

Adding Textbooks to Destiny

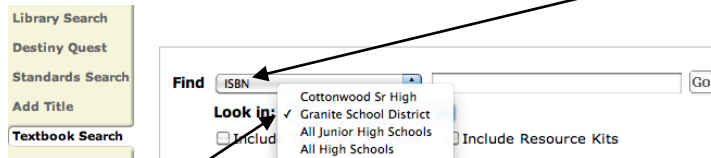
The following steps explain how to add an entire set of textbooks to Destiny's Textbook Manager at one time. If you have multiple people working on the project at the same time many of these steps can be done simultaneously (i.e. one person can gather and count textbooks, another can affix barcodes, and a third can enter information in Destiny.)

Gathering Textbooks and Barcoding

1. Ensure you have all the copies of a specific textbook title in one place, or at least all the copies that you wish to catalog at one time. (If there is great variation in textbook condition you may wish to separate into "Good," "Fair," and "Poor" groups and process each group separately.)
2. Carefully count and note the total number of copies of the textbook.
3. Affix barcodes to the textbooks. It is usually best to use a sequential range* of barcodes for a set of textbooks. Specifically note the first/lowest barcode number that you use. If your barcodes are not in a sequential range you can still add copies as a set, but you will need to scan each barcode into a barcode list (see "Option 2: Adding Textbook Copies with Non-Sequential Barcodes" on the next page.)

Searching for Textbook Titles

1. In Destiny, click on the **Catalog** tab and choose "Textbook Search" from the left menu.
2. In most cases you will first want to search by ISBN. Choose "ISBN" from the **Find** drop-down.



3. Choose **Look in** "Granite School District." (Your textbook may already be cataloged at another school.) Scan your textbook's ISBN barcode into the search field.
4. From the search results list click on the title that matches your textbook to view the Title Details screen. If the details match your title, click the **Add Copies** button on the right-hand side of the details screen. (If the ISBN search produces no results or the item does not have an ISBN try searching by title, author, etc.)

****If you cannot find a matching title** you will need to fill out the **Cataloging Request Form** online at <http://granitemedia.org> or contact Joshua Whiting in Instructional Technology with information about the title (Title, ISBN, publisher, edition/publication date). The title will be added as quickly as possible and you will receive an email or call when it is ready. When you have received word that the title is ready, search for your textbook again, go to the details screen for the title, and click **Add Copies**.

* If only one or two barcodes are missing or ruined, you can fix the problem by making a note of these missing numbers and artificially adding the number of missing items to the total count of textbooks. This way Destiny will add copies up to the highest/last barcode you actually used. Then after you have added the set you can delete the copies associated with those missing or damaged barcode numbers.

Option 1: Adding Textbook Copies as a Sequential Range

1. Choose **Add Copies** “with Barcodes” from the first drop-down menu.
2. Choose the “Number of Copies” field and enter your copy count.
3. Scan or type your first/lowest barcode into the “Starting Barcode” field.

4. Note the **Condition** of the books you are entering, and if possible enter a **Purchasing Price** value.
5. You can also note a **Location**, a **Budget Category**, and any **Copy Categories** that you use to organize your textbooks.
6. When you have finished making all desired changes, click **Save Copies**.
7. The view will change to the Title Copies screen, where you can view the copies you just added in order to make any necessary changes, additions, or deletions to individual copies by clicking the **Edit** or **Delete** icons on the right hand side of each copy on the list.

For example, if you added a group of textbooks mostly in fair condition that also included a couple of new copies you could go into those two copies after adding the group and individually change their condition to “New.”

Option 2: Adding Textbook Copies with Non-sequential Barcode Numbers

1. Choose **Add Copies** “with Barcodes” from the first drop-down menu.
2. Choose the “List of Barcodes” option.

3. Scan each barcode.
4. Change other options as desired and click the **Save Copies** button.