

# ADDING COPIES & GENERATING BARCODES & SPINE LABELS



*Destiny Library Manager allows users with full access to add copies and generate the barcodes and labels for books.*

## **In this tutorial you will learn how to:**

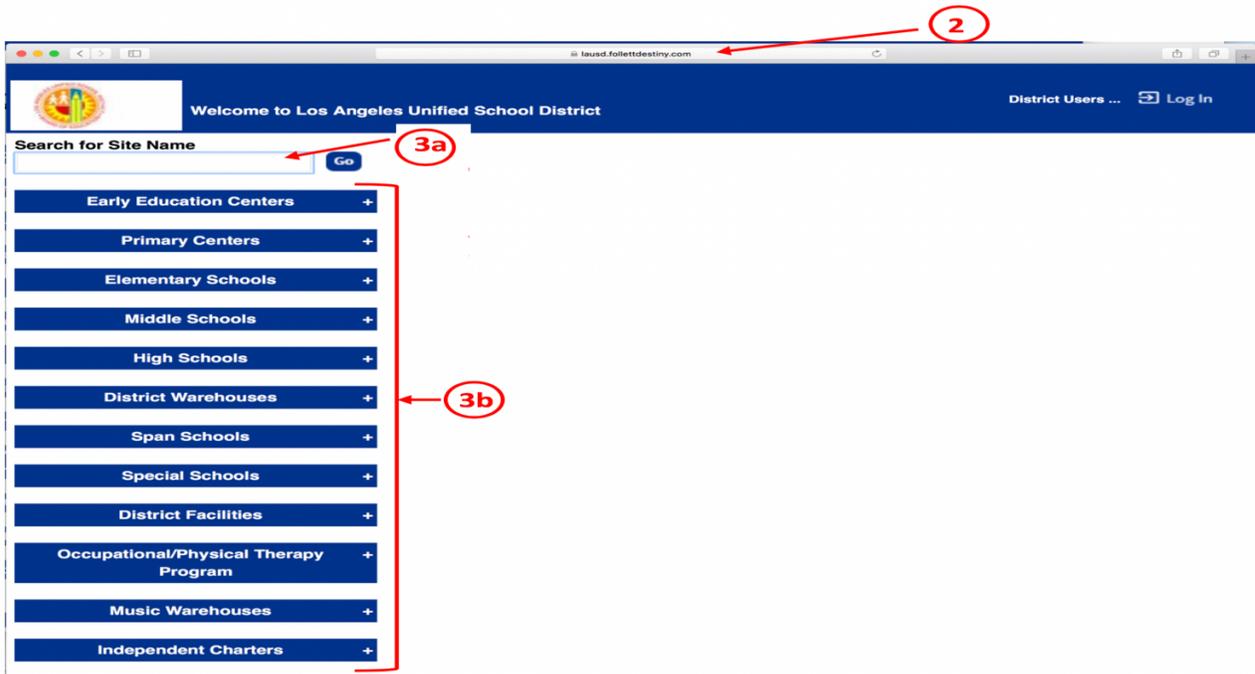
- Log in to Destiny Library Manager
- Add copies to Library Manager
- Generate barcodes & spine labels for books

## **Requirements:**

- PC or MAC
- A web browser such as:
  - Google Chrome 
  - Mozilla Firefox 
  - Safari 
- Full access to Destiny Library Manager
- An Internet connection
- An LAUSD Single-Sign-On (SSO)

