



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

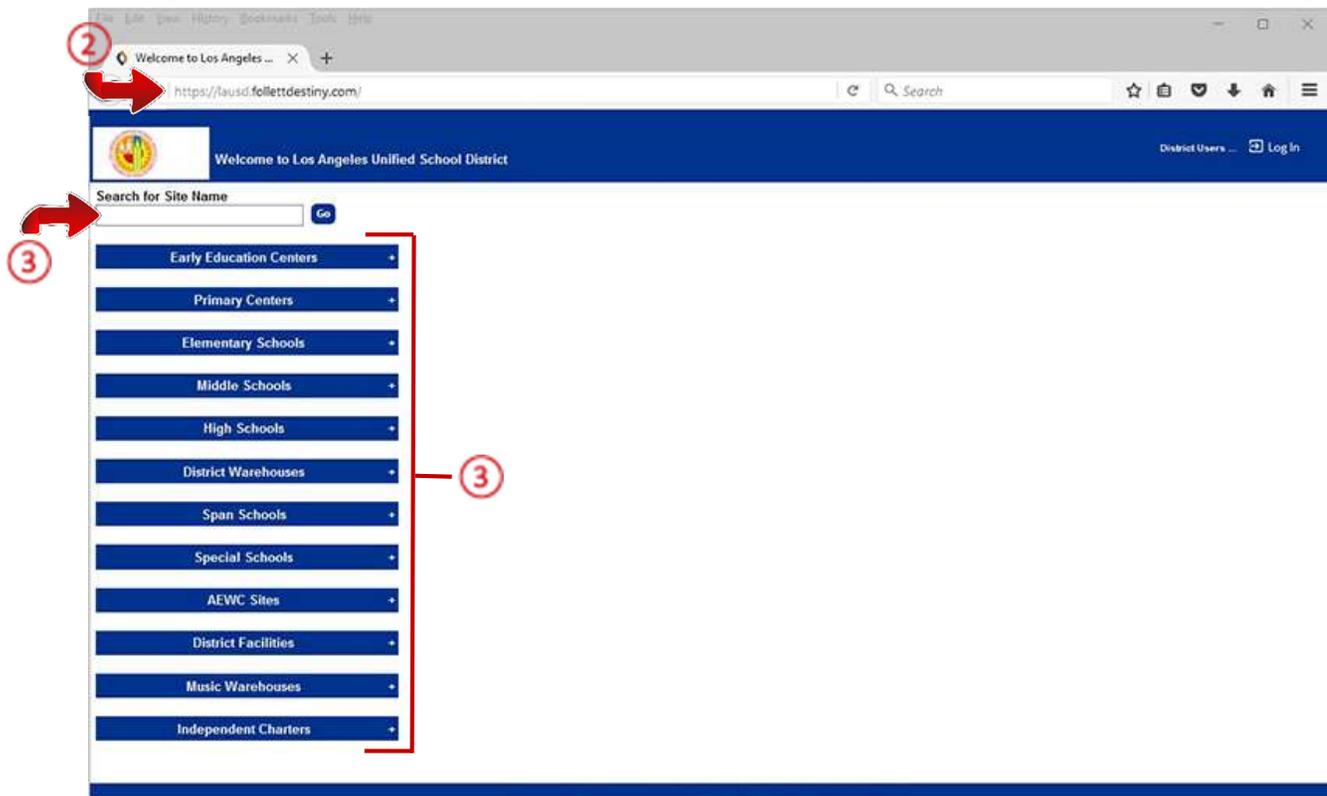
Requirements:

