Finding Available Barcodes

If you need to print out a sequential range of barcodes or if you need to provide a vendor with a range of available barcodes, this report will help you find ranges of barcode numbers that have not been used.

1. Go to the **Reports** tab and choose **Library** from the left-hand menu.

2. Choose the **Barcode Lists** report under the **Catalog – Titles & Copies** menu.

3. Select **Unused Barcode Numbers** from the pull-down menu.

4. Choose **Barcode range** and enter 1 to a large number (at least 5 digits). No matter how large a range you request, the report will only show a limited amount of results.

5. Display **Consecutive barcodes as a range**. This makes the report shorter and easier to read.

6. Click **Run Report**. Click **Refresh List** under Report Manager until the report has a "Completed" status. Click **View** to open or download the report.

7. To view additional available ranges, run the report again, find the last number on the first report and enter the next sequential number as the first number in the new range:

8. Repeat as many times as necessary.

Note: If someone at your library in the past has provided a range of barcodes to one or more vendors and did not assign the range to a vendor in Destiny, that range may still show up as available in this report but should not be printed out or used. This will prevent future duplication, which would require re-barcoding items.