

Destiny Library Manager[™] allows Teacher Librarians and Library Aides, with full access, to run various call number reports that aid in the cleanup of the District's centralized catalog.

In this tutorial you will learn how to:

- Access the various call number reports
- **Utilize the report to correct call number errors**
- Use Destiny Library Manager to run and print the necessary labels

Requirements:

- * PC or MAC
- ** A web browser such as:
 - Google Chrome 🧔
 - Internet Explorer 🬔
 - Mozilla Firefox 🤞
 - Safari
- ** Full Access to Destiny
- ** An Internet connection
- ** An LAUSD Single-Sign on

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:
 - <u>http://lausd.follettdestiny.com</u>
- 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.

PART ONE: CORRECTING CALL NUMBERS IN DESTINY

STEP 2: REPORTS TAB -- Running the Report

This tutorial documents the steps needed to run the "copies with different call numbers" report.

- 1. Click on the "Reports" tab
- 2. Click on the "Library Reports" option located on the left-side of the screen
- 3. Under the heading "Catalog—Titles & Copies", click on the "call number reports" link.

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	Library Reports		
My Favorites	Catalog Titles & Copies		
Library Reports	Barcode Lists - Identify used and unused copy barcodes. Show More		
Patron Reports	Bibliography - Create reading lists for curriculum or promotion		
Report Manager	(a) Call Number Reports - Identify conject that may be incorrectly cataloned Show More		
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	Shall int List cosing in the order thru shall be abuled (Show Nort)		
	Sherr List copies in the order they should be sherred.		
	Intel & Copy List - List your collection with optional copy detail.		
	Weeding Log - List copies that were weeded, deleted, or transferred.		
	Vish Lists - View the wishes submitted by your patrons.		
	Checkbon		
	Current Checkouts/Fines - Identify or send notices to the patrons with checkouts/fines.		
	Torus Show Mare		
	Holds - View all current holds and reserves.		
	Hold Notices - Print or email ready hold notices.		
	inventory Control		
	Completed Inventories - View the results of completed inventories.		
	In-Progress Inventories - Report on inventories that are in-progress.		
	Labels		
	Barcode Labels - Create new or replacement copy barcode labels. Show More		
	Reading Program Labels - Create new or replacement Reading Program Labels.		

- 4. Under the heading "List Library Copies...", click on the "Show" drop-down field. You will be given the following reporting options:
 - Copies with call number prefixes This report groups all of the copies in the school's collection by "prefix" (★, ●, ▲, Fic, Ref, etc.)
 - Copies with different call numbers This report shows copies of the same book in the collection that have different call numbers (one is ★ and the another is Fic)
 - **Copies without call numbers** This report shows copies in the school's collection with no call numbers
- 5. Select the "copies with different call numbers" option, the "Include Titles" field will appear. These fields may be left blank
- 6. Click on the "Run Reports" button

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NOTE: Once the "Run Reports" button has been clicked, a list of reports will be displayed on the screen

STEP 3: REPORT MANAGER

1. The new report will state "Pending", click on the "Refresh List" link to check if it is completed

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2. Once the report has completed, click on the "view" link to view the report.

NOTE: On the "Job Summary" report, the link "Edit Copy" will be displayed next to the call number/copy ID of the book. This report is not <u>printable</u>. The format is intended to enable an expedited way to the "Edit Copy" fields.

3. To delete a report, click on the "Trash can" icon

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STEP 4: JOB SUMMARY

This report is not <u>printable</u>. The format is intended to enable an expedited way to the "Edit Copy" fields.

- A. Destiny will summarize the types of call numbers located via the search criteria
- B. Locate the copies with different call numbers

*Destiny will display all the copies in your collection that have different call numbers. Not all copies displayed will need to be changed, e.g. call numbers that appear in both circulating nonfiction and the Reference collection: 939 Anc and Ref 939 Anc.

NOTE: These corrections are a two-part process—both the copy record in Destiny and the processing on the physical book need to be corrected, so they match. Once the books with the call number issues have been identified, they need to be pulled from the shelf, so new processing can be created when needed.

STEP 5: EDITING COPIES

1. Once a call number that needs correcting has been identified, click on the "Edit Copy" link



- 2. The "Edit Copy" screen will be displayed
- 3. Edit the call number of the copy and any other information that needs updating, e.g. Purchase Price*

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***NOTE**: As discussed during the Fall 2015 PDs, the price for books purchased for circulating elementary collections are \$25.00, and secondary \$30.00 and the replacement price for Reference books are: elementary \$55.00 and secondary \$60.00

PART TWO: GENERATING NEW SPINE LABELS FOR THE COPIES WITH ISSUES

<u>STEP 6</u>: GENERATE SPINE LABELS

- 1. On the "Reports" tab, click on the "Library Reports" option, located on the left-side of the screen
- 2. On the "Labels" section, click on the "Spine/Pocket Labels" link

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Report Builder	Bibliography - Create reading lists for curriculum or promotion. Show More		
Report Manager	Call Number Reports - Identify copies that may be incorrectly cataloged.		
	Reading Program Reports - Identify titles with guizzes or possible purchases. Show More		
	Reported Abuses - View reported abuses submitted by your patrons. Show More		
	Shelf List - List copies in the order they should be shelved.		
	Title & Copy List - List your collection with optional copy detail. Show More		
	Weeding Log - List copies that were weeded, deleted, or transferred, Show More		
	Wish Lists - View the wishes submitted by your patrons Show More		
	Circulation		
	Current Checkouts/Fines - Identify or send notices to the patrons with checkouts/fines. Show More		
	Holds		
	Holds - View all current holds and reserves Show More		
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- 3. Click on the "Sort by" drop-down field and select the "Call Number" option
- 4. Click on the "**Based on**" drop-down field and click on the "*Barcode List*" option.
- 5. Click inside the "Create a barcode list" field and scan or type the barcode for each book that was corrected (*if the barcode was typed in, click on the "Add" button or press the "Enter" key on the keyboard*)
- 6. On the "Use label stock" drop-down field, select label stock "Demco 8 by 6 14218030 (spinevertical)" OR "Demco 5 by 11 - 14216170 (spine)", depending on which type of label you have in stock
- 7. On "Printer offset", adjust the Horizontal and Vertical as needed
- 8. On the "Spine Labels" click on the check-box "Start a new line at every space" to select it
- 9. Click on the "Run Report" button

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10. The new report will state "Pending", click on the "Refresh List" link.

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11. When the report states "Completed", click on the "View" link to view and print the spine labels

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12. Apply new spine labels to books