

Adams 12 Inventory Procedures



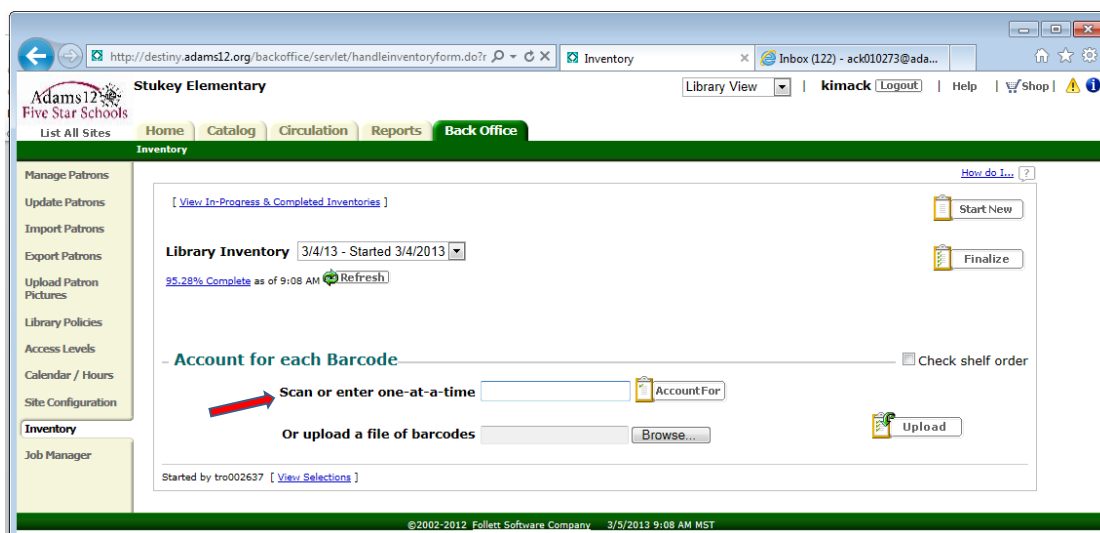
What is the goal of inventory? You want your Destiny catalog to be completely accurate. If a student finds a book in the catalog that he/she wants to read, and it is not checked out, it should be on your shelf. By scanning barcodes, then marking items Lost or Delete, you are keeping a catalog that is 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. Name the Inventory (a date is a good idea). All helpers will go to that one inventory and scan books into that inventory.



Screen Shot #1

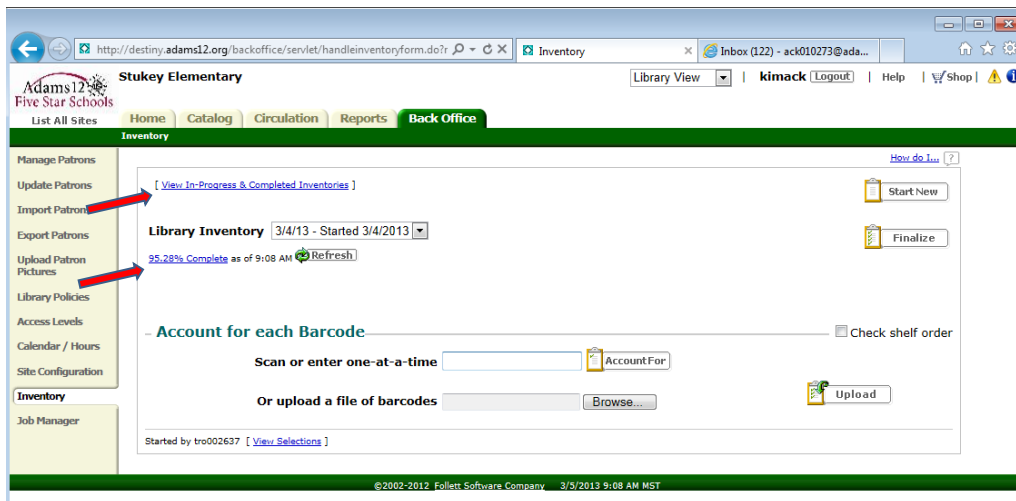
2. Scan all items with a barcode:

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.

