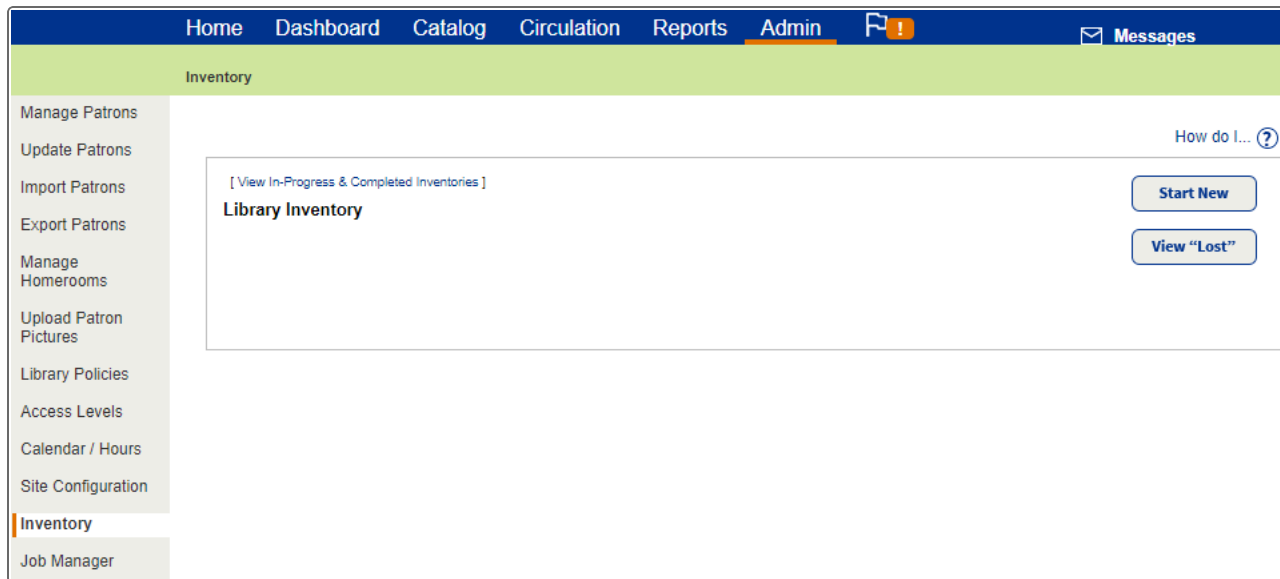# Destiny® Library Manager

Starting an Inventory in Library Manager

Tracking the location and status of your library materials is an important step in managing your inventory. Library Manager makes it easy to account for each resource, its location and status.

You can conduct either a full or partial inventory.

1. Select **Admin > Inventory**.

2. Click **Start New**.

Destiny® Library Manager

Specify the copies to be inventoried...

Inventory Name [   ]

Call Numbers from [   ] to [   ]

To specify a call number range, enter at least the first 3 digits of each Dewey number or a complete call number prefix.

Circulation Types All Circulation Types [**Update**]

Sublocation All Sublocations [**Update**]

All copies meeting the above criteria will be set to "unaccounted for"...

Except for copies that have been seen on or after [10/22/2018] 📅

[**OK**] [**Cancel**]

3. To inventory your entire collection, leave the **Call Numbers from** and **to** fields blank. You can create an inventory for part of your collection, based on a title's full call number and not just its prefix. For example, for a fiction collection, you could just inventory FIC DAA to FIC EZZ.

4. To limit your inventory to certain circulation types, such as new releases or audiovisual equipment, click **Update** next to **Circulation Types**. The default setting is **All Circulation Types**.

5. To limit your inventory to certain location, genres or subject, click **Update** next to **Sublocation**. The default setting is **All Sublocations**.

6. To exclude any items that library staff recently reviewed, enter a date in the **Except for copies that have been seen on or after** field. For example, entering a date three days ago lets you exclude any items recently checked in or out, or new materials that were cataloged in the last few days.

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7. After setting the inventory criteria, click **OK**. To begin the inventory, click **Yes** in the confirmation message .

⚠ **Are you sure you want to start this inventory?**

[Yes] [No]

Specify the copies to be inventoried...

Inventory Name End of Semester

Call Numbers from _____ **to** _____

To specify a call number range, enter at least the first 3 digits of each Dewey number or a complete call number prefix.

Circulation Types All Circulation Types [Update]

Sublocation All Sublocations [Update]

All copies meeting the above criteria will be set to "unaccounted for"...

Except for copies that have been seen on or after 10/22/2018 📅

[OK] [Cancel]

Note: Once you start the inventory, you cannot edit the criteria or rename the inventory.