

PROCEDURES TO ADD COPIES (*Teacher Librarian Access Only*)







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

In this tutorial you will learn how to:





- ✱ Add Copies

Requirements:

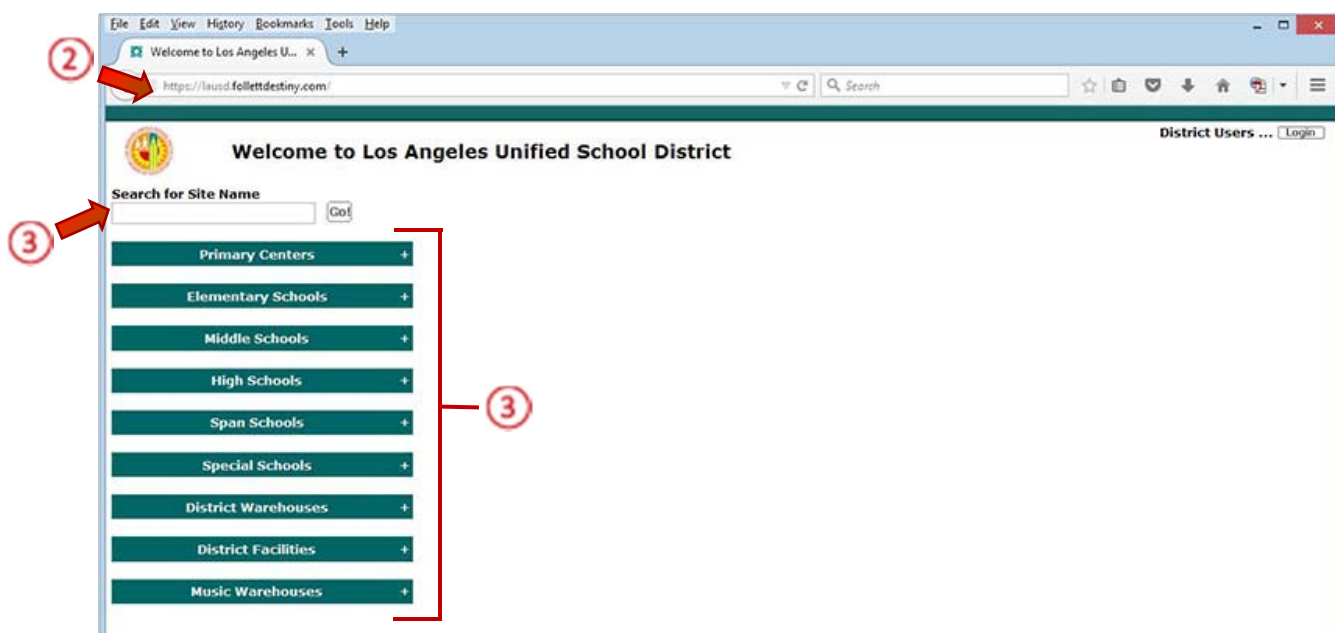
- ✱ Full access to Destiny (*limited to Teacher Librarians*)
- ✱ PC or MAC
- ✱ A web browser such as:
 - Google Chrome 
 - Internet Explorer 
 - Mozilla Firefox 
 - Safari 
- ✱ Internet connection
- ✱ LAUSD Single-Sign on

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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 “Green Bar” associated to your school group (*e.g. Middle School*)

Then, find and click on your school’s link. Click the “Login” button located on the upper-right corner. Enter your LAUSD Single-Sign On (SSO) to login.



