Follett Destiny – Adding Copies

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I. Overview

Follett Destiny allows you to inventory materials in two different ways: Either as unique barcoded copies (see “Adding Barcoded Copies”, pg. 2) or as a non-barcoded count (see “Adding Non-Barcoded Copies by Count”, pg. 5).

II. Adding Barcoded Copies

Barcodes allow books to be assigned a unique identifying number for the purposes of cataloguing and checking materials out to patrons. **NOTE:** Before you perform any of the steps in this document, please make sure you’ve fully read and understood the District’s barcode procedures detailed in Barcodes.

1. Sort by title all textbooks to be barcoded.
2. Ensure that your barcode labels conform to the current 13-digit, District-wide barcode standard.
3. Add barcode labels to your textbooks according to the diagram below. **NOTE:** Ensure that the outside barcode and the inside barcode/security label correspond.

3a. Add first barcode on outside back cover, 1” from both the top and spine.

3b. Place second barcode/security label in the same location on the back of the last page of the book.
4. To access a book’s title entry in Follett Destiny:
   a. Select the Catalog tab.
   b. Select Textbook Search.
      i. NOTE: Do not click Add Textbook. This adds an entirely new title entry.
   c. Find by ISBN.
   d. For the widest possible search:
      i. Look in San Juan Unified School District.
      ii. Include Teachers’ Editions and Resource Kits.
   e. Click Go!

4b. Select Textbook Search.  
4a. Select Catalog.  
4c. Find by ISBN.  
4e. Click Go!

4b, i. Do not Add Textbook.  
4d, i. Look in San Juan Unified School District.  
4d, ii. Include Teachers’ Editions and Resource Kits.

5. Once your search has returned its result, you will be provided with a view similar to that below. Verify that it is the correct title and ISBN. From here, you are going to click on Add Copies on the right side of the screen.

5. Click here to Add Copies.
6. To add barcodes to the Follett Destiny database:
   a. From the Add Copies drop-down menu, select “with Barcodes”.
   b. Enter the Number of Copies to be barcoded.
   c. Place cursor in the Starting Barcode box and scan or type the first barcode. NOTE: Ensure that your barcodes are sequential when barcoding multiple copies.
   d. Do not change the Budget Category.
   e. Review information for accuracy. Click Save Copies to finalize.
   f. Adding more than one barcode will result in a similar notification to that pictured below. Confirm the number of copies and click Yes.

7. Repeat steps 1 – 6 as needed for each title with barcoded copies to add.
III. Adding Non-Barcoded Copies by Count

Certain material types (including Board-adopted consumable textbooks and supplemental workbooks) are never barcoded. Instead, these materials are catalogued by count only.

1. To access the material’s title entry in Follett:
   a. Select the Catalog tab.
   b. Select Textbook Search.
      i. **NOTE:** Do not click Add Textbook. This adds an entirely new title entry.
   c. Find by ISBN.
   d. For the widest possible search:
      i. Look in San Juan Unified School District.
      ii. Include Teachers' Editions and Resource Kits.
   e. Click Go!

1b. Select Textbook Search.  1a. Select Catalog.
1c. Find by ISBN.  1e. Click Go!
1b, i. Do not Add Textbook.  1d, i. Look in San Juan Unified School District.
1d, ii. Include Teachers' Editions and Resource Kits.
2. Once your search has returned its result, you will be provided with a view similar to that below. **Verify that it is the correct title and ISBN.** From here, you are going to click on **Add Copies** on the right side of the screen.

![Add Copies](image)

3. You will now add your totals to the Follett Destiny database.
   a. Enter the total number of copies you wish to add in **Number of Copies**.
   b. **Do not** change the **Budget Category**.
   c. Click **Save Copies**.
   d. Adding more than one copy will result in a similar notification to that pictured below. Confirm the number of copies and click **Yes**.

![Confirmation Notification](image)
4. Confirm that your total of available workbooks for this title is now accurate.

5. Repeat steps 1 – 4 as needed for each title with non-barcoded copies to add.