

Adding Copies in Destiny

1. Search by the ISBN number. **It is best to use the one on the Verso** (back side of the Title Page) and not on the back of the book. Sometimes these two can be different because of binding etc. This can get tricky - sometimes there are multiple ISBN numbers inside the book. You have to do some digging so make sure you have the right one.

In the case of Pre-Binds (i.e. Econoclad, Bound To Stay Bound, PermaBound, TurtleBack).... use the barcode on the Title Page Verso, not on the back of the book.

2. Look at:

Change-up : Mystery at the World Series – 978-0-375-95636-2

Abundance of Katherines - 0-525-47688-1

Library Lion - 978-0-7636-2262-6

Volcanoes & Earthquakes – 978-0-760-75073-5

Important: ***Look at the Publication Info to verify it is the correct book. Information needs to match **exactly**.*

Check these specific items for exact match:

- Publisher (look at the front of the Title Page, then the verso.)
- Edition
- Format - number of pages and size in cm.
- Copyright Date

- a. If no title matches, this will need original cataloging
- b. Even if it is really close, but one thing is off, it will need copy cataloging which **is not the same** thing as adding a copy

3. If you have a match

- a. Affix the barcode to the book
- b. Choose the Copies tab in the Destiny record and follow the steps under #4

4. Check to see which school in the district has that book.
 - a. If you have it **at your school**, choose the **Duplicate copy** icon and put in the barcode, clear the Copy Number field, and press Save Copies button

- b. If it is **not at your school**, but at another, note the call number, and then choose **Add Copy** and fill in the information (see below under c.) and press Save Copies button.
 - c. On the record, you need to fill in:
 - i. Barcode
 - ii. Call number (copy this from the original record you found for the book)
 1. Remove any spaces after the decimal in the Dewey number if applicable (this has been a problem with one vendor's imports)
 2. Replace any [FIC] with the correct information – first three letters of the author's name capitalized
 3. On nonfiction, remember to include the Dewey and the first three letters of the author's name capitalized
 - iii. Check to make sure the Circulation type is correct
 - iv. Purchase Price
 - v. Sublocation - please use the district ones (see following page) don't make one up
 - vi. ****Wipe out the number that appears in the Copy Number field as this will show up on your spine label otherwise**
 - vii. Press Save Copies button
5. Placement of barcode
 - a. Place the barcode on the back cover, upper right corner, facing out
 - b. Don't put the barcode over the book's ISBN if it is on the back cover, upper right corner. Just put it beneath it.
6. Nancy can print labels for your school depending on the day and time you added the copies (this includes today's class). Send Nancy an email with:
 - a. the number of books you processed
 - b. the date you added the books and time (AM or PM)
 - c. **Exception:** If you did a set over a random number of days, send her the actual barcode numbers.
 - d. Also, once you have put the labels on your books, please return any label sheets with unused labels to the IMC. We can only use them if they are on the whole page otherwise we would cut off the unused ones before we send them out.

7. For elementary schools and Scholastic Books that are not in Destiny
 - a. There is a Google docs spreadsheet where you can list a book and vote on it
 - b. The IMC will try to catalog one title a week – whichever book has the most votes
 - c. <https://spreadsheets.google.com/ccc?key=0Ah42dNEnk6-HdERGZU1JckFmakpzbUI3Y1FIM1FhMIE&hl=en&authkey=CJDm0MQE>

Practice Time ☺

Item	Sublocation	Spine Label	Circ Type
Easy Book	EASYFICTION	E Author	Regular
Big Book	SPECIAL	BB Auth or #	Book
Easy Non-Fic	EASYNONFICTION	E Dewey #	Regular
Non-Fiction	NONFICTION	Dewey #	Regular
Fiction	FICTION	Author – 3 letters	Regular
Professional	PROFESSIONAL	PR	Regular
Reference	REFERENCE	RF	REF-BOOK
Set	SPECIAL	ST #	SET
DVD	AVROOM	DVD	AV
Playaways	AVROOM	DAB	AV
Cassette	AVROOM	C	AV
CD	AVROOM	CD	AV
Cassette + book + bag	AVROOM	C	AV
CD + book + bag	AVROOM	CD	AV
Video (VHS)	AVROOM	V	AV
Career Books	CAREERSHELF	CC	Regular
Parent Materials	SPECIAL	PAR	Regular