

Adams 12 Inventory Procedures



What is the goal of inventory? You want your Destiny catalog to be completely accurate. If a student finds a book in the catalog that he/she wants to read, and it is not checked out, it should be on your shelf. By scanning barcodes, then marking items Lost or Delete, you are keeping a catalog that is accurate.

These directions are available in Destiny Help (without screen shots) at <http://destinyhelp101.fsc.follett.com/>

1. Start an Inventory:

In Destiny, log in to your school.

Go to Back Office tab on top, then Inventory tab on left. Then on far right, click button, Start New.

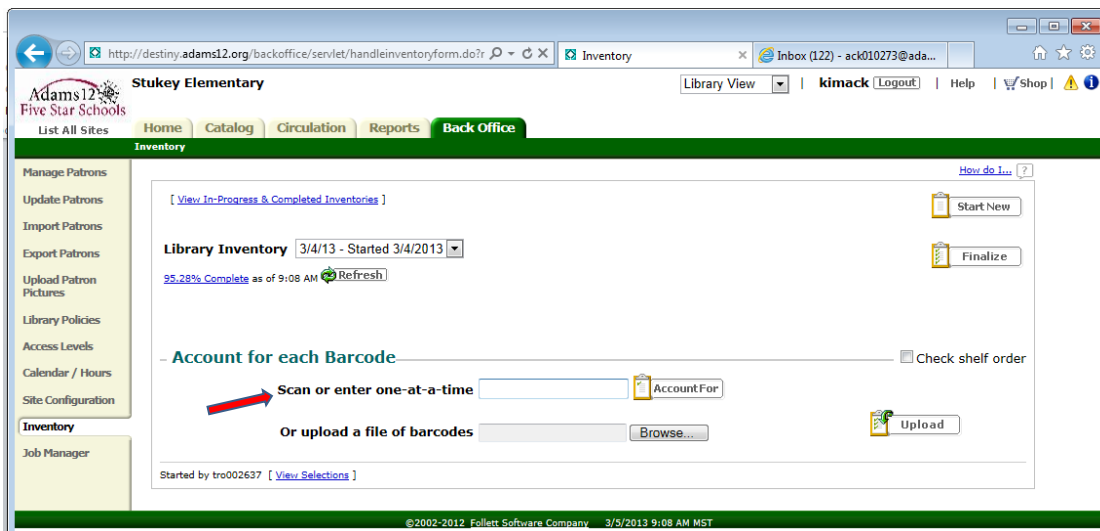
See screen shot below for these fields: Name the Inventory (a date is a good idea). Leave Call Numbers from boxes blank. Leave all Circulation Types as they are.

In box for All copies meeting the above criteria will be set to "unaccounted for".... Select today's date. Click OK.

A screenshot of a web browser showing the Destiny inventory management interface. The browser address bar shows the URL "destiny.adams12.org/backoffice/servlet/handleinventoryform.do". The page title is "Malley Drive Elementary". The interface has a green header bar with "Library View" and "kimack Logout" options. Below the header is a navigation bar with tabs: "Home", "Catalog", "Circulation", "Reports", and "Back Office". The "Back Office" tab is selected. On the left side, there is a sidebar menu with options: "List All Sites", "Manage Patrons", "Update Patrons", "Import Patrons", "Export Patrons", "Upload Patron Pictures", "Library Policies", "Access Levels", "Calendar / Hours", "Site Configuration", "Inventory", and "Job Manager". The "Inventory" option is selected. The main content area is titled "Specify the copies to be inventoried...". It contains several input fields: "Inventory Name" (with a date picker), "Call Numbers from" and "to" (both empty), and "Circulation Types" (set to "All Circulation Types" with an "Update" button). Below these fields, there is a section titled "All copies meeting the above criteria will be set to 'unaccounted for'..." with a date picker set to "8/22/2012". At the bottom of the form are "OK" and "Cancel" buttons. The footer of the page shows "©2002-2012 Follett Software Company" and "5/20/2013 3:17 PM MDT".

Screenshot #1a

All helpers will choose that one inventory you've set up and scan books into that inventory. If Destiny shows your new inventory is ___% complete, it has already inventoried any items that are checked out right now.



Screen Shot #1b

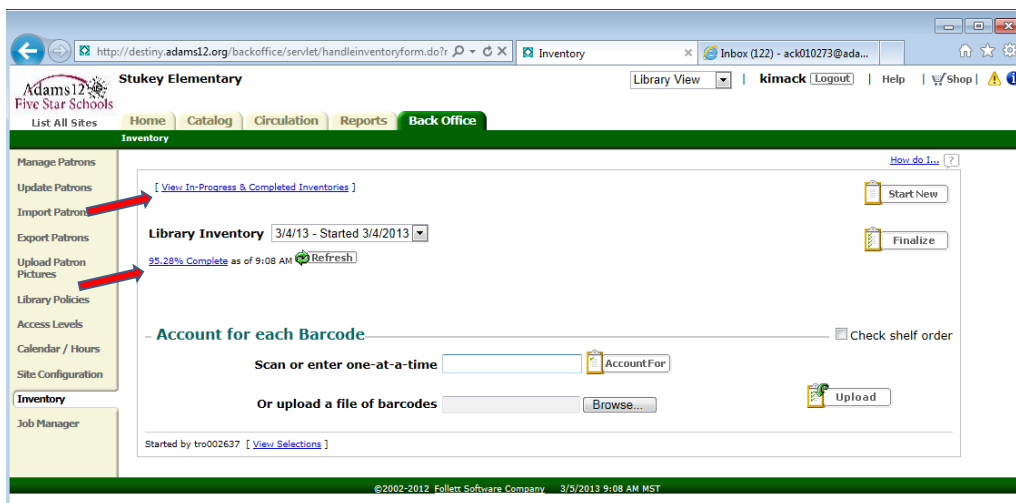
2. Scan all items with a barcode:

All items = equipment, videos, books, etc. Make sure your cursor is in the box under Account for each Barcode: Scan or enter one at a time.

