

GENERATING A SHELF LIST REPORT






Destiny Library Manager allows users with limited and full access to generate a Shelf List report which lists your library collection's copies in the order they should be shelved.

In this tutorial you will learn how to:

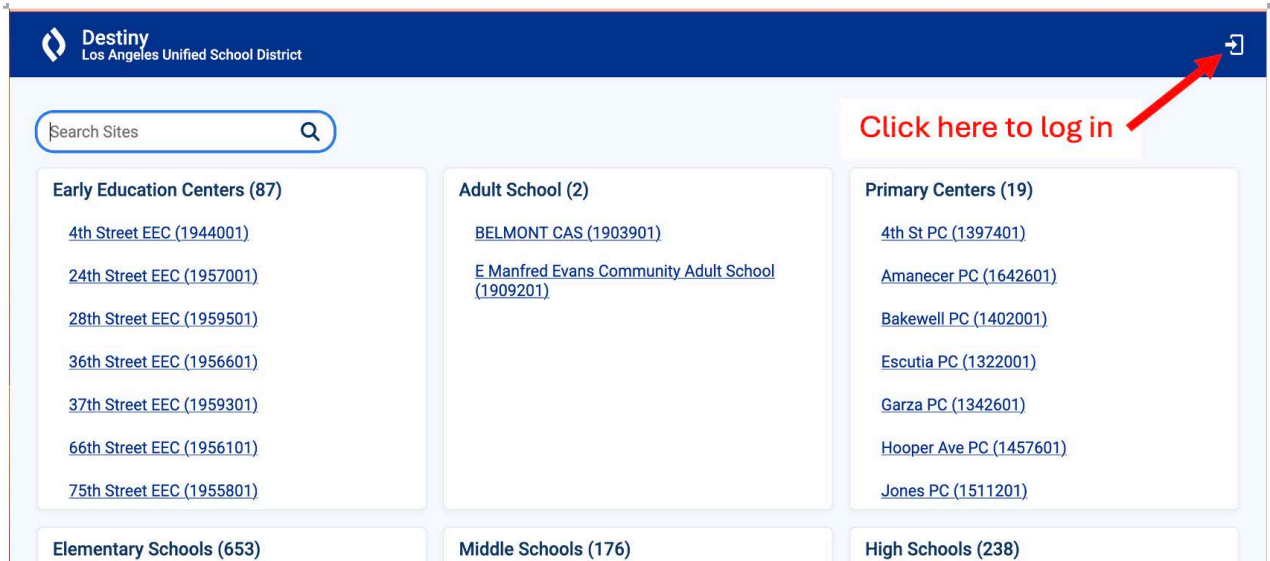
- Generate a student barcode report by teacher roster

Requirements:

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

STEP ONE: LOG IN TO DESTINY

1. Open a web browser.
2. In the address bar, type the following URL: <http://lausd.follettdestiny.com>
3. Click on the arrow pointing to the right, located at the upper right-hand corner of the page. **NOTE:** If you are already logged in to you LAUSD email, clicking on the arrow pointing to the right will automatically log you in to Destiny.



Faculty and Staff: Select the **LAUSD Faculty/Staff SSO** to log in. Enter your full LAUSD email and password to log in.

Student: Select the **LAUSD Student SSO** to log in. Enter your full LAUSD email and password to log in.

LAUSD District Staff: select **LAUSD District Staff SSO** to log in. Enter your full LAUSD email and password to log in.

Individuals granted access to Destiny for a specific site(s) or District level access, use the right side of the log in and enter your assigned Username and Password.

Log into Follett

Los Angeles Unified School District

LAUSD Faculty/Staff SSO

LAUSD Student SSO

LAUSD District Staff SSO

Username

Password

Remember me

Forgot your password? [Recover password](#)

STEP TWO: GENERATING THE SHELF LIST REPORT

1. Once logged in, use this drop-down menu and select **Back Office**.
2. Click on the **Reports** drop-down menu option
3. Select **Library Reports**
4. Under the **Catalog -- Titles & Copies** section, click on **Shelf List**.

The screenshot displays the LAUSD Unified Back Office interface. At the top, the user is logged in as 'Gage MS (1815101)'. The 'Back Office' menu is open, and the 'Library Reports' option is selected. The left sidebar shows the navigation menu with 'Reports' expanded to 'Library Reports'. The main content area is titled 'Catalog -- Titles & Copies' and lists several report options, each with a 'Show More' button. The 'Shelf List' report is highlighted with a red circle and an arrow pointing to it from the 'Library Reports' menu item. Other reports listed include Barcode Lists, Bibliography, Call Number Reports, Headings without Authority, Reading Program Reports, Title & Copy List, and Weeding Log. Below this section are 'Circulation' reports (Checked In Materials, Current Checkouts/Fines) and 'Follett Digital and eContent' reports (Follett Digital). The 'Holds' section is partially visible at the bottom.

Select all criteria for the report as shown below.

5. Click to select the radio button **All ranges and prefixes in the collection**.
6. Leave the fields for **Count Circulations** blank.
7. Check the box to **Include circulations from in-library use**.
8. Leave the **Date Acquired** fields blank.
9. Click in **Update** and make sure all the boxes for the sublocations shown are checked.
10. Select what information the report should display, either the **Price** or the **Publication Year** for each book.
11. Select which format you want the report to be in, Microsoft Excel or PDF.
12. Click on **Run Report**.

Generate a shelf list showing... (5)

Include Call Numbers

All ranges and prefixes in the collection

From To

To specify a call number range, enter at least the first 3 digits for Dewey numbers, a complete call number prefix, or a call number prefix and author cutter.

Count Circulations (31) to (31) (6)

Include circulations from in-library use (7)

Date Acquired (31) to (31) (8)

Sublocation All Sublocations (9)

Show Price

Publication Year (10)

Output as Microsoft Excel (11)

(12)