

PROCEDURES TO ADD COPIES (*Teacher Librarian Access Only*)







This tutorial will guide Teacher Librarians through the recommended steps to add copies into their library's collection.

In this tutorial you will learn how to:





- ⌘ Add Copies

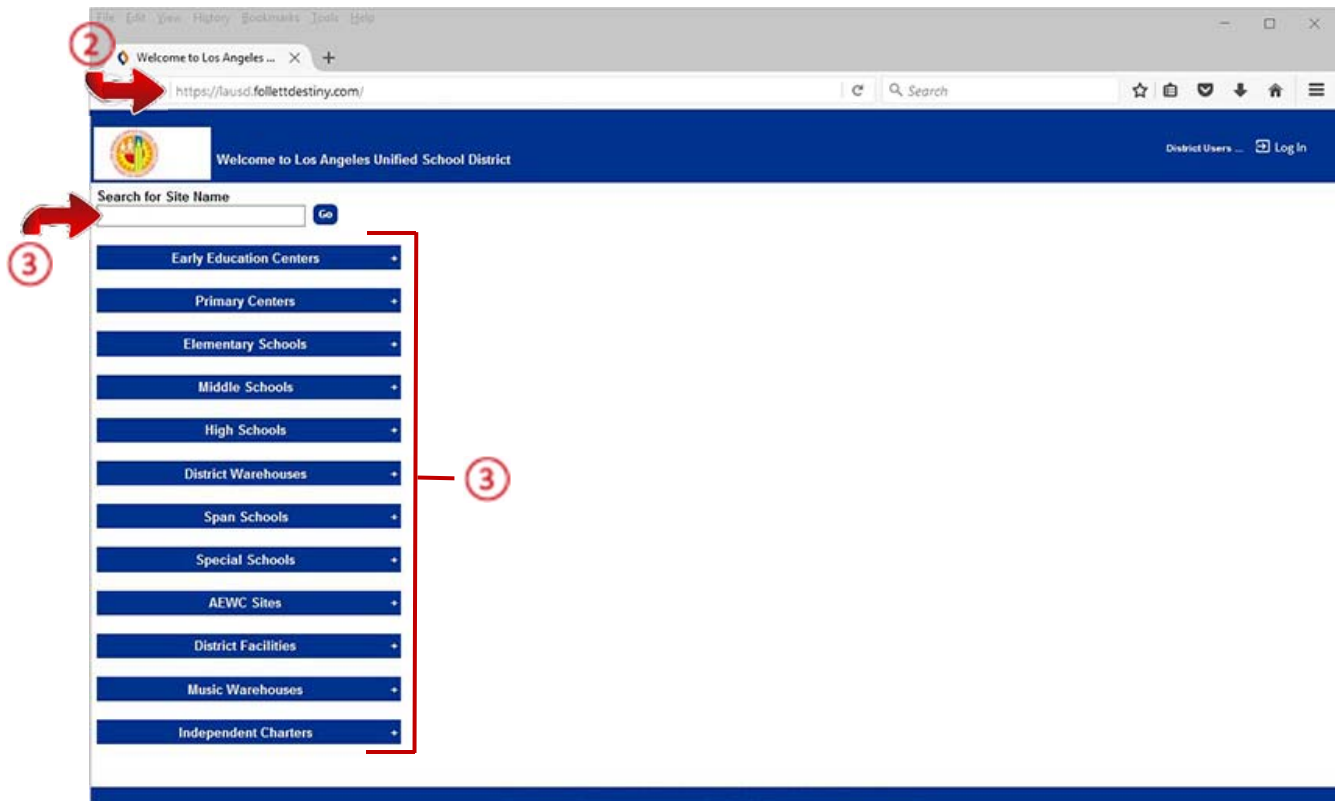
Requirements:

- ⌘ Full access to Destiny (*limited to Teacher Librarians*)
- ⌘ PC or MAC
- ⌘ A web browser such as:
 - Google Chrome 
 - Internet Explorer 
 - Mozilla Firefox 
 - Safari 
- ⌘ An Internet connection
- ⌘ An LAUSD Single-Sign on

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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.

