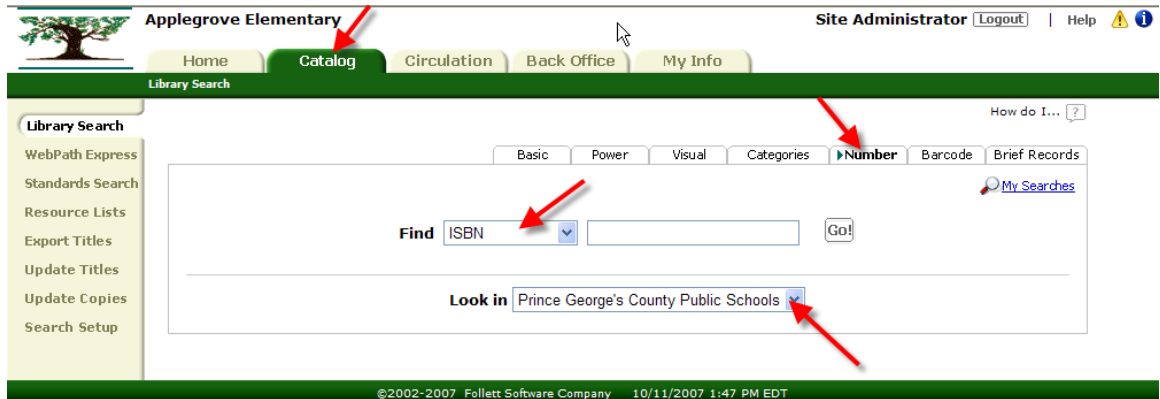
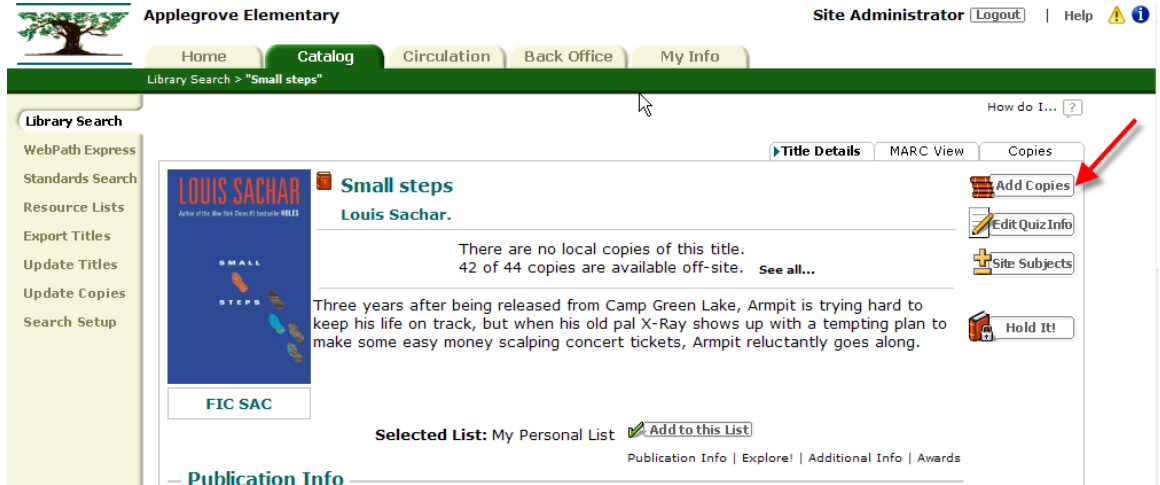


Adding Titles to Destiny

1. Destiny > Catalog > **Number** tab
2. Make sure it says **ISBN** in the **FIND** box.
3. Change **Look in** from your school to Prince George's County Public Schools



4. Type in the ISBN or scan it. (If you get multiple hits, click on the title of the best record, or the one with the most copies in the system...) Hit Go!
5. Click on **ADD COPIES**



6. Type in your Barcode Number. It should start with 3xxxx99------. (Don't worry; if you pick a number that is on another book, it'll tell you.)
7. Type in the call number. Destiny puts in the Dewey number assigned by the Library of Congress.
 - Remove brackets from [E] or [FIC].

Office of Library Media Services
Follett Destiny Circulation System

- Change [B] to 921.
 - If it's a long decimal number, we truncate at the first break, either a / or a '.
 - Add the first three letters of the author's last name.
 - Remember, policies for assigning call number, including prefixes, are in the Process Guide for School Library Media Centers, p. 23-24
8. Add purchase price. Average price of a Fiction, Biography, or E book is \$20; average price of a non-fiction book is \$25.00.
 9. Select Circulation Type according to the directions for Copy Profile direction in the Process Manual, p. 23.
 10. Add any notes or categories you wish.

Applegrove Elementary Site Administrator Logout | Help

Home Catalog Circulation Back Office My Info

Library Search > "Small steps" > Add Copies

How do I... ?

Small steps

Author Sachar, Louis, 1954- Call Number from Title [Fic]

Status Available ?

*Number of copies 1

Starting Barcode ? type in the next available 14 digit barcode
[Follett Classic]

Assign next barcode

*Call Number [Fic] ? type in the call number

Purchase Price ? Put in the price

Circulation Type Regular ? Select the circulation type of your material

Date Acquired 10/11/2007 ?

* = Required Field

Categories ? Update Select a category

Notes ? Add Note Add a note to your local copy if needed

There are no notes for this copy

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

Copy Number

Sublocation -- Undefined -- Other...

Vendor -- Undefined -- Other...

Funding Source -- Undefined -- Other...

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11. Click on Save Copies.