

# Destiny® Library Manager

## Adding Title and Copy Records Manually

### Adding Titles

Some materials might seem challenging to catalog and add to your library's collection, such as your school's yearbook or a self-published collection of your students' work. Library Manager's Easy Editor makes manually adding any title record quick and easy.

1. Select **Catalog > Add Title**.
2. Use the **Find** drop-down to select the material type you want to search for.
3. Use the **with** drop-down to select the type of search you want to conduct.

**Note:** Follett recommends you search by ISBN to ensure you are not duplicating records.

If a title is not available in the district catalog, Follett's Alliance Plus or Z-Source databases, the Add Title page opens.

4. On the **Brief Title** sub-tab, enter basic information about the title you are cataloging. You can find most of this information on the item's title or copyright pages.

The screenshot shows the 'Add Title' form in the Destiny Library Manager. At the top right is a link 'How do I... ?'. Below it are five tabs: 'Brief Title' (selected), 'Series/Notes', 'Subjects', 'Resources', and 'Added Entries'. The 'Title Information' section contains a 'Use MARC Editor' button and a 'Leading Article' label. The '\* Title' field contains 'the feels' and has a help icon. Below it are 'Subtitle', 'Authors', and 'Edition' fields, each with a help icon. The 'Standard Numbers' section has fields for 'LCCN', 'ISBN', and 'ISSN'. At the bottom, the 'Material Type' dropdown is set to 'Book' and the 'Subtype' dropdown is set to 'No Subtype Assigned'. Both dropdowns have help icons.

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5. On the **Series/Notes** sub-tab, enter information about the title's series or volume, if available, and its interest level. If your school uses Lexile® measures or the Fountas and Pinnell program, you can also enter the codes here.

The screenshot shows the 'Series/Notes' sub-tab of the Destiny Library Manager interface. At the top, there are tabs for 'Brief Title', 'Series/Notes' (which is selected), 'Subjects', 'Resources', and 'Added Entries'. Below the tabs, the title 'the feels' is displayed. To the right of the title is a 'Use MARC Editor' button. Under the 'Series Information' section, there is a 'Find Heading' button. The form includes fields for 'Title' and 'Volume #' with help icons. Below these are dropdown menus for 'Interest Level', 'Lexile' (set to 'No Code'), and 'Fountas and Pinnell' (set to 'Any Level'), each with a help icon. The 'Notes' section has a dropdown menu set to 'General' and a large text area. An 'Update' button is located to the right of the text area. At the bottom, it says 'There are no notes for this title'.

6. On the **Subjects** sub-tab, enter subject headings. Click **Find Heading** to see a list of headings previously used in your library. These headings help your patrons find titles with a common topic.

The screenshot shows the 'Subjects' sub-tab of the Destiny Library Manager interface. At the top, there are tabs for 'Brief Title', 'Series/Notes', 'Subjects' (which is selected), 'Resources', and 'Added Entries'. Below the tabs, the title 'the feels' is displayed. To the right of the title is a 'Use MARC Editor' button. Under the 'Subjects' section, there is a 'Find Heading' button. The form includes a 'Topical Heading' dropdown menu and three 'General' dropdown menus, each followed by a text input field. An 'Update' button is located to the right of the text input fields. At the bottom, it says 'There are no subjects for this title'.

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7. On the **Resources** sub-tab, you can add links and a brief description for any related digital resources, such as websites.

The screenshot shows the 'Resources' sub-tab of the Destiny Library Manager interface. At the top, there is a navigation bar with tabs: 'Brief Title', 'Series/Notes', 'Subjects', 'Resources' (which is highlighted), and 'Added Entries'. A 'How do I...?' help link is in the top right. Below the tabs, the main area is titled 'Title the feels' with a 'Use MARC Editor' button. Under the 'Links' section, there are input fields for 'URL' and 'Description', each with a help icon. An 'Update' button is next to the URL field. A message states 'There are no electronic resources for this title'. At the bottom, the 'Digital Content' section has an 'Add New' button and a message 'There is no digital content for this title'.

8. On the **Added Entries** sub-tab, you can add a different title for the item or any co-authors, illustrators or editors.

