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# Destiny

## Adding Copies

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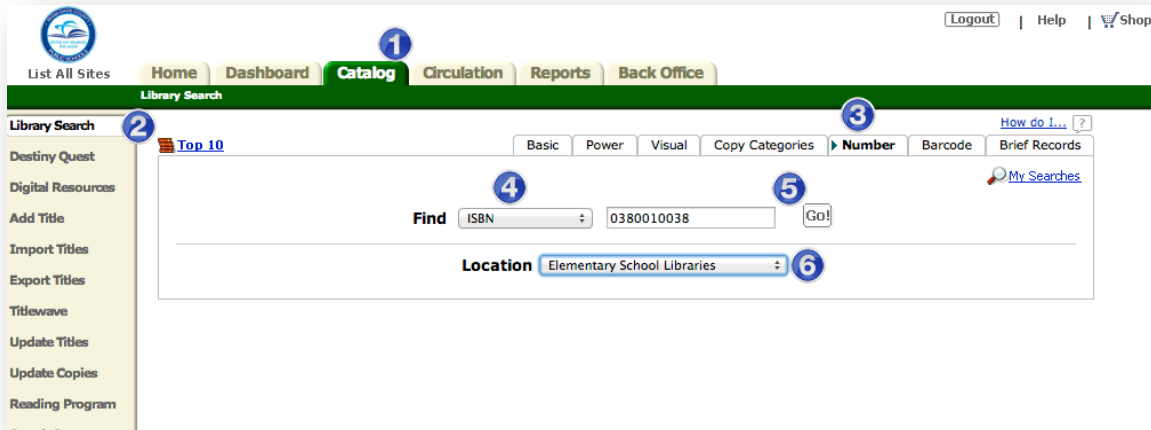
This brief tutorial reviews the three main steps required to add a copy of a book to your Destiny catalog.

1. Locate the existing title
2. Add the copy to your collection
3. Create and print the processing (barcodes and spine labels)

## Step 1: Locate an existing title

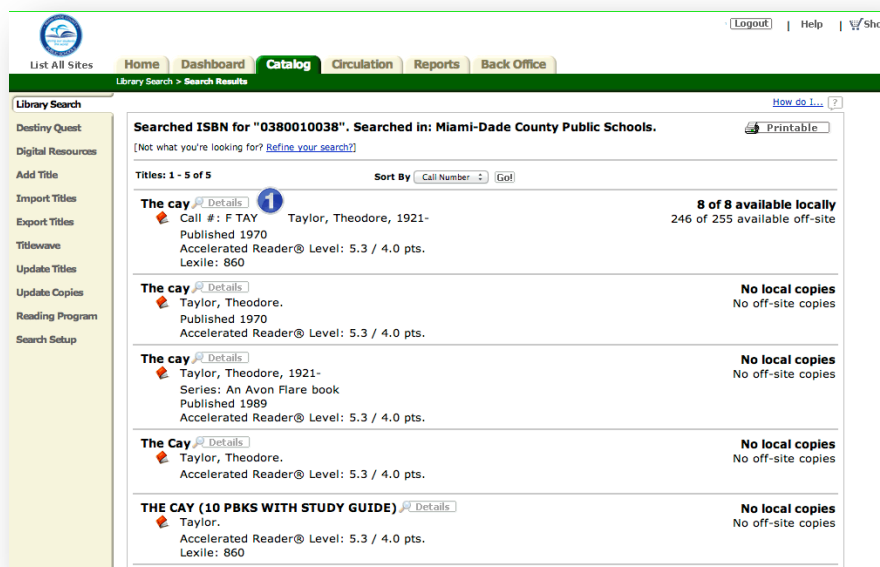
### Search for existing title:

1. Select the Catalog tab.
  2. Select Library Search in the navigation pane.
  3. Select the Number sub-tab.
  4. Choose ISBN from the Find drop-down.
  5. Enter or scan the ISBN number.
  6. Select the appropriate grade level from the drop-down menu.
- Note: For the broadest possible search, select Miami-Dade County Public Schools.



### Selecting the correct title:

1. Select the best record from the results screen by clicking on the Details button.  
Note: In many cases, there will be more than one record to choose from. The best record is usually the one with the correct information, or if all are correct, the one with the most information. If you are unsure, please do not add and contact our office for assistance.