- ✖✖ 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

## D.L.M: PROCEDURES FOR RUNNING CALL NUMBER REPORTS

### 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 “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.

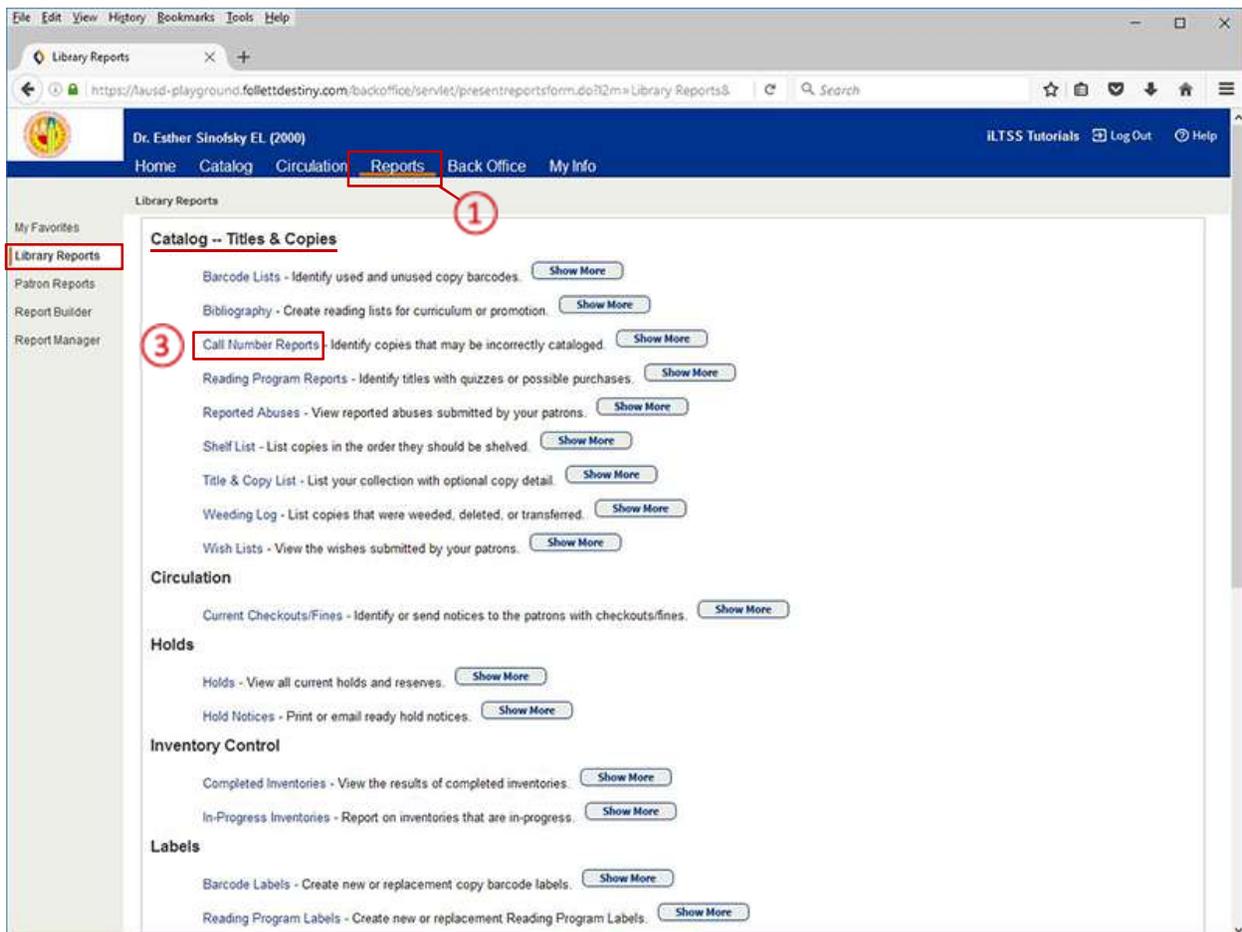
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## PART ONE: CORRECTING CALL NUMBERS IN DESTINY

