



This tutorial will guide individuals with full access to Destiny Library Manager through the recommended steps to add titles into their library's collection. **It is important that prior to adding a title, an attempt to add a copy to an existing title record in Destiny is first made.**

In this tutorial you will learn how to:

- ⌘ **Log in to the Destiny Manager**
- ⌘ **Add Titles**

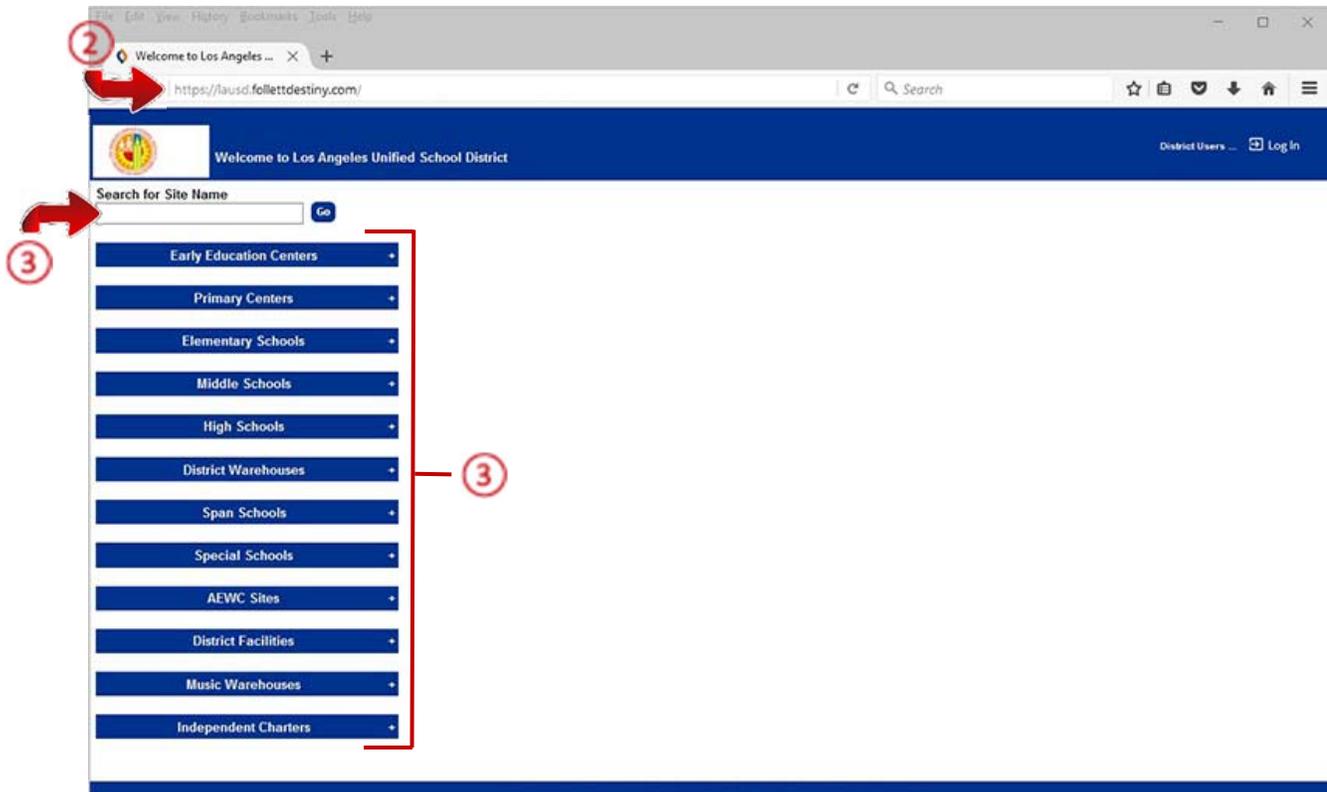
Requirements:

- ⌘ **Full access to Destiny Library Manager**
- ⌘ **PC or MAC (*Desktop or Laptop*)**
- ⌘ **A web browser such as:**
 - Chrome 
 - Explorer/Edge 
 - Firefox 
 - Safari 
- ⌘ **An Internet connection**
- ⌘ **An LAUSD Single-Sign on**

ADD TITLE TO DESTINY

STEP 1: LOGIN TO DESTINY

1. Open a web browser
 - Chrome 
 - Explorer/Edge 
 - Firefox 
 - Safari 
2. In the address bar, type the following URL and press the “Enter” key on the keyboard:
 - <http://lausd.follettdestiny.com>
3. There are two (2) ways to find your school:
 - a. In the “Search for Site Name” field, type in the name or location code of your school. Press the “Enter” key on the keyboard or click on the “Go!” button OR
 - b. Click on the “Blue Bar” associated to your school group (e.g. Middle School). Then, find and click on your school’s link.



