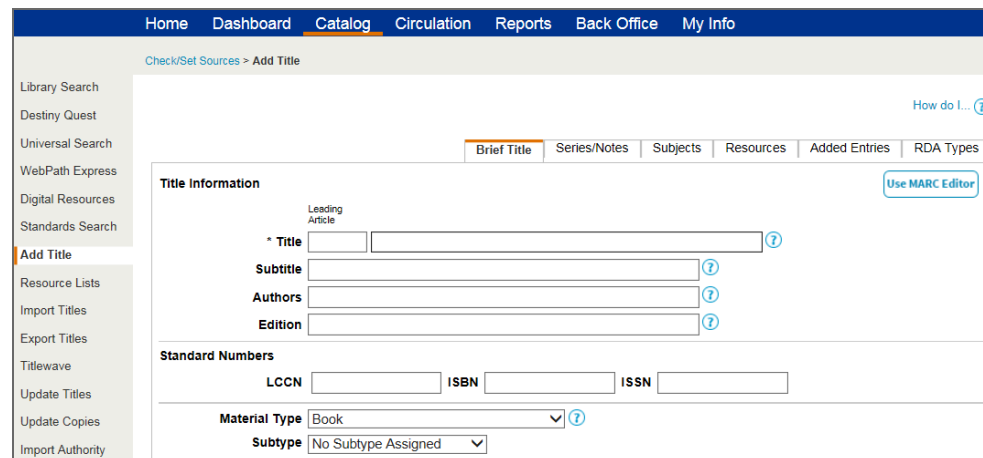


Adding Title and Copy Records Manually

Adding Titles

Some materials might seem challenging to catalog and add to your library's collection, such as your school's yearbook or a self-published collection of your students' work. Destiny Library Manager's Easy Editor makes manually adding any title record quick and easy.

1. Select **Catalog > Add Title**.
2. Select the material type you want to search for in the **Find** drop-down.
3. Select the type of search you want to conduct from the **with** drop-down.
Note: Follett recommends you search by ISBN to ensure you are not duplicating records.
4. If a title is not available in the district catalog, Follett's Alliance Plus®, or z-source databases, the Add Title page opens.
5. On the **Brief Title** subtab, enter basic information about the title you are cataloging. You can find most of this information on the item's title or copyright pages.



6. On the **Series/Notes** subtab, enter information about the title's series or volume, if available, and its interest level. If your school uses Lexile® Measures or the Fountas and Pinnell program, you can also enter the codes here.

The screenshot shows the 'Series/Notes' subtab. At the top, there are navigation tabs: 'Brief Title', 'Series/Notes' (selected), 'Subjects', 'Resources', 'Added Entries', and 'RDA Types'. Below the tabs, there is a 'Title' field with a 'Use MARC Editor' button. The 'Series Information' section includes a 'Find Heading' button and fields for 'Title', 'Volume #', 'Interest Level' (a dropdown menu), 'Lexile' (a dropdown menu with 'No Code' selected), and 'Fountas and Pinnell' (a dropdown menu with 'Any Level' selected). The 'Notes' section has a 'General' dropdown menu, a text area, and an 'Update' button. At the bottom, it says 'There are no notes for this title'.

7. On the **Subjects** subtab, enter subject headings. You can click **Find Heading** to see a list of headings previously used in your library. These headings help your patrons find titles with a common topic.

The screenshot shows the 'Subjects' subtab. At the top, there are navigation tabs: 'Brief Title', 'Series/Notes', 'Subjects' (selected), 'Resources', 'Added Entries', and 'RDA Types'. Below the tabs, there is a 'Title' field with a 'Use MARC Editor' button. The 'Subjects' section includes a 'Find Heading' button and three rows of 'Topical Heading' dropdown menus with text input fields. There are also 'Update' and 'Find Heading' buttons. At the bottom, it says 'There are no subjects for this title'.

8. On the **Resources** subtab, you can enter links and a brief description for any related digital resources, such as websites.

The screenshot shows the 'Resources' subtab. At the top, there are navigation tabs: 'Brief Title', 'Series/Notes', 'Subjects', 'Resources' (selected), 'Added Entries', and 'RDA Types'. Below the tabs, there is a 'Title' field with a 'Use MARC Editor' button. The 'Links' section includes an 'Update' button and fields for 'URL' and 'Description'. Below the 'Description' field, there is a note: 'Enter a complete URL, including the protocol (e.g., http, ftp, mailto, etc.)'. At the bottom, it says 'There are no electronic resources for this title'. The 'Digital Content' section has an 'Add New' button and says 'There is no digital content for this title'.

9. On the **Added Entries** subtab, you can enter a different title for the item or any co-authors, illustrators, or editors.

Brief Title Series/Notes Subjects Resources **Added Entries** RDA Types

Title [Use MARC Editor](#)

Alternate Titles

Leading Article
Uniform Title ?

Varying Form ?

Leading Article
Series Uniform Title ?

Co-authors, Illustrators, Editors, etc.

Name ?

Dates ?

Role ?

[Update](#)

[Find Heading](#)

There are no added entries for this title

10. On the **RDA Types** subtab, you can select content, media, and carrier types from the drop-downs. Adding the RDA types expands your patrons' ability to find and access your library's resources.

Note: Your district must have RDA as the preferred descriptive cataloging form to view this subtab.

Brief Title Series/Notes Subjects Resources **Added Entries** **RDA Types**

Title [Use MARC Editor](#)

* Content Type [Add](#)

text

Media Type [Add](#)

unmediated [Add](#)

* Carrier Type [Add](#)

volume

* Required Field

Adding Copies

To add copies to an existing district record, click on the title or **Details**. The Title Details page opens with additional information about the item. Select **Add Copies** to add a copy to this record.



The screenshot shows the 'Title Details' page for 'The Polar Express'. The page includes a book cover, the title, author information, and a list of actions. The 'Add Copies' button is highlighted with a red box.

The Polar Express
written and illustrated by Chris Van Allsburg.

Call #: FIC VAN There are no local copies of this title.
Off-site copies available: 2 of 2. [See all...](#)

A magical train ride on Christmas Eve takes a boy to the North Pole to receive a special gift from Santa Claus.

[Edit Title](#)
[Convert](#)
[Duplicate It](#)
[Add Copies](#)
[Add to Wish List](#)
[Recommend](#)

TitlePeek™