

Procedures to Delete Extra ebooks

1. Go to library view and then create a Resource List. After resource list is created go back to the catalog and do a search limiting the search to Electronic Book (ebook). Click on title.

2. Click on add to list any ebooks that have a blue e in the title. Do not click on the ones with the

The screenshot shows the Follett Destiny library catalog search interface. The search results are filtered to "Electronic Book (eBook)". The "Narrow your search to..." section shows filters for Location (Port Huron Northern High School), Material Type (Electronic Book (eBook)), and other criteria. A search bar and navigation tabs are visible at the top.

green E. Make sure you have them added to the correct resource list you created---upper right hand corner labeled Selected Lists.

3. Once you have about 100 titles in your resource list(don't overload the resource list with too many titles) you are ready to delete them. Click on Export Titles. Then chose select from a list

The screenshot shows the search results page with several book entries. Each entry includes a book cover, title, call number, author, and publication date. There is an "Add to this List" button for each entry.

Title	Call #	Author	Published	Reading Level	Action
The capture and killing of Osama bin Laden	958.104/7092	Lusted, Marcia Amidon, 1962-	2012	7.0	Add to this List
The center cannot hold my journey through madness	616.89/8/0092	Saks, Elyn R., 1955-	2007	Adult	Add to this List
The devil in the white city murder, magic, and madness at the fair that changed America	364.152/3/0977311	Larson, Erik.	2004	Adult	Add to this List
Don Quixote	eBook		2004		Add to this List
The Dore Gallery of Bible Illustrations, Complete	eBook		2004		Add to this List
Dracula	eBook		1995		Add to this List
Dream Psychology	eBook		2005		Add to this List

and chose your resource list. Make sure that all records is marked as well as Delete titles/copies after export. Click on Export. Duplicate process until all unwanted ebooks are deleted.....

The screenshot displays the 'Export titles...' form within the Follett Destiny cataloging system. The interface includes a navigation menu on the left with options like 'Library Search', 'Destiny Quest', and 'Export Titles'. The main content area contains the following fields and options:

- Select:** A dropdown menu set to 'from List' and a secondary dropdown set to 'First 25 ebooks'. A 'View List' button is located below these dropdowns.
- Include:** Radio buttons for 'All records' (selected), 'Full records only', and 'Brief records only'.
- Options:** Checkboxes for 'Include copy information' and 'Delete titles/copies after export' (checked).
- Export File Format:** Radio buttons for 'UTF-8' (selected) and 'ALA'.

Below the form, a message states: 'When the process has completed, go to the Job Manager in the Back Office to view a summary of the export and to download the file.' Two 'Export' buttons are visible at the bottom of the form area. The browser's address bar shows the URL '10.3.2.11/cataloging/servlet/handleExportbibform.do'. The system footer indicates the copyright '©2002-2015 Follett School Solutions, Inc.' and the date '10/5/2015 9:40 AM EDT'.

