LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM

TITLE:	Changes to Add Title Feature in Destiny Library Manager
NUMBER:	MEM-154718
ISSUER:	Frances Baez, PhD Chief Academic Officer Division of Instruction Kimberly Balala Administrative Coordinator Library & Textbook Support
DATE:	July 29, 2024

MAJOR CHANGES: This is a new Memorandum.

PURPOSE: The purpose of this memorandum is to notify and provide guidance to all Destiny Library Manager users regarding the "Add Title" feature. The "Add Title" feature will be disabled on September 1, 2024 for all Destiny Library Manager users. This change is being implemented to ensure long-term quality and integrity of the District's library catalog.

Destiny Library Manager functionality for adding copies of existing titles to school collections remains unchanged. Library staff can continue to seamlessly add these materials into their respective collections. If the title is not available, library staff will be able to request the title be added by following the steps in the procedures section below.

This new process will allow us to maintain a high standard of data accuracy and organization in the catalog, ultimately benefiting all library users in the District. Effectively, they will ensure the following:

1. Accurate Information Retrieval: A clean catalog ensures that users can find accurate and complete information about available resources quickly and easily. This improves user satisfaction and the overall efficiency of the library.

2. Resource Management: It allows library staff to manage and track the library's collection effectively.

3. Catalog Integrity: Consistency and accuracy in catalog entries maintain the integrity of the catalog, preventing confusion and errors that can arise from duplicate or incorrect records.

4. User Trust: A well-maintained catalog fosters trust among users, as they rely on the catalog for reliable information. This trust encourages more frequent use of library resources.

5. Collection Development: A clean database helps in making informed decisions about collection development and resource allocation based on accurate data regarding the existing collection and user needs.

Procedures

1. Review Selection Policy: refer to BUL-145510.1, *Selection and Review Policy for School Library Materials* to ensure the library book meets the selection criteria.

2. Destiny Catalog Availability:
   a. Existing Title: if the title is already in Destiny, add the copy using this job aide.
   b. New Title: if the title is not currently in the catalog, submit a request for its addition using the Request to add title to Destiny form.
   c. Once the title is added to Destiny, you will be able to add the copy following the directions in this job aide.

3. For library books other than in English and Spanish, please email the request including the information listed below to library@lausd.net. Do not send the list of library books.
   a. School name
   b. Language of books
   c. Number of books
   d. Vendor (where did you purchase the library books)

RELATED RESOURCES: BUL-145510.1, Selection and Review Policy for School Library Materials, issued by Division of Instruction, July 29, 2024.

ASSISTANCE: For assistance or further information please contact Library & Textbook Support, library@lausd.net.