





DESTINY CATALOGING

ADDING COPIES AND MARC RECORDS

Log in as the Destiny Admin

1. Before beginning, run a Collection Statistics-Summary Report to obtain a count of materials in each call number range in your collection.
2. Select the "Catalog" Tab.
3. Select "Add Title".
4. In the "Find" Field, select the type of material to add.
5. In the "With" Field, select ISBN (if possible) of the material to get the most accurate record. Click GO.
6. Search through the results for a  beside a title. This means that a MARC record for this material already exists in the district Destiny MARC Record database.



means the MARC record is from Alliance Plus .  means the MARC record can be found in Z39 sources.

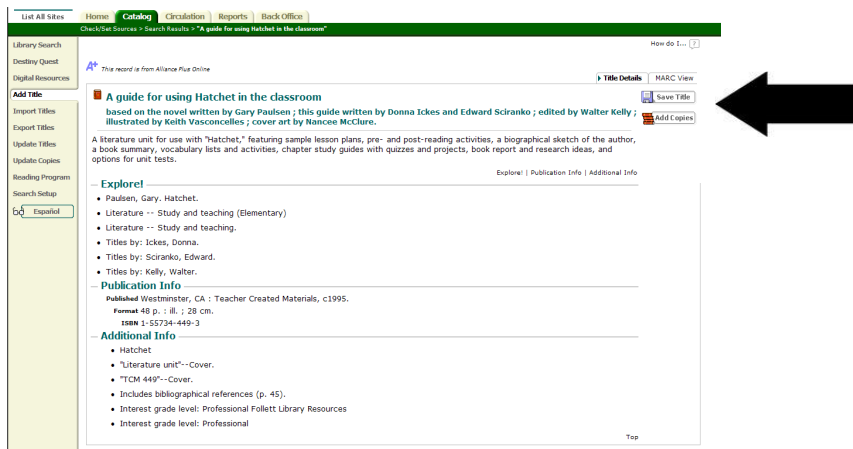
7. If the MARC record already exists in the district database, click on the title that fits the ISBN for the material.
8. The next screen has 4 tabs to give additional information about the material.

The screenshot shows the Destiny Cataloging interface. The top navigation bar includes 'Home', 'Catalog', 'Circulation', 'Reports', and 'Back Office'. The main content area displays search results for 'Quantum physics'. The first result is '530.12 Quantum physics : an anthology of current thought edited by Fannie Huang. (Series: Contemporary discourse in the field of physics)'. Below the title, it states 'There are no local copies of this title. 3 of 3 copies are available off-site.' and 'See all...'. The 'Explore!' section lists 'Quantum theory -- History', 'Physics -- History', 'Titles by: Huang, Fannie.', and 'Series: Contemporary discourse in the field of physics'. The 'Publication Info' section lists 'Published New York : Rosen Pub. Group, 2006.', 'Edition 1st ed.', 'Format 224 p. : ill. ; 23 cm.', 'LCCN 2004-26413', and 'ISBN 1-40420406-7 (lib. bdg.)'. The 'Additional Info' section lists 'Includes bibliographical references (p. 207-209) and index.', 'Interest grade level: Young Adult', and 'Interest grade level: Young Adult Follett Library Resources'. On the right side of the result, there are four tabs: 'Title Details', 'MARC View', 'Reviews', and 'Copies'. A large black arrow points from the 'MARC View' tab towards the right.

Even though you can click the MARC View Tab and edit the MARC Record, please do not. All schools share the MARC Records.

9. To add a copy to your school's collection, click Add Copies. Fill in all pertinent information.

10. If no MARC Record exists in the local database, select the best Alliance Plus or Z39 MARC record available based on the ISBN number of the material to be cataloged. And Click SAVE TITLE. This adds the MARC record to the BCPS district database. Then click Add Copies to add the copy of the material to your school's collection.



Make sure copies added contain the following information in the copy record:

- Status
- Barcode
- Call number
- Price
- Circulation Type (regular, equipment, reference, professional)
- Date acquired
- Vendor
- Funding source (school, local, PTO, LSTA Grant)

Importing Vendor MARC Records

Use these guidelines for importing MARC records into Destiny

1. Run a Collection Statistics Report before beginning the import process. This will show the total number of items in each call number range in your collection. It will be used for comparison after the import.
2. Log into Destiny with the Administrator Access Level.
3. Click the "Catalog" Tab.
4. Select "Import Titles".

Title Matching- Always use the settings shown below.

