

# CPSC Library Inventory Directions

## (Barcoding and Adding Titles)

- Start by placing a T number Barcode in the top left hand corner on the back cover of the book.
- Then place a clear, plastic protective sticker over the barcode.
- Next, go online to add the book to the inventory.

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

### Log In

Username: destinyadmin

Password: 724Foster

Click on the **Catalog** Tab

Click on **Add Title** from the menu on the left column

**From here you can choose how you want to search the system for books.**

-If there is an **ISBN barcode** (the one printed on the book) on the book you can do an ISBN search by scanning\* that barcode. (Be sure the cursor is in the search box when you scan the barcode)

*\*If you do not have access to a scanner, you can also type in the ISBN number.*

-You can also choose a **title search** and just type the title in.

### STARTING INVENTORY

1. **Search for your book** (ISBN, Title, or Other).

You will be given a list of books. From here you will have two options.

**A-**If the book already exists in our system (we own another copy or it was entered previously) there will be a title listed with a small house under it. If there is a matching title with a house under it, choose it by clicking on the title and go to the “**Adding Copies (1)**” section of these directions.

**B-**If the book doesn’t exist in our system there will be a list of titles to choose from, likely with A+ icons underneath them. Choose the best fit based on cover, info, etc...if there are a bunch that look the same, just pick the top one (we aren’t picky about versions, volumes or editions). Click on the title of the book you are choosing and go to the “**Adding Titles**” section of these directions.

(If nothing close shows up with either searches put the book aside and mark it “not found” with a sticky note)

## 1. ADDING COPIES

1. Click on the “Add Copies” icon (little book stack) on the right hand column.
2. Scan or Type In the CPSC Barcode (T Number)
3. Type in the **Call No\*** (Ex: E LAR or 599.66 REN or FIC BLU)
4. If a purchase price is listed anywhere on the book, type it into purchase price, if not, leave blank.
5. Skip over the remaining entry sections.

6. Click Save Copies in the top right hand corner.
7. Click on “Add Title” from the menu on the left to start a new title.

**\*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* assign a Call No to the title (you can cut it off at the tenths place), you will just have to add the last three letters of the author’s last name. However if there is no suggested Call No you can look it up.

**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**)

## 2. ADDING TITLES

1. Click on Add Copies in the top right hand corner and follow the same directions as above for 2-5.

**A Few Notes:**

\*There have been some pop up messages about duplicate copies, but when i look through our inventories, they are not in fact duplicate copies, so if it prompts you with a warning about adding duplicate copies, just say Yes or OK or Continue (can’t remember which it is) I can weed out duplicates later, for now, we need books to be check outable;)

\*Destiny may log you out if you are away for awhile and you will be asked to log back in.