When the barcode is accepted you will hear a happy sound. When that barcode isn't scanned correctly, or when a book was previously marked Lost, you will hear a loud obnoxious beep. Glance at the screen regularly to make sure the books you are scanning are showing up on the bottom part of your screen.

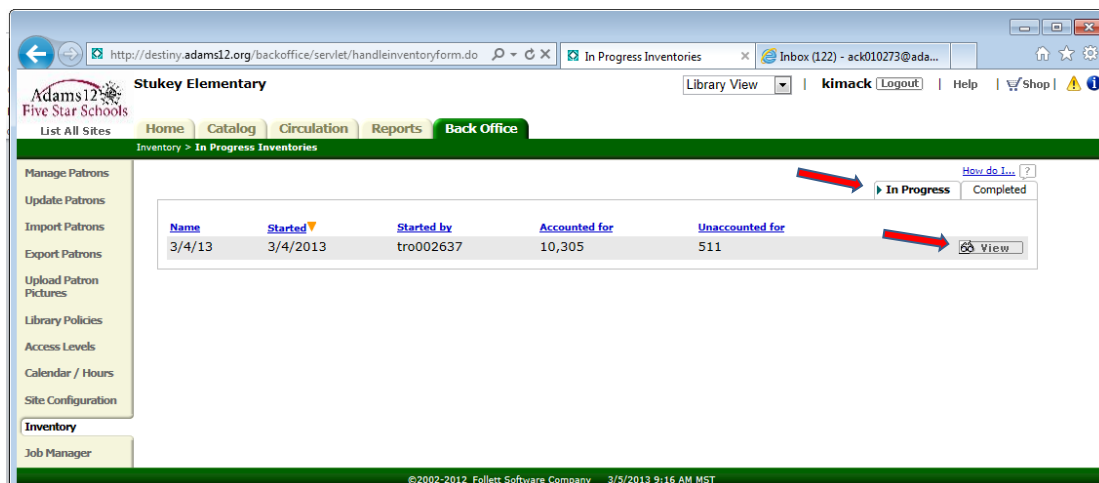
When you are done for the day, just log off Destiny. All the information in the Inventory will be saved automatically.

When you've completed the inventory and scanned everything you can possibly find:



Screen Shot #2

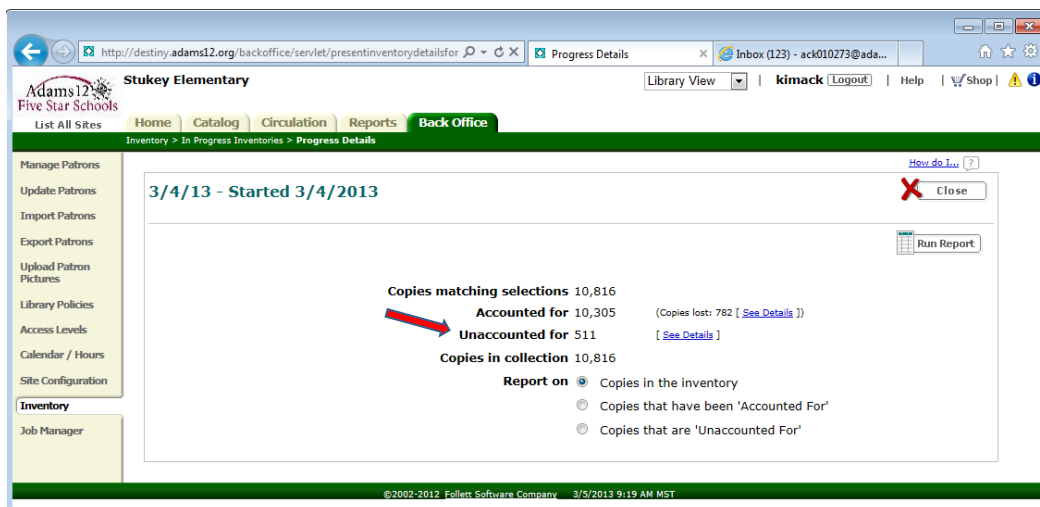
You can see that the Inventory above is 95.28% complete. Now click the link for View In-Progress and Completed Inventories.



Screen Shot #3

3. Find & scan items that have not yet been scanned:

You will probably default to the In-Progress Tab on top right. Notice the Completed tab also – where you can see older Inventories you’ve done. Choose the Inventory you’ve most recently been working on & click the VIEW button to the right.



