

D.R.M: MARKING AN ITEM LOST OR STOLEN



Destiny Resource Manager™ allows users with full access to the application to mark resources lost or stolen in two ways: by resource status or by patron status.

In this tutorial you will learn how to:

- ✖✖ Mark Resource(s) Lost or Stolen

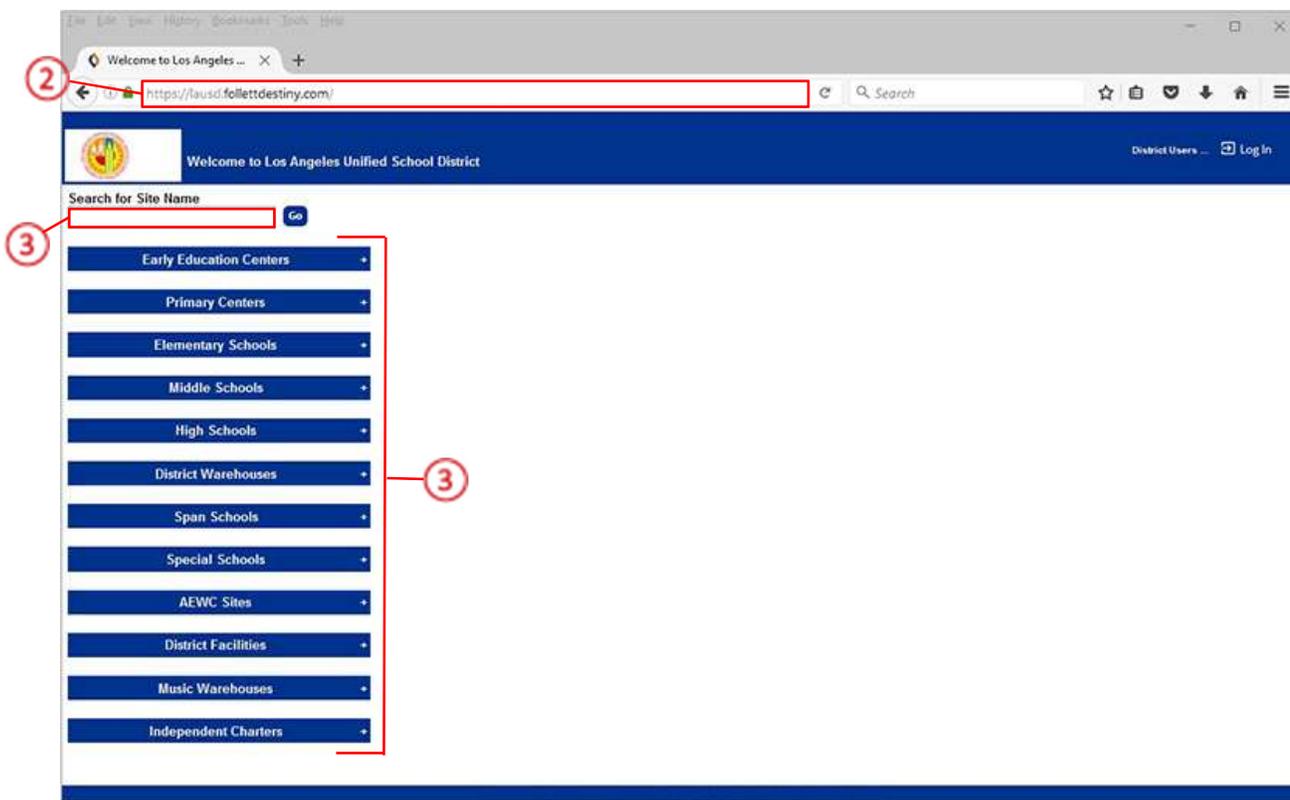
Requirements:

- ✖✖ PC or MAC
- ✖✖ A web browser such as:
 - *Google Chrome* 
 - *Internet Explorer* 
 - *Mozilla Firefox* 
 - *Safari* 
- ✖✖ Destiny Resource Manager Access
- ✖✖ An Internet connection
- ✖✖ An 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 “Blue Bar” associated to your school group (e.g. Middle School). Then, find and click on your school’s link.



