

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

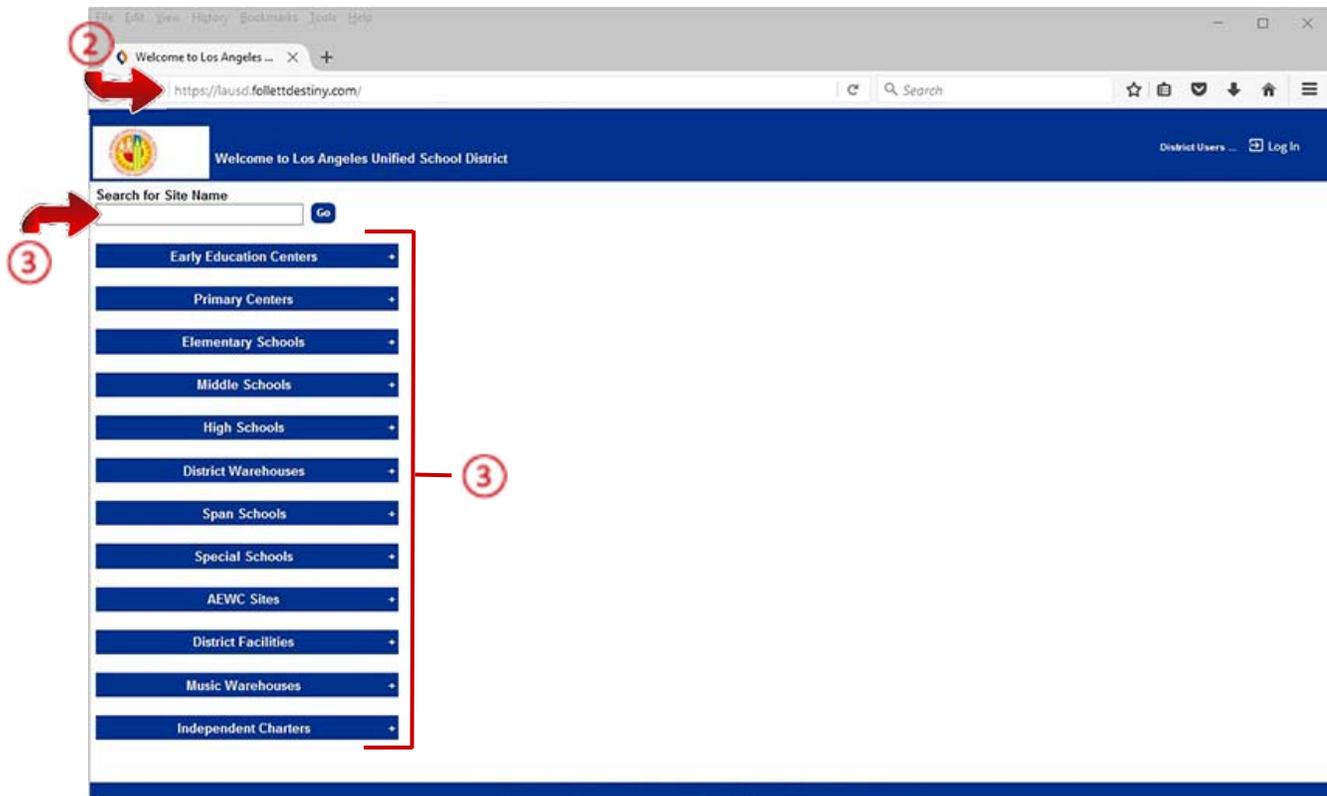
Requirements:

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

ADD TEXTBOOK COPIES IN DESTINY

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.