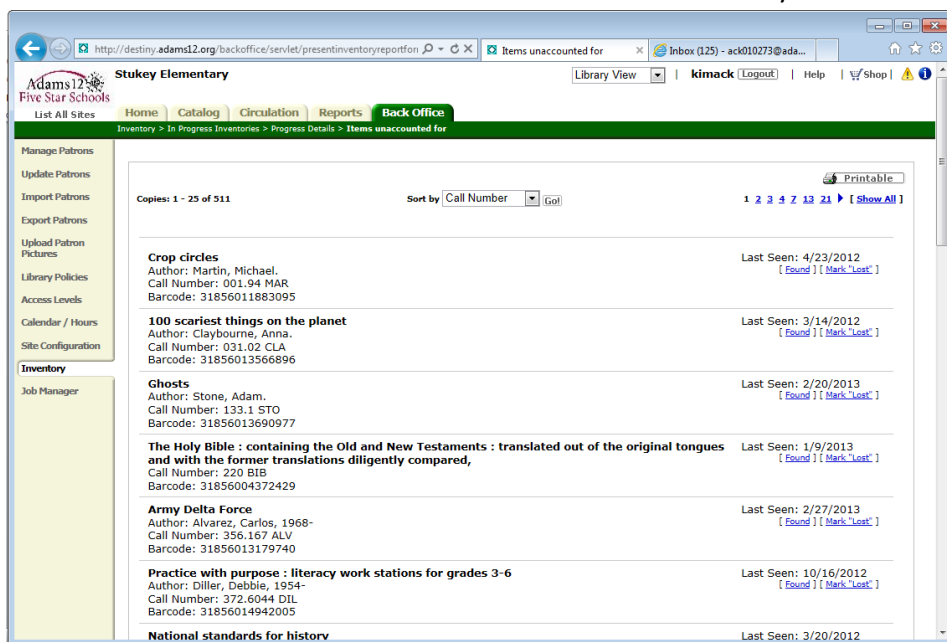
Screen Shot #4

On this screen, you can click the link to the right of Unaccounted for (511 on this Inventory) and see a detailed list of each item in your catalog that was not scanned during Inventory. You can sort your results by Dewey or by Date Last Seen. If you have many items Unaccounted for, you might want to sort by Date.

*Note – eBooks will show up on the Unaccounted For list because they have a barcode but you can't actually scan it. Just mark all of them as Found.

If a book has not been seen in one year or longer, consider marking it Lost. You will go through the list and mark books Lost or decide to look for them in the library or in the building. Note* Sometimes someone skips an entire shelf while scanning, or in this case, almost 200 of the books were from PR and had been moved from the library.

The screen shot below is a look at books Unaccounted For when you click See Details link.



Screen Shot #5 – Unaccounted For List with details

The screen shot below is the *REPORT* of books Unaccounted for. Click the radio button Copies Unaccounted For (see Screen Shot 4), then Run Report. Note* These reports can be very long when you start – don't print all pages until you've thoroughly looked at it and scanned everything that is easily found.

http://destiny.adams12.org/backoffice/servlet/presentjobsummaryform... Job summary for "In... adams12.org x Inbox (125) - ack010...

In-Progress Library Inventory				Stukey Elementary
Copies unaccounted for in 3/4/13				Unaccounted for: 511
Barcode	Call Number	Author	Title	Last Seen
31856011883095	001.94 MAR	Martin, Michael.	Crop circles	4/23/2012
31856013566896	031.02 CLA	Claybourne, Anna.	100 scariest things on the planet	3/14/2012
31856013690977	133.1 STO	Stone, Adam.	Ghosts	2/20/2013
31856004372429	220 BIB		The Holy Bible : containing the Old and	1/9/2013
31856013179740	356.167 ALV	Alvarez, Carlos, 1968-	Army Delta Force	2/27/2013
31856014942005	372.6044 DIL	Diller, Debbie, 1954-	Practice with purpose : literacy work	10/16/2012
31856004815724	372.89 NAT	National Center for History in	National standards for history	3/20/2012
31856013691058	398 MAR	Marx, Mandy R.	Great vampire legends	2/5/2013
31856005773401	398.2 GAL	by Paul Galdone.	The three bears	10/8/2012
31856003583117	398.2 HOD	Hodges, Margaret, 1911-	The hero of Bremen	5/14/2012
31856013182942	398.2 SCH	Schwartz, Alvin, 1927-	In a dark, dark room, and other scary	10/23/2012
31856011494752	398.2 SCH	Schwartz, Alvin, 1927-	Scary stories to tell in the dark	11/20/2012
31856007884842	549 ZIM	Zim, Herbert Spencer, 1909-	Rocks, gems, and minerals : a guide to	1/29/2013
31856006246886	595.7 PAL	Pallotta, Jerry.	The icky bug alphabet book	12/3/2012
31856004652879	597 RES	Resnick, Jane Parker.	Fish	3/15/2012
31856004504823	599.657 PET	Petersen, David, 1946-	Moose	4/6/2012
31856011360565	629.222 HAW	Hawley, Rebecca.	Ferrari	2/14/2013
31856011853205	629.222 POO	Poolos, Jamie.	Wild about lowriders	1/11/2013
31856013460165	636.0832 LAR	Larson, Kirby.	Two Bobbies : a true story of Hurricane	10/30/2012
31856013460173	636.0832 LAR	Larson, Kirby.	Two Bobbies : a true story of Hurricane	1/29/2013
31856006592099	636.70887 GEO	George, Jean Craighead,	How to talk to your dog	2/13/2013
31856013691272	741.2 BRE	Brecke, Nicole.	Spaceships, aliens, and robots you can	12/18/2012
31856013180607	782.4216 COL	Colandro, Lucille.	There was an old lady who swallowed a	4/13/2012
31856005976731	782.42164 GAR	Garcia, Jerry, 1942-	The Teddy Bears' picnic	4/13/2012
31856004084529	791.43 THO	Thorne, Ian.	The blob	3/16/2012
31856004230718	791.43 THO	Thorne, Ian.	Creature from the Black Lagoon : adapted	3/9/2012
31856002268165	791.43 THO	Thorne, Ian.	Godzilla	10/24/2012
31856004083265	791.43 THO	Thorne, Ian.	Mad scientists	5/1/2012

Report generated on 3/5/2013 at 9:31 AM Page: 1 Total pages: 21

Screen Shot #6 – Unaccounted For REPORT

You will go back and forth between the above lists.