Title Matching [?](#)

Strict - Standard numbers, titles, material types, authors, and publication dates must match

Remove the author requirement from the strict matching rules

Relaxed - If no standard number is found, allow matches based on title, material type, author, and publication date

If an incoming title matches an existing title:

Replace the existing title if the incoming title is better [?](#)

Skip the incoming title

Always add the incoming title (may cause duplicate titles)

5. **Copy Matching** – Each vendor should have a record of your media collections' barcode range to be used for each order.

DO NOT USE:

***Starting Barcode or * Assign Next Barcode**

Copy Matching

Skip the incoming copy if its barcode matches an existing copy's barcode

Replace the existing copy with the incoming copy if the barcodes and the titles match

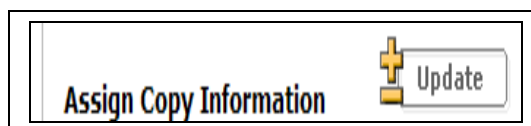
Always add the incoming copy record and assign it the next available barcode

Starting Barcode

[\[Follett\]](#) [\[sic\]](#)

Assign next barcode

6. **Assign Copy Information-** Click the Update button each time a file is imported from a vendor. This allows the opportunity to select specific information to automatically populate fields when a MARC file is imported affecting information for each copy record that is imported.



7. Circulation Type- Based on Call Number- use the settings below when importing MARC records

Remember to click the Update Button EACH time you import vendor MARC records to make sure all copy information is automatically populated.

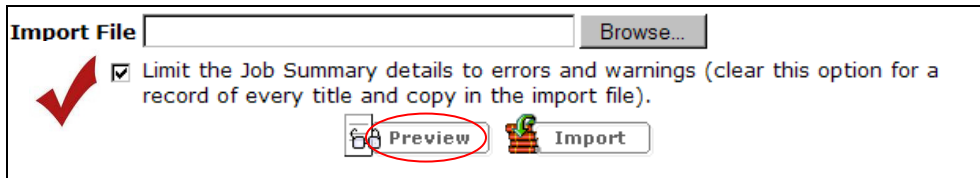
The Update Button will show the Circulation Types currently in use in your media center based on the Library Policy settings.

8. Copy Categories- Leave Sublocation as UNDEFINED unless denoting that the material is located in a special location such as "the Book Room. In this case, create a call number prefix for the Book Room such as BR and add it here. **Include vendor and funding source.** Once you have set the Vendor and Funding source for this MARC file download, click Assign and then OK.

9. Import the File-



FIRST PREVIEW- Click the **Browse Button** and locate the MARC Record file to be downloaded. It is best if this file has been downloaded and saved to your home directory first. **PREVIEW** the file first before actually importing it into Destiny. Do this by **Removing the Check Mark from the Job Summary Details box.** **Preview the file contents first. Take note of the starting barcode and the ending barcode for this vendor in the file. This may be handy information. If satisfied with the records,**

SECOND PREVIEW- Place a check in the **Limit the Job Summary** box. This will show only the items that will be imported with warnings. Review these carefully.



Import File Browse...

Limit the Job Summary details to errors and warnings (clear this option for a record of every title and copy in the import file).

Make sure to carefully preview the **Job Summary Preview Report**. This will show instances of duplicate copies, invalid copies, etc. Resolve any issues before completing the actual import.



Summary Read 175 Records:

- Added 0 Title(s) (0 with warnings)
- Added 209 Copies (209 with warnings)
- Replaced 0 Duplicate Title(s) (0 with warnings)
- Skipped 146 Duplicate Title(s)
- Skipped 2 Duplicate Copies
- Skipped 6 Invalid Copies
- Skipped 29 Invalid Record(s)
- 0 Error(s)



Repeat Assign Copy Information again after resolving any issues.

10. **Import-** After issues have been resolved, click the Import Button. Review the summary from the imported file.

12. Checkup After the Import- Reports to Run

- **Title & Copy List Report-** (Go to Reports> Title & Copy List). Select by "Date Copies were Added" (use the date file was uploaded to Destiny). Then select Show Titles "With All Copies" and click Run Report
- **Copies Added Last File** (Reports> Report Builder Tab) Duplicate this report and change the date to correspond with the date for your import. Re-name your new report to include the import date. Check for the following in this report:
 - titles & barcodes in Destiny for the file just added to ensure items shipped in the order match the report
 - vendor, funding source, and price listed for all items imported
 - first and last barcode on this list match the range you supplied for the vendor for this order
- **Collection Statistics Report-** run another and compare the report to the one done before the copies were added.