## **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

200 C	Applegrove Elementary	<u>k</u>	Site Administrator Logout   Help 🛕 🚺
	Home Catalog	Circulation Back Office My Info	
	Library Search		
Library Search	J		How do I 🤶
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	e	2002-2007 Follett Software Company 10/11/2007 1:47 PM EDT	

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

22	Applegrove Elementary Site Administrator	r Logout)   Help 🛕 🚺
	Home Catalog Circulation Back Office My Info	
	Library Search > "Small steps"	
Library Search		How do I ?
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Export Titles	There are no local copies of this title.	
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Search Secup	make some easy money scalping concert tickets, Armpit reluctantly goes along.	Hold It!
	FIC SAC	
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	Publication Info   Explore!   Additional Info   Awards	
	Publication Info	

- 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].

- 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.

200	Applegrove Elementary			Site Administrator Logout   Help 🦺 🚺	
100	Home Catalog Circ	culation   Back Office	My Info		
	Library Search > "Small steps" > Add Copies				
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11. Click on Save Copies.