4. Reconcile Everything:

Try to find and scan everything on your Unaccounted For report. If you can't find it, mark it Lost. When you've reconciled every book on your Unaccounted For list (Screen Shot #5), you are done with that list. Unaccounted For should show zero because those items are either marked Found or marked Lost.

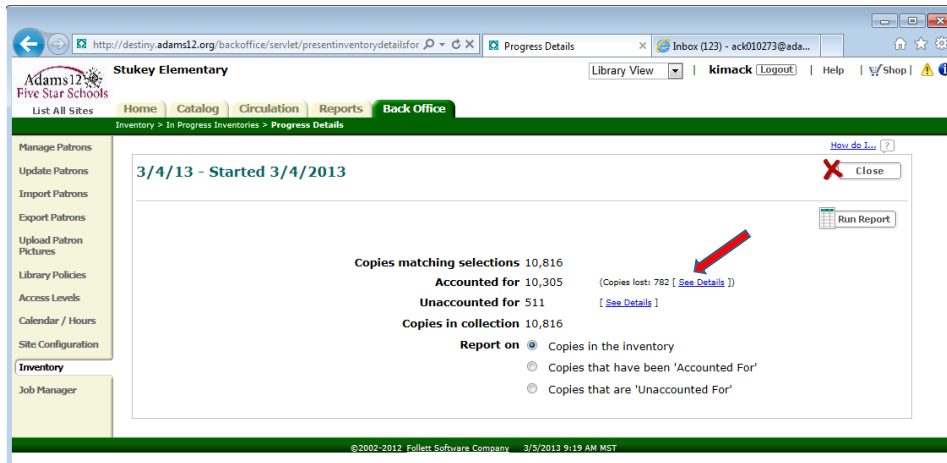
*Note – ebooks will show up on your Unaccounted For report since each ebook record is tied to a barcode. You can easily run a report to get your ebook barcodes, then scan those barcodes so your ebooks are Found. If you don't have many ebooks, you can just mark each one Found on the Unaccounted For report.

See detailed instructions at the end of this document from Jeri Saal (Westview Elem) on how to run the *eBook Barcode Report*.

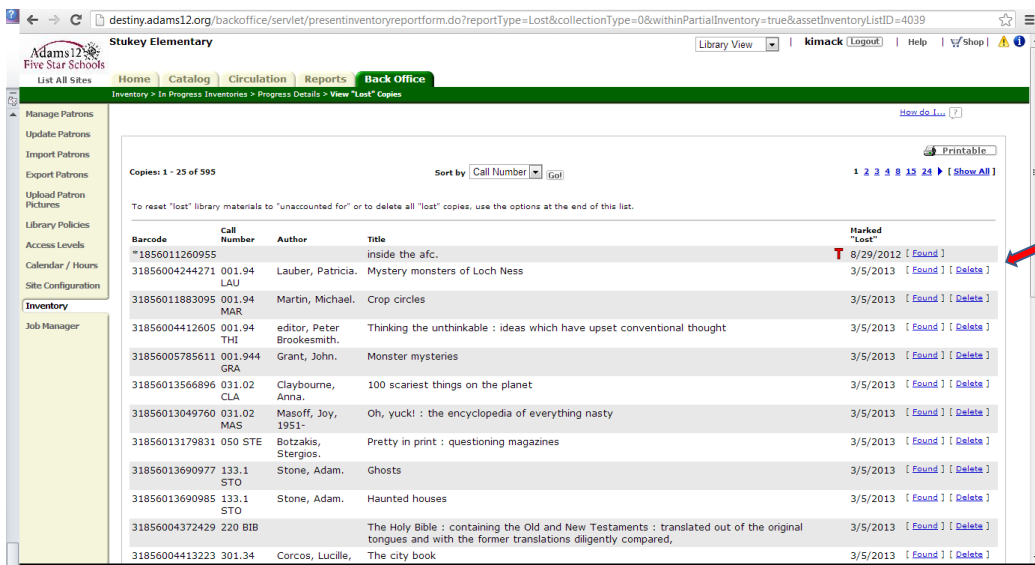
Now everything you didn't find is on your Lost List (Screen Shot #8 below). To find Lost List, go back to your main screen that shows the current inventory (see below). Click the link that says "Copies Lost (see details)". (Screen Shot #7)

Take the printed Lost List around with you, marking L or F on items on your list as you locate them. When you are at your computer, pull up the Destiny Lost List (Screen Shot #8) with 'found' and 'mark lost' options and update it from your 'walk-around' list. On the Lost List, you can delete items one by one, or delete all items that have been lost for a certain time period (Screen Shot #8).

