

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.

You can have several inventories open at the same time.

To start an inventory, click



[[View In-Progress & Completed Inventories](#)]

Library Inventory

 Start New

 Reset "Lost"


Note: To open the Lost Copies list, click .


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 

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 .


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 .

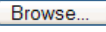

[[View In-Progress & Completed Inventories](#)]

Library Inventory Fiction only - Started 7/10/2008 

50.00% Complete as of 8:52 AM 

Account For Each Barcode Check shelf order

Scan or enter one-at-a-time 

Or upload a file of barcodes  

Most Recently Accounted For

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

Started by admin606 [[View Selections](#)]

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



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 1 2 3 4 6 [Next >>] [Show All]

The computer from A to Z Author: Kalman, Bobbie, 1947- Call Number: D04 .KAL Barcode: 33976000655623	Last Seen: 5/15/2006 [Found] [Mark "Lost"]
The computer from A to Z Author: Kalman, Bobbie, 1947- Call Number: D04 .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 **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**.