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STEP 2: ADD COPY

1. Click on the “**Catalog**” tab located on the navigation at the top
2. If not selected, click the “**Library Search**” option from the menu located on the left-side of the screen
3. Click on the “**Number**” sub tab on the right.
4. Click on the “**Find**” drop-down menu and select “**ISBN**” from the list
5. Click on the “**Location**” drop-down menu, select “**Los Angeles Unified School District**” from the list
6. On the blank field, scan or type the ISBN located on the back of the book

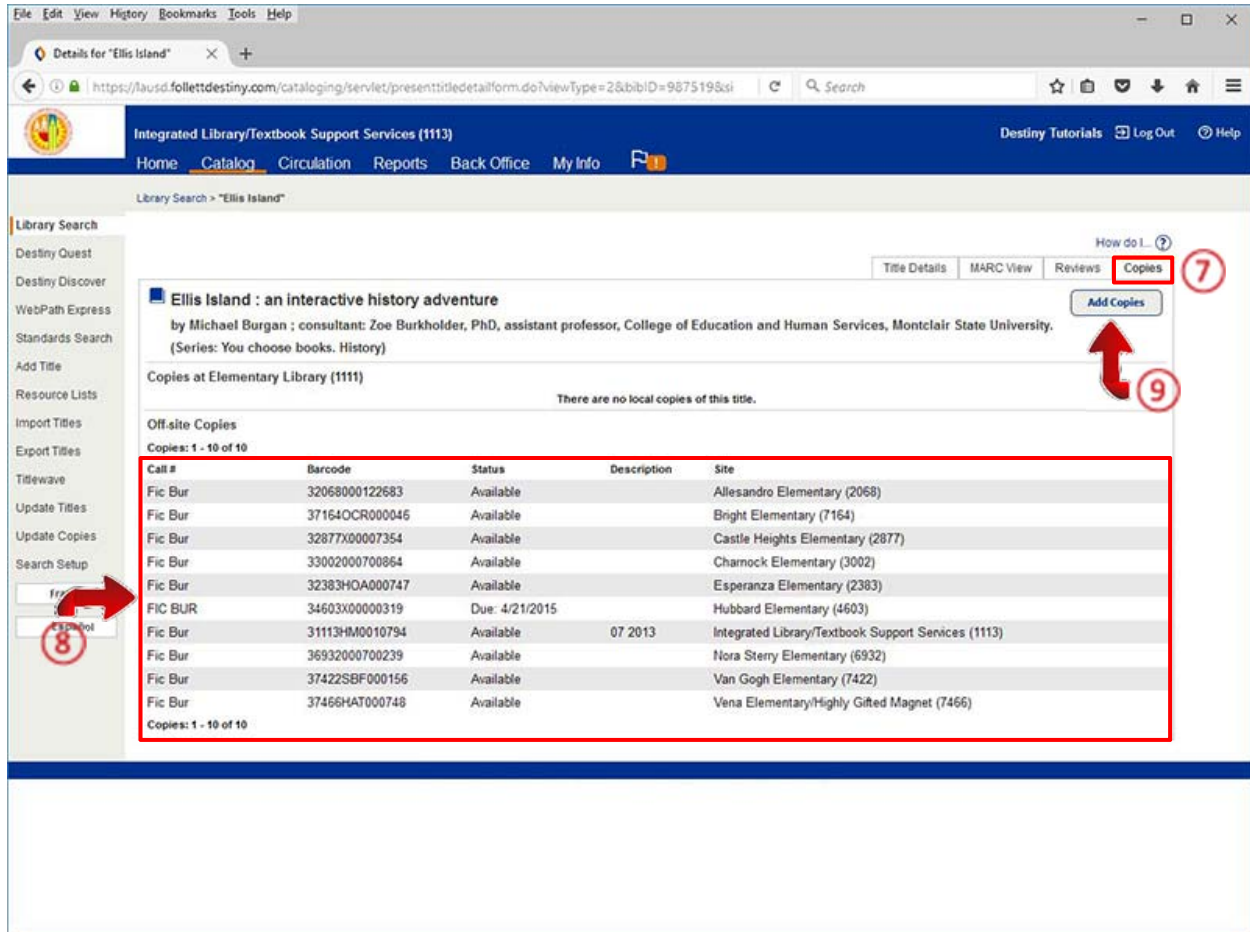
NOTE: if you typed in the ISBN, click on the “**Go**” button