At the bottom of your list is an option to Delete all copies marked “lost on or before _____(date)” (Screen Shot #9). Use the calendar gadget to the right to choose a date one year prior to today. If the item has not been seen in one year, it is most likely lost for good.



Screen Shot #7 – show Lost List




Screen Shot #8 – Lost List

TAB	feriados de los Estados Unidos y México			
31856013691009 398 HAM	Hamilton, Sue L.,	Werewolves	3/5/2013	[Found] [Delete]
31856013691058 398 MAR	Marx, Mandy R.	Great vampire legends	3/5/2013	[Found] [Delete]
31856013182942 398.2 SCH	Schwartz, Alvin,	In a dark, dark room, and other scary stories	3/5/2013	[Found] [Delete]
31856011494752 398.2 SCH	Schwartz, Alvin,	Scary stories to tell in the dark	3/5/2013	[Found] [Delete]
31856013691017 398.21 HAM	Hamilton, Sue L.,	Vampires	3/5/2013	[Found] [Delete]
31856002300844 398.21 KEL	Kellogg, Steven.	Jack and the beanstalk	3/5/2013	[Found] [Delete]
31856009391218 411 HEP	Hepworth, Catherine.	Antics! : an alphabetical anthology	3/5/2013	[Found] [Delete]
31856009054428 428.1 SEE	Seeger, Laura Vaccaro.	The hidden alphabet	3/5/2013	[Found] [Delete]

Copies: 1 - 25 of 595

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 [Show All]

Reset all library materials marked "lost" on [icon]  [Reset "Lost"]

Delete all copies marked "lost" on or before [icon] [Delete All]

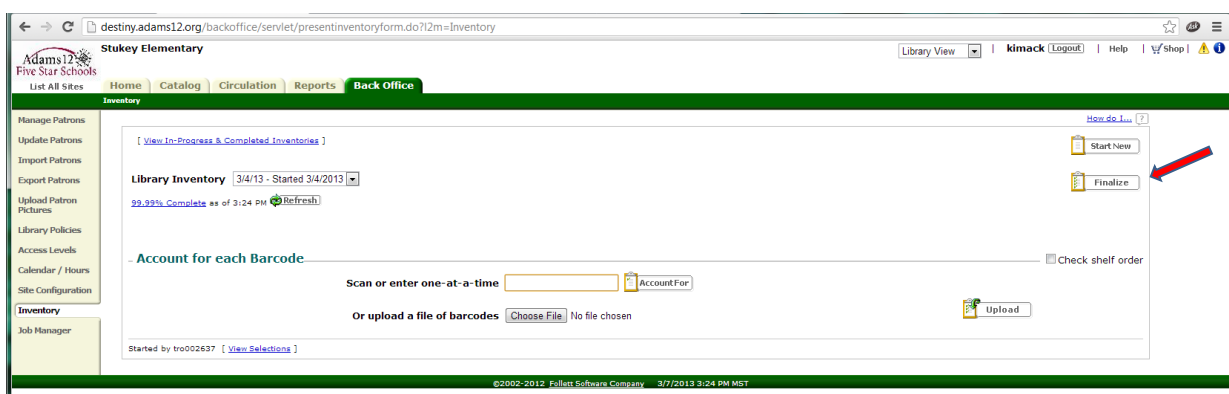
Screen Shot #9 – batch delete by date

5. Last Steps:

When all your items have been Accounted For (you've moved them to Lost or deleted them), finalize your inventory. (Screen Shot #10) Once you've finalized, you can no longer run a report to see Unaccounted For items. You can still access the Lost List. If you scan a book that was lost, it will be removed from the Lost list.

Leave everything on this Lost List for ONE year. When you do inventory again next year, you will use the link at the bottom of the Copies Lost List (screen shot #9) and delete everything that has not been seen since your last inventory.

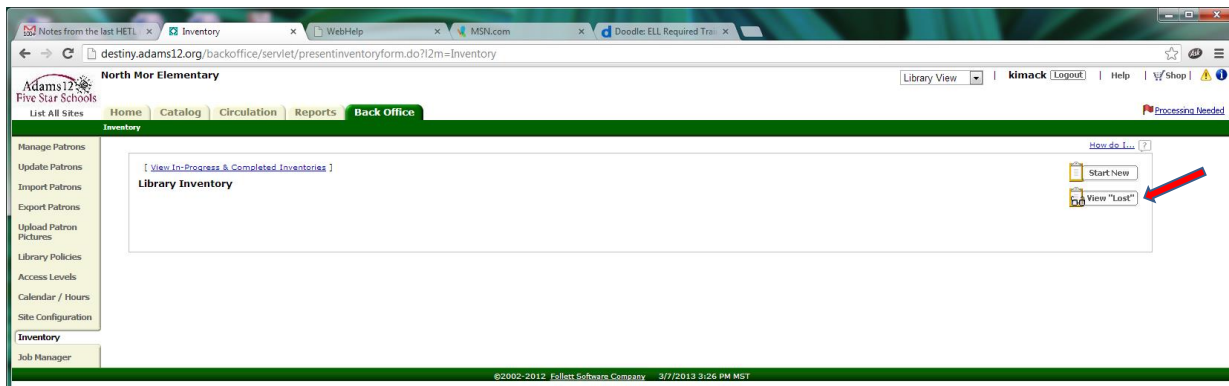
***NOTE:** Books lost throughout the year will show up on this list. It is a living list that continually adds all books with a Lost status. So, it's very important to NOT delete the entire list next year. Only delete items that have shown as Lost since your last inventory, or items that you know are lost.



