

LOCATING THE COPY COUNT STATISTICS







Destiny Library Manager™ allows users with full access to view the collection statistics

In this tutorial you will learn how to:

- ✧ Locate and view the copies located in the library collection

Requirements:

- ✧ PC or MAC
- ✧ A web browser such as:
 - *Google Chrome* 
 - *Internet Explorer* 
 - *Mozilla Firefox* 
 - *Safari* 
- ✧ Internet connection
- ✧ LAUSD Single-Sign on
- ✧ Destiny Library Manager Teacher Librarian or Library Aide access

STEP 1: LOGIN TO DESTINY

STEP 2: CIRCULATION TAB

1. Once logged in, click on the “**Circulation**” tab
2. Click on the “**Library Information**” option located on the left-side of the screen
3. Click on the “**Statistics**” sub tab located on the upper right-side of the screen
4. On the “**Library Snapshot**” screen, under the “**Materials**” heading look for the “**Copies**” sub heading



STEP 3: USE OF THE DATA

1. Use the “**Copies**” count number for the data necessary to answer question #9 on the CDE survey