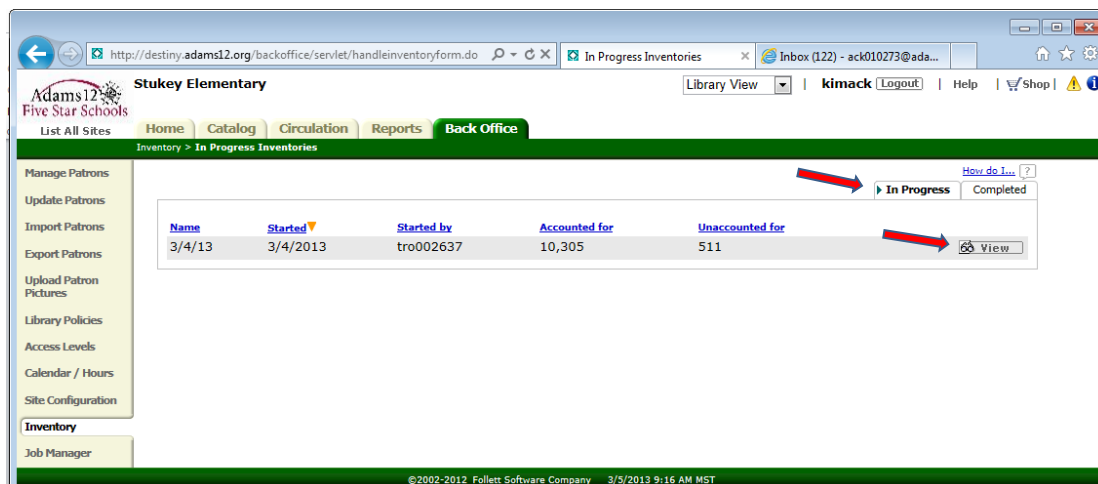
When you are done for the day, just log off Destiny. All the information in the Inventory will be saved automatically.

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



Screen Shot #2

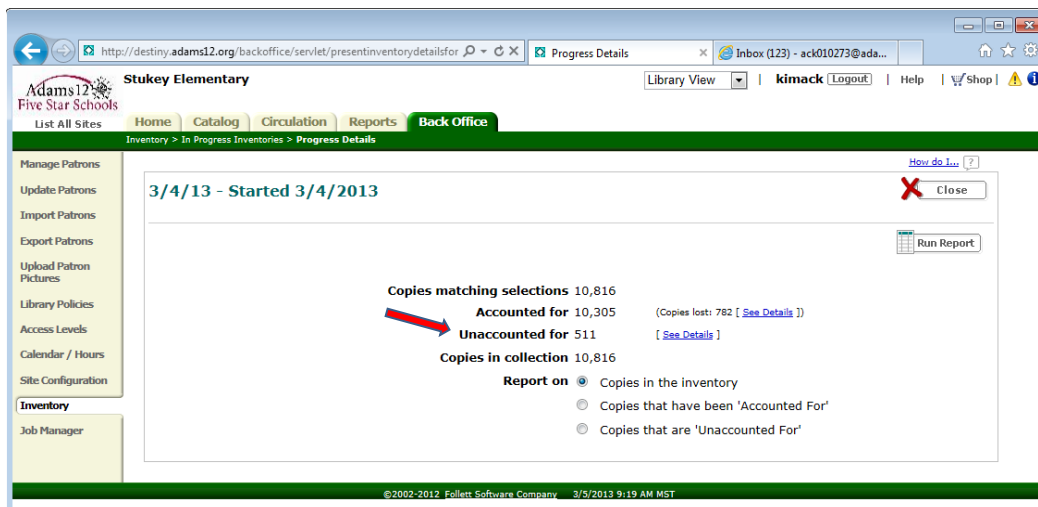
You can see that the Inventory above is 95.28% complete. Now click the link for View In-Progress and Completed Inventories.



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.