### STEP 2: REPORTS TAB -- Running the Report

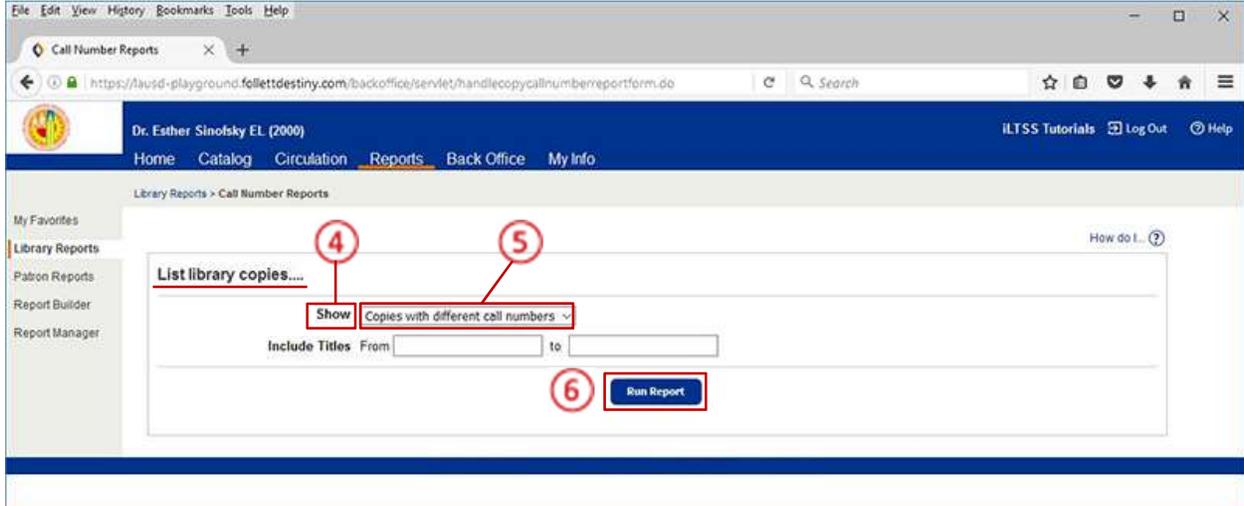
This tutorial documents the steps needed to run the “copies with different call numbers” report.

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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- 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
- Select the “copies with different call numbers” option, the “Include Titles” field will appear. These fields may be left blank
- Click on the “Run Reports” button