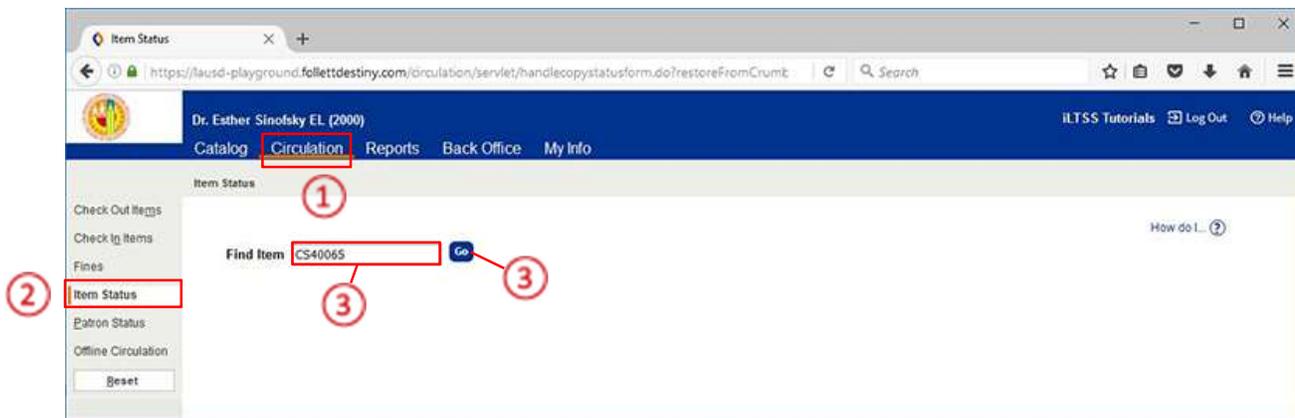
4. On the school’s “Home” screen, click the “Log In” link located on the upper-right corner and enter your username and password to login.

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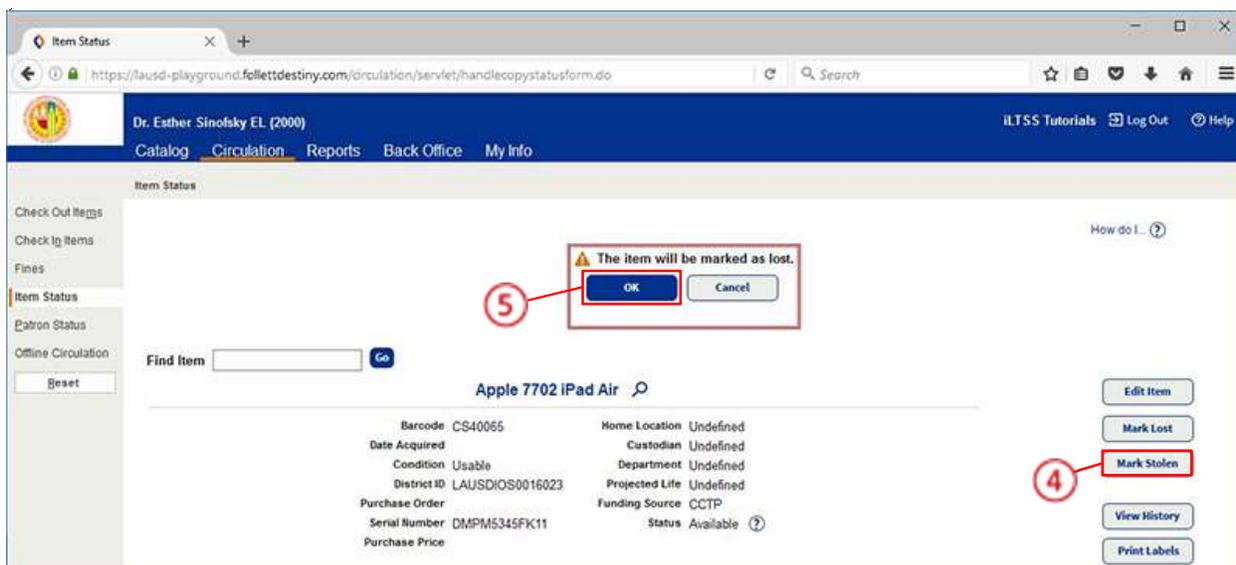
STEP 2: MARKING A RESOURCE LOST

RESOURCE STATUS:

1. Click the “**Circulation**” tab located on the top navigation
2. Click the “**Item Status**” option located on the left-side of the screen
3. Click inside the “**Find Resource**” field and type in the Barcode ID for the lost resource, and either press the “Enter” key on the keyboard or click the “**Go**” button