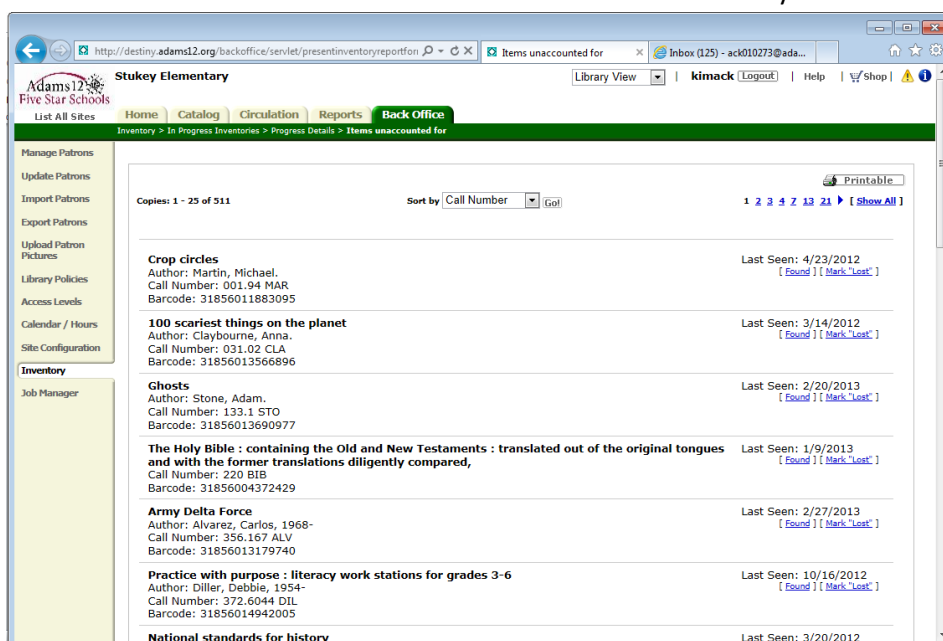


Screen Shot #4

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.

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

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.

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	1/1/2013
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	Breckle, 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

You will go back and forth between the above lists. The Report is the best thing to take with you as you walk around and try to find the items. Every time you find an item that is Unaccounted For, you'll scan it and Destiny will remove it from the list.

4. Reconcile Everything:

When you've reconciled every book on your Unaccounted For list (Screen Shot 5) as either Lost or Found, it's time to Delete some and leave others on your 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)

That link will give you your Lost list. On this 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). 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.

Stukey Elementary

Library View | kimack | Logout | Help | Shop

Home | Catalog | Circulation | Reports | Back Office

Inventory > In Progress Inventories > Progress Details

Manage Patrons
Update Patrons
Import Patrons
Export Patrons
Upload Patron Pictures
Library Policies
Access Levels
Calendar / Hours
Site Configuration
Inventory
Job Manager

3/4/13 - Started 3/4/2013

Copies matching selections 10,816
Accounted for 10,305
Unaccounted for 511
Copies in collection 10,816

Report on
☒ Copies in the inventory
☐ Copies that have been 'Accounted For'
☐ Copies that are 'Unaccounted For'

How do I... [?] Close Run Report

©2002-2012 Follett Software Company 3/5/2013 9:19 AM MST

Screen Shot #7

Stukey Elementary

Library View | kimack | Logout | Help | Shop

Home | Catalog | Circulation | Reports | Back Office

Inventory > In Progress Inventories > Progress Details > View "Lost" Copies

Manage Patrons
Update Patrons
Import Patrons
Export Patrons
Upload Patron Pictures
Library Policies
Access Levels
Calendar / Hours
Site Configuration
Inventory
Job Manager

Copies: 1 - 25 of 595 Sort by Call Number [v] [v]

To reset "lost" library materials to "unaccounted for" or to delete all "lost" copies, use the options at the end of this list.

Barcode	Call Number	Author	Title	Marked "Lost"
31856011260955	001.94 LAU	Lauber, Patricia.	inside the a/c.	8/29/2012 [Found] [Delete]
31856004244271	001.94 TH1	Martin, Michael.	Mystery monsters of Loch Ness	3/5/2013 [Found] [Delete]
31856011883095	001.94 GRA	editor, Peter Brooksmith.	Crop circles	3/5/2013 [Found] [Delete]
31856004412605	001.94 THI	Grant, John.	Thinking the unthinkable : ideas which have upset conventional thought	3/5/2013 [Found] [Delete]
31856005785611	001.944 CLA		Monster mysteries	3/5/2013 [Found] [Delete]
31856013566896	031.02 MAS	Claybourne, Anna.	100 scariest things on the planet	3/5/2013 [Found] [Delete]
31856013049760	031.02 MAS	Masoff, Joy, 1951-	Oh, yuck! : the encyclopedia of everything nasty	3/5/2013 [Found] [Delete]
31856013179831	050 STE	Botzakis, Stergios.	Pretty in print : questioning magazines	3/5/2013 [Found] [Delete]
31856013690977	133.1 STO	Stone, Adam.	Ghosts	3/5/2013 [Found] [Delete]
31856013690985	133.1 STO	Stone, Adam.	Haunted houses	3/5/2013 [Found] [Delete]
31856004372429	220 BIB		The Holy Bible : containing the Old and New Testaments : translated out of the original tongues and with the former translations diligently compared,	3/5/2013 [Found] [Delete]
31856004413223	301.34	Corcos, Lucille.	The city book	3/5/2013 [Found] [Delete]

