OBTAINING THE AVERAGE COPYRIGHT DATE OF DEWEY SECTION 629

Destiny Library Manager™ allows users with full access to extract the average copyright date from Dewey section 629 of the library's collection

The CDE Survey for the 2016 – 2017 school year requires library personnel to collect statistics on the Dewey section 629 in the collection. Destiny Library Manager provides a report that culls the data necessary to complete the survey by the deadline.

In this tutorial you will learn how to:

  ⁜ View the average copyright date of books in the 629 Dewey section

Requirements:

  ⁜ Full access to Destiny *(Library Manager Access)*
  ⁜ PC or MAC
  ⁜ A web browser such as:

   • *Google* Chrome
   • Internet Explorer
   • *Mozilla* Firefox
   • Safari

  ⁜ An Internet connection
  ⁜ An LAUSD Single-Sign on [SSO]

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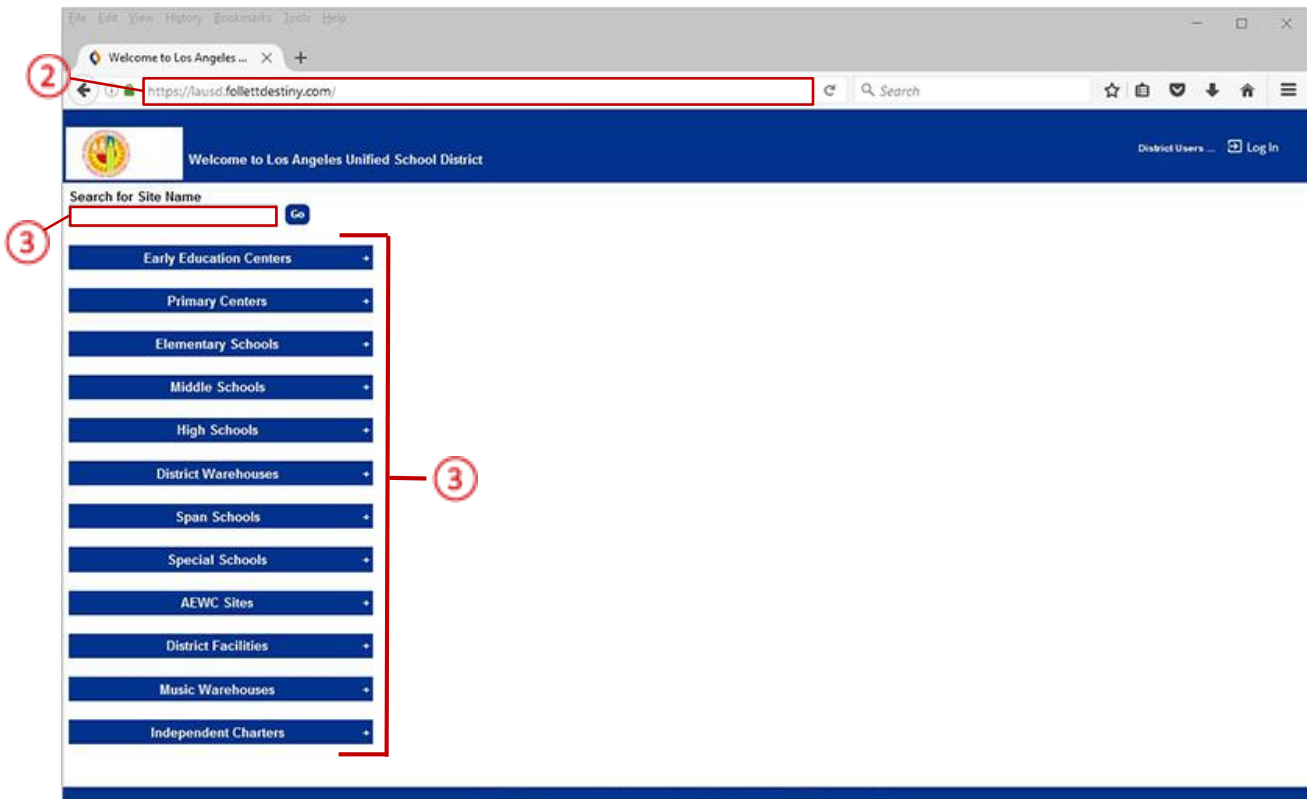
4. On the school's "**Home**" screen, click the "**Log In**" link located on the upper-right corner and enter your username and password to login.

STEP 2: REPORTS TAB

1. Click on the "**Reports**" tab
2. Click on the "**Report Builder**" option located on the left-side of screen
3. Locate the report titled, "**629s for CDE Survey**"
4. Click on the "**Run**" button to run the report

5. From the "**Report Manager**" screen select the "**Refresh List**" link

6. Once the report indicates completed, click on the "**View**" link

7. On the "**Description**" section, next to the "**View**" option, click on the "**Report**" link
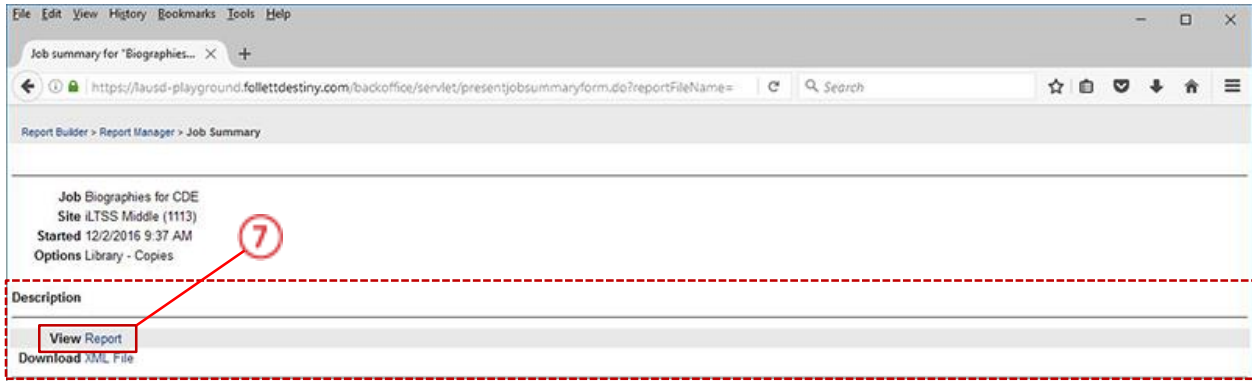
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NOTE: *The report may open in another tab in PDF format*

8. Once the report opens, scroll down to the bottom of the report and you will see "**Publication Year**"
9. Below, you will find the "**Average**" copyright date for all the books in the Dewey section 629