

### Using Resource Lists to improve your records

You can eliminate excess title or asset records by merging duplicate records into one record. You can merge records in Library Materials, Textbooks, Media, and Assets Resource Lists.

Search for titles or assets in your collection to find possible duplicates.

Add all of the records that appear to be the same to a Resource List.

**Tip:** You can create a new Resource List just for this purpose.

Select the "Duplicated title" or "Duplicated asset" check box for each record that *may* be a duplicate.




Select "View these Duplicates" from the **I want to** list.

You can look at each record to decide which one has the best information. Once you decide, select its

"Best title" or "Best asset" option. Click  on the View Duplicates page. All copies or items move to the "best" record, and the other titles or assets are removed from the database.

### Adding records to a Resource List in bulk

You can create as many Resource Lists as you need. You can then add materials to them quickly and easily for a variety of purposes:

1. Open a Resource List.
2. If it's empty, click . If it's not, select "Add to this List" from the **I want to** list and click .
3. Add the materials using any of the methods available, such as a barcode list, an author range, or a date range.
4. Click .

When you've finished your additions, you can now do things such as add these items to Categories or use Alliance Plus to recon them. There are several options in the **I want to** list.

In addition, throughout Destiny, you can use a Resource List for many tasks: printing labels, running reports, exporting records, and transferring textbooks or assets.

## Printing labels with Resource Lists

You can print spine labels and barcode labels for copies that are in your List.

After creating new copies, add them to your List by Date Copies Added. Then, open Reports in the Back Office and choose the desired label from the list. From the **Based on** list, select "List" and then select the Resource List that contains the titles that need the labels.

## Creating a bibliography with your Library Materials or Media List

After adding library or media titles to your Resource List, you can generate a bibliography from it:

At the bottom of your List, go to **Create** and select "Bibliography".

Enter a name for the bibliography and choose the way you want it sorted (most likely Author/Title).

If you want the bibliography to include any notes for each title, select the "Show notes" check box. Then click **Go!**.

The bibliography formats the title information using MLA guidelines, but also includes the call number for the copies, making it easier to find them on the shelves.

If you just want a printer-friendly version of your List, make sure that the List is sorted the way you want it. Then, click **Printable** at the top of the page.

### Bibliography

Sorted by Author / Title

FIC BAR	Barkan, Joanne. <u>The Velveteen Rabbit</u> . Baltimore, Md. : DreamHouse, Ottenheimer Pub., c1993. By the time the Velveteen Rabbit is dirty, worn out, and about to be burned, he has almost given up hope of ever finding the magic called Real.
AV BER	Berenstain, Stan. <u>The Bears' Christmas</u> . New York : Random House, 1970. Daddy Bear tries to show his son how to use the sled, skates, and skis Santa brought for Christmas.
790.2	Comfort, Mildred Houghton, 1886-. <u>Walt Disney: master of fantasy</u> . Minneapolis, : Denison, [1968].
FIC ROW	Rowling, J. K. [ <u>Harry Potter and the prisoner of Azkaban</u> . [Moscow, Russia] : Rosmen, 2006. Harry Potter must confront the devious and dangerous wizard responsible for his parents' deaths.

## Exporting records using Resource Lists

You can use your Resource List to create a list of items that you want to export.

Add the titles to a Resource List, and then open Export Titles or Export Textbooks on the side menu.

Choose **Select "from List"**, then choose the Resource List with the right records.

Select any other options available and click



**Note:** This option is available for Library, Textbook, and Media Lists only.