Printable

Screen Shot #8

TAB	Call Number	Author	Title	Marked "Lost"
31856013691009	398 HAM	Hamilton, Sue L., 1959-	feriados de los Estados Unidos y México	3/5/2013 [Found] [Delete]
31856013691058	398 MAR	Marx, Mandy R.	Werewolves	3/5/2013 [Found] [Delete]
31856013182942	398.2 SCH	Schwartz, Alvin, 1927-	Great vampire legends	3/5/2013 [Found] [Delete]
31856011494752	398.2 SCH	Schwartz, Alvin, 1927-	In a dark, dark room, and other scary stories	3/5/2013 [Found] [Delete]
31856013691017	398.21 HAM	Hamilton, Sue L., 1959-	Scary stories to tell in the dark	3/5/2013 [Found] [Delete]
31856002300844	398.21 KEL	Kellogg, Steven.	Vampires	3/5/2013 [Found] [Delete]
31856009391218	411 HEP	Hepworth, Catherine.	Jack and the beanstalk	3/5/2013 [Found] [Delete]
31856009054428	428.1 SEE	Seeger, Laura Vaccaro.	Antics! : an alphabetical anthology	3/5/2013 [Found] [Delete]
			The hidden alphabet	3/5/2013 [Found] [Delete]

Copies: 1 - 25 of 595

Reset all library materials marked "lost" on [] [v]

Delete all copies marked "lost" on or before [] [v]

Reset "Lost" Delete All

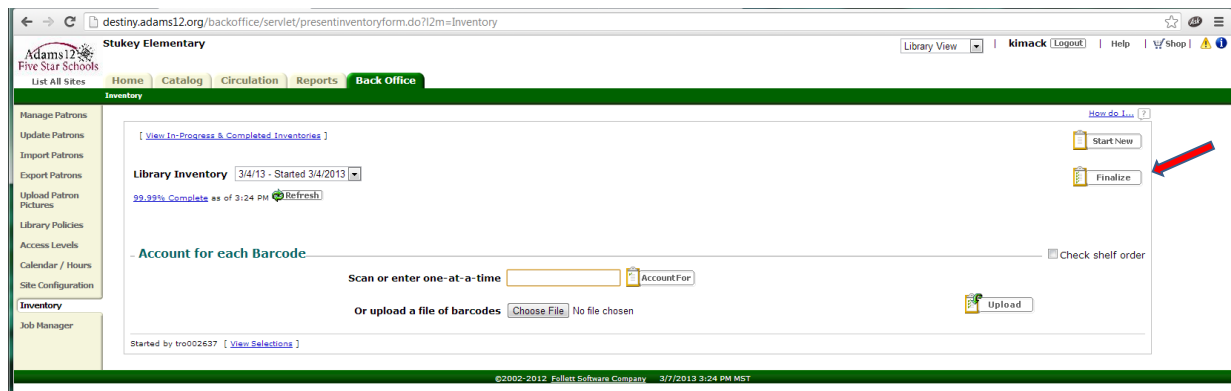
Screen Shot #9

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.

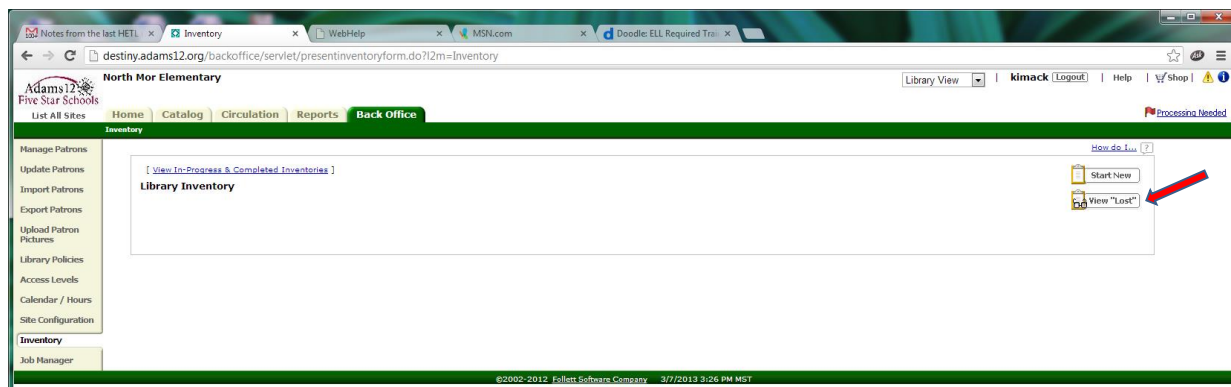
Leave everything on this Lost list for ONE year. When you do inventory again next year, you will use the link at the bottom of the Copies Lost List (screen shot #9) and delete everything that has not been seen since your last inventory.

***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.



Screen Shot #10

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



Screen Shot #11