


Library Inventory by Section

Starting an Inventory

1. Plug the Bluetooth scanner into the computer. If you are using more than one scanner you will need to plug each scanner into its own computer.
2. In Destiny, go to the **Back Office** tab, and choose **Inventory** from the left menu.
3. Click  on the far right hand side of the screen.
4. Create a name for your inventory. (Such as Fiction 2013)

Inventory Name


Call Numbers from **to**


To specify a call number range, enter at least the first 3 digits of each Dewey number or a complete call number prefix.

5. In **Call Numbers from/to**, type as indicated in the following chart. You will need to start an inventory for each section/prefix in your collection.

Section	Call Number Example	
	From	to
ART (Art Prints)	ARS	ARU
BB (Big Books)	BA	BC
CD (Compact Discs)	CC	CE
CH (Chapter Books)	CH	CH
CHI (Chinese)	CHG	CHJ
CS (Class Sets)	CR	CT
DVD	DVC	DVE
E (Easy Fiction/Picture Books)	E AAA	E ZZZ
E 000-999 (Easy Nonfiction)	E 000	E 999
EQ (Equipment)	EP	EQZ
ER (Easy Readers)	ER	ER
FIC (Fiction)	FIC	FIC
FRE (French)	FRD	FRF
GN (Graphic Novels)	GM	GO
INT (Interconnections)	INS	INU
KIT	KIS	KIU
LL (Leveled Library)	LK	LM
MAG (Magazines/Periodicals)	MAG	MAG
PRO (Professional)	PRN	PRP
REF (Reference)	REE	REG
SPA (Spanish)	SQZ	SPB
TR (Teacher Resources)	TP	TS
VT (Videotapes)	VS	VU

6. Under **Circulation Types** keep the default.

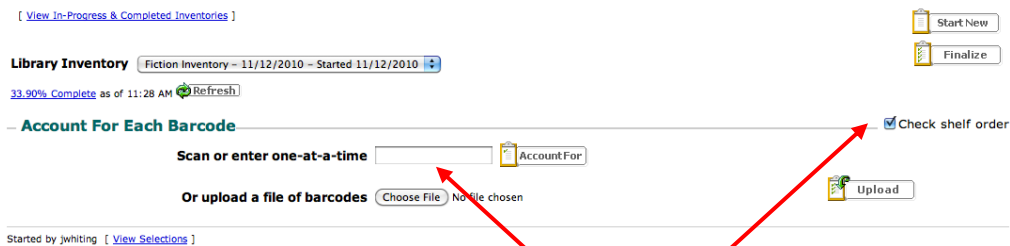
Circulation Types All Circulation Types  Update

All copies meeting the above criteria will be set to "unaccounted for"...
Except for copies that have been seen on or after 

7. Click **OK** to begin the inventory.
8. You will need to repeat sets 3-7 for each call number prefix in your site.

Performing the Inventory

Once an inventory has been started, you can leave and then return to it at any time by choosing the **Inventory** menu item under the **Back Office** tab.

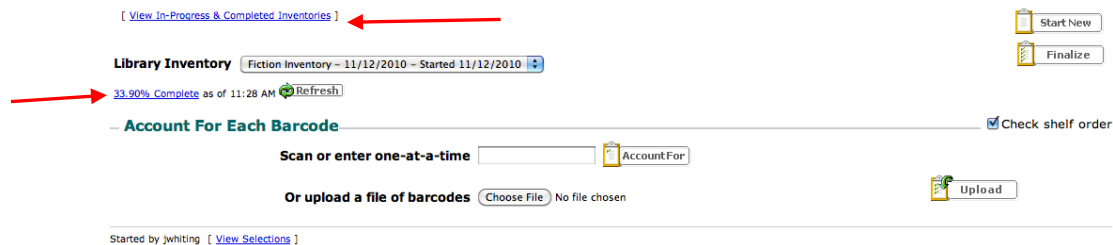


1. Select the section inventory you would like to scan by clicking on the drop down menu next to **Library Inventory**. If an inventory has not been started for that section, start one now.
2. Ensure the cursor is inside the **Scan or enter one-at-a-time** field and begin scanning copies.
3. Have Destiny **check shelf order** as you go.