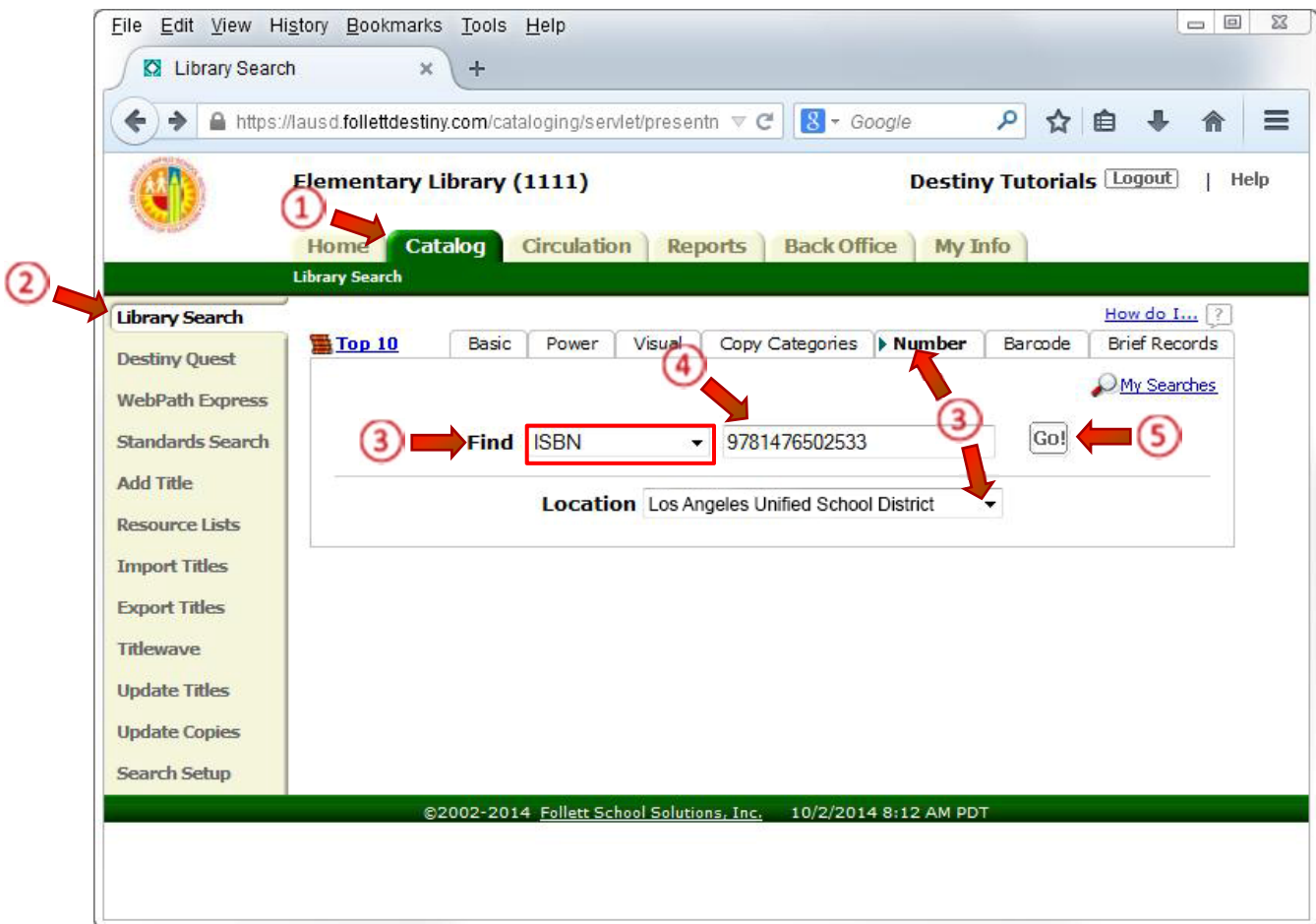
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STEP 2: CATALOGING TAB

1. Click on the “**Catalog**” tab on the left
2. If not selected, click on the “**Library Search**” from the menu on the left-side of the screen
3. Click on the “**Number**” sub tab on the right. In the “**Location**” drop-down menu, select “*Los Angeles Unified School District*”

