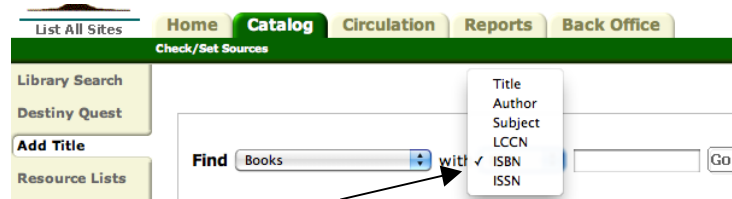


Adding Titles and Copies

Finding and Adding Titles

1. Go to the **Catalog** tab, and choose **Add Title** from the left column menu.




2. If you are adding a book, searching by **ISBN** is usually the quickest way to find the title. Choose ISBN from the list and scan or type in the ISBN.


If you are adding a DVD, chose **Videos** from the first drop-down. The barcode on most video packaging is a UPC number and will not work for this search, but you can often find an ISBN noted somewhere near the barcode on the packaging. Otherwise, search by Title.

If you are adding equipment, choose **Equipment** from the first drop-down and search by Title for the brand name.

3. When the search results come up:

- a.  **When you reach me** [Details](#)
Stead, Rebecca. LCCN: 2008-24998 ISBN: 0-385-73742-4
New York : Wendy Lamb Books, 2009. 1st ed. 199 p.

If a title has a red building icon next to it, this means it is an existing record in our catalog. Click on the title to view the Details screen. If it matches your item, add your copy to that title by clicking the **Add Copies** button on the right side of the page.

- b. If there are multiple search results with the red building icon, they are duplicate records. Choose the one that looks best and add your copy to it. Please also send an email to Josh Whiting letting him know that there are duplicates of that title.
- c.  **When you reach me** [Details](#)
Stead, Rebecca. LCCN: 2008-24998 ISBN: 978-0-385-73742-5 (trade)
New York : Wendy Lamb Books, 2009. 1st ed. 199 p. ;

If a title has a blue A+ icon next to it, this means it is a record that can be imported into our catalog. Only choose an A+ title if no other titles are available. Click on the title to view its details. If it matches your item, click the **Add Copies** button. The title record will automatically be added to the catalog, and you will be taken to the Add Copies screen.

- d. If the search brings up no matching title for your item or if an existing title appears to have mistakes or problems, you will need to request that the title be cataloged or corrected. You can do this by filling out the Cataloging Request Form under the Librarians menu on <http://granitemedia.org>, or by emailing the title information (Title, Author, ISBN) to Josh Whiting in Instructional Technology. The title will be created as quickly as possible, and you will be notified by email when it is ready. Once you have been notified, search for the title again, click on it to see details and click **Add Copies**.

Adding Copies

1. Before adding copies in Destiny, affix an unused barcode onto the front of each copy you would like to add (unless you will be printing your barcode labels after cataloging your items).
2. Enter the **Number of copies** you are adding to this title. You can add multiple copies of the same title at the same time if your barcodes are sequential or if you will be printing barcode labels later.
3. Scan or type the item barcode in the **Starting Barcode** field. (If you are printing barcodes later, choose **Assign next barcode** instead.)
4. Ensure that the **Call Number** is correct. Refer to the "Call Number Prefixes" document for correct call number guidelines.

When you reach me

Author Stead, Rebecca. Call Number from Title [FIC]

Print labels

Status Available

***Number of copies**

Starting Barcode
[Follett Classic](#)
 Assign next barcode
 [Next: T 665010]

***Call Number**

Purchase Price

Circulation Type Regular

Date Acquired

* = Required Field

Copy Categories

Notes

There are no notes for this copy

Volume, Issue, etc. <input type="button" value="?"/>	Description	Number
1)	<input type="text"/>	<input type="text"/>
2)	<input type="text"/>	<input type="text"/>
3)	<input type="text"/>	<input type="text"/>

Copy Number

Sublocation -- Undefined --

Vendor -- Undefined --

Funding Source -- Undefined --

5. Enter a purchase price, and add categories or any other applicable information.
6. If you are cataloging equipment, enter the serial number in the **Volume, Issue, etc.** section, with 'SN#' under **Description** and the number under **Number**.
7. Click **Save Copies**.