4. On the school’s “Home” screen, click the “Log In” link located on the upper-right corner and enter your username and password to login.

ADD TITLE TO DESTINY

STEP 2: CHECK FOR TITLE RECORD IN DESTINY

Start by checking Destiny for a title record. If the title record exists, then you can simply add a copy. If multiple copies display, verify the information of each and select the one that is most accurate. If no title record is available then you can proceed to add the title.

1. Click on the **"Catalog"** tab located on the navigation bar at the top
2. If not selected, click the **"LibrarySearch"** option from the menu on the left-side of the screen
3. Click on the **"Number"** sub tab on the right.
4. Click on the **"Find"** drop-down menu and select **"ISBN"** from the list
5. Click on the **"Location"** drop-down menu. Select **"Los Angeles Unified School District"** from the list
6. In the blank field, scan or type the ISBN of the book. **NOTE: Check the verso page for another ISBN. Barnes & Noble as well as other vendors such as Follett, Scholastic, Permabound, etc. will print their own ISBNs on the back cover and these will never bring up a record. Adding these ISBNs will create many inappropriate records in the database. It is also advised to perform a title search when the ISBN does not show any results.**

NOTE: if you typed in the ISBN, click on the "Go" button

The screenshot shows the Destiny Library Search interface. The navigation bar at the top includes 'Home', 'Catalog', 'Circulation', 'Reports', 'Admin', and 'My Info'. The 'Catalog' tab is selected. On the left, the 'Library Search' menu is visible. The search area is titled 'Library Search' and includes a 'Top 10' section. The search criteria are set to 'Find ISBN' and 'Location Los Angeles Unified School District'. The ISBN field contains '9781538244470'. A 'Go' button is present. Red circles and arrows indicate the following steps: 1. Click on 'Library Search' in the left menu; 2. Click on 'Catalog' in the top navigation bar; 3. Click on the 'Number' sub-tab; 4. Click on the 'Find' dropdown menu; 5. Click on the 'Location' dropdown menu; 6. Click on the ISBN input field.

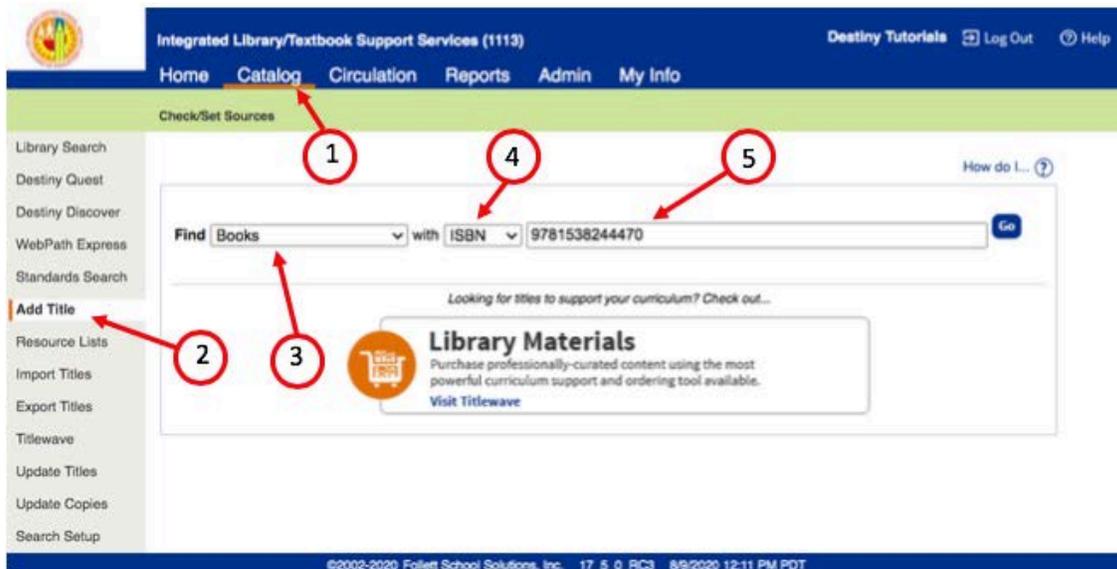
See below. Once assured that there is no title record, you can proceed to Add Title

The screenshot shows the search results page. The navigation bar is the same as in the previous screenshot. The search area is titled 'Library Search > Search Results'. The search criteria are the same as in the previous screenshot. A red box highlights the message: 'No matches found. Please try using other search terms or choose a different search.' The search area also includes a 'My Searches' link.

