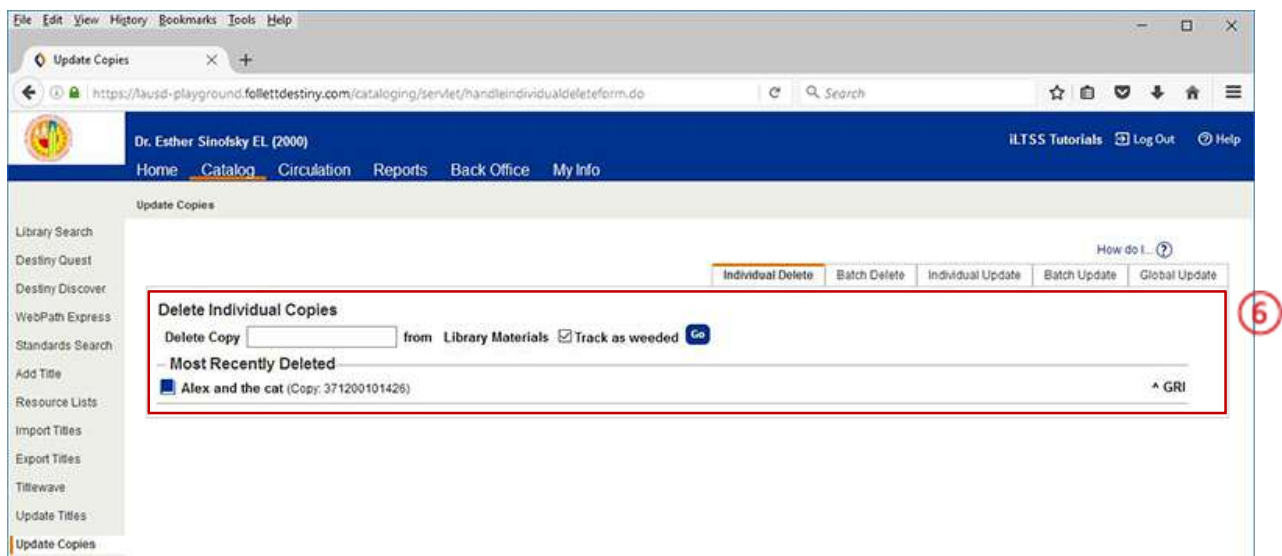
STEP 2: DELETING WEEDED COPIES

1. Click on the “**Catalog**” tab located on the top navigation
2. Click on the “**Update Copies**” option located on the left-side of the screen
3. Click on the “**Individual Delete**” sub-tab located on the upper right-side of the screen
4. Place a check-mark by clicking on the “**Track as weeded**” box
5. On the “**Delete Copy**” field, scan or type the copy barcode of the book.

NOTE: If the copy ID was typed in, either press the “**Enter**” key on the keyboard or click the “**Go!**” button.



6. After every item, verify that the title shown as being deleted is the actual title of the item. If not, find that title in the collection and add it back into Destiny.



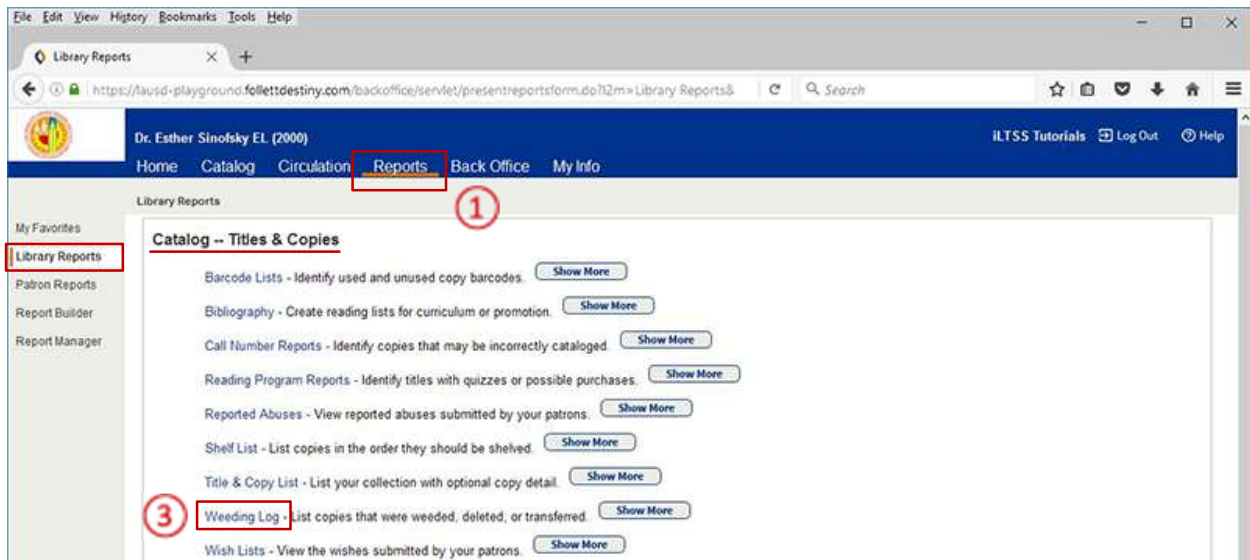
7. Continue with **STEP 2** for all the weeded library materials that you want to delete.

