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.

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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.

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.

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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.

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

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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.

Brief Title	Series/Notes	Subjects	Resources	Added Entries	RDA Types

Title   [Use MARC Editor]

* Content Type

[▼]   [Add]

text

Media Type

[▼]   [Add]

unmediated   🗑

* Carrier Type

[▼]   [Add]

volume

* 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**.

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
Status	The copy's availability for circulation.
***Number of copies** (required)	The number of copies you want to add.
Starting Barcode	Manually add or have Destiny assign the next available barcode.
***Call Number** (required)	The copy's call number.
Purchase Price	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
Circulation Type	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.
Date Acquired	By default, it is set to the current date.
Copy Categories	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.
Notes	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.
Volume, Issue, etc.	If the copy requires enumeration or chronology (for example, Volume, Issue, Number or Year), you can enter that in this field.
Copy Number	Add a number for each copy of the same title.
Sublocation	Assign the copies to a specific area in your library or by a location/ genre/subject.
Vendor	The vendor you purchased the copies from.
Funding Source	Indicate that the copies were purchased using a particular funding source.

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