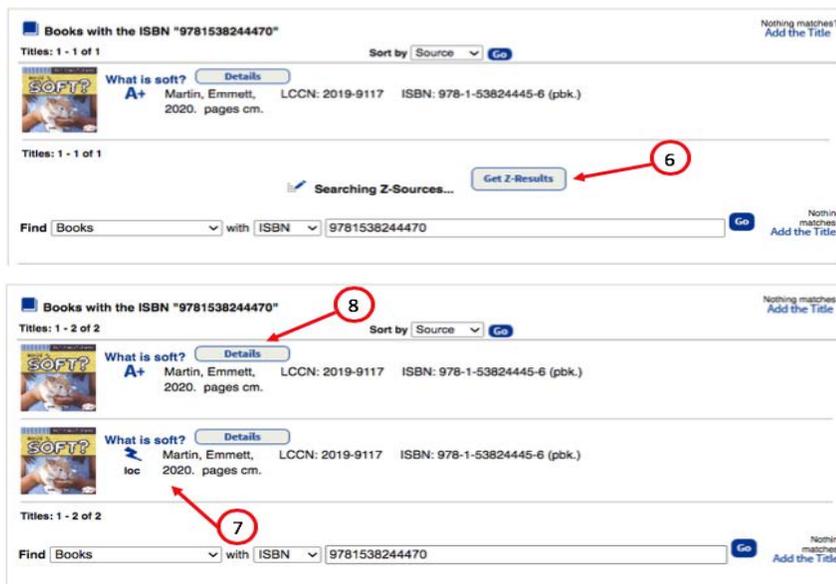
ADD TITLE TO DESTINY

STEP 3: ADD TITLE

1. Click on "**Catalog**"
2. Select "**Add Title**"
3. Use the drop down menu to select "**Books**"
4. If not already there, use the drop down menu to select "**ISBN**"
5. Type or scan the book's ISBN. (If the ISBN is typed, click on "**Go**")



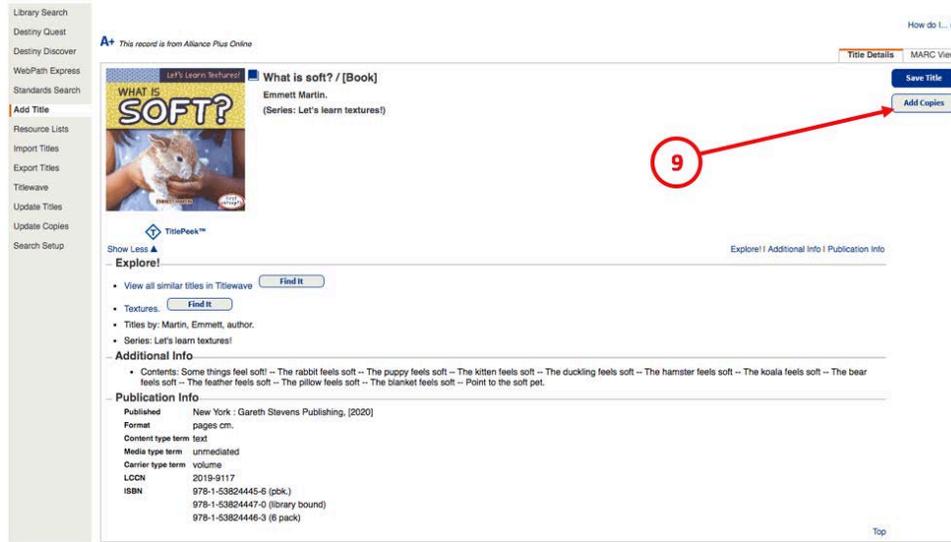
6. When this screen shows, wait for a bit as Destiny searches the Z-Source (from Library of Congress.) If nothing shows, click on "Get Z-Results."
7. There will usually be a result that shows with a lightning bolt but **ALWAYS** select the A+ record. **IF** there is no A+ record, then select the Lightning Bolt record.
8. Click on the "**Details**" link.



ADD TITLE TO DESTINY

9. Click on "Add Copy"

Now that the title has been added you are able to add your copy to this title record.



The screenshot displays the Destiny catalog interface for the title "What is soft? / [Book]" by Emmett Martin. The interface includes a sidebar on the left with navigation options such as "Library Search", "Destiny Quest", "Destiny Discover", "WebPath Express", "Standards Search", "Add Title", "Resource Lists", "Import Titles", "Export Titles", "Titelwave", "Update Titles", "Update Copies", and "Search Setup". The main content area shows the title details, including the book cover, the author's name, and the series name "Let's learn textures!". A red circle with the number "9" is drawn around the "Add Copies" button, which is highlighted with a red arrow. The "Add Copies" button is located in the top right corner of the title details section. Below the title details, there are sections for "Explore!" and "Additional Info". The "Explore!" section includes a "Find It" button and a list of similar titles. The "Additional Info" section includes a list of contents and a "Publication Info" section with details such as "Published", "Format", "Content type term", "Media type term", "Carrier type term", "LCCN", and "ISBN".

10. If an A+ record or a Lightning Bolt record does not display, create an Online Service Request to have ILTSS add the title record to Destiny.