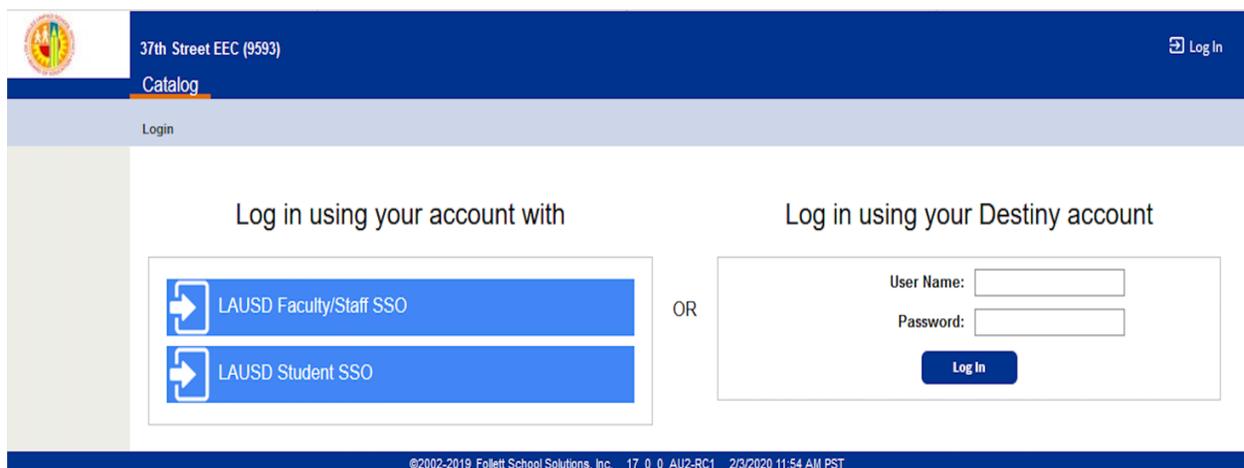
## LOG IN TO DESTINY

1. Open a web browser
2. In the address bar, type the following URL: <http://lausd.follettdestiny.com>
3. There are two 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 with your school group (e.g. Middle School) then find and click on your school's link. You will be taken to your site's home page. Click on **Log In**, located on the top right side of the window.



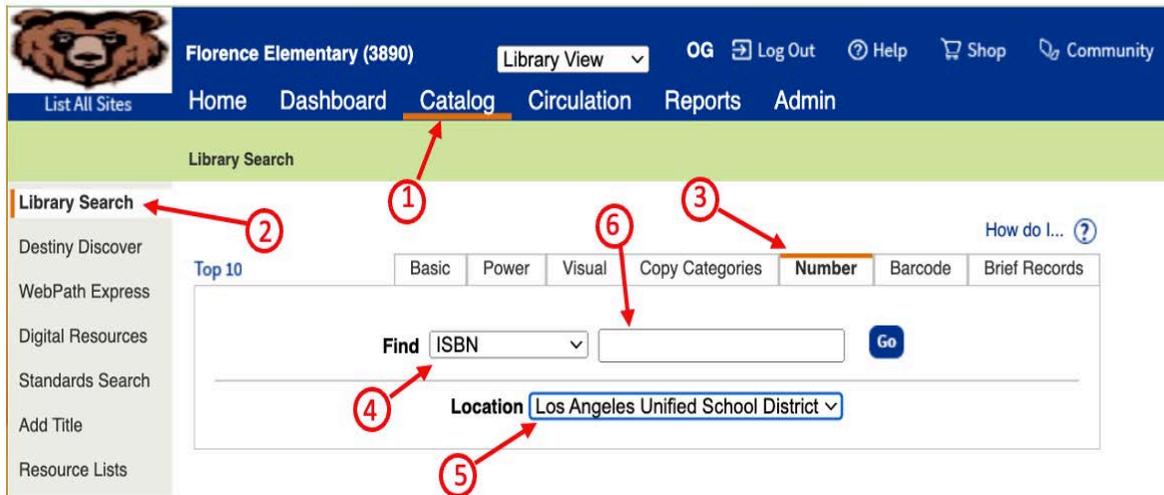
Select the **LAUSD Faculty/Staff SSO** to login. Enter your full LAUSD email (e.g. jane.doe@lausd.net) and password to log in.

Individuals granted access to Destiny for a specific site(s) or District level access and assigned a specific User Name and Password, use the Destiny account log in on the right.

