



Library Services
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Library Services

Inventory

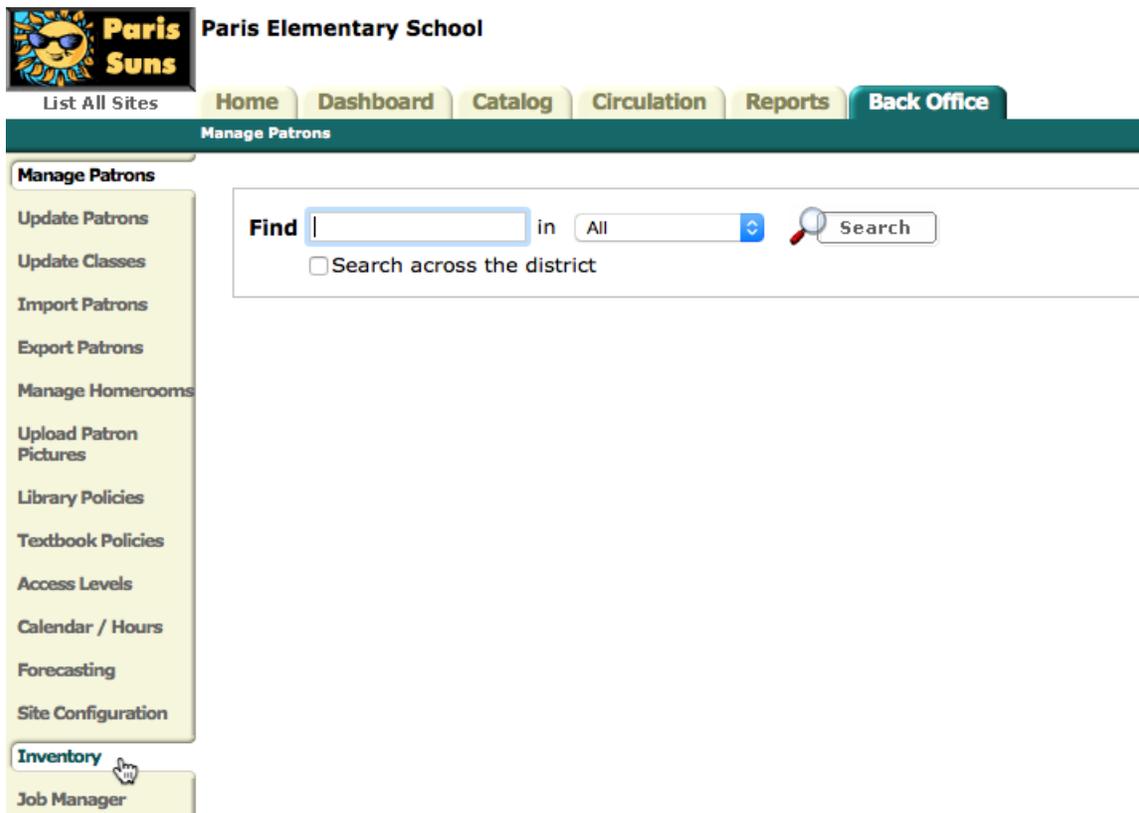
The inventory will be created and set up by Library Services. Inventory is best done with a laptop and scanner. These are available for checkout from Library Services.

Log in to Destiny and click the *Back Office* tab:



Welcome to the Paris Suns Library!

On the left sidebar, click *Inventory*:



The inventory section will show you the title and parameters for your inventory:

It will show the percent complete of the selected inventory. All applicable items that are checked out are *Accounted For* in the inventory. During the inventory, any applicable items that are checked out are also *Accounted For*. The more items that are checked out, the fewer items will have to be physically scanned.

You are ready to start scanning barcodes. Be sure to read the screen after each scan. Just listening for the scanner is not enough. The scanner beeps to indicate the barcode was read. Reading the screen will ensure that the scan was a good scan, or if an exception or problem occurred. If there are no problems, the title of the scanned item will appear under the *Most Recently Accounted For* heading:

Barcode	Call Number	Author	Title
3034A000269723	E Seu	Seuss, Dr.	The cat in the hat

If an exception occurs, or the barcode is not correctly read, an error box will appear:

Barcode "33259662" not found.