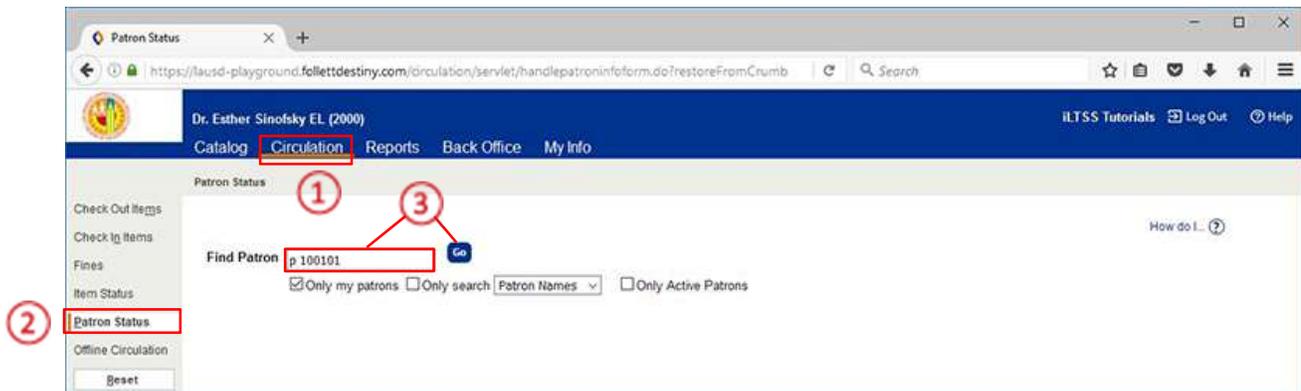
4. Click the “**Mark Lost**” button on the right-side of the screen
5. A pop-up box will be displayed on the screen. Click the “**OK**” button to mark the resource lost



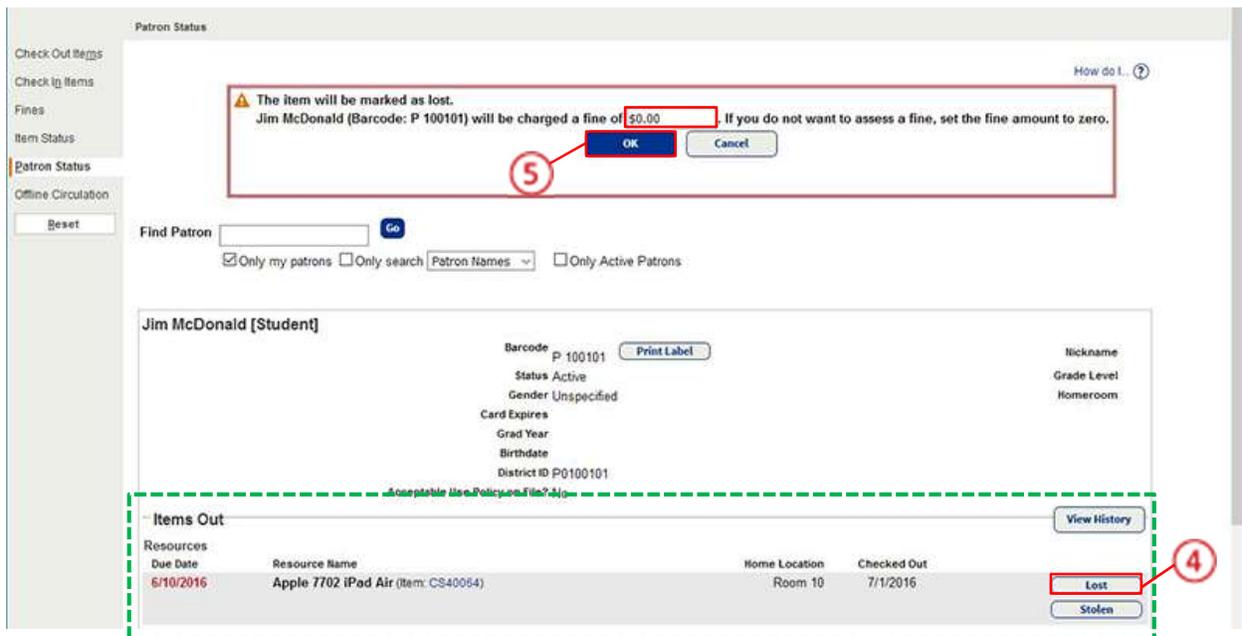
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PATRON STATUS:

1. Click on the “Circulation” tab
2. Click on the “Patron Status” option
3. Click inside the “Find Patron” field and scan or type in the patron’s Barcode ID



4. The patron details will appear, on the “Items Out” section, click the “Lost” button
5. A pop-up box will be displayed on the screen asking to add a fine to the lost resource. The default fine for the resource is displayed.
 - a. If the fine is correct, click on the “OK” button
 - b. If a fine is charged and different from the default, type in the dollar amount and click the “OK” button
 - c. If a fine is NOT assessed, type in \$0.00 dollar amount and click the “OK” button



NOTE: If you choose **NOT** to assess a fine, and if the resource was assigned to a patron, the associated patron **will not** be assessed a fine.

