

CPSC Library Inventory Directions

(Creating Spine Labels)

- Download the Spine Label Template at: <http://cpsclibrary.weebly.com/wishlistvolunteers.html>
- Type spine labels for each title with the associated **Call No** (see Call No info below) for that book.
- Save the file.
- Email the file to Heather: heather@cpsfc.org
- Return books with your name listed somewhere on it, so we know which file it belongs to;

***Call No details:**

Picture Books are E and then the three letters of the author's last name (Example: A book by Eric Carle= E CAR, a book by Dr. Suess= E SUE)

Fiction Books or chapter books are FIC and then the three letters of the author's last name Example: A book by Roald Dahl = FIC DAH a book by Judy Blume = FIC BLU

Non-Fiction Books are listed first by Dewey Decimal System and then the first three letters of the author's last name.

Destiny *should* have the Call No to the title listed in our records. However, if there is no suggested Call No you can look it up. See directions on the back for either method.

Accessing Call No info on Destiny:

Go To: <https://cpsclibrary.follettdestiny.com>

Log In

Username: destinyadmin

Password: 724Foster

-Click on the **Circulation** Tab

-Click on **Copy Status** from the menu on the left

-Type in the T number on the back of the book (if there is no T number, put the book aside and label “Needs T Number”)

-Click **“Go”**

-Directly under the title on the right should be the Call No info for this title. If there is no information, put the book aside and label “Needs Call No”, OR See the directions for **“Looking up Call Numbers”**)

Looking up Call Numbers (DD)

To find information about the DD number for a specific title, visit LibraryThing, use the Search window in the top right hand corner to search the title, click on the correct title and then choose “Work Details” from the column on the left. In the Work Details should be info on the DDC (Dewey Decimal Call), use this for the Call No. (Example: **551.5 WER**)

******IT IS SUPER HELPFUL TO KEEP THE BOOKS IN THE SAME ORDER THAT YOU TYPE THE SPINE LABELS UP IN. THIS WAY WHEN WE PUT THEM ON, WE DON'T HAVE TO SEARCH FOR WHICH TITLE BELONGS TO WHICH STICKER. ******