

PROCEDURES TO ADD COPIES: LIBRARY AIDES







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

In this tutorial you will learn how to:





- ✪ Add Copies

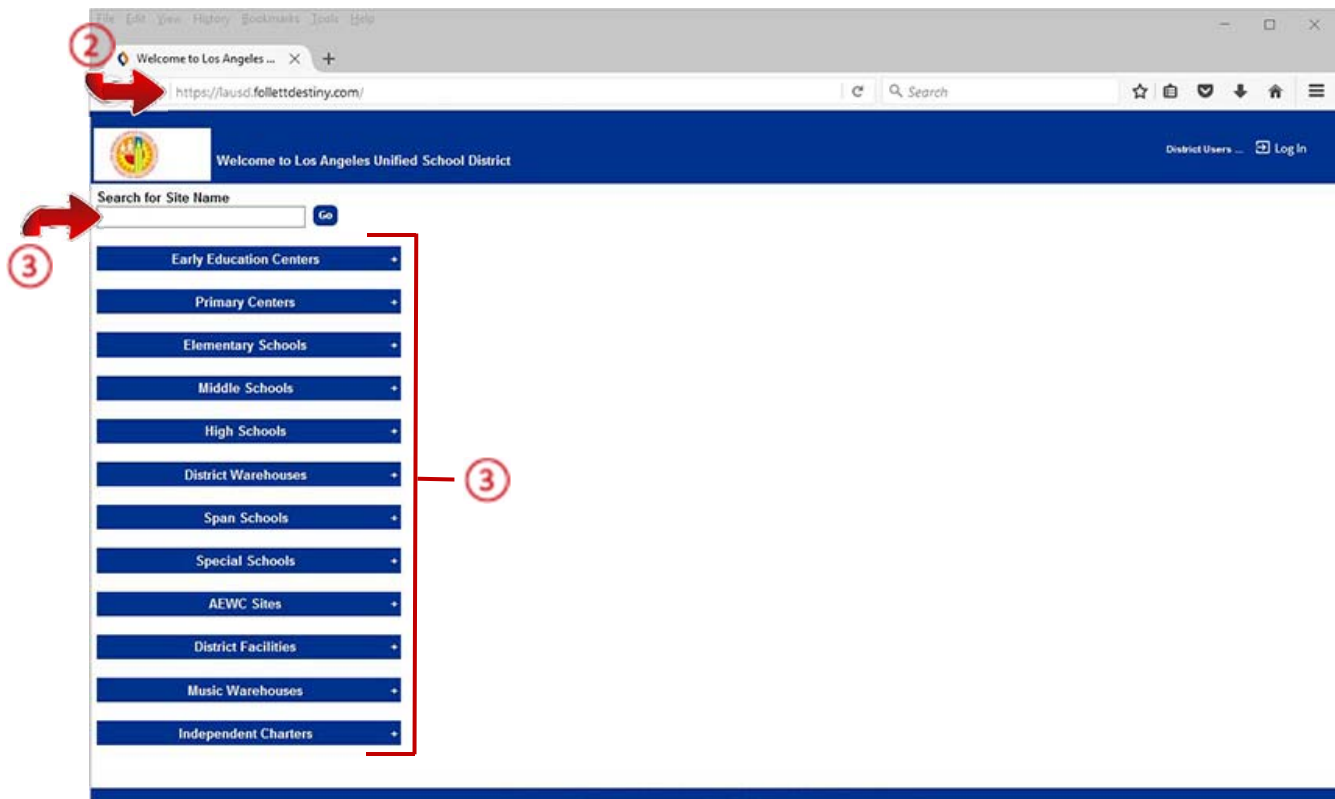
Requirements:

- ✪ Full access to Destiny (*Library Aide Access*)
- ✪ PC or MAC
- ✪ A web browser such as:
 - *Google* Chrome 
 - Internet Explorer 
 - *Mozilla* Firefox 
 - Safari 
- ✪ An Internet connection
- ✪ An LAUSD Single-Sign on

PROCEDURES TO ADD COPIES: LIBRARY AIDES

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.

PROCEDURES TO ADD COPIES: LIBRARY AIDES

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 “**District Facilities**” 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 displays the Elementary Library (1111) web application. The navigation bar at the top includes 'Home', 'Catalog', 'Circulation', 'Reports', 'Back Office', and 'My Info'. The 'Catalog' tab is highlighted. On the left sidebar, 'Library Search' is selected. The search form contains a 'Find' dropdown menu set to 'ISBN', a search input field containing '9781476502533', and a 'Go' button. The 'Location' dropdown menu is set to 'District Facilities'. Red arrows and numbers 1 through 6 indicate the steps: 1. Library Search menu, 2. Catalog tab, 3. Number sub-tab, 4. Find dropdown, 5. Location dropdown, 6. Go button.

PROCEDURES TO ADD COPIES: LIBRARY AIDES

7. Click on the “Copies” sub tab
8. Write down the iLTSS [1113] call number on front page of book
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**.

The screenshot shows the Destiny cataloging interface for the book "Ellis Island : an interactive history adventure". The interface includes a navigation menu on the left, a top navigation bar, and a main content area. The "Copies" tab is selected, and the "Add Copies" button is highlighted with a red circle and an arrow labeled "9". The table of off-site copies is also visible, with the row for "Integrated Library/Textbook Support Services (1113)" highlighted in red and labeled "8".

Elementary Library (1111)

Home Catalog Circulation Reports Back Office My Info

Library Search > "Ellis Island"

How do I? (7)

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

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)

Add Copies (9)

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

PROCEDURES TO ADD COPIES: LIBRARY AIDES

STEP 3: ADD YOUR BARCODE NUMBER AND CLICK SAVE COPY

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 iLTSS call number
3. In the “Purchase Price” field, type \$25.00 for elementary or \$30.00 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”

File Edit View History Bookmarks Tools Help

Elementary Library (1111) Home Catalog Circulation Reports Back Office My Info R

Library Search > Ellis Island > Add Copies

Ellis Island : an interactive history adventure
Author Burgan, Michael.

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 \$25.00

Circulation Type BOOK

Date Acquired 10/19/2016

* Required Field

Copy Categories Update

Notes Add Note

There are no notes for this copy

Volume, Issue, etc.	Description	Number
1		
2		
3		

Copy Number

Sublocation On Shelf Other

Vendor -- Undefined -- Other

Funding Source -- Undefined -- Other

How do I...
Save Copies
Print labels
Cancel