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**

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

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

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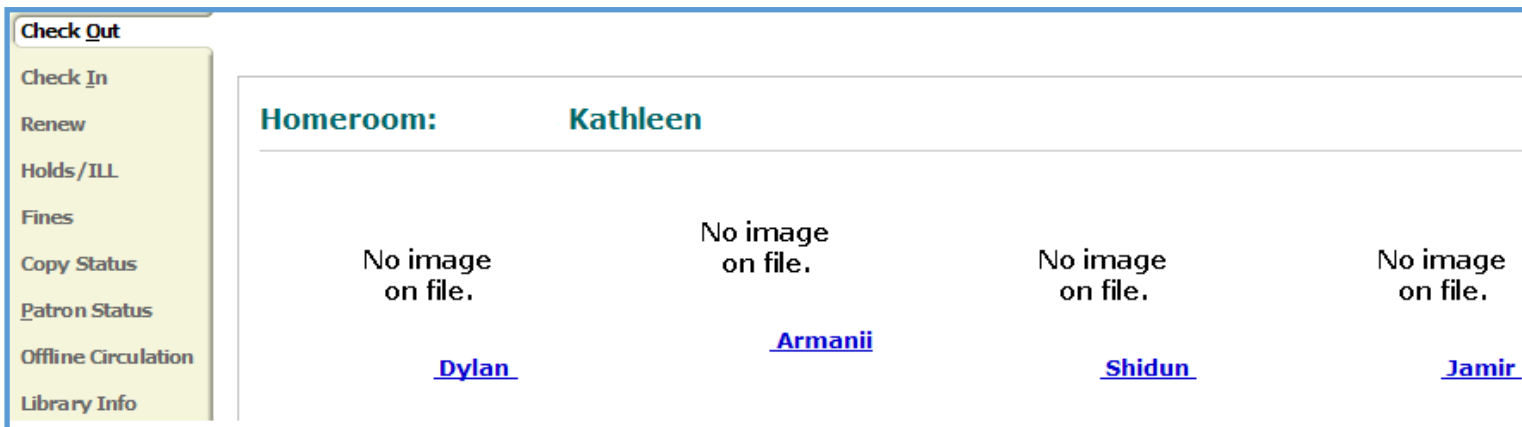
5. Click on the name of the student to whom you're checking out the book

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