Starting an Inventory

From **Inventory** in the **Back Office**, Destiny lets you account for all your copies. Inventorying your library materials lets you know exactly what you have and what is missing.

To view information about all the inventories for your library, click this link.

[View In-Progress & Completed Inventories]

Library Inventory

Start New

Reset "Lost"

You can have several inventories open at the same time.

To start an inventory, click Start New.

Note: To open the Lost Copies list, click Reset "Lost".

Specify the copies to be inventoried...

Inventory Name

Call Numbers from ___ to ___

To specify a call number range, enter at least the first 3 digits of each Dewey number or a complete call number prefix.

Circulation Types   All Circulation Types   Update

All copies meeting the above criteria will be set to "unaccounted for"...

Except for copies that have been seen on or after 11/7/2006

OK   Cancel

Enter a unique name.

You can limit the inventory to copies within a specific call number range.

You can also limit the inventory to copies of specific Circulation Types.

Enter a starting date to exclude copies that have been seen recently. Copies "have been seen" whenever they are:

√   Checked in or out
√   Scanned in an inventory
√   Added to a Resource List using a barcode scan or a barcode list

When you are ready, click OK.

Please note that you *cannot* change these selections once you've started the inventory.

Entering copies into Inventory

You may enter copies into inventory in two ways:

- You can scan or enter barcodes one at a time.

  As you scan barcodes, the last 10 copies are listed on the bottom of the page.

- You can collect a file of barcodes and upload it.

Click % Complete to see the progress of your inventory.

When it's as close to 100% as possible, click Finalize.

[View In-Progress & Completed Inventories]

Start New

Finalize

Library Inventory   Fiction only - Started 7/10/2008

50.00% Complete as of 8:52 AM Refresh

Account For Each Barcode   Check shelf order

Scan or enter one-at-a-time   ___   Account For

Or upload a file of barcodes   ___   Browse...   Upload

Most Recently Accounted For

Barcode	Call Number	Author	Title
T 15201	F Fitzhugh	Fitzhugh, Louise.	Harriet, the spy

Started by admin606 [View Selections]

Follett
Software
Company
A Follett Corporation Company

Viewing Inventory Details

Your goal is to try to reduce the number of copies that are "**Unaccounted for**" to zero.

When you scan a barcode, that copy becomes "**Accounted for**" in the inventory. Copies that are checked out, loaned out, out for repairs, on order, or lost are "**Accounted for**" automatically when the inventory is started.

Full Inventory – Started 11/7/2006   ✖ Close

Copies matching selections 251
Accounted for 104   (5 of which are lost [See Details])
Unaccounted for 147   [See Details]
Copies in collection 251

Click See Details for a list of the copies that are Lost or Unaccounted for in your inventory.

Copies Unaccounted for

When you click the See Details link for Unaccounted for copies, **Copies unaccounted for** lists all your library materials that have not been accounted for since you started your inventory.

Copies 1 - 25 out of 147   Sort by Call Number ▾ Go!   1 2 3 4 6 [Next >>] [Show All]

The computer from A to Z
Author: Kalman, Bobbie, 1947–
Call Number: 004 .KAL
Barcode: 33976000655623
Last Seen: 5/15/2006 [Found] [Mark "Lost"]

The computer from A to Z
Author: Kalman, Bobbie, 1947–
Call Number: 004 .KAL
Barcode: 33976000655631
Last Seen: 5/15/2006 [Found] [Mark "Lost"]

If you find a copy, click Found to make it accounted for.

If you're unable to find a copy, you can click Mark "Lost" to change its status.

You can sort the list by Call Number, Author, Title, Barcode, or Date Last Seen.

"Lost" Copies

When you click the See Details link for lost copies, **"Lost" Copies** lists all of your library materials that have been marked Lost.

You can sort the list by Call Number or by Date Lost.

For a printer-friendly version of this list, click Printable.

Library Materials 1 to 4 out of 4   Sort by Call Number ▾ Go!   🖨Printable

To reset "lost" library materials to "unaccounted for" or to delete all "lost" copies, use the options at the end of this list.

Barcode	Call Number	Author	Title	Marked "Lost"	
T 203			temp title.	10/16/2006	[Found]
33976000647570	973.41 WAG	Wagoner, Jean Brown, 1896–	Abigail Adams : girl of colonial days	8/16/2006	[Found] [Delete]
T 5475127	[Fic]	Rowling, J. K.	Harry Potter and the sorcerer's stone	10/24/2006	[Found] [Delete]
T 5475157	[Fic]	Speare, Elizabeth George.	The sign of the beaver	11/6/2006	[Found] [Delete]

Reset all library materials marked "lost" on [   ] 📅   Reset "Lost"

Delete all copies marked "lost" on or before [   ] 📅   Delete All

If you find a copy, click Found to make it accounted for.

If you're certain that a copy will never be seen again, you can click Delete to remove it from your collection.

If a group of copies is marked lost in error, you can set them all back to "unaccounted for".

At the bottom of the list, enter the date they were made lost and click Reset "Lost". This option is also available after an inventory has been finalized.

To delete all the copies lost on or before a particular date, enter the date and click Delete.