



Prepare for the End of the School Year

At the end of the school year, you want to ensure you've accounted for all your valuable materials. This makes it easy to circulate to patrons when the new school year starts.

Step One: Plan Your Inventory

- Determine who will conduct the inventory (District or site staff).
- Decide when you will conduct the inventory (start or end of school year).
- Decide whether you will conduct a partial or full inventory.
- For Resource Manager, plan to use both location and item barcodes for most accurate results; this requires tagging all rooms and items before you begin.

Step Two: Prepare Your Collection

- Return all items to their proper places.
- Catalog any new resources – books, textbooks or other resources – so they are in the system.
- Use reports to analyze and weed your library collection:
 - Submit your collection to be analyzed by TitleWise via Destiny. The "Collection by Dewey Classification" includes a Weeding Candidates page.
 - Run the Collection Statistics - Historical report to view how often library resources circulate.
 - Run the Collection Statistics - Summary report to examine the circulation, age and value of your collection.
 - Run the Weeding Log to see a list of copies, grouped by the date they were weeded, deleted or transferred.
- Remove textbooks from Destiny that are going out of adoption.

Step Three: Prepare Your Equipment

- a. Identify how you will scan barcodes. Following are the scanners and software you can use:
 - Follett 2500 RFID Scanner (Library Manager only)
 - Circulation scanner: Follett 5100 Corded Scanner, Follett 5300 Corded Scanner, Follett 6300 Cordless Scanner, and Follett 6100 or Follett 6102 Cordless Scanner (or keyboard) and laptop with Destiny
 - Circulation scanner: Follett 5100 Corded Scanner and Follett 6100 or Follett 6102 Cordless Scanner (or keyboard) attached to a computer with Follett Remote
 - Dolphin
 - 7100 or Panther with Destiny Library Manager

Destiny®

- 7100 or Panther with Follett Remote (if wireless is not available)
 - 5350 Bluetooth scanner
 - VersaScan
- b. If using a Circulation Scanner (Follett 5100 or 5300 Corded Scanner or Follett 6100, 6102 or 6300 Cordless Scanner):
- Hook up scanner to the computer using the serial or USB Circulation Scanner.
 - Scan a few items into the **Scan or enter-one-at-a-time** field in Destiny to ensure your scanner works properly.
- c. If using a Dolphin, 7100, Panther, 5350 Bluetooth or VersaScan:
- Locate the battery, power charger, base and USB cords (or Serial, if Serial Dolphin).
 - Charge your device fully.
 - Ensure that your device is clear of all past inventory scans.
 - Perform a few test scans with each device, and load them to make sure they are operational (see appropriate Quick Reference Guide below for more information).
- d. You may want to use Follett Remote to collect your scans, and upload them to Destiny by selecting **Circulation > Offline Circulation**.

Step Four: Back Up Your Database

- View the last backup information in the system by selecting **Catalog > Update Copies > Batch Update** sub-tab and reviewing the bottom of the screen.
- Check with your district's technical person to see when your next database backup will occur.
- Start your inventory immediately after the system backup to ensure you can restore your system's data if an issue arises.

Step Five: Perform Your Inventory

Use the following Quick Reference Guides (QRGs) to help you start, conduct and finalize an inventory:

- [Starting an Inventory in Library Manager](#)
- [Conducting an Inventory Library Manager](#)
- [Starting an Inventory in Resource Manager](#)
- [Conducting an Inventory Resource Manager](#)
- [Downloading, Installing and Launching Follett Remote](#)
- [Collecting Inventory Data with Follett Remote](#)
- [Using the Follett Destiny VersaScan](#)