

This Tutorial will guide users through the recommended steps on how to delete weeded materials from the library's collection.

In this tutorial you will learn how to:

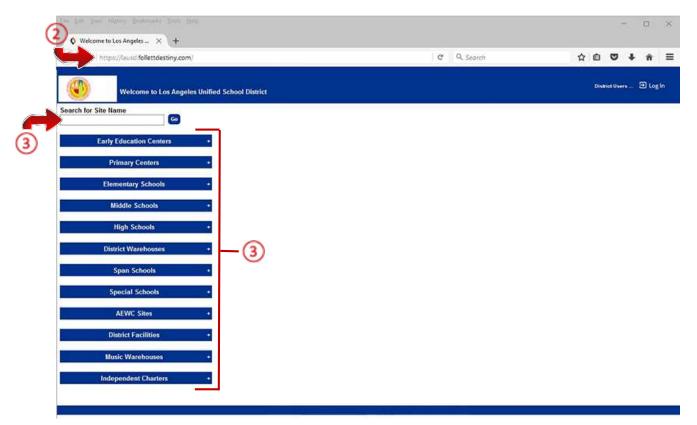
** Delete weeded material from the Library's collection

Requirements:

- ** PC or MAC
- Internet connection
- ** Web browser such as:
 - Google Chrome 🧕 🧕
 - Internet Explorer 🬔
 - Mozilla Firefox 🧕
 - Safari
- ** Full Access to Destiny
- # 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.

STEP 2: DELETING WEEDED COPIES

2

- 1. Click on the "Catalog" tab located on the top navigation
- 2. Click on the "Update Copies" option located on the left-side of the screen
- 3. Click on the "Individual Delete" sub-tab located on the upper right-side of the screen
- 4. Place a check-mark by clicking on the "Track as weeded" box
- 5. On the "Delete Copy" field, scan or type the copy barcode of the book.

NOTE: If the copy ID was typed in, either press the "Enter" key on the keyboard or click the "Go!" button.

Eile Edit View High	ory <u>B</u> ookmarks Iools <u>E</u>	lelp								-		×
O Update Copies	× +											
🗲 🕢 🔒 https://	/lausd-playground.follet	tdestiny.com/cataloging/s	ervlet/presentindiv	ridualdeleteform.do	?t2m=Update	C	Q. Search		☆ 🗈	0 1	ŵ	=
(Ch)	Dr. Esther Sinofsky EL	120001						a.	SS Tutorials	D Log C	ut (@ Help
		Circulation Reports	Back Office	My Info								
	Update Copies					~						
Library Search	(1)			(3)						
Destiny Quest	-								and the second s	ow do L. (
Destiny Discover					Individ	luai Delet	Batch Delete	Individual Update	Batch Upda	te Glot	al Upd	sate
WebPath Express	Delete Individua	ACCR		Y								
Standards Search	Delete Copy 3712	200101426 from	Library Materia	als 🖾 Track as we	edec 🥯							
Add Title	(5)										
Resource Lists												
Import Titles												
Export Titles												
Titlewave												
Update Titles	_											
Update Copies												

6. After every item, verify that the title shown as being deleted is the actual title of the item. If not, find that title in the collection and add it back into Destiny.

Dr. Esther Sinolsky EL (2000) iiLTSS Tutorials D Log Out @ H Home Catalog Circulation Reports Back Office My Info Update Copies iny Search Iny Discover Path Express Delete Individual Copies Delete Copy [from Library Moterials [2] Track as weeded [2] Most Recently Deleted Inter and the cat (Copy; 371200101426)	attin.		ging/servlet/handleindivid	Valdeleterorm.co	C (Q. Search		☆ 自	0 1	Ĥ	1
Update Copies Inry Ouest Inry Ouest Inry Discover Path Express Delete Individual Copies Delete Copy from Library Materials Time Alex and the cat (Cop; 371200101426)	10	Dr. Esther Sinofsky EL (2000)					ιu	SS Tutorials	D Log Ou	t Ø	Hel
y Search ny Ouest ny Discover Tath Express Batch Delete Individual Copies Delete Individual Copies Delete Copyfrom Library Materials ⊠ Track as weeded Co Most Recently Deleted The mathematical and the cat (Cop: 371200101426) ^ GRI	<i>.</i>	Home Catalog Circulation Re	ports Back Office	My Info							
ny Ouest ny Discover Tath Express Delete Individual Copies Delete Copyfrom Library Materials ⊡ Track as weeded Co tards Search the Most Recently Deleted Alex and the cat (Cop; 371200101426) ^ GRI		Update Copies									
y Quest y Discover aftr Express Delete Individual Copies Delete Copy from Library Materials Track as weeded C - Most Recently Deleted Alex and the cat (Copy 371200101426) ^ GRI	Search									8	
ards Search Delete Individual Copies Delete Copy from Library Materials Track as weeded C -Most Recently Deleted Alex and the cat (Copy. 371200101426) ^ GRI	y Quest				Individual Delete	Botrb Dalata	Individual Lindate	and the second se	2		2
	ards Search	Delete Copy Most Recently Deleted		s I Track as weeded	9				۰.(RI	
	times										
Titles	t Titles t Titles										

