

## ADD TEXTBOOK COPIES IN DESTINY







This tutorial will walk you through the steps on how to add textbook copies to a school's Destiny textbook database. These are not comprehensive instructions. Consult iLTSS Textbook Cataloging for assistance with questions not covered below.






In this tutorial you will learn how to:

- ✪ Add textbook copies

Requirements:

- ✪ PC or MAC
- ✪ A web browser such as:
  - Google* Chrome 
  - Internet Explorer 
  - Mozilla* Firefox 
  - Safari 
- ✪ Internet connection
- ✪ LAUSD Single-Sign on

### STEP 1:

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. To find your school do one of the following:
  - Scroll down
  - **Ctrl + F** [PC] or  **+ F** [MAC] and type the school name or location code and click on the link.

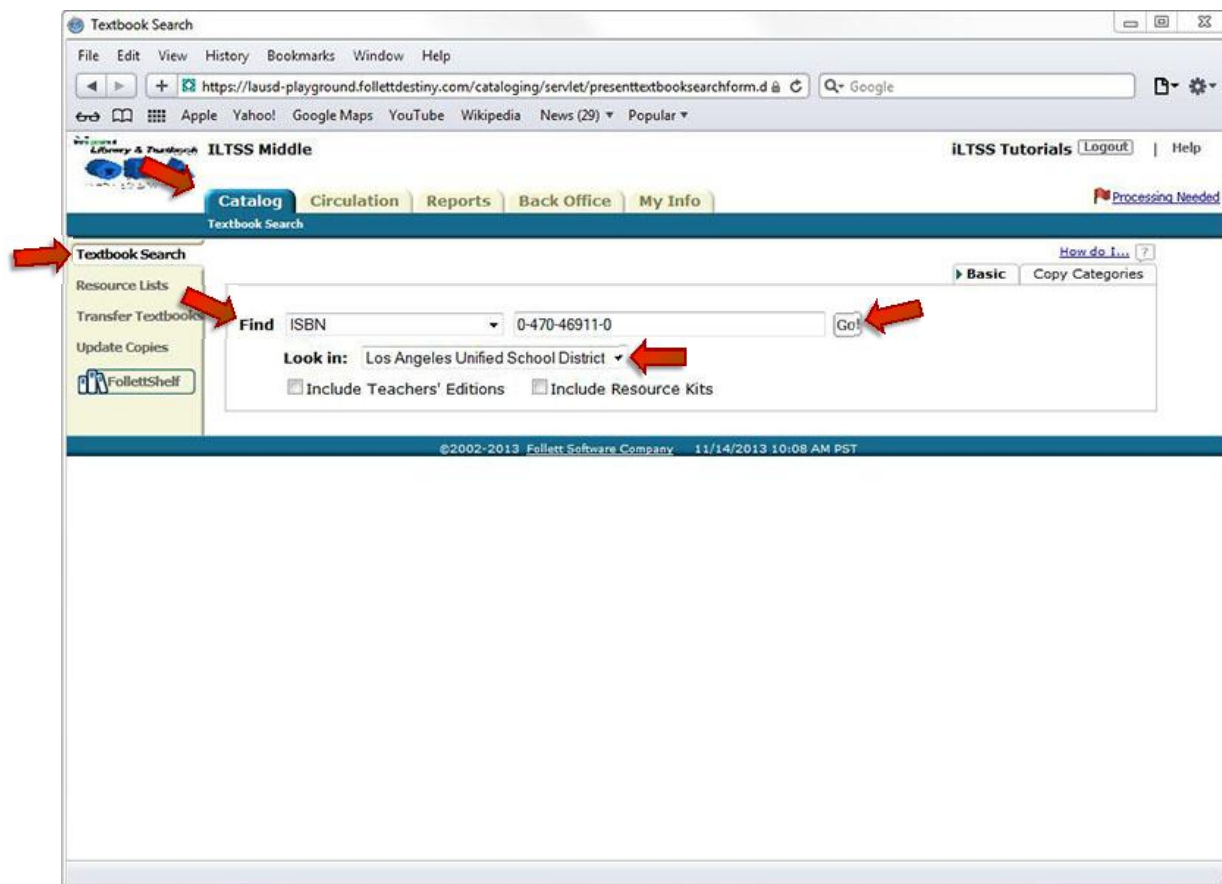
**NOTE:** Firefox search feature [PC and MAC] appears at the bottom-left-side of the browser.