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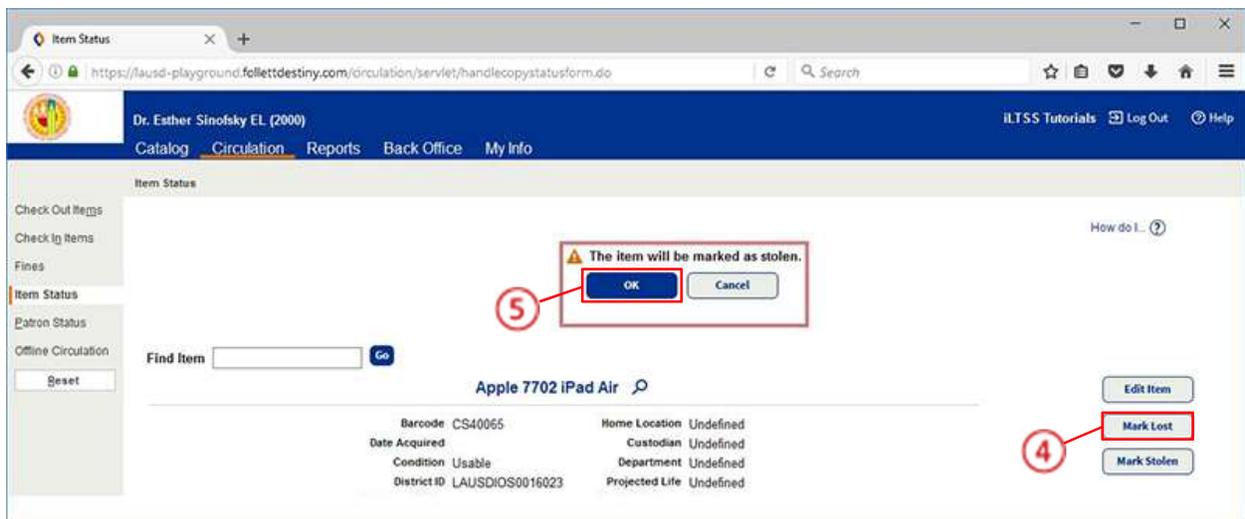
STEP 3: MARKING A RESOURCE STOLEN

RESOURCE STATUS:

1. Click on the “Circulation” tab
2. Click on the “Item Status” option
3. Click inside the “Find Resource” field and type in the Barcode ID of the lost resource and click on the “Go!” button



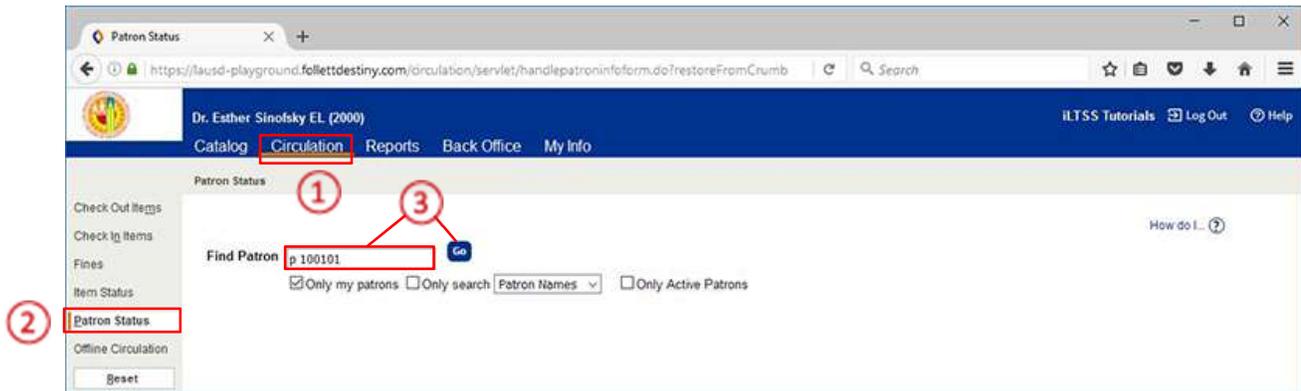
4. Click the “Mark Stolen” button on the right-side of the screen
5. A pop-up box will display on the screen. Click the “OK” button to mark resource stolen (*a fine will not automatically be assessed*)