The screenshot shows the 'Library Inventory' interface. At the top right, there are tabs for 'Library Materials' and 'Textbooks'. Below the tabs, there are buttons for 'Start New' and 'Finalize'. The main section is titled 'Library Inventory' and shows 'E and F - 2/12/2015 - ay - Started 2/11/2015'. Below this, it says '21.96% Complete as of 11:40 PM' with a 'Refresh' button. A section titled 'Account for each Barcode' has a checkbox for 'Check shelf order'. Below this, there are two options: 'Scan or enter one-at-a-time' with an input field and an 'AccountFor' button, and 'Or upload a file of barcodes' with a 'Choose File' button and 'no file selected' text. At the bottom, there is a table titled 'Most Recently Accounted For' with columns for Barcode, Call Number, Author, and Title. The table contains one row: Barcode 3034A000269723, Call Number E Seu, Author Seuss, Dr., and Title The cat in the hat. At the bottom left, it says 'Started by DestinyAdmin [View Selections]'.

If an item is scanned that is not part of the inventory, an error report occurs:

Please note...
 • Based on the options selected, this item is outside of the current inventory.

The screenshot shows the 'Library Inventory' interface. At the top right, there are tabs for 'Library Materials' and 'Textbooks'. Below the tabs, there are buttons for 'Start New' and 'Finalize'. The main section is titled 'Library Inventory' and shows 'E and F - 2/12/2015 - ay - Started 2/11/2015'. Below this, it says '21.96% Complete as of 11:42 PM' with a 'Refresh' button. A section titled 'Account for each Barcode' has a checkbox for 'Check shelf order'. Below this, there are two options: 'Scan or enter one-at-a-time' with an input field and an 'AccountFor' button, and 'Or upload a file of barcodes' with a 'Choose File' button and 'no file selected' text. At the bottom, there is a table titled 'Most Recently Accounted For' with columns for Barcode, Call Number, Author, and Title. The table contains two rows: Barcode 3034A00025062Z, Call Number PROF 028.55 Moo, Author Mooney, Margaret E., and Title A book is a present : selecting text for intentional teaching; and Barcode 3034A000269723, Call Number E Seu, Author Seuss, Dr., and Title The cat in the hat. At the bottom left, it says 'Started by DestinyAdmin [View Selections]'.

If you scan an item that was checked out, but not checked in, Destiny will check it in automatically.

If you scan an item that was marked lost, Destiny will mark it as *Accounted For*. If the patron paid the item, it will let you know that the patron is due a refund.

If you scan an item that was deleted from the collection, or the barcode is unreadable, leave the item aside to send to Library Services to add it back to the collection or replace the bad barcode.

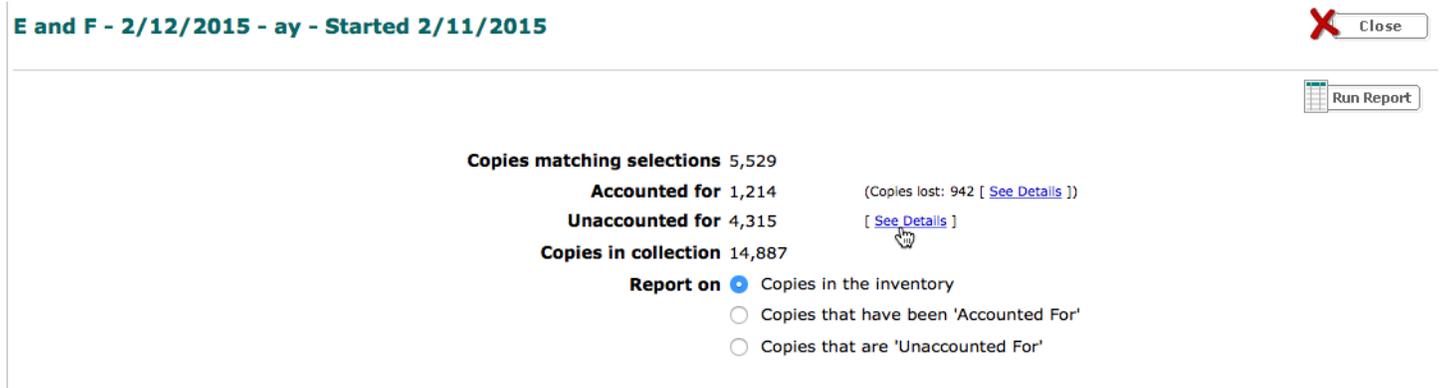
You can quit the