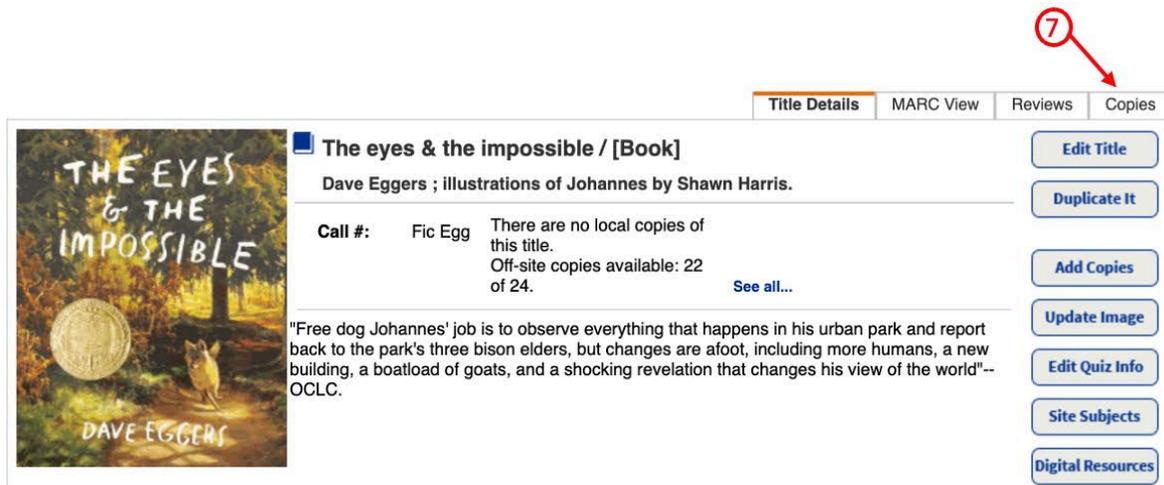


## ADDING A COPY TO LIBRARY MANAGER

1. Select the **Catalog** tab.
2. Select the **Library Search** option located on the left-side of the screen.
3. Select the **Number** sub-tab.
4. Using the drop-down menu for **Find**, select **ISBN**.
5. Using the drop-down menu for **Location**, select **Los Angeles Unified School District**.
6. Now manually enter or scan the ISBN of the book into the ISBN field. Click on **Go** if necessary.



7. When the title record is displayed, click on the **Copies** sub-tab.



8. The list shows those schools with a copy in their collection. You need to look for **Elementary Library Collection (1113)** and use its specific Call # for adding your copy.
9. If the Elementary Library Collection is not listed, then use the call number used by the majority of the schools listed or contact Library & Textbooks Support to clarify. (Keep in mind the correct call number format for a fiction book is capital "F" and lower case "ic" and the first three letters of the author's last name. The first letter is a capital letter followed by lower case letters, e.g. **Fic Mar**. For non-fiction books you would use the Dewey number followed by the first three letters of the author's last name. The first letter is a capital letter followed by lower case letters, e.g. **931 Mal**.)
10. Take note of the call number and then click on **Add Copies**.

The eyes & the impossible / [Book]  
Dave Eggers ; illustrations of Johannes by Shawn Harris.

Copies at Florence Elementary (3890)  
There are no local copies of this title.

Off-site Copies  
Copies: 1 - 24 of 24

Call #	Barcode	Status	Description	Site
Fic Egg	37137000700313	Available		32nd Street USC Performing Arts Magnet (7137)
Fic Egg	35877000103630	Available		135th Street Elementary (5877)
Fic Egg	38047000122411	Available		Belvedere Middle School (8047)
Fic Egg	37164000700051	Due: 4/1/2024		Bright Elementary (7164)
<b>FIC EGG</b>	38575000139431	Available		Carson High School (8575)
Fic Egg	38104000704305	Available		Dana Middle School (8104)
Fic Egg	31113KS0005522	Available	07 2023	<b>Elementary Library Collection (1113)</b>
Fic Egg	38606000111823	Available		Esteban Torres ELA Performing Arts Magnet (8606)
Fic Egg	38168000705016	Available		Griffith MS STEM Magnet (8168)
Fic Egg	36867000704706	Available		Harry Bridges Span (6867)
Fic Egg	34528000701599	Available		Hillcrest Elementary (4528)
<b>FIC Egg 2023</b>	38179000125425	Available		Hollenbeck Middle School (8179)
Fic Egg	34589000703109	Available		Hoover Elementary (4589)

11. Enter the call number noted from the previous step.
12. Enter the purchase price. If the book was not purchased, enter a replacement cost for the book. (This can be found by going to a vendor's site and identifying the cost of the book.)
13. If you see this message, you will need to manually assign a barcode number to the copy. (**NOTE: To have the barcode filter removed, a complete inventory needs to be performed.**)
14. If you already know what the next available barcode is, then proceed to add the barcode in the **Starting Barcode** field. If you don't know what barcode to use, contact Library & Textbook Support.

Certain functionality on this screen has been disabled because a barcode filter is in place. ?

