



Library Services
 15751 E. 1st. Ave. (ESC2)
 Aurora, CO 80011
 303-326-1864

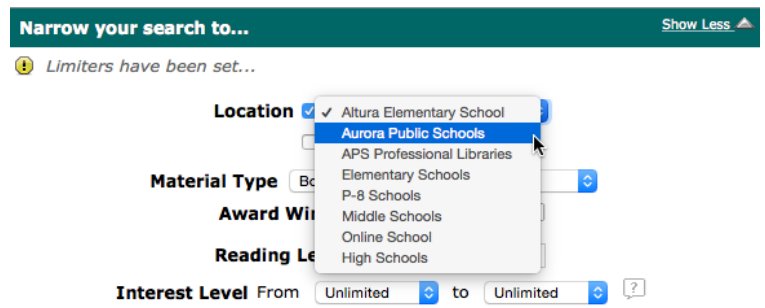


Library Services

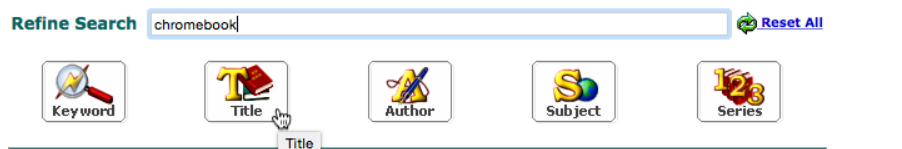
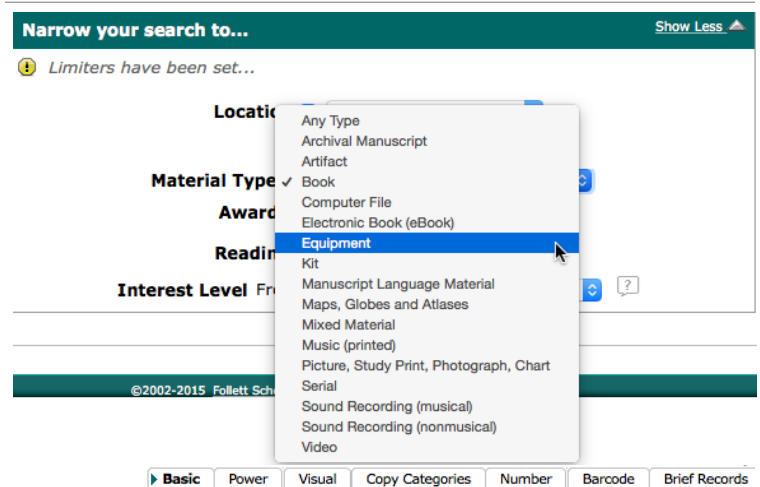
Adding Chromebooks to Destiny

Log in to Destiny. If you do not have the proper access level to add copies, please contact Library Services at X28451 to get it set up. This helpsheet will assume that no Chromebooks are already in the site Destiny.

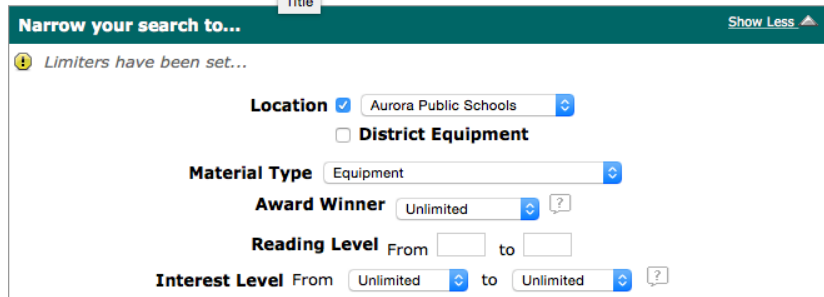
In the *Catalog* tab, click on the *Location* field to show the drop-down menu. Select: *Aurora Public Schools*.



In the *Material Type* field, click on the drop-down menu to select: *Equipment*.



In the *Find* field, enter: *chromebook* and click the *Title* button.



In the new window that shows the search results, click: *Chromebook computers.*

Searched for (chromebook). Limited to "Equipment". Searched in: Aurora Public Schools. [Printable]
[Not what you're looking for? Refine your search?]

Selected List: Cats [Add Page]

Titles: 1 - 2 of 2 Sort By: Title [Go!]

Chromebook Cart [Details]
Call #: AV Chromebook Cart
Location: Ed Tech
No local copies
30 of 59 available off-site
[Add to this List]

Chromebook computers. [Details] (circled in red)
Call #: AV Chromebook
30 of 30 available locally
2,341 of 3,694 available off-site
[Add to this List]

In the *Chromebook computers*, click: *Add Copies.*

Chromebook computers. [Equipment]

Call #: AV Chromebook
Local copies available: 30 of 30.
Off-site copies available: 2,343 of 3,696. See all...

Smaller, lightweight, less powerful computers primarily used for connection to the internet. Designed with built-in mobility to give students and classrooms a gateway to discovery and collaboration.

Explore! | Publication Info | Additional Info

[Edit Title] [Duplicate It] [Delete Title] **[Add Copies]** (circled in red) [Add Copies] [Edit Quiz Info]

Scan or type in the *APS Asset Tag* number (if available) into the *Starting Barcode* field.

**Call Number* field: AV Chromebook

Purchase Price field: Cost of the Chromebook

Circulation Type field: Select *Equipment Yearly* from the drop-down menu.

If you want to add Notes, use the *Notes* section.

In the *Volume, Issue, etc.* section:

Description 1: Enter the brand name

Number 1: Model number

Description 2: APS Asset Tag

Number 2: APS Asset Tag number

Description 3: S/N (Serial

Number) Chromebook S/Ns are very long. Type in the first six characters.

Number 3: Type in the rest of the S/N.

Chromebook computers. [Save Copies] (circled in red) [Save Copies] [Cancel] (with red X)

Status: Available [?]

*Number of copies: 1

Starting Barcode: T 700006 [?] [Code 39 mod 43, 14 characters total]
 Assign next barcode [Next: 3004A00026643]

*Call Number: AV Chromebook [?]

Purchase Price: \$269.00 [?]

Circulation Type: Equipment Yearly [?]

Date Acquired: 8/12/2015 [?]
* Required Field

Copy Categories [?] [Update]

Notes [?] [Add Note]
There are no notes for this copy

Volume, Issue, etc. [?]	Description	Number
1	Acer Chromebook	C720
2	S/N NXSSHE	AA006403105307600
3	APS Asset Tag	700006

Copy Number: []

Sublocation: -- Undefined -- [Other...]

Vendor: -- Undefined -- [Other...]

Funding Source: -- Undefined -- [Other...]

Be sure to click: *Save Copies.*

Please call Library Services @ X28451 with any questions or problems.