If you are unable to locate an acceptable titles in the District, please request to have it added to Destiny by completing the MARC Record Request form, located on the Collection Development page of <http://library.dadeschools.net>

## Step 2: Add the copy to your collection

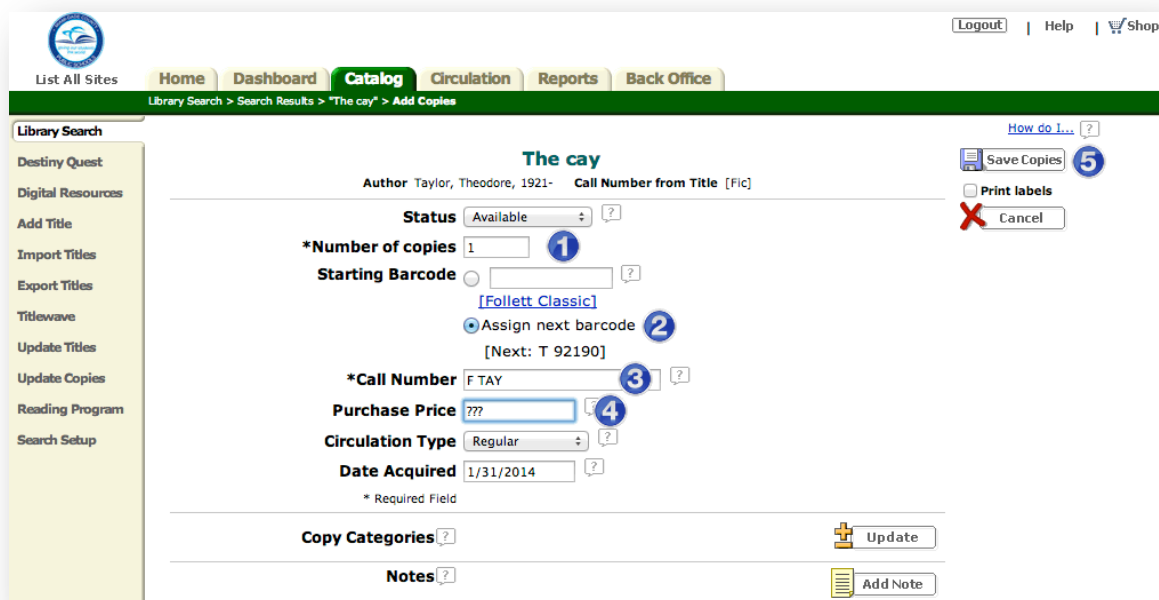
### Adding copies:

1. Click on the Add Copies button.



### Adding copy information:

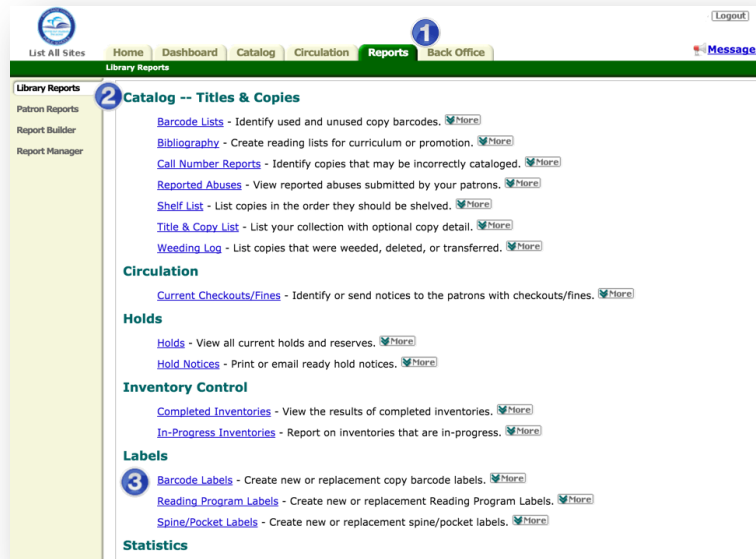
1. Enter the number of copies being added.
2. Select the "Assign next barcode" option.
3. Enter the item's correct Call Number.  
Note: Please follow the M-DCPS Specifications for Library Cataloging and Processing, located at [http://library.dadeschools.net/Vendor\\_info/CATALOGING\\_SPECS.pdf](http://library.dadeschools.net/Vendor_info/CATALOGING_SPECS.pdf)
4. Enter the Purchase Price.  
Note: Circulation type will normally be "Regular".
5. Click "Save Copies" when done.