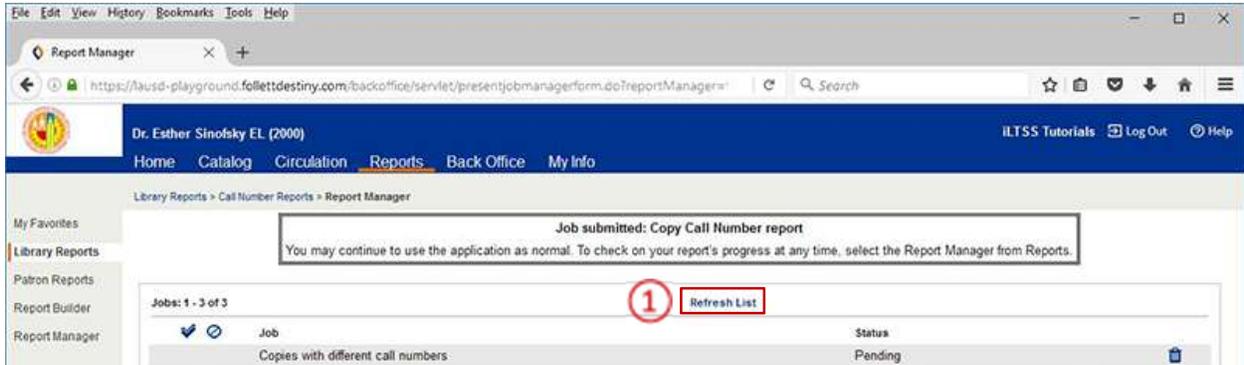


**NOTE:** Once the “Run Reports” button has been clicked, a list of reports will be displayed on the screen

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## STEP 3: REPORT MANAGER

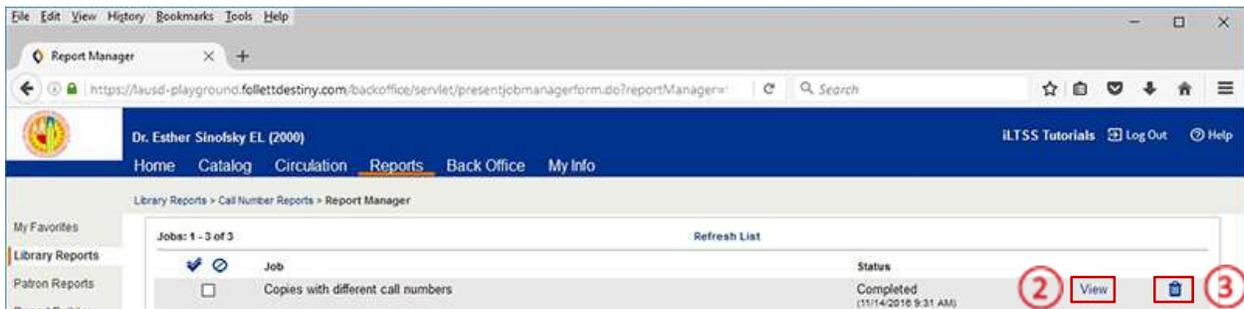
1. The new report will state “*Pending*”, click on the “**Refresh List**” link to check if it is completed



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 printable. 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



## STEP 4: JOB SUMMARY

This report is not printable. 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

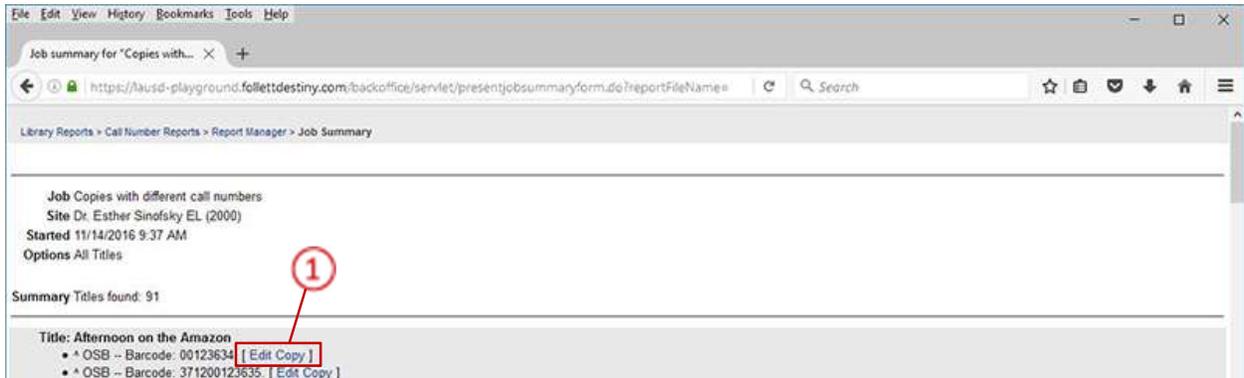
\*Destiny will display all the copies in your collection that have different call numbers. Not all copies displayed will need to be changed, e.g. call numbers that appear in both circulating nonfiction and the Reference collection: 939 Anc and Ref 939 Anc.

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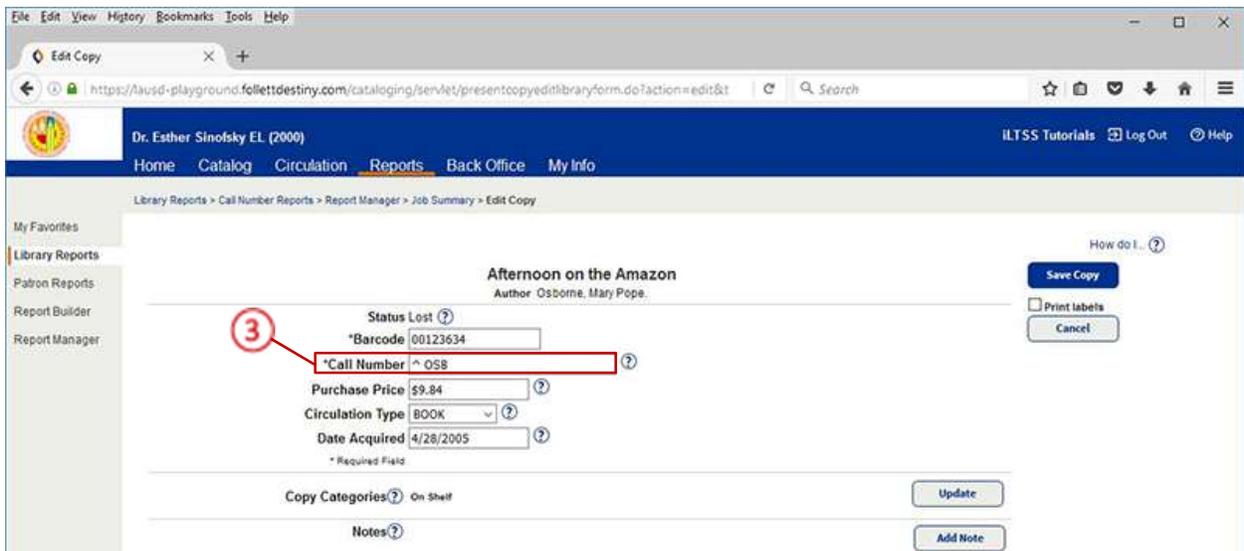
**NOTE:** These corrections are a two-part process—both the copy record in Destiny and the processing on the physical book need to be corrected, so they match. Once the books with the call number issues have been identified, they need to be pulled from the shelf, so new processing can be created when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