D.L.M: DELETE WEEDED LIBRARY MATERIALS

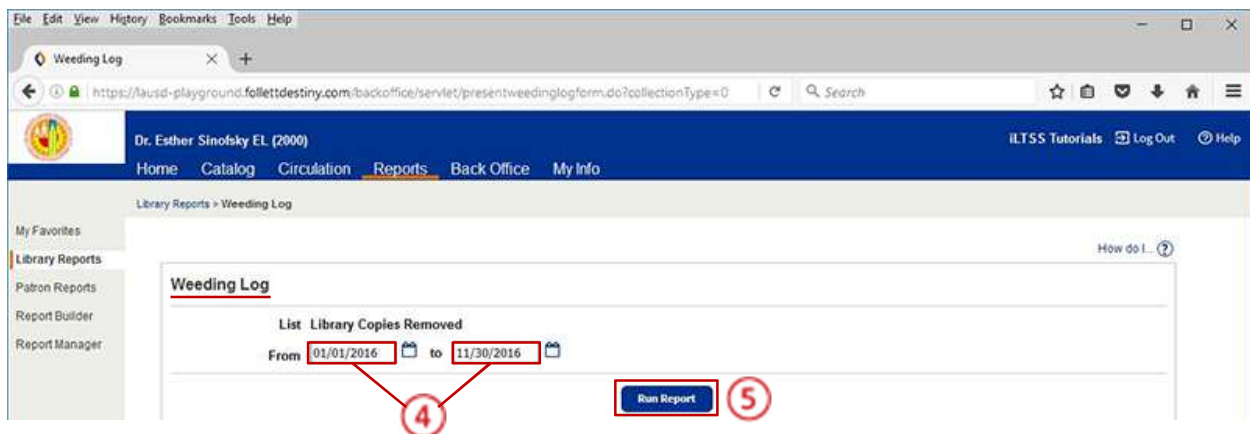
OPTIONAL: RUNNING A WEEDING LOG REPORT (*information only*)

To view a report of all weeded library materials that were deleted:

1. Click on the “**Reports**” tab located on the top navigation bar.
2. Click on the “**Library Reports**” option located on the left-side of the screen
3. Under the heading “**Catalog -- Title & Copies,**” click the “**Weeding Log**” link.

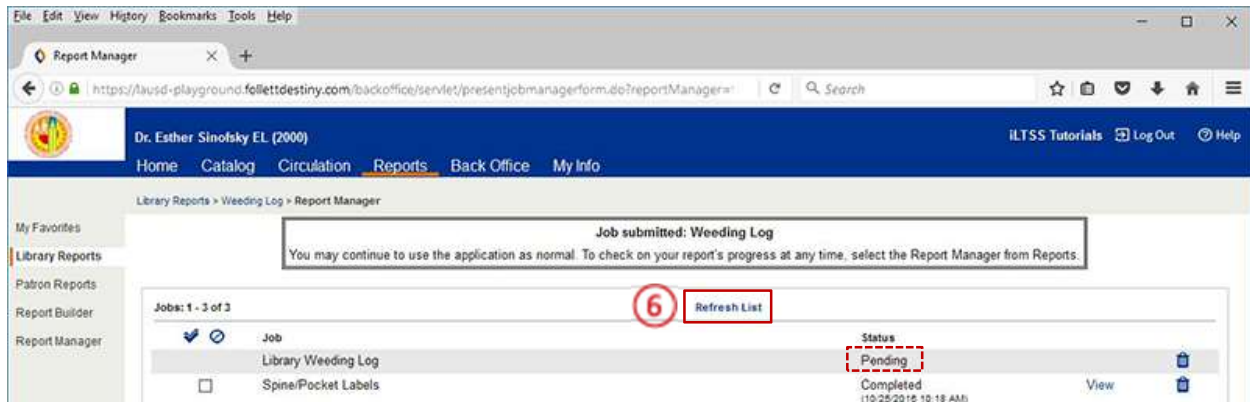


4. On the “**Weeding Log**” screen, under the “**List Library Copies Removed,**” set the “**From**” and “**to**” dates. To do so, either click inside the fields and manually type the date (*mm/dd/yyyy*) or click the “**Calendar**” icon, select a date and click the “**Save**” button
5. Once the dates have been set, click on “**Run Report**” button



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6. The “Reports Manager” screen will appear with a status of *Pending*, click the “Refresh List” link



7. Once the “Status” indicates *Completed*, click the “View” link to access the report.