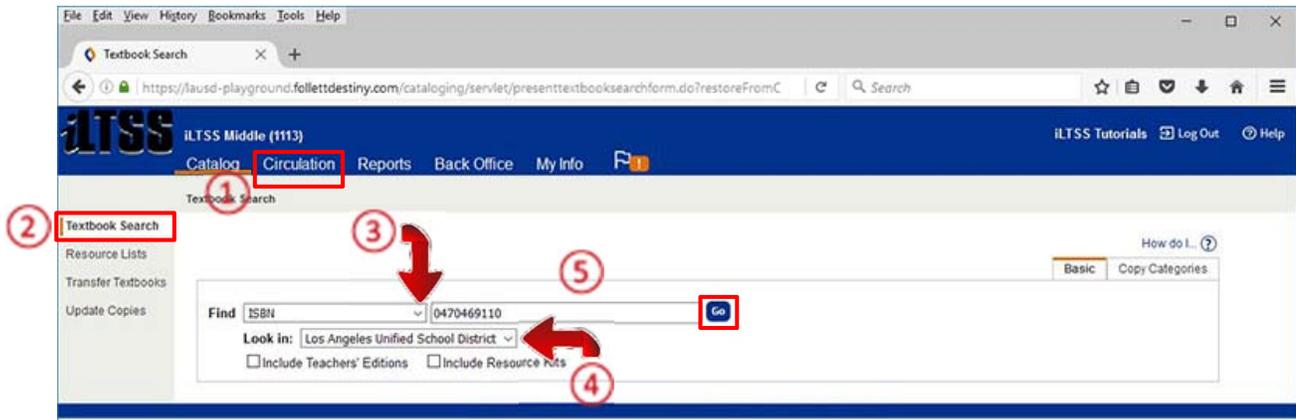
4. On the school’s “Home” screen, click the “Log In” link located on the upper-right corner and enter your username and password to login.

ADD TEXTBOOK COPIES IN DESTINY

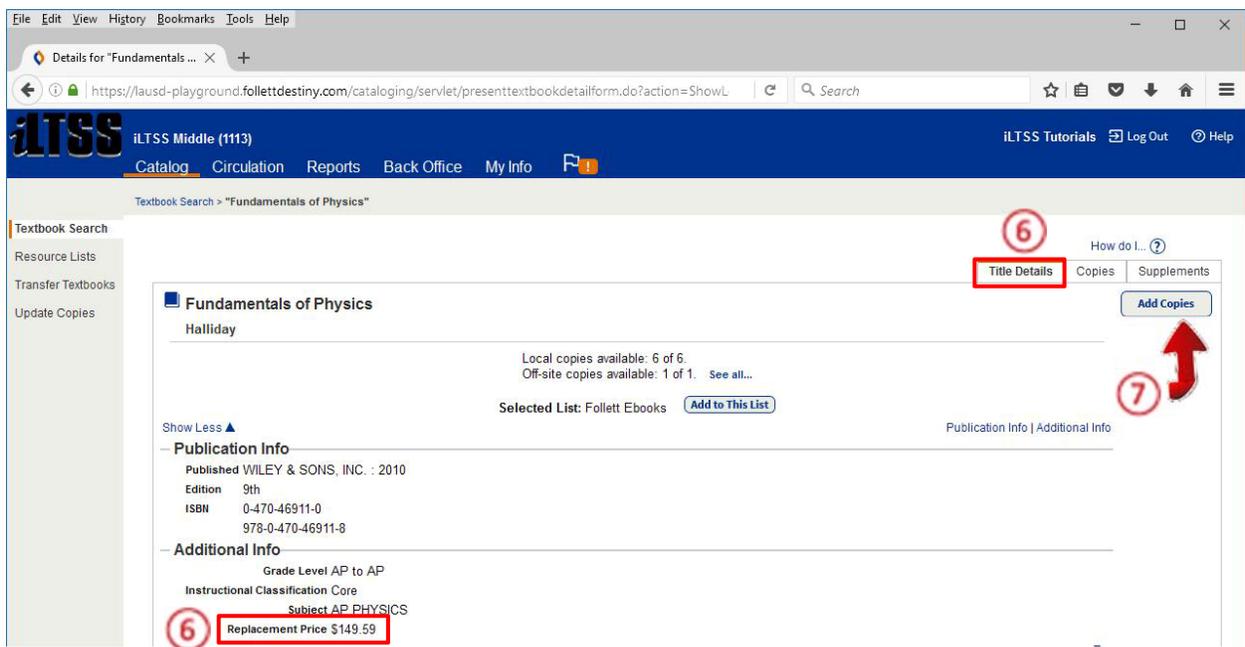
STEP 2: ADD TEXTBOOK COPY

1. Click on the “Catalog” Tab located on the top navigation
2. Click on the “Textbook Search” option located on the left-side of screen
3. On the “Find” drop-down menu, select “ISBN” from the list.
4. On the “Look In” drop-down menu, select Los Angeles Unified School District
5. In the blank field next to the “Find” drop-down 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 on the upper-right side of the screen