Unaccounted for List

Each inventory includes an “Unaccounted for” list. To access this list:

1. Click “**View In-Progress & Completed Inventories**” on the inventory screen.
2. Click the **View** button (**glasses icon**) at the right of the inventory you wish to view.
 - a. Or you can also access this by clicking the “**XX.XX% Complete**” link.
3. Click “**See Details**” to the left of the **Unaccounted for** statistics.



4. Click **Found** next to any copy that you can account for.
5. Click **Mark “Lost”** If you are not able to locate an item and need to look further.

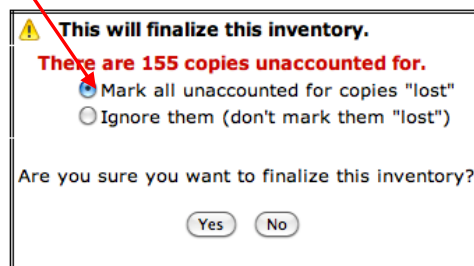
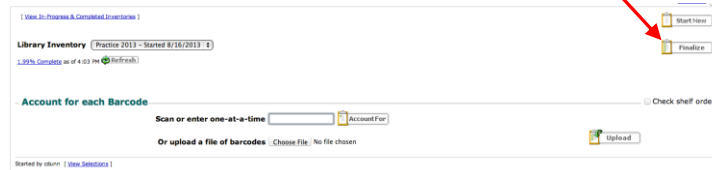
The Best Christmas stories ever.
Call Number: [Fic]
Barcode: T 5039

Last Seen: 11/10/2010
[Found] [Mark "Lost"]

Finalizing an Inventory

Before finalizing an inventory, be sure that you have scanned all the materials within the inventory range.

1. Go to the **Back Office > Inventory** screen and click the **Finalize** button.
2. You need to finalized each section separately.
3. Choose to **mark all unaccounted for copies as "lost."** (The only reason you would want to **Ignore** the unaccounted for items is if you are finalizing an inventory that is old, unfinished, or had incorrectly set parameters, so that you can then delete it.)



After the Inventory

Once you have finalized the inventory, your last step will be to more thoroughly investigate and search for lost items or delete them from your catalog. To view/print your list of lost items:

1. Go to the **Back Office** tab and choose **Inventory** from the left menu.
2. Click on the **View "Lost"**. This will bring up a detailed list of all items that were marked as "Lost."
3. When you find an item, click **Found** to remove it from this list.
4. When you have searched thoroughly for an item without success and you are sure that the item is gone, click **Delete**.

Barcode	Call Number	Author	Title	Marked "Lost"	
T 5030	296 STO	Stoppelman, Monica.	Jewish	5/4/2010	[Found] [Delete]
T 5065	363.72 KNI	Knight, M. J. (Mary-Jane)	Why should I recycle garbage?	5/4/2010	[Found] [Delete]
T 2280776	394.2 MCD	McDonnell, Janet, 1962-	Sharing Hanukkah	5/4/2010	[Found] [Delete]
T 2280565	428.1 LEE	Leedy, Loreen.	There's a frog in my throat! : 440 animal sayings a little bird told me	5/4/2010	[Found] [Delete]
T 3303	428.1 MOS	Moses, Will.	Raining cats and dogs : [a collection of irresistible idioms & illustrations to tickle the funny bones of young people]	5/4/2010	[Found] [Delete]
T 2281173	468	Capucilli, Alyssa Satin, 1957-	Bizcocho encuentra un amigo	5/4/2010	[Found] [Delete]
T 2281162	468	Ricci, Christine	¡Quiero a mi abuela!	5/4/2010	[Found] [Delete]
T 2281118	468 ALL	Allie, Scott.	Star wars el imperio. Volumen uno, Traición	5/4/2010	[Found] [Delete]