The screenshot shows the 'Library Search' page in a web browser. The browser address bar shows the URL: https://lausd.follettdestiny.com/cataloging/servlet/presentnumbersearchform.do?m=Library_Search. The page title is 'Integrated Library/Textbook Support Services (1113)'. The navigation menu includes 'Home', 'Catalog', 'Circulation', 'Reports', 'Back Office', and 'My Info'. The 'Library Search' menu is open, showing options like 'Destiny Quest', 'Destiny Discover', 'WebPath Express', 'Standards Search', 'Add Title', 'Resource Lists', 'Import Titles', 'Export Titles', 'Titlwave', 'Update Titles', 'Update Copies', and 'Search Setup'. The 'Library Search' option is circled with a red '2'. The 'Catalog' tab is circled with a red '1'. The 'Number' sub-tab is circled with a red '3'. The 'Find' dropdown menu is set to 'ISBN', circled with a red '4'. The 'ISBN' input field contains '9781476502533', circled with a red '6'. The 'Go' button is circled with a red '5'. The 'Location' dropdown menu is set to 'Los Angeles Unified School District', circled with a red '5'. Red arrows point from the callouts to the corresponding elements on the page.

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7. Click on the “Copies” sub tab
8. The call number may be copied from the recorder from another school
9. Click on the “Add Copies” button

NOTE: If your school has the book in its collection, click on the “Duplicate” icon and proceed to **STEP 3**.



Library Search > "Ellis Island"

How do I... (?)

Title Details MARC View Reviews **Copies** (7)

Add Copies (9)

Ellis Island : an interactive history adventure
by Michael Burgan ; consultant: Zoe Burkholder, PhD, assistant professor, College of Education and Human Services, Montclair State University.
(Series: You choose books. History)

Copies at Elementary Library (1111)
There are no local copies of this title.

Off-site Copies
Copies: 1 - 10 of 10

Call #	Barcode	Status	Description	Site
Fic Bur	32068000122683	Available		Allesandro Elementary (2068)
Fic Bur	37164OCR000046	Available		Bright Elementary (7164)
Fic Bur	32877X00007354	Available		Castle Heights Elementary (2877)
Fic Bur	33002000700864	Available		Charnock Elementary (3002)
Fic Bur	32383HOA000747	Available		Esperanza Elementary (2383)
FIC BUR	34603X00000319	Due: 4/21/2015		Hubbard Elementary (4603)
Fic Bur	31113HM0010794	Available	07 2013	Integrated Library/Textbook Support Services (1113)
Fic Bur	36932000700239	Available		Nora Sterry Elementary (6932)
Fic Bur	37422SBF000156	Available		Van Gogh Elementary (7422)
Fic Bur	37466HAT000748	Available		Vena Elementary/Highly Gifted Magnet (7466)

Copies: 1 - 10 of 10

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STEP 3: ADD A BARCODE NUMBER

1. On the “Add Copies” screen. Select the “Starting Barcode” field and enter a bar code number
Example: (3 + location code + X + 0’s + #).

NOTE: Add as many 0’s needed to ensure that the barcode has 14 digits.

2. In the “Call Number” field, type the call number
3. In the “Purchase Price” field, type \$30.00 for secondary
4. Scroll down a bit until you see “Sublocation”, click on the drop-down menu and select the “On shelf” option
 - a. The “On shelf” option may need to be created, if so click the “Other” button. This will take you to the “Manage Sublocation” screen. Type in the words On Shelf then click on the “Save”. You will be returned to the “Add Copy” screen. Click the “Save Copies” button.
5. Click on the “Save Copies” button to add the copy.
6. To add your next book, use the “Bread Crumbs” to go back to the “Library Search” or click on the “Library Search” from the menu on the left side and repeat “STEP 3”

The screenshot shows the 'Add Copies' form for the book 'Ellis Island: an interactive history adventure' by Michael Burgan. The form includes the following fields and options:

- Status: Available
- *Number of copies: 1
- Starting Barcode: 31111X00000001 (Generic Code 39, 14 characters total)
- Assign next barcode: [Next: 31111X00000001]
- *Call Number: Fic Bur
- Purchase Price: \$30.00
- Circulation Type: BOOK
- Date Acquired: 10/19/2016
- Copy Categories: [Update]
- Notes: [Add Note]
- Volume, Issue, etc.: [Table with 3 rows and 2 columns: Description, Number]
- Copy Number: [4]
- Sublocation: On Shelf (Other button available)
- Vendor: -- Undefined -- (Other button available)
- Funding Source: -- Undefined -- (Other button available)

Red arrows and numbers 1-6 highlight key steps:

1. Starting Barcode field
2. Call Number field
3. Purchase Price field
4. Copy Number field
5. Save Copies button
6. Library Search > Ellis Island > Add Copies breadcrumb