

To add Copies to existing Titles in your District

1. Log into **Destiny**
2. Click on the **Catalog** tab
3. Click on **Library Search**
4. From the **Find** dropdown window, select **ISBN**
5. From the Location dropdown menu, select **Port Huron Area School District**
6. Type in the **ISBN** number from the book
7. Click on **Go**

The screenshot shows the Destiny Catalog interface for Cleveland Elementary School. The user is logged in as Destiny Administrator. The navigation menu includes Home, Catalog (highlighted), Circulation, Reports, and Back Office. The Library Search section is active, showing a search form with the following fields: Find (ISBN), ISBN number (978-0-439-06486-6), and Location (Port Huron Area School District). The Go! button is visible.

8. Once the book displays, click on **Add Copies**

The screenshot shows the Destiny Title Details page for "Harry Potter and the Chamber of Secrets" by J.K. Rowling. The page displays the book cover, title, author, and publication information. The copy status is shown as "3 of 3 copies are available locally. 34 of 55 copies are available off-site. See all...". The "Add Copies" button is highlighted in a red box.

9. Enter the number of **Copies** you're adding
10. Enter the **Starting Barcode** you'll be using. This will be the first barcode on your barcode sticker sheet
11. Enter the **Call Number**
 - All Fiction books start with F, followed by a space and the first 3 letters of the Author's last name (all caps). F ROW (for Fiction Rowling)
12. Enter the **Purchase Price** (found on the book). This should include the \$ along with the book
13. **Note:** The Notes section can be used to display a message any time this book is checked in or out. For example, if a CD comes with the book, add a Note here indicating the CD must be checked in/out with this book. If you wish to enter something here, click on **Add Note**
14. Click on **Save Copies**
15. Put the barcode sticker on the book
 - Make sure that if you've added more than 1 copy, you put consecutive barcodes on the books
16. Continue for remaining books

The screenshot shows the 'Add Copies' page in the Destiny Administrator system. The page is for the title 'Harry Potter and the Chamber of Secrets' by J.K. Rowling. The interface includes a navigation menu on the left, a top header with the school name and user information, and a main form area with various input fields. A red box highlights the 'Save Copies' button in the top right corner. Another red box highlights the 'Notes' section at the bottom, which contains the text 'Make sure CD is checked out and returned with book'. Other fields include 'Status' (Available), '*Number of copies' (1), 'Starting Barcode' (07190000000001), '*Call Number' (F ROW), 'Purchase Price' (\$23.95), 'Circulation Type' (Regular), and 'Date Acquired' (11/10/2010). There are also buttons for 'Update' and 'Add Note'.

Cleveland Elementary School Destiny Administrator Logout | Help | Shop | [Icons]

List All Sites Home **Catalog** Circulation Reports Back Office

Check/Set Sources > Search Results > "Harry Potter and the Chamber of Secrets" > Add Copies

Library Search
Destiny Quest
Add Title
Import Titles
Export Titles
Update Titles
Update Copies
Reading Program
Search Setup

How do I... ?

Harry Potter and the Chamber of Secrets
Author Rowling, J. K. Call Number from Title Fic

Status Available ?

*Number of copies 1

Starting Barcode 07190000000001 ?
[Generic Code 39, 14 characters total]

Assign next barcode
[Next: 37010280095545]

*Call Number F ROW ?

Purchase Price \$23.95 ?

Circulation Type Regular ?

Date Acquired 11/10/2010 ?

* = Required Field

Copy Categories ?

Update

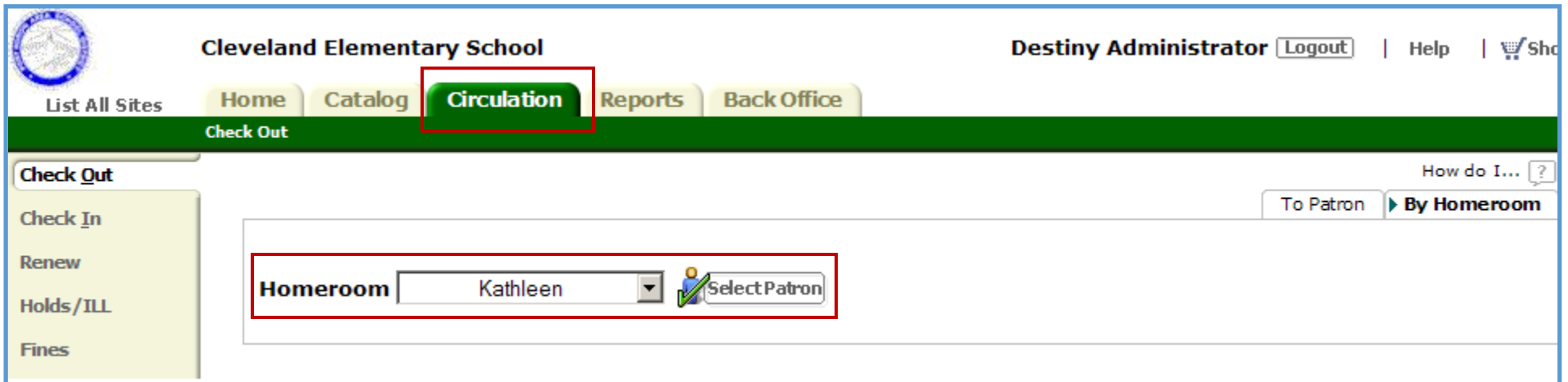
Notes ?
Make sure CD is checked out and returned with book

Add Note

Save Copies
Print labels
Cancel

To check out/in by Homeroom

1. From within Destiny, click on the **Circulation** tab
2. Click on **Check Out** (or **Check In**, depending on what you're doing)
3. From the **Homeroom** dropdown menu, select the Teacher whose kids you're checking out to
4. Click on **Select Patron**



Cleveland Elementary School

Destiny Administrator Logout | Help | Shopping Cart

List All Sites Home Catalog **Circulation** Reports Back Office

Check Out

Check Out How do I... ?