The screenshot shows the 'Inventory' management page for 'Stukey Elementary'. The page has a green header with navigation tabs: Home, Catalog, Circulation, Reports, and Back Office. The 'Back Office' tab is selected. On the left is a sidebar with various management options like 'Manage Patrons', 'Update Patrons', 'Import Patrons', 'Export Patrons', 'Upload Patron Pictures', 'Library Policies', 'Access Levels', 'Calendar / Hours', 'Site Configuration', 'Inventory', and 'Job Manager'. The main content area is titled 'Library Inventory' and shows a progress bar at 99.99% Complete. It includes a 'Start New' button and a 'Finalize' button, with the 'Finalize' button highlighted by a red arrow. Below the progress bar, there are sections for 'Account for each Barcode' with a 'Scan or enter one-at-a-time' input and an 'Account For' button, and 'Or upload a file of barcodes' with a 'Choose File' button and an 'Upload' button. The footer shows the copyright '©2002-2012 Fulfill Software Company' and the date '3/7/2013 3:24 PM MST'.

Screen Shot #10 – Finalize the Inventory

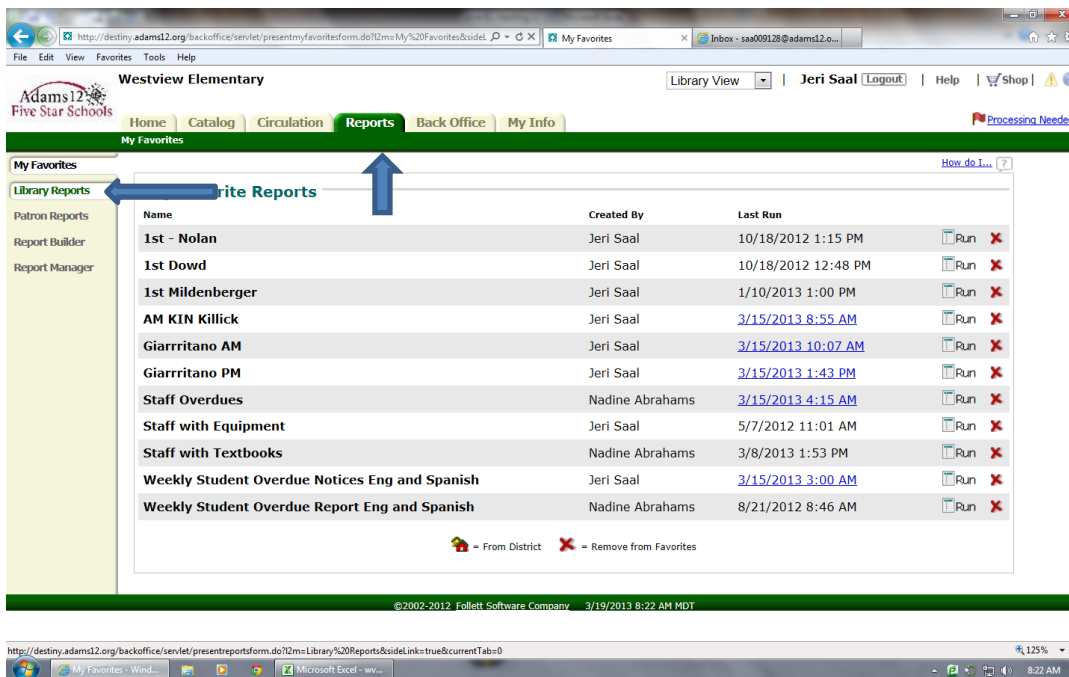
After you Finalize, you will see a button to View "Lost" (below). This is the Lost list from the Inventory.



Screen Shot #11 – View Lost List after Inventory is Finalized

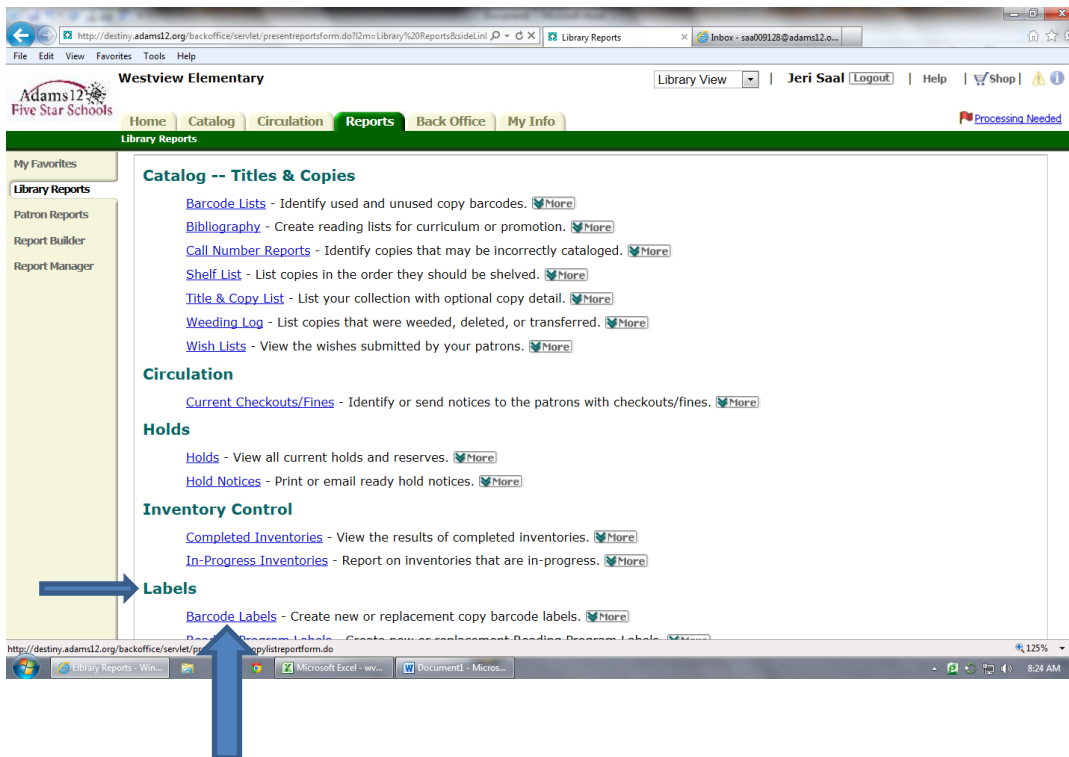
Great Job! You are done until next year.