The eyes & the impossible  
Author Eggers, Dave

Status: Available ?

\*Number of copies: 1

Starting Barcode: [Generic Code 39, 14 characters total] ?  
Assign next barcode

\*Call Number: ?

Purchase Price: ?

Circulation Type: BOOK ?

Date Acquired: 3/29/2024 ?

\* Required Field

Save Copies  
Print labels  
Cancel

- If there is no red message displayed, then select the radial button for **Assign next barcode**. (Important: make sure the starting barcode displayed starts with a "3" followed by your school's **4-digit location code**, then an "X", see example shown below. Do not proceed if the symbology is incorrect. Contact Library & Textbook Support to have the barcode symbology corrected.
- Click on **Save Copies**.

**Starting Barcode**     
 [Generic Code 39, 14 characters total]

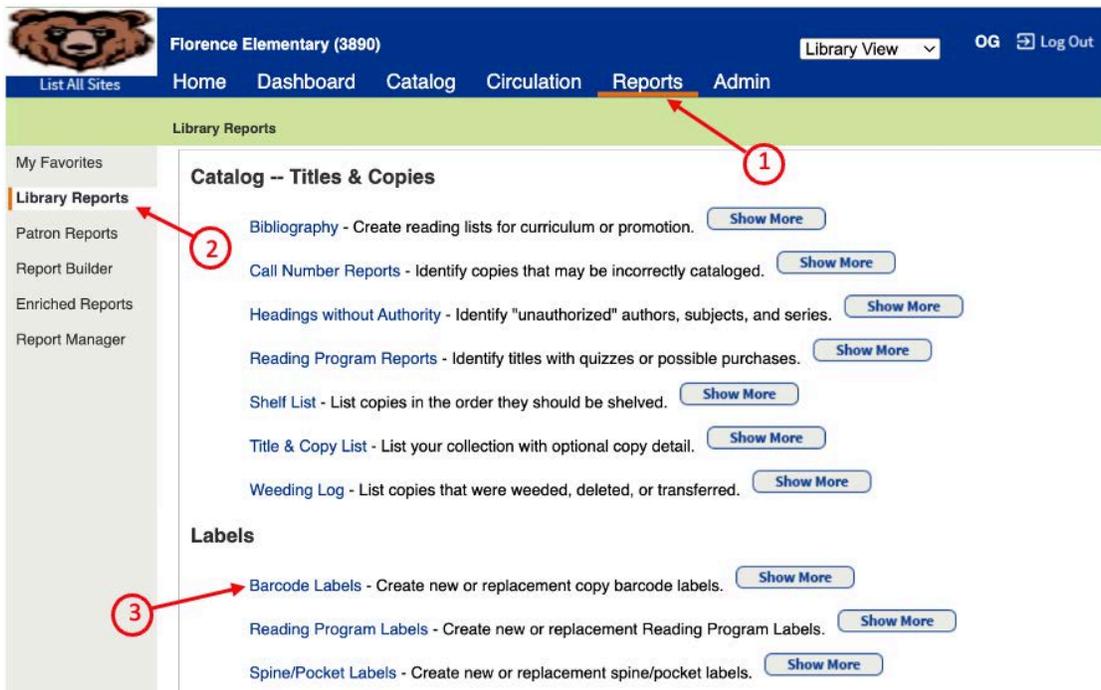
**Assign next barcode**  
 [Next: 38151X00000311]

   **Check Barcode symbology**

## GENERATING BARCODES FOR ADDED COPIES

Generating the barcodes for the copies added can be done by using a **Barcode List**, a **Barcode Range**, or using the **Date and Time Copies Added**. We recommend you use the **Date and Time Copies Added**. This will be the method described in this tutorial.

- Select the **Reports** tab.
- Select the **Library Reports** option.
- Under the **Labels** section, click on **Barcode Labels**.



The screenshot shows the library management system interface for Florence Elementary (3890). The top navigation bar includes Home, Dashboard, Catalog, Circulation, **Reports**, and Admin. The Reports tab is selected and highlighted with a red circle and arrow labeled '1'. Below the navigation bar, the 'Library Reports' section is visible. In the left sidebar, 'Library Reports' is selected and highlighted with a red circle and arrow labeled '2'. The main content area displays 'Catalog -- Titles & Copies' with several report options, each with a 'Show More' button. Under the 'Labels' section, 'Barcode Labels - Create new or replacement copy barcode labels.' is highlighted with a red circle and arrow labeled '3'. Other labels include 'Reading Program Labels' and 'Spine/Pocket Labels'.