The screenshot shows the 'Added Entries' sub-tab of the Destiny Library Manager interface. The navigation bar is the same as in the previous screenshot, but the 'Added Entries' tab is highlighted. The main area is titled 'Title the feels' with a 'Use MARC Editor' button. Under the 'Alternate Titles' section, there are input fields for 'Uniform Title' and 'Varying Form', each with a help icon. A 'Leading Article' label is above the Uniform Title field. Below this, there are input fields for 'Series Uniform Title' and 'Varying Form', each with a help icon. A 'Leading Article' label is above the Series Uniform Title field. Under the 'Co-authors, Illustrators, Editors, etc.' section, there are input fields for 'Name', 'Dates', and 'Role', each with a help icon. 'Update' and 'Find Heading' buttons are to the right of these fields. A message at the bottom states 'There are no added entries for this title'.

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9. On the **RDA Types** sub-tab, you can select content, media and carrier types from the drop-downs. Adding the RDA ( Resource Description and Access) types expands your patrons' ability to find and access your library's resources.

**Note:** Your district must have RDA as the preferred descriptive cataloging form to view this sub-tab.

The screenshot shows the 'RDA Types' sub-tab in the Destiny Library Manager. The interface includes a title bar with tabs: 'Brief Title', 'Series/Notes', 'Subjects', 'Resources', 'Added Entries', and 'RDA Types'. Below the title bar, there is a 'Title' field and a 'Use MARC Editor' button. The main section is divided into three parts: 'Content Type', 'Media Type', and 'Carrier Type'. Each part has a dropdown menu and an 'Add' button. The 'Content Type' dropdown is currently set to 'text'. The 'Media Type' dropdown is currently set to 'unmediated'. The 'Carrier Type' dropdown is currently set to 'volume'. A 'Required Field' note is visible at the bottom left.

Brief Title Series/Notes Subjects Resources Added Entries **RDA Types**

Title [Use MARC Editor](#)

\* Content Type  
text Add

Media Type  
unmediated Add

\* Carrier Type  
volume Add

\* Required Field

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## Adding Copies

To add copies to an existing district record, click its title or **Details**. The Title Details page opens with additional information about the item. Click **Add Copies**.



RAINBOW FISH  
AND THE BIG BLUE WHALE  
MARCUS PFISTER

[E]

TitlePeek™


Title DetailsMARC ViewReviewsCopies

**Rainbow Fish and the big blue whale**  
Marcus Pfister ; translated by J. Alison James.

Copies in district: 0

When a big blue whale comes to live near their reef, there is a misunderstanding between him and Rainbow Fish and his friends that leaves everyone very unhappy and hungry.

Edit Title  
Duplicate It  
Delete Title  
Add Copies  
Edit Quiz Info  
Digital Resources

On the Add Copies page, enter all required information. Complete other fields as needed. Reports and inventory are more accurate when you complete more fields. Click  next to a field for more information.

Field Name	Description
<b>Status</b>	The copy's availability for circulation.
<b>*Number of copies</b> (required)	The number of copies you want to add.
<b>Starting Barcode</b>	Manually add or have Destiny assign the next available barcode.
<b>*Call Number</b> (required)	The copy's call number.
<b>Purchase Price</b>	Include the price if you want the information to show on overdue and fine notices or to calculate your collection value accurately.

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Field Name	Description
<b>Circulation Type</b>	Classifications of library materials that let you have different loan policies for different materials. You can also limit searches, reports and notices by circulation type. By default, this is set to the library's default circulation type.
<b>Date Acquired</b>	By default, it is set to the current date.
<b>Copy Categories</b>	Group copies for many different purposes, such as supporting curricula, tracking vendors and funding sources, creating bibliographies and reading lists, and promoting special collections or new materials.
<b>Notes</b>	Include information unique to a copy, such as damage to the book or a signed copy. The note shows at the top of the page whenever you first retrieve a copy in Circulation.
<b>Volume, Issue, etc.</b>	If the copy requires enumeration or chronology (for example, Volume, Issue, Number or Year), you can enter that in this field.
<b>Copy Number</b>	Add a number for each copy of the same title.
<b>Sublocation</b>	Assign the copies to a specific area in your library or by a location/genre/subject.
<b>Vendor</b>	The vendor you purchased the copies from.
<b>Funding Source</b>	Indicate that the copies were purchased using a particular funding source.

After you enter all the information, click **Save Copies**.