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### STEP 2:

1. Log in to your school's site in Destiny
2. Click on the "Catalog" Tab on the top
3. Click on the "Textbook Search" option located on the left
4. On the "Find" dropdown menu select **ISBN** and on the "Look In" dropdown menu select **Los Angeles Unified School District**
5. In the field next to the "Find" dropdown menu, scan or type the book's 10 or 13-digit ISBN

**NOTE:** If you typed in the ISBN, click on the "Go!" button



6. On the book's "Title Details" screen, highlight and copy the book's **Replacement Price**. You will need it when you add copies
7. Click the "Add Copies" button the upper right



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### -FOR COPIES WITH BARCODES

- On the “Add Copies” dropdown menu select **with Barcodes**
- In the “Number of Copies” field, enter the number of copies you are adding
- On the “Starting Barcode” field, scan the first barcode in the sequence on your sheet of labels
- Set the “Status” to **Available**
- Set the “Condition” to **Good**.

**NOTE:** If copies are brand new out of the box, select **New**

- Leave “Location” and “Budget Category” as **Undefined**
- DO NOT** change the “Date Acquired”
- Paste the **Replacement Price** from *Step 6* into the “Purchase Price” field
- If you know the P.O. number for the books, enter it in the “Purchase Order Number” field
- Verify that all information is correct, and then click the “Save Copies” button

The screenshot shows the 'Add Textbook Copies' form in the Destiny system. The form is for 'Fundamentals of Physics' by Halliday and Core. The 'Add Copies' dropdown is set to 'with Barcodes'. The 'Number of Copies' field is 1. The 'Starting Barcode' field is 20000001234567. The 'Status' dropdown is set to 'Available'. The 'Condition' dropdown is set to 'Good'. The 'Location' dropdown is set to '-- Undefined --'. The 'Budget Category' dropdown is set to '-- Undefined --'. The 'Date Acquired' field is 11/14/2013. The 'Purchase Price' field is 149.59. The 'Purchase Order Number' field is empty. The 'Save Copies' button is highlighted with a red arrow. The 'Print labels' button is crossed out with a red X. The 'Cancel' button is also visible. The 'Add Note' button is at the bottom right. The text 'There are no notes for this copy' is at the bottom center.

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18. Click **“Yes”** when Destiny asks if you really want to add the copies
19. Destiny will take you to the **“Copies”** subtab for that title. Click the **“Show More”** link to check for the last barcode in your added copies range.
20. Apply the labels from the range you just added to the copies of the book

### -FOR COPIES WITHOUT BARCODES - *Consumables, etc.*

21. Set the **“Add Copies”** dropdown to ***without Barcodes***
22. In the **“Number of Copies”** field, enter the number of copies you are adding
23. Leave **“Budget Category”** as ***Undefined***
24. Verify that all information is correct, and then click the **“Save Copies”** button

The screenshot shows a web browser window titled "Add Textbook Copies" with the URL <https://lausd-playground.follettdestiny.com/cataloging/servlet/handlecopiedtextbookform>. The page is for "Fundamentals of Physics" by Halliday and Core. The form includes the following fields and options:

- Add Copies:** A dropdown menu set to "without Barcodes".
- \*Number of Copies:** A text input field containing the number "1".
- Budget Category:** A dropdown menu set to "-- Undefined --", with an "Other..." button next to it.
- Purchase Price:** An empty text input field.
- Purchase Order Number:** An empty text input field.
- Status:** A dropdown menu set to "Available".

At the bottom right of the form, there are two buttons: "Save Copies" and "Cancel". A red arrow points to the "Save Copies" button, and a red "X" is over the "Cancel" button. A "How do I...?" link is also present. The footer of the page reads "©2002-2013 Follett Software Company 11/14/2013 10:44 AM PST".

25. Click **Yes** when Destiny asks if you really want to add the copies