Note: Please make sure “**ISBN**” is selected in the “**Find**” field

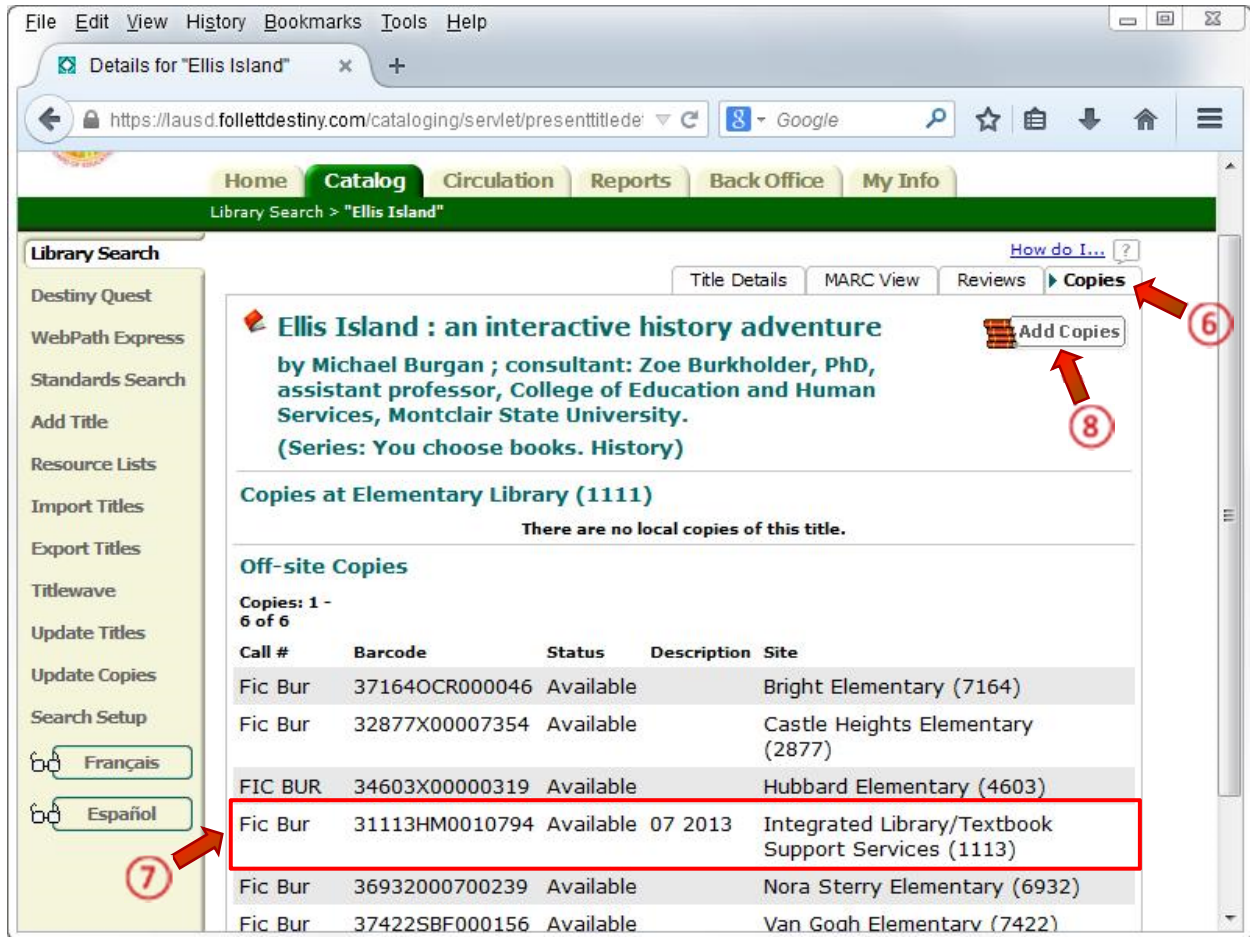
4. Scan or type the ISBN located on the verso or the back of the book
5. Click on the “**Go!**” button



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6. Click on the “Copies” sub tab
7. The call number may be copied from the recorder from another school
8. 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 catalog interface. The top navigation bar includes Home, Catalog, Circulation, Reports, Back Office, and My Info. The left sidebar lists various search and management options. The main content area displays the title details for "Ellis Island : an interactive history adventure" by Michael Burgan. The "Copies" tab is selected, showing a list of off-site copies. A red box highlights the first row of the table, which contains the call number 31113HM0010794. Red arrows and circles highlight the "Add Copies" button (8) and the "Copies" tab (6).

Call #	Barcode	Status	Description	Site
Fic Bur	37164OCR000046	Available		Bright Elementary (7164)
Fic Bur	32877X00007354	Available		Castle Heights Elementary (2877)
FIC BUR	34603X00000319	Available		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)

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STEP 3: ADD A BARCODE NUMBER

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

The left screenshot shows the 'Add Copies' screen for 'Ellis Island : an interactive history adventure' by Michael Burgan. Red arrows point to the following fields: 1. Starting Barcode (31111X00000001), 2. *Call Number (Fic Bur), 3. Purchase Price (30.00), and 4. Sublocation (On Shelf). The right screenshot shows the 'Sublocation' dropdown menu with 'On Shelf' selected, and a red arrow pointing to the 'Save Copies' button.

5. Scroll up a bit and 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” option from the menu on the left side and repeat “STEP 3”

The screenshot shows the 'Add Copies' screen for 'Ellis Island : an interactive history adventure' by Michael Burgan. A red arrow (5) points to the 'Save Copies' button. Another red arrow (6) points to the 'Library Search' option in the left sidebar.