SETTING UP A LIBRARY INVENTORY



Destiny Library Manager allows users with full access to set up a library inventory.

In this tutorial you will learn how to:

- Log in to Destiny Library Manager
- Set up a library inventory

Requirements:

- PC or MAC
- A web browser such as:
 - Google Chrome
 - Mozilla Firefox
 - Safari
- Full access to Destiny Library Manager
- An Internet connection
- An LAUSD Single-Sign-On (SSO)

STEP ONE: LOG IN TO DESTINY

- 1. Open a web browser
- 2. In the address bar, type the following URL: <u>http://lausd.follettdestiny.com</u>
- 3. There are two 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 with your school group (e.g. Middle School) then find and click on your school's link. You will be taken to your site's home page. Click on **Log In**, located on the top right side of the window.

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	ausd.follettdestiny.com	Ů ₽ +
Welcome to Los Ange	eles Unified School District	District Users 🔁 Log In
Search for Site Name	- (3a)	
Early Education Centers +		
Primary Centers +		
Elementary Schools +		
Middle Schools +		
High Schools +		
District Warehouses +	← (3b)	
Span Schools +		
Special Schools +		
District Facilities +		
Occupational/Physical Therapy + Program		
Music Warehouses +		
Independent Charters +		

Select the LAUSD Faculty/Staff SSO to login. Enter your full LAUSD email (e.g. jane.doe@lausd.net) and password to log in.

Individuals granted access to Destiny for a specific site(s) or District level access and assigned a specific User Name and Password, use the Destiny account log in on the right.

37th Street EEC (9593) Catalog		윈 Log In
Login		
Log in using your account with LAUSD Faculty/Staff SSO LAUSD Student SSO	OR	Log in using your Destiny account User Name: Password: Log In
©2002-2019 Folett School Solutions. Inc. 17_	0_0_AU2-RC1	1 2/3/2020 11:54 AM PST

3/2022 - Integrated Library & Textbook Support Services (ILTSS)

STEP TWO: SETTING UP THE LIBRARY INVENTORY

- 1. Click on the **Admin** tab.
- 2. Click on the Inventory option located on the left-side of the screen.
- 3. Click on **Start New**.

	Integr	ated Librar	y/Textboo	ok Support Se	ervices (1113)		Library View \sim	Oscar 🕣 Log Out	⑦ Help	🛱 Shop 🛛 Qg Community
List All Sites	Hom	e Dash	board	Catalog	Circulation	Reports	Admin			
	Invent	ory					X			
Manage Patrons							λ_1			
Update Patrons										How do I (?)
Import Patrons		[View In-Progr	ess & Comple	eted Inventories]					_	Start New
Export Patrons		Library Inve	entory					\sim		
Manage Homerooms								(3)		
Upload Patron Pictures			•							
Library Policies										
Access Levels										
Calendar / Hours										
Site Configuration		0	`							
Inventory 🔶		-(2))							
Job Manager										

- 4. In the **Inventory Name** field, enter "Full Inventory" and the current school year, for example: 2019-2010 SY.
- 5. Leave the fields for **Call Numbers from** empty and do not update the **Circulation Types** or the **Sublocations**.
- 6. Enter a criteria date to address "unaccounted for" materials. It should be a date between the start of the current school year and the present date. It is recommended to use the current date.
- 7. Click on **OK**. You will be asked if you are sure you want to start a new inventory, click YES.
- 8. NOTE: When you have completed the inventory, submit an Online Service Request to have ILTSS finalize the inventor for you. DO NOT DELETE ANY COPIES.

	Inventory > Start Inventory
Update Patrons	How do L. (2)
Library Policies	4
Calendar / Hours	Specify the copies to be inventoried
Site Configuration	Inventory Name Full Inventory 2019-2020 SY
Inventory	Call Numbers from to
Job Manager	To specify a call number range, enter at least the first 3 digits for Dewey numbers, a complete call number prefix, or a vall number prefix and author cutter.
	Circulation Types All Circulation Types Update
	Sublocation All Sublocations Update
	All copies meeting the above criteria will be set to "unaccounted for"
	Except for copies that have been seen on or after 8/13/2019 3