4. Make sure you are on the **Used** sub-tab.
5. Based on current processing specifications, enter "2" in the field for **Labels for each barcode**.
6. Use the drop-down menu for **Sort by** and select **Call Number/Author** (Note: you can choose to sort by any other method in this drop-down menu.)
7. Use the drop-down menu for **Select by** and select **Date and Time Copies Added**.
8. In the **Copies Added** fields enter the date or date range on which the copies were added to Destiny. For example, if a copy or copies were added in one day, then enter that date for both **From date** and **To date** field. If copies were added during a three day period, then enter the first date in **From date** field and enter the last date copies added in the **To date** field.
9. You can leave the time fields blank.
10. Use the drop-down menu for **Material Type** and select **Book**.
11. It is okay to leave the **Circulation Types** all checked, verify by clicking on the **Update** button.
12. Leave the box unchecked, for **Include temporary copies**.

The screenshot shows a web form titled "Print used library copy barcodes...". At the top right, there are two tabs: "Used" (selected) and "Unused". The form contains the following fields and controls:

- Labels for each barcode:** A text input field containing the number "2".
- Sort by:** A dropdown menu with "Call Number / Author" selected.
- Select by:** A dropdown menu with "Date/Time Copies Added" selected.
- Example times:** "8:00 AM, 4:00 PM".
- Copies Added:** Two rows of date and time fields. The first row has "From date:" and "time:" fields. The second row has "To date:" and "time:" fields.
- Material Type:** A dropdown menu with "Book" selected.
- Circulation Types:** A section with "All Circulation Types" checked and an "Update" button.
- Include temporary copies:** An unchecked checkbox.

Red circles with numbers 4 through 12 are overlaid on the form, with arrows pointing to the following elements:

- 4: "Used" tab
- 5: "Labels for each barcode" field
- 6: "Sort by" dropdown
- 7: "Select by" dropdown
- 8: "From date:" field
- 9: "time:" field
- 10: "Material Type" dropdown
- 11: "Update" button
- 12: "Include temporary copies" checkbox

13. For the section, **Include the following on each**, check the box and select **Site Name** from the drop-down menu. Also, check the boxes for **Title**, **Author**, and **Call Number**.
14. Select the radial button for **Use label stock** and select **Avery white address labels (style 5160)** from the drop-down menu.
15. In the **Start on label field**, enter the corresponding number as it relates to the next available label on the label sheet. For reference, a brand new labels sheet will have label #1 on the top left hand corner. The labels are numbered sequentially moving to the right and down to the second row, in the same way as when you are reading a book.
16. **Printer offset** - If numbers are populated in the **Horizontal** and **Vertical** fields, don't change them, those settings may be correct. Further details will be provided regarding the printer offsets.
17. Click on **Run Report**. It is recommended not to print on a label sheet until you verify that the text will print within the label. First print on a regular white sheet of paper. Destiny will display the **Report Manager**. When the Status of the job shows as **Completed**, click on the **View** link and then print the barcodes. Place the printout in front of a barcode labels sheet and hold it up to the light. Making sure all text falls within the boundaries of the label. If it does, then proceed to print the labels onto an actual label sheet.

If the text does not fall within the barcode label, then you will need to adjust the printer offsets, (refer to number 15 above.) If the text printed to high up, above the label's border, then you will need to enter a negative number for the **Vertical** offset, for example, -5. This will cause the text to shift downward. Enter a positive numbers if the text prints to far below the label's border. If the text printed to far to the left of the label's border, then adjust the **Horizontal** offset. Enter a positive number such as 5. This will cause the text to shift to the right. You will need to play with the numbers until you find the printer offsets that will have all the text print with the barcode label. Once you achieve this, proceed to print on the barcode labels sheet.

Include the following on each  Site Name  Title  Author  Call Number

13

14 Use label stock Avery white address labels (style 5160)  Export to Excel®

15 Start on label 1

Printer offset Horizontal: 0 Vertical: 0

16

In addition to adjusting your printer offsets, you must also configure Adobe Reader so that your labels are properly aligned. For assistance configuring Adobe Reader or the printer offsets, see [Troubleshooting](#)

17 Run Report

## GENERATING SPINE LABELS FOR ADDED COPIES

1. Select the **Reports** tab.
2. Select the Library Reports option.
3. Under the Labels section, click on Spine/Pocket Labels.

