Follett Destiny – Deleting Copies

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I. Overview

Under certain circumstances – damage, obsolescence, etc. – you may wish to remove barcoded and non-barcoded materials from Follett Destiny. The following document explains the procedures and guidelines for this process.

II. Guidelines

Before deleting any materials from Follett Destiny, please ensure that you have read and fully understood the following guidelines:

- Before deleting barcoded materials due to damage, ensure that you have assessed any necessary fines for these copies according to the procedures listed in Managing Fines.
- Do not delete barcoded materials simply because they cannot be found. These materials should instead be marked “Lost”, in case they eventually reappear.
- If you are deleting more than 10 barcoded copies of a particular Board-adopted textbook title, provide a list of the barcodes, the title of the textbook, and the reason(s) for their deletion to the District’s Instructional Materials Technician. For contact information, visit the Textbook Department’s webpage.
- NOTE: Follett keeps a log of deletions and inventory fluctuations. Periodic inspections may be made to ensure that these procedures are being followed.
- Materials should be sent to the Textbook Warehouse for recycling. To request a pick-up, please e-mail the Supervisor of School Support, Brad Bain, with your site name, the amount of boxes to be picked up, and their location on campus; cc the District’s Instructional Materials Technician, Alex Strickland.
II. Deleting Barcoded Copies

1. To access a specific barcode for deletion:
   a. Select the **Catalog** tab.
   b. Select **Textbook Search**.
   c. Find by “Barcode”.
   d. Look in your site.
   e. Check Include Teacher’s Editions and Include Resource Kits.
   f. Click **Go!**

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 barcode before proceeding.

3. To delete a barcode, click the **Remove Barcodes** icon next to the appropriate barcode.
4. A notification will appear asking you to confirm the deletion. Once again verify that it is the correct title, barcode, and ISBN, and click Yes.

5. Repeat steps 1 – 4 as necessary for each barcode you wish to delete.
III. Deleting Non-Barcoded Copies

1. To access the material’s title entry in Follett Destiny:
   a. Select the Catalog tab.
   b. Select Textbook Search.
   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!

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 the Copies tab.
3. To delete copies from your count, click the icon.

4. Enter the number of **Copies to delete** and click .

5. A notification will appear asking you to confirm the deletion. Once again verify that it is the correct title, ISBN, and quantity, and click Yes.

6. Repeat steps 1 – 5 as necessary for each title with non-barcoded copies to delete.