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

<u>STEP 1:</u> 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.
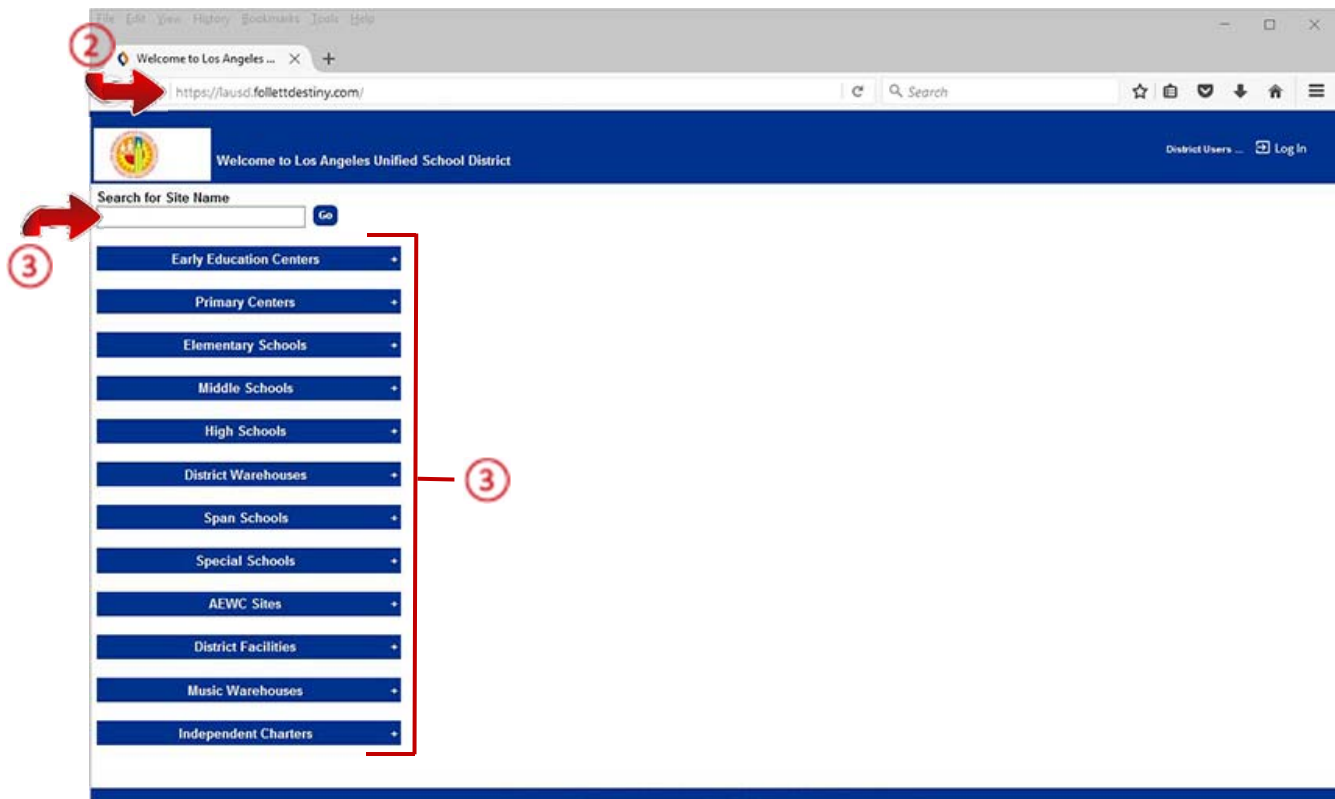
4. On the school's "**Home**" screen, click the "**Log In**" link located on the upper-right corner and enter your username and password to login.

STEP 2: 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

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**.*

<u>STEP 3:</u> 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**"