Below: Run an eBook Barcode Report



First click on the **Reports** tab

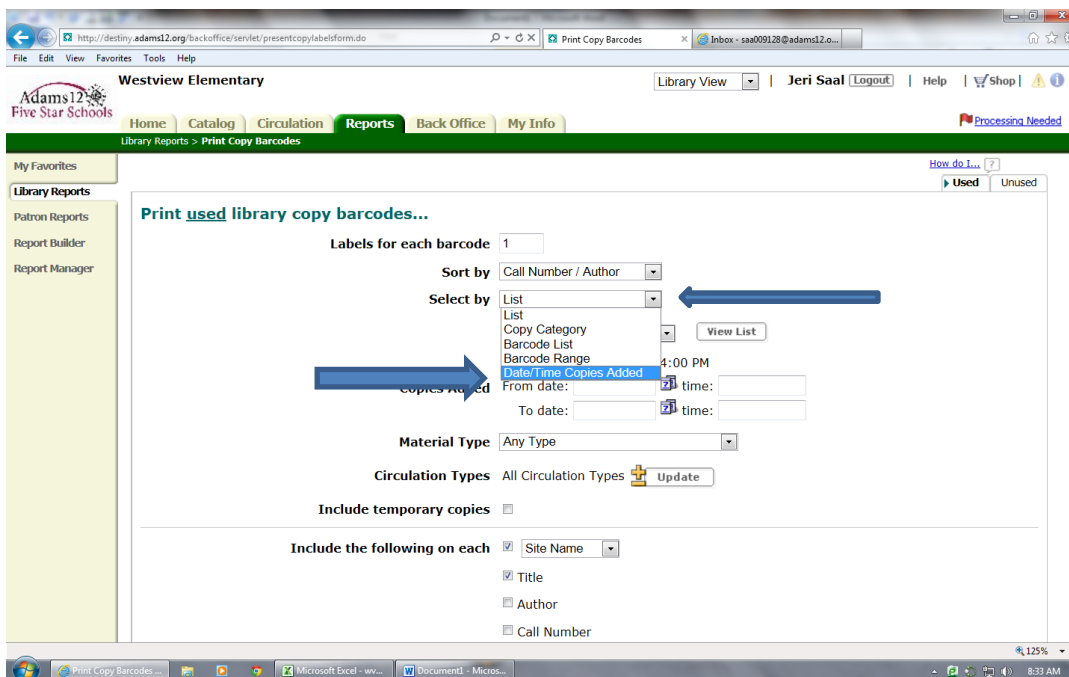
Then click on
Library Reports tab



Next scroll down to

Labels

And select **Barcode Labels**



Using the drop down arrow,
click on **Date/Time Copies
Added**

Westview Elementary | Library View | Jeri Saal | Logout | Help | Shop | Processing Needed

Library Reports > Print Copy Barcodes

Print used library copy barcodes...

Labels for each barcode: 1

Sort by: Call Number / Author

Select by: Date/Time Copies Added

Example times: 8:00 AM, 4:00 PM

Copies Added: From date: [] time: [] To date: [] time: []

Material Type: Any Type

Circulation Types: All Circulation Types [Update]

Include temporary copies: []

Include the following on each: [x] Site Name [] Title [] Author [] Call Number

Use label stock: Avery white address labels (style 5160)

Leave Copies Added fields blank

Westview Elementary | Library View | Jeri Saal | Logout | Help | Shop | Processing Needed

Library Reports > Print Copy Barcodes

Print used library copy barcodes...

Labels for each barcode: 1

Sort by: Call Number / Author

Select by: Date/Time Copies Added

Example times: 8:00 AM, 4:00 PM

Copies Added: From date: [] time: [] To date: [] time: []

Material Type: Electronic Book (eBook)

Circulation Types: []

Include temporary copies: []

Include the following on each: [x] Site Name [] Title [] Author [] Call Number

Use label stock: []

Use the drop down arrow to select **Electronic Book (eBook)** for Material Type.

