

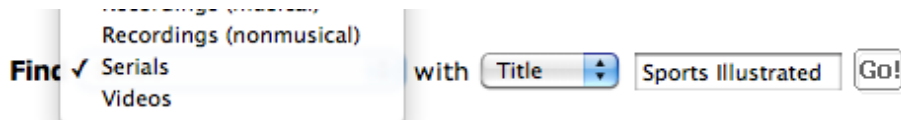
Cataloging Magazines

These instructions are provided for schools that wish to catalog their magazines for checkout in Destiny. (Schools may also choose to use temporary barcodes or other methods for managing periodicals).

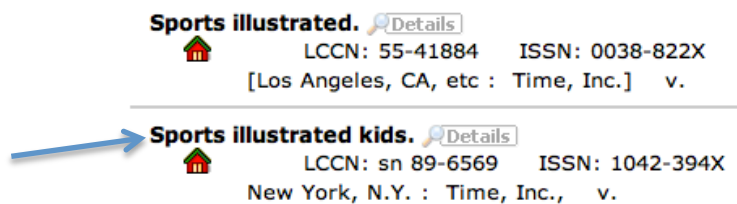
When individual issues of periodicals are cataloged in Destiny, they should be added as individual copies under the unified district title for that periodical. Month, year and other issue information should be added in the copy description fields.

Steps to Cataloging a Magazine in Destiny

1. Under the **Catalog** tab, choose the "Add Title" option from the left menu.
2. Choose **Find** "Serials" with "Title" and enter your search term for the magazine title.



3. Click on the "home" title from the search results that matches your periodical



If there is no home title available for your magazine, please contact Josh Whiting in Ed. Tech. to have one created.

4. On the Title Details page, click **Add Copy**.
5. Modify the call number, circulation type, barcode, etc., as necessary.
6. Enter any issue information in the "Description" and "Number" fields under the **Volume, Issue, etc.** section.

Volume, Issue, etc. ?		Description	Number
1)	September	2011	
2)			
3)			

7. Click **Save Copy** once you have made all of your modifications.