The screenshot shows the library management system interface for Florence Elementary (3890). The top navigation bar includes Home, Dashboard, Catalog, Circulation, Reports, and Admin. The Reports tab is selected and highlighted with a red circle and arrow labeled '1'. Below the navigation bar, the 'Library Reports' section is visible, with a red circle and arrow labeled '2' pointing to the 'Library Reports' link in the left sidebar. The main content area is titled 'Catalog -- Titles & Copies' and lists various report options with 'Show More' buttons. Under the 'Labels' section, 'Spine/Pocket Labels' is highlighted with a red circle and arrow labeled '3'.

4. Use the **Sort by** dropdown menu and select either **Call Number or Date/Time Copies Added**.
5. Use the **Based on** dropdown menu and select **Date/Time Copies Added**.
6. In the **Copies Added** fields enter the date or date range on which the copies were added to Destiny. For example, if a copy or copies were added in one day then enter that date for both **From date** and **To date** field. If copies were being added during a three day period then enter the first date in **From date** field and enter the last date copies added in the **To date** field.
7. For **Output Options**, select the radial button **Use label stock**.
8. Use the dropdown menu for **Label Stock** and select the appropriate label. A recommended and common label stock is the Demco 8 by 6 spine-vertical. Select the specific label you have.
9. In the **Start on label** field, enter the corresponding number as it relates to the next available label on the label sheet. For reference, a brand new labels sheet will have label #1 on the top left hand corner. The labels are numbered sequentially moving to the right and down to the second row, in the same way as when you are reading a book.
10. **Printer offset** - If numbers are populated in the **Horizontal** and **Vertical** fields, don't change them, those settings may be correct. Further details will be provided regarding the printer offsets.
11. The **Call number font size** should be **12pt**.
12. Make sure to check the box for **Start a new line at every space**.
13. Click on **Run Report**. It is recommended not to print on a label sheet until you verify that the text will print within the label. First print on a regular white sheet of paper. Destiny will display the **Report Manager**. When the **Status** of the job shows as **Completed**, click on the **View** link and then print the barcodes. Place the printout in front of a sheet of barcode labels sheet and hold it up to the light. Making sure all text falls within the boundaries of the label. If it does, then proceed to print the labels onto an actual label sheet.

If the text does not fall within the barcode label, then you will need to adjust the printer offsets, (refer to number 15.) If the text printed to high up, above the label's border, then you will need to enter a negative number for the **Vertical** offset, for example, -5. This will cause the text to shift downward. Enter a positive numbers if the text prints to far below the label's border. If the text printed to far to the left of the label's border, then adjust the **Horizontal** offset. Enter a positive number such as 5. This will cause the text to shift to the right. You will need to play with the numbers until you find the printer offsets that will have all the text print within the barcode label. Once you achieve this, proceed to print on the barcode labels sheet.

The screenshot shows a web form titled "Create spine/pocket labels...". The form contains the following elements with numbered callouts:

- Sort by**: A dropdown menu set to "Call Number" (callout 4).
- Based on**: A dropdown menu set to "Date / Time Copies Added" (callout 5).
- Example times**: "8:00 AM, 4:00 PM".
- Copies Added**: Fields for "From date:" and "To date:" (callout 6).
- Output Options**: Radio buttons for "Export to Excel®" and "Use label stock" (callout 7).
- Label Stock**: A dropdown menu set to "Demco 8 by 6 - 14218030 (spine-vertical)" (callout 8).
- Start on label**: A text input field set to "1" (callout 9).
- Printer offset**: Fields for "Horizontal:" and "Vertical:" both set to "0" (callout 10).
- Call number font size**: A dropdown menu set to "12 pt" (callout 12).
- Spine Labels**: A checked checkbox for "Start a new line at every space" (callout 11).
- Run Report**: A blue button at the bottom (callout 13).

At the bottom of the form, there is a note: "In addition to adjusting your printer offsets, you must also configure Adobe Reader so that your labels are properly aligned. For assistance configuring Adobe Reader or the printer offsets, see [Troubleshooting](#)".