Labels for each barcode 1

Sort by Call Number / Author

Select by Date/Time Copies Added

Example times: 8:00 AM, 4:00 PM

Copies Added From date: To date:

Material Type Electronic Book (eBook)

Circulation Types All Circulation Types Update

Include temporary copies

Include the following on each

☒ Site Name

☒ Title

☐ Author

☒ Call Number

Use label stock Avery white address labels (style 5160)

Start on label 1

Printer offset Horizontal: 0 Vertical: 0

In addition to adjusting your printer offsets, you must also configure Adobe Reader so that your labels are properly aligned.
For assistance configuring Adobe Reader or the printer offsets, see [Troubleshooting](#)

Run Report

Under **Include the following on each**, Click on **Call Number** to put a check in the box.

Best way to double check to make sure only eBooks are selected.

Now click on **Run Report**.

Westview Elementary

Library View | Jeri Saal Logout | Help | Shop | Processing Needed

Home Catalog Circulation Reports Back Office My Info

Library Reports > Print Copy Barcodes > Report Manager

My Favorites

Library Reports

Patron Reports

Report Builder

Report Manager

Job submitted: Library Copy Barcode Labels job

You may continue to use the application as normal. To check on your report's progress at any time, select the Report Manager from Reports.

Jobs: 1 - 17 of 17 Refresh List

Job	Status
Library Copy Barcode Labels	Pending
Overdue books - ILLs	Completed (3/18/2013 11:59 AM) View
Spine/Pocket Labels	Completed (3/18/2013 9:58 AM) View
Giarrritano PM	Completed (3/15/2013 1:43 PM) View
Giarrritano AM	Completed (3/15/2013 10:07 AM) View
AM KIN Killick	Completed (3/15/2013 9:55 AM) View
Weekly Student Overdue Notices Eng and Spanish	Completed (3/15/2013 3:00 AM) View
Weekly Student Overdue Notices Eng and Spanish	Completed (3/8/2013 3:00 AM) View
Overdue books - ILLs	Completed (2/26/2013 9:20 AM) View
WVE Patrons with fines	Completed (2/25/2013 9:20 AM) View
Staff Overdues	Completed (2/25/2013 7:43 AM) View
Fine History	Completed (11/26/2012 1:56 PM) View

The message:

Job submitted: Library Copy Barcode Labels job will be displayed.

Click on **Refresh List** to check job status.

Westview Elementary

Library View | Jeri Saal | Logout | Help | Shop | Processing Needed

Home | Catalog | Circulation | Reports | Back Office | My Info

Library Reports > Print Copy Barcodes > Report Manager

My Favorites

Library Reports

Patron Reports

Report Builder

Report Manager

Jobs: 1 - 17 of 17

Refresh List

Job	Status	
<input type="checkbox"/> Library Copy Barcode Labels	Completed (3/19/2013 8:34 AM)	View
<input type="checkbox"/> Overdue books - ILLs	Completed (3/18/2013 11:59 AM)	View
<input type="checkbox"/> Spine/Pocket Labels	Completed (3/18/2013 9:58 AM)	View
<input type="checkbox"/> Giarritano PM	Completed (3/15/2013 1:43 PM)	View
<input type="checkbox"/> Giarritano AM	Completed (3/15/2013 10:07 AM)	View
<input type="checkbox"/> AM KIN Killick	Completed (3/15/2013 8:55 AM)	View
<input type="checkbox"/> Weekly Student Overdue Notices Eng and Spanish	Completed (3/15/2013 3:00 AM)	View
<input type="checkbox"/> Weekly Student Overdue Notices Eng and Spanish	Completed (3/8/2013 3:00 AM)	View
<input type="checkbox"/> Overdue books - ILLs	Completed (2/26/2013 9:20 AM)	View
<input type="checkbox"/> WVE Patrons with fines	Completed (2/25/2013 9:20 AM)	View
<input type="checkbox"/> Staff Overdues	Completed (2/25/2013 7:43 AM)	View
<input type="checkbox"/> Fine History	Completed (11/26/2012 1:56 PM)	View
<input type="checkbox"/> Overdue books - ILLs	Completed (11/26/2012 12:40 PM)	View
<input type="checkbox"/> Fine History	Completed (9/4/2012 10:22 AM)	View

If job status is complete, click on **View** to see your report.

Westview Elementary

EBOOK 152.4 ABO
Everyone feels scared sometimes

31856014685042

Westview Elementary

EBOOK 395.5 FIN
Manners at school

31856014685083

Westview Elementary

EBOOK 428.1 DAH
If you were an adjective

31856014685075

Westview Elementary

EBOOK 567.912 FRO
Tyrannosaurus rex

31856014685158

Westview Elementary

EBOOK 307 KAL
Places in my community

31856014685117

Westview Elementary

EBOOK 398.24 STO
The story of the three little pigs

31856015126301

Westview Elementary

EBOOK 531 HIG
Marvelous motion

31856014685091

Westview Elementary

EBOOK 577 BIS
Exploring ecosystems with Max Axiom, super scientist

31856014685059

Westview Elementary

EBOOK 307 SCH
Communities

31856014685026

Westview Elementary

EBOOK 398.8 GRE
A apple pie

31856015126251

Westview Elementary

EBOOK 551.48 KOR
The wild water cycle

31856014685166

Westview Elementary

EBOOK 560 BUL
Big and small an animal opposites book

31856014684995

Westview Elementary

Double check to make sure report is what you want by looking at the Call Numbers. Now the printed report can be used to scan eBook barcodes for inventory.