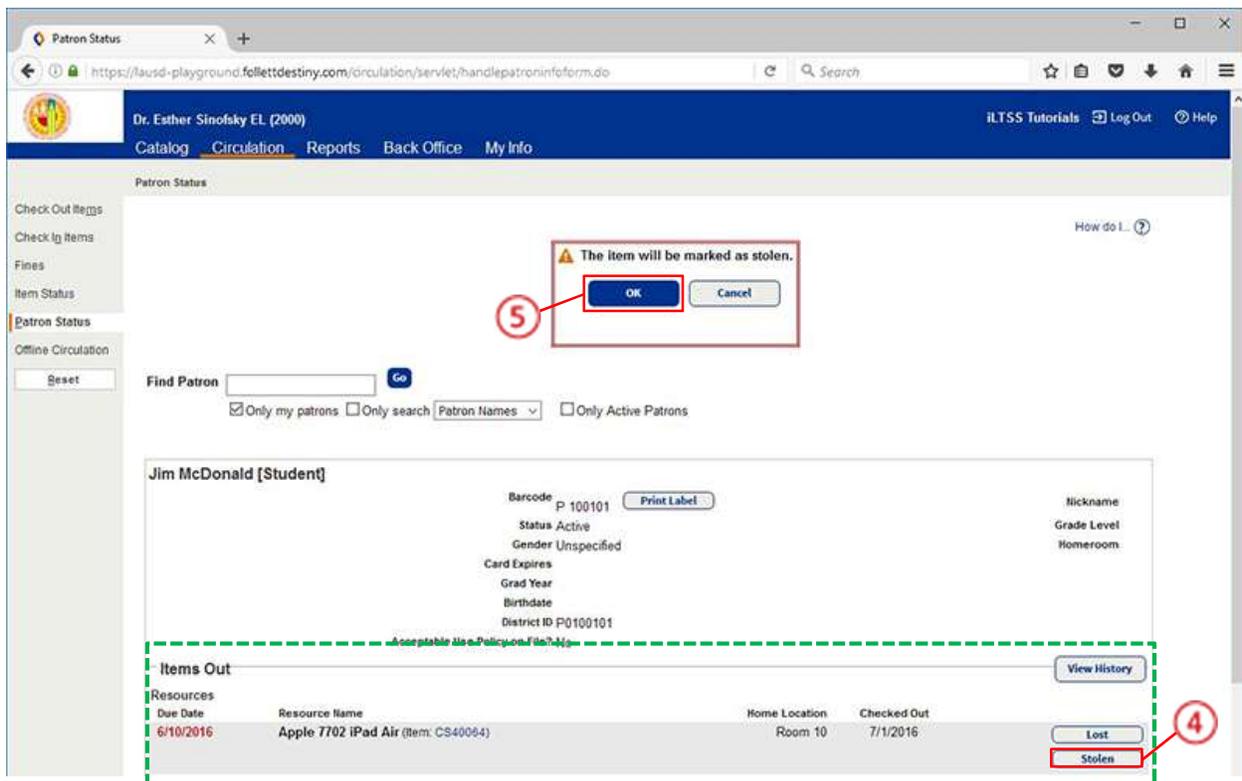
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PATRON STATUS:

1. Click on the “Circulation” tab
2. Click on the “Patron Status” option
3. Click inside the “Find Patron” field and scan or type in the patron’s Barcode ID



4. The patron details will appear on the screen and on the “Items Out” section, click on the “Stolen” button
5. A pop-up window will be displayed on the screen requesting a confirmation that the resource has been stolen (a fine will NOT automatically be assessed). Click on the “OK” button