## Step 3: Create and print the processing

### Locating the Barcode Report:

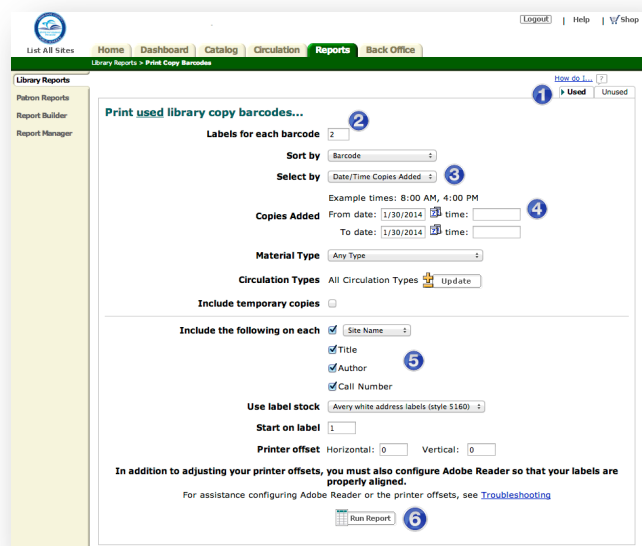
1. Select the Reports tab.
2. Select Library Reports in the navigation pane.
3. Choose the Barcode Labels report located in the Labels section.



### Printing Barcode Labels:

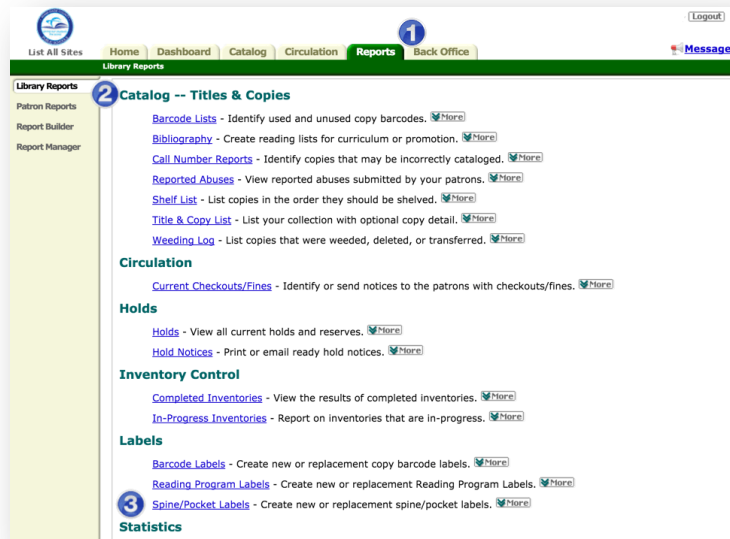
1. Select the Used sub-tab.
2. Enter the number of labels needed for each barcode.  
Note: A duplicate label is often placed in the back flyleaf to help identify a book if the barcode is removed from the cover.
3. Select Date/Time Copies added from the Select by drop-down menu.
4. Select the date range when copies were added to Destiny.
5. Select the items to include on each label.
6. Click the Run Report button.

Note: It is recommended to print the labels on plain paper before printing on label stock to ensure they line up properly on the labels. If not, adjust the Printer Offsets. For more information on how to use offsets, please see the How do I... help, located at the top of the screen.



## Locating the Spine Label Report:

1. Select the Reports tab.
2. Select Library Reports in the navigation pane.
3. Choose the Spine/Pocket Labels report located in the Labels section.



## Printing Spine Labels:

1. Select Date/Time Copies added from the “Based on” drop-down menu.
2. Select the date range when copies were added to Destiny.
3. Select a label stock that is similar to your existing spine labels.

Note: These should be purchased from a library supplier like Demco or Brodart. If not available, use the Avery full sheet label and cut out. Do not use plain paper.

4. Click the Run Report button.

Note: It is recommended to print the labels on plain paper before printing on label stock to insure they line up properly on the labels. If not, adjust the Printer Offsets. For more information on how to use offsets, please see the How do I... help, located at the top of the screen.

The screenshot shows the 'Create spine/pocket labels...' form. The 'Based on' dropdown menu is set to 'Date / Time Copies Added' (marked with a blue circle and the number 1). The 'Copies Added' section has 'From date' and 'To date' both set to '1/30/2014' (marked with a blue circle and the number 2). The 'Use label stock' dropdown menu is set to 'Demco 10 by 10 - 14216190 (spine)' (marked with a blue circle and the number 3). The 'Start on label' field is set to '1'. The 'Printer offset' section has 'Horizontal' and 'Vertical' both set to '0'. The 'Call number font size' is set to '12 pt'. There is a checkbox for 'Spine Labels' with the text 'Start a new line at every space'. At the bottom, there is a 'Run Report' button and a link to 'How do I... ?'.

When processing copies, please follow the M-DCPS Specifications for Library Cataloging and Processing, located at [http://library.dadeschools.net/Vendor\\_info/CATALOGING\\_SPECS.pdf](http://library.dadeschools.net/Vendor_info/CATALOGING_SPECS.pdf)