**\*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

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

### STEP 6: 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

The screenshot shows a web browser window with the URL [https://ausd-playground.follettdestiny.com/backoffice/servlet/presentreportsform.do?l2m=Library Reports&](https://ausd-playground.follettdestiny.com/backoffice/servlet/presentreportsform.do?l2m=Library%20Reports&). The navigation bar includes Home, Catalog, Circulation, Reports, Back Office, and My Info. The 'Reports' tab is active. On the left sidebar, 'Library Reports' is highlighted with a red box and a circled '1'. The main content area is titled 'Library Reports' and contains several sections: 'Catalog -- Titles & Copies' with links like Barcode Lists, Bibliography, Call Number Reports, Reading Program Reports, Reported Abuses, Shelf List, Title & Copy List, Weeding Log, and Wish Lists; 'Circulation' with Current Checkouts/Fines; 'Holds' with Holds and Hold Notices; 'Inventory Control' with Completed Inventories and In-Progress Inventories; and 'Labels' with Barcode Labels, Reading Program Labels, and Spine/Pocket Labels. The 'Spine/Pocket Labels' link is highlighted with a red box and a circled '2'.

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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 (spine-vertical)” 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

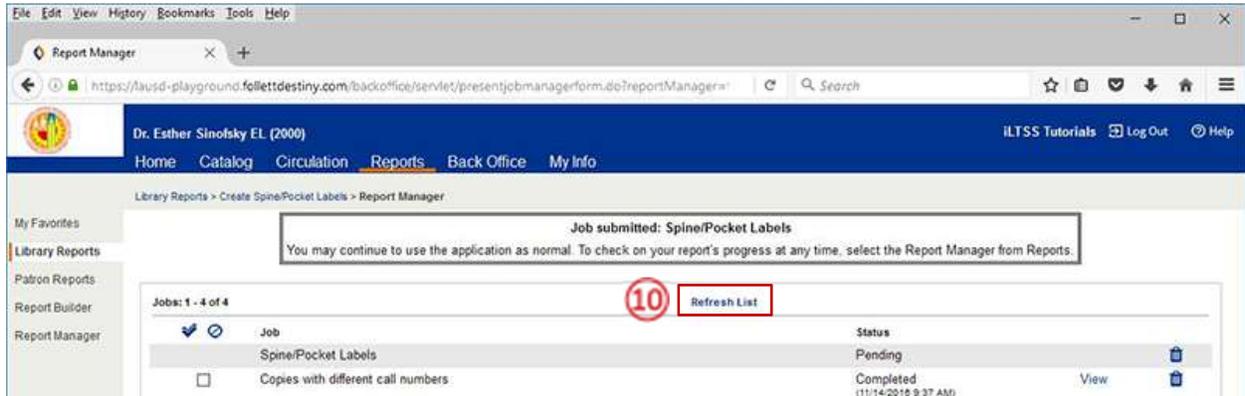
The screenshot shows a web browser window with the URL <https://ausd-playground.fellettdestiny.com/backoffice/servlet/handlelabelform.do>. The page title is "Create Spine/Pocket Labels" and the user is logged in as "Dr. Esther Sinofsky EL (2000)". The navigation menu includes Home, Catalog, Circulation, Reports, Back Office, and My Info. The main content area is titled "Create spine/pocket labels..." and contains the following fields and controls:

