


# Library Inventories

## Starting an Inventory

1. In Destiny, go to the **Back Office** tab, and choose **Inventory** from the left menu.
2. Click  on the far right hand side of the screen.
3. Create a name for your inventory.


**Inventory Name**

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**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.

4. You may limit an inventory to a certain range of Dewey numbers or to a certain range of call number prefixes. (Please note that Destiny only looks at the prefix, not author names – so even if you enter a range from FIC AAA to FIC CZZ, it will still set up an inventory for the entire FIC call number prefix.)
5. You may also limit your inventory to certain Circulation Types (“Regular,” “Equipment,” etc.)

**Circulation Types** All Circulation Types  Update

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**All copies meeting the above criteria will be set to "unaccounted for"...**

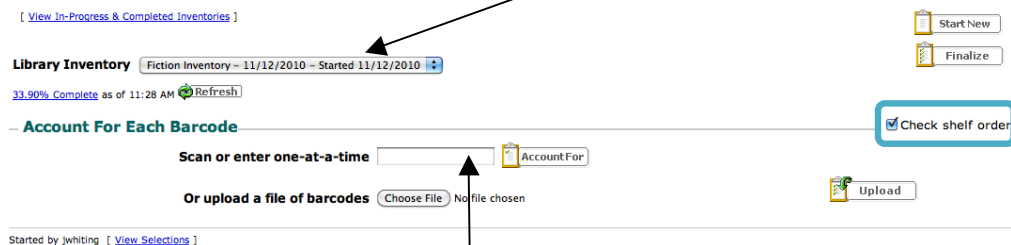
Except for copies that have been seen on or after  

OK
  Cancel



6. Click **OK** to begin the inventory.

## 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. If you have multiple inventories in progress at the same time, you will need to double-check that the correct one is chosen in the drop-down menu before you begin scanning items or uploading files.




[ View In-Progress & Completed Inventories ]


 Start New  
 Finalize

**Library Inventory**

33.90% Complete as of 11:28 AM  Refresh

**Account For Each Barcode**  Check shelf order

**Scan or enter one-at-a-time**   Account For

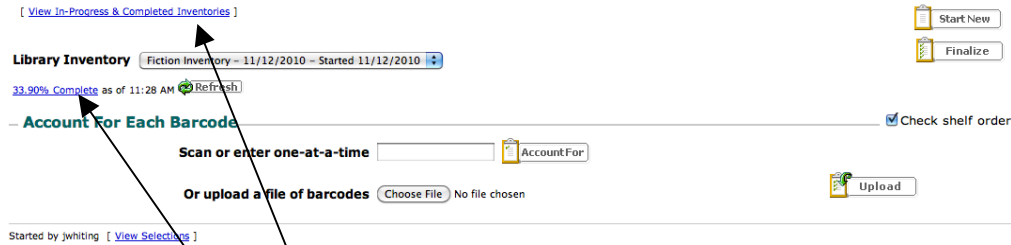
**Or upload a file of barcodes**  No file chosen  Upload

Started by jwhiting [ View Selections ]

There are several ways to inventory your items. You can switch methods at any time during the inventory and use any combination of methods to complete the inventory:

### I. Laptop or Desktop Computer with Scanner

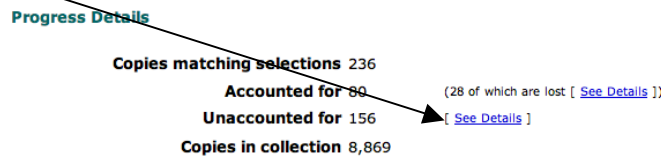
Ensure the cursor is inside the **Scan or enter one-at-a-time** field and begin scanning copy barcodes with a scanner connected to a laptop or desktop computer. If you use this method, you can also have Destiny **check shelf order** as you go. If you scan a book with a call number that is out of place, Destiny will make a warning sound and give you a specific warning on screen. This can help you find many misplaced and miscataloged items.



## II. "Unaccounted for" List

Each inventory includes an "Unaccounted for" list of all items from which any item can be individually marked "Found." To access this list:

1. Click "**View In-Progress & Completed Inventories**" on the inventory screen, and then click the View button (glasses icon) at the right of the inventory you wish to view. (You can also access this by clicking the "**XX.XX% Complete**" link for the currently active inventory.)
2. Click "**See Details**" to the left of the **Unaccounted for** statistics.



3. Click **Found** next to any copy that you can account for.

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

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

You could print off this list or a shelf list and pencil mark copies found on the print-off, then later search for them on this list and click them found. This could be a useful method if you have student aides or volunteers assisting with the inventory without computers or portable devices.

## III. Dolphin Mobile Device


Scan copy barcodes using a Dolphin mobile device and then upload the files it creates on the **Back Office > Inventory** screen. Note: we have several old Dolphins that can be borrowed by schools, but we have found them to be temperamental and inconsistent in providing successful downloads of scanned barcodes.

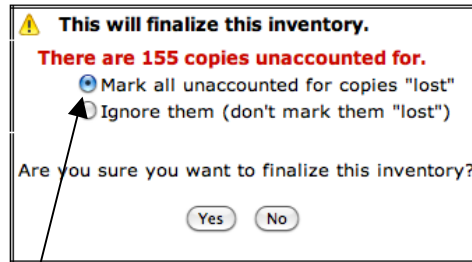
## III. Panther Mobile Device

Scan copy barcodes with the Panther mobile device. When set up with full wireless access, the Panther works with Destiny in real time and does not require downloads/uploads. However, if wireless is not available the Panther can run Follett Remote and the files can be downloaded and then uploaded into Destiny, much like the Dolphin. Note: Our department has two Panther devices that can be borrowed by your school. If you wish to use them, please plan ahead and schedule with us, because the setup is extensive and not at all intuitive. A district specialist will need to come to your library to set them up and show you how to configure and use them.

## Finalizing an Inventory

Before finalizing an inventory, be sure that you have scanned all the materials within the inventory range you set up at the beginning of the inventory. Once you have finalized the inventory, materials that were not accounted for in the inventory will have their circulation status changed from “Available” to “Lost.” The concluding stage of the inventory process will be to more thoroughly search for these lost items and delete those that cannot be found.

1. To finalize an inventory, go to the **Back Office > Inventory** screen and click the  button. (Be sure you have the correct inventory selected in the pull-down list.)



2. 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.)

Choosing to mark the unaccounted for items “Lost” will make your records more accurate and will prevent you and library patrons from wasting time looking for items that are not actually available on the shelves. It allows you the opportunity to make additional investigations into the whereabouts of these items before you delete them.

## 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”** button on the right of the screen. This will bring up a detailed list of all items that were marked as “Lost.”
3. Print out or refer to this list to identify the items for which you will need to search.
4. When you find an item, click **Found** to remove it from this list. (You can also mark items as “found” by checking them in under the **Circulation** tab.)
5. 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	iQuiero 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 ]