ADD TEXTBOOK COPIES IN DESTINY

FOR COPIES WITH BARCODES

- On the “Add Copies” drop-down menu, select **with Barcodes** from the list
- On 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
- On the “Status” drop-down menu, select **Available** from the list
- On the “Condition” drop-down menu, select **Good** from the list

NOTE: If the copies are brand new out of the box, select **New** from the “Condition” drop-down menu

- 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 iLTSS 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' is 1, 'Starting Barcode' is 490909090919, 'Status' is 'Available', 'Condition' is 'Good', 'Location' is 'Undefined', 'Budget Category' is 'Undefined', 'Date Acquired' is 10/20/2016, 'Purchase Price' is \$149.59, and 'Purchase Order Number' is empty. The 'Save Copies' button is highlighted with a red box and labeled 17. The form also includes a 'Print labels' checkbox and a 'Cancel' button. The 'Add Note' button is at the bottom right.

ADD TEXTBOOK COPIES IN DESTINY

18. Destiny will take you to the “Copies” sub tab of that title with a confirmation “*Copy added with barcode 490909090919*”. Click the “Show More/Less” link to check for the last barcode in your added copies range.

18. Copy added without barcode.

Fundamentals of Physics
Halliday

Copies at iLTSS Middle (1113) (Copies available: 10 of 10)

Status	Copies	Show Less ▲
Available	10	Show Less ▲

Copies without barcodes

Quantity	Assign Barcodes	Lost
6	Assign Barcodes	Lost

Copies with barcodes

Barcode	Status	Condition	Location
200000G123456	Available	New	
*00000G1234567	Available	New	
40000001127062	Available	New	
49090909090919	Available	New	

19. Apply the labels from the range you just added to the copies of the book

FOR COPIES WITHOUT BARCODES - *Consumables, etc.*

20. Follow steps 1 -7 above
21. Set the “Add Copies” drop-down 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. Click the “Save Copies” button

21. Add Copies without Barcodes

22. *Number of Copies 1

23. Budget Category -- Undefined --

24. Save Copies

Fundamentals of Physics
Author: Halliday
Core

Add Copies: without Barcodes

*Number of Copies: 1

Budget Category: -- Undefined --

Purchase Price:

Purchase Order Number:

Status Available ?

** Required Field

ADD TEXTBOOK COPIES IN DESTINY

25. Destiny will take you to the “Copies” sub tab of that title with a confirmation “*Copy added without barcode*”. Click the “Show More/Less” link to see the amount of textbooks added without barcodes

File Edit View History Bookmarks Tools Help

Details for "Fundamentals ... X +

https://lausd-playground.follettdestiny.com/cataloging/servlet/presenttextbookdetailform.do?viewType=2&t

Search

Star Home Download Home Menu

iLTSS iLTSS Middle (1113) iLTSS Tutorials Log Out Help

Catalog Circulation Reports Back Office My Info

Textbook Search > "Fundamentals of Physics"

Textbook Search
Resource Lists
Transfer Textbooks
Update Copies

25 **Copy added without barcode.** How do I...?

Title Details **Copies** Supplements

Fundamentals of Physics Add Copies
Halliday

Copies at iLTSS Middle (1113) (Copies available: 10 of 10)

Status	Copies
Available	10

Show Less ▲

Copies without barcodes

Quantity
6

Assign Barcodes Lost

Copies with barcodes Remove Barcodes

Barcode	Status	Condition	Location
2000000G123456	Available	New	
*00000G1234567	Available	New	
40000001127062	Available	New	
49090909090919	Available	New	