- Sort by:** A dropdown menu set to "Call Number" (callout 3).
- Based on:** A dropdown menu set to "Barcode List" (callout 4).
- Create a barcode list:** A text input field with an "Add" button (callout 5).
- Barcodes in List:** A list box containing the barcode "371200123635" and a "Remove" button (callout 6).
- Use label stock:** A dropdown menu set to "Demco 5 by 11 - 14216170 (spine)" (callout 6).
- Start on label:** A text input field set to "1" (callout 7).
- Printer offset:** Two text input fields for "Horizontal" and "Vertical", both set to "0" (callout 7).
- Call number font size:** A dropdown menu set to "12 pt" (callout 7).
- Spine Labels:** A checked checkbox labeled "Start a new line at every space" (callout 8).
- Run Report:** A blue button at the bottom (callout 9).

Below the form, there is a note: "In addition to adjusting your printer offsets, you must also configure Adobe Reader so that your labels are properly aligned. For assistance configuring Adobe Reader or the printer offsets, see Troubleshooting".

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

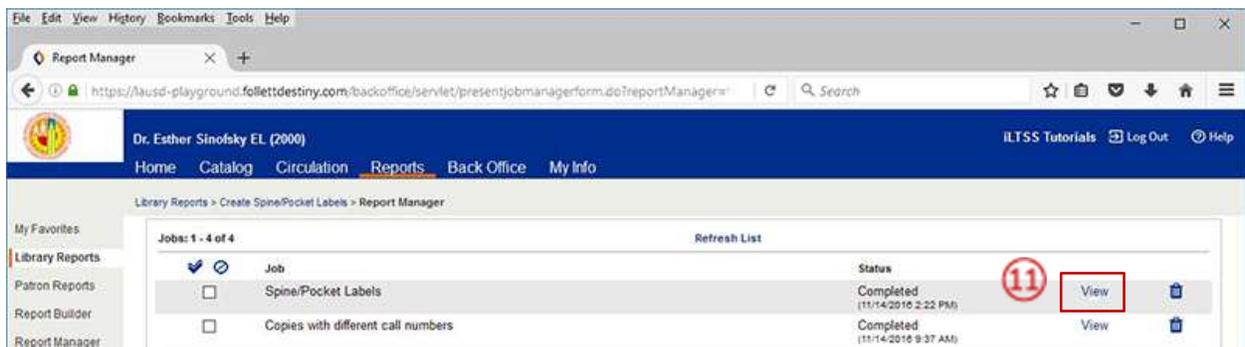


The screenshot shows a web browser window with the URL <https://ausd-playground.follettdestiny.com/backoffice/servlet/presentjobmanagerform.do?reportManager=>. The user is logged in as Dr. Esther Sinofsky EL (2000). The page title is "Report Manager". A notification box at the top states: "Job submitted: Spine/Pocket Labels. You may continue to use the application as normal. To check on your report's progress at any time, select the Report Manager from Reports." Below this, a table shows the status of jobs:

Job	Status	View
Spine/Pocket Labels	Pending	<a href="#">View</a>
Copies with different call numbers	Completed (11/14/2016 9:37 AM)	<a href="#">View</a>

A red circle with the number "10" is placed over the "Refresh List" link, which is also highlighted with a red box.

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



The screenshot shows the same web browser window as above. The status of the job "Spine/Pocket Labels" has changed to "Completed (11/14/2016 2:22 PM)". A red circle with the number "11" is placed over the "View" link, which is also highlighted with a red box.

Job	Status	View
Spine/Pocket Labels	Completed (11/14/2016 2:22 PM)	<a href="#">View</a>
Copies with different call numbers	Completed (11/14/2016 9:37 AM)	<a href="#">View</a>

12. Apply new spine labels to books