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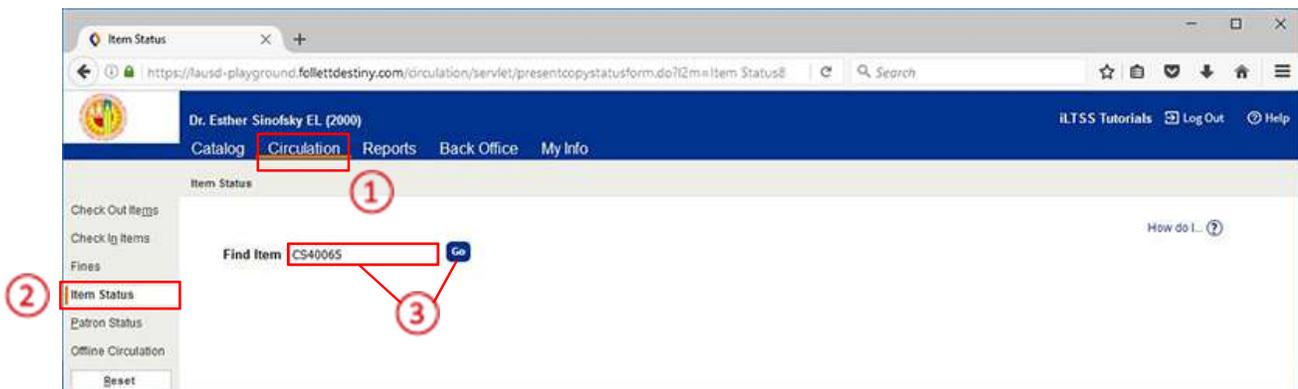
STEP 4: DOCUMENTING THE BUSINESS PRACTICES

Once the resource has been declared Lost or Stolen, it is incumbent upon the school's resource instructional device manager (IDM) to document the following in the Destiny application:

- **Cost Center** — This number is comprised of your school's location code plus three additional digits (see LAUSD website for the school's cost center)
 - **Service Request Number** — This is the number assigned to the ITD service request you generate regarding the lost/stolen resource
 - **Police Report Number** — This is the number provided by the LASPD once they have been notified of the theft/loss
 - **Police Report Date** — This is the date the report was filed
 - **Grade Level (for CCTP devices)** — The grade for which the device was provisioned

To notate the above fields, please follow the steps documented below:

1. Click on the "Circulation" tab
2. Click on the "Item Status" option
3. Click inside the "Find Resource" field and type in the barcode ID for the Lost or Stolen resource



4. The resource details will be displayed. Click on the "Edit Item" button located on the right-side of the screen



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5. Under the “Item Categories” towards the bottom of the screen. Enter the information into the following fields:
 - a. **Cost Center:** Type in your school’s cost center ID number into the field (this can be located on the LAUSD page on the school finder page for your site)
 - b. **Service Request Number:** Type in the service request number from the ITD Service Request you generated once the resource was lost/stolen (this can be found in the email that is automatically generated upon the ticket is submitted)
 - c. **Police Report Number:** Type in the police report number in the field (this should be on the copy of the report that the reporting officer provides)
 - d. **Police Report Date:** Type in the date the police report was filed
 - e. **Grade Level2 (for CCTP devices):** Type in the grade level for which the device was provisioned (this should correlate to the student’s grade)
6. Click on the “Save” button

The screenshot shows the 'Edit Item' form for an 'Apple 7702 iPad Air'. The form is divided into several sections. The top section contains basic item information: Barcode (CS40065), Status (Available), Condition (Usable), Home Location (Undefined), Custodian (Undefined), Department (Undefined), Funding Source (CCTP), District Identifier (LAUSD01050016023), Purchase Price, Date Acquired, Purchase Order, Serial Number (DMFMS345FK11), Salvage Value (\$0.00), and Projected Life. Below this is the 'Item Categories' section, which is highlighted with a green dashed box. This section contains five fields: Cost Center, Service Request Number, Police Report Number, Police Report Date, and Grade Level2. Each of these fields is highlighted with a red circle and a letter (a through e). To the right of the 'Item Categories' section is an 'Update' button. At the top right of the form is a 'Save' button, which is highlighted with a red circle and the number 6. Below the 'Save' button are two checkboxes: 'Add historical note' and 'Print labels', and a 'Cancel' button. The browser address bar shows the URL: https://laUSD-playground.follettdestiny.com/cataloging/service/presentasset/meditform.do?action=edit&co. The page header includes the user name 'Dr. Esther Sinofsky EL (2000)' and navigation links for 'Catalog', 'Circulation', 'Reports', 'Back Office', and 'My Info'. The page footer contains the text 'Integrated Library and Textbook Support Services (iLTSS)' and 'Page | 8'.