

### Destiny Library Manager 2.6 Cataloging Magazines

**Navigation:** Library Search > Add Title

With our shared database, it's very important to catalog your magazines within standard practices so we don't end up with many title records for the same magazine. We have listed four options but either Option 1 or Option 2 is preferred.

Preferred Option 1: Generic Cataloging of Magazines on the "Magazine" title ...... 2

- You won't know which magazine a student has only that they have checked out a magazine
- Place a barcode(s) on a large manila envelope(s) if you select a group of consecutive barcodes you can barcode all of the manila envelopes in one batch
- Saves you time in that you won't need to create a temporary record each time you place the magazine in the manila envelope

- Use this option when you want to track the actual title of the magazine that the student checks out
- Use a manila envelope for this option as well

• If you feel you must track magazine by issue, date, number, use this method (a great deal of extra work, you may want to consider Option 1 or Option 2 instead)

• *Faces, Zoobooks, Cobblestone, Kid's Discover* and *Ask* are examples of magazines that you may want to catalog this way, although you may choose an easier method if you prefer

4.

### **Preferred Option 1: Generic Cataloging of Magazines on the "Magazine" title**

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- Saves you time in that you won't need to create a temporary record each time you place the magazine in the manila envelope
- 1. Login as user xxx\_librarian (where xxx is your site code)
- 2. From the Catalog tab, click on "Add Title"
- **3.** Perform a Library Search for the Title "Magazine"
  - Note: we have left the title record classified as a book to simplify this process Press enter or click on "Gol"

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List All Sites	Home Catalog Circulation Back Office
	Check/Set Sources
Library Search	
Destiny Quest	
Add Title	
Import Titles	Find Books with Title w magazine Go!
Export Titles	
Update Titles	Looking for titles to support your
Update Copies	FOLLET LIBRARY
Search Setup	
	Click here to r

5. Click on the hyperlink for "Magazine"

Check/Set Sources > Search Results		
Library Search Destiny Quest		
(Add Title Import Titles	Books with the Title "magazine"	
Export Titles	Titles 1 - 25 out of 40 Sort b	
Update Titles	Magazine	
Update Copies		
Search Setup		

6. Select "Add Copies"

**a.** If you want to create a batch of envelopes for this process, you may select more than one copy

(	Destiny Quest Add Title	Magazine Call Number from Title MAG	Sav
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	Export Titles	Starting Barcode 💿 🛛 🖓	
	Update Titles	[Generic Code 39, 14 characters total]	
	Update Copies	O Assign next barcode	
	Search Setup	[Next: 33011099002171]	
		*Call Number MAG	
		Purchase Price	
		Circulation Type Regular	
		Date Acquired 3/2/2009	
		* = Required Field	

- "Starting Barcode" Scan the barcode on the manila envelope or enter the 1<sup>st</sup> barcode in the range of barcodes you are planning to use
- **8.** Select "Save Copies". You may now place any magazine in the envelope(s) when you want to check-out a magazine

# **Preferred Option 2: Temporary Item for a Magazine**

- Use this option when you want to track the actual title of the magazine that the student checks out
- Use a manila envelope for this option as well
  - 1. Login as user xxx\_librarian (where xxx is your site code)
  - 2. Place a barcode on a large manila envelope and place your magazine in the envelope
  - 3. From the Circulation tab, select Check Out
  - 4. Scan your patron barcode or find the patron
  - 5. Select "Add Title"

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	_ Items Out			
	There are no materials checked out to the	s patron		

- 6. Scan the barcode on the manila envelope
- 7. Leave the option "Title is deleted when checked in" selected
- 8. Enter the title of the Magazine
- 9. Enter a price for the Magazine
- 10. Save

## **Option 3: Add a copy to an existing full marc record for a particular magazine**

- If you feel you must track magazine by issue, date, number, use this method (a great deal of extra work, you may want to consider Option 1 or Option 2 instead)
  - 1. Login as user xxx\_librarian (where xxx is your site code)
  - 2. From the Catalog tab, select "Add Title"
  - 3. In the "Find" pull down menu choose Serials
  - 4. Search for the title of the magazine, in the example below, the magazine is "cat fancy"

Schools	Catal	og Circulation	Back Office My Info
	Check/Set S	ources	
Library Search Destiny Quest			
Resource Lists Import Titles Export Titles Update Titles Update Copies Search Setup	Find	Books Artifacts Books Computer Files Electronic books Equipment Kits Manuscripts Maps, Globes, Atlases Mixed materials Music (printed) Pictures	<ul> <li>with Title Cat fancy</li> <li>Looking for titles to support your curriculum? Check out</li> <li>Content of the state of the</li></ul>
	<	Recordings (musical) Recordings (nonmusical) Serials Videos	02-2008 Follett Software Company 3/3/2009 1:46 PM PST

5. Click on the title of the complete record with the LCCN, ISSN, publisher ect.



- 6. Select "Add Copies"
- 7. Enter the barcode, update the call number and enter a price

8. Enter the Month and year of the magazine in the Volume, Issue *Description* and *Number* 

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9. Select "Save Copies"

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#### **Option 4: If you want to cataloging Magazines based on the Subject content of specific issues**

- Faces, Zoobooks, Cobblestone, Kid's Discover and Ask are examples of magazines that you may want to catalog this way, although you may choose an easier method if you prefer
  - 1. Login to Destiny as user xxx\_cataloging
  - 2. Select with the Catalog Tab selected and, Add Title Selected on the options menu, "Add the Title" on the right side of the screen

Schools	Catalog Back Office	
	Check/Set Sources	
Add Title		How do I
Update Titles		
Update Copies	Find Books vith Title Go!	Add the Title
	Looking for bibles to support your curriculum? Check out TITLE WAVE® POLLETT LIBRARY RENOURCES	
	Click here to receive your FREE Follett eBooks! FOLLETT LEBARY RESOURCES	

4. We will use this magazine as an example



- 5. In the Title field enter the Title of the Magazine, in this case, Faces
- 6. In the Subtitle enter the title of the individual issue, in this case, "Brazil, feel the Beat"
- 7. Enter the Publisher (Optional)
- 8. Enter the Date
- 9. Remove the check for "Check Punctuation on Save"
- 10. Select "Save Title"

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