Check In To Patron **By Homeroom**

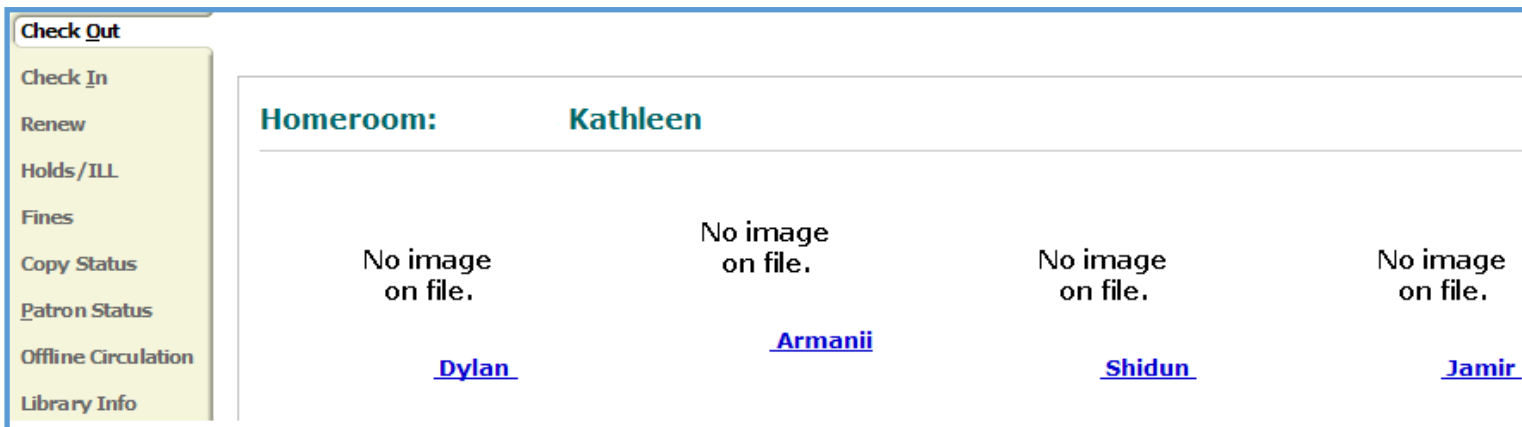
Renew

Holds/ILL

Fines

Homeroom Kathleen Select Patron

5. Click on the name of the student to whom you're checking out the book



Check Out

Check In

Renew

Holds/ILL

Fines

Copy Status

Patron Status

Offline Circulation

Library Info

Homeroom: Kathleen

No image on file.	No image on file.	No image on file.	No image on file.
Dylan	Armanii	Shidun	Jamir

6. Scan the barcode on the book. The book is now checked out to the student
7. To check out to the next student, click on **Select Patron** and repeat

The screenshot shows the 'Cleveland Elementary School' library system interface. At the top, the user is logged in as 'Destiny Administrator' with options for 'Logout', 'Help', and 'Shop'. The navigation menu includes 'List All Sites', 'Home', 'Catalog', 'Circulation' (highlighted), 'Reports', and 'Back Office'. The main section is titled 'Check Out' and features a sidebar with options like 'Check In', 'Renew', 'Holds/ILL', 'Fines', 'Copy Status', 'Patron Status', 'Offline Circulation', and 'Library Info', along with a 'Reset' button. The main content area shows a 'Homeroom' dropdown menu set to 'Kathleen' and a 'Select Patron' button highlighted with a red box. Below this is a 'Find' search bar and a 'Find Copy' button. The student profile for 'Dylan' (Student ID: 45013827) is displayed, showing 'Checked Out Library: 2', 'Overdue Library: 2', and 'Holds Ready 0'. Fines are listed as 'Library: \$0.00' and 'Patron: \$0.00'. Other details include 'Grade Level 4' and 'Homeroom Kathleen'. An 'Edit Patron' button is visible. At the bottom right, there is a checkbox for 'Only today's check outs' and a 'Receipt' button.

Cleveland Elementary School

Destiny Administrator Logout | Help | Shop

List All Sites Home Catalog **Circulation** Reports Back Office

Check Out

Check Out How do I... ?

To Patron **By Homeroom**

Homeroom Kathleen **Select Patron**

Find Find Copy Due Dates

Dylan (Student: 45013827) Edit Patron

Checked Out Library: 2 Grade Level 4

Overdue Library: 2 Homeroom Kathleen

Holds Ready 0

Fines Library: \$0.00

Patron: \$0.00

Only today's check outs Receipt