7. Continue with <u>STEP 2</u> for all the weeded library materials that you want to delete.

OPTIONAL: RUNNING A WEEDING LOG REPORT (*information only*)

To view a report of all weeded library materials that were deleted:

- 1. Click on the "**Reports**" tab located on the top navigation bar.
- 2. Click on the "Library Reports" option located on the left-side of the screen
- 3. Under the heading "Catalog - Title & Copies," click the "Weeding Log" link.

Elle Edit View Hi	istory Bookmarks Iools Help rts X +	-		×
a subscription of the second	s://lausd-playground-foliettdestiny.com/backoffice/servlet/presentreportsform.dolt2m > Library Reports& C Q. Search	\$ D 🛡 🖡	ŵ	-
	Dr. Esther Sinofsky EL (2000) Home Catalog Circulation Reports Back Office My Info	iLTSS Tutorials 🕀 Log Out	® H	elp
	Library Reports			
My Favorites	Catalog Titles & Copies			
Patron Reports Report Builder	Barcode Lists - Identify used and unused copy barcodes. Show More Bibliography - Create reading lists for curriculum or promotion. Show More			
Report Manager	Call Number Reports - Identify copies that may be incorrectly cataloged Show More Reading Program Reports - Identify titles with quizzes or possible purchases. Show More Reported Abuses - View reported abuses submitted by your patrons. Show More Shell List - List copies in the order they should be shelved. Show More 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			

- 4. On the "Weeding Log" screen, under the "List Library Copies Removed," set the "From" and "to" dates. To do so, either click inside the fields and manually type the date (mm/dd/yyyy) or click the "Calendar" icon, select a date and click the "Save" button
- 5. Once the dates have been set, click on "**Run Report**" button

Eile Edit Yiew H	igtory Bookmarks Iools Help	- ¤ ×
Veeding Lo	, ×`+	
🗲 🗷 🔒 http	s://Jausd-playground.follettdestiny.com/backoffice/servlet/presentweedinglogform.do?collectionType=0 C . Search	☆ ሰ 🗢 🔹 👘 🚍
۲	Dr. Exther Sinofsky EL (2000) Home Catalog Circulation <u>Reports</u> Back Office My Info	iLTSS Tutorials 🕀 Log Out 🛛 Help
	Library Reports > Weeding Log	
My Favorites Library Reports		How do L_ ②
Patron Reports	Weeding Log	
Report Builder Report Manager	List Library Copies Removed From 01/01/2016 🛱 to 11/30/2016	
	(4) Run Report 5	

6. The "Reports Manager" screen will appear with a status of Pending, click the "Refresh List" link

Eile Edit View H	igtory <u>Bookmarks</u> I	ools Help						-		×
O Report Mana	ger X	+								
🗲 💿 🔒 http:	s://lausd-playgroun	d.follettdestiny.com/backoffice/servlet/presentjobmanagerform.do?reportManager=	C	Q. Search		۵	۲	+	ŵ	=
	Dr. Esther Sinols	ky EL (2000)			iLTSS Tu	orials	ອເ	og Out	Ø	Help
	Home Cata	log Circulation Reports Back Office My Info			2006					
	Library Reports > We	reding Log > Report Manager								
My Favorites		Job submitted: Weeding	Log							
Library Reports		You may continue to use the application as normal. To check on your report's pro	gress a	t any time, select the Report Mana	ager from Repor	ts.				
Patron Reports Report Builder	Jobs: 1 - 3 of 3	6 Refresh	List							
Report Manager	40	dot		Status						
		Library Weeding Log		Pending				t	Ì	
		Spine/Pocket Labels		Completed (10:25:2016 10 18 AM)		Vie	w	1	3	

7. Once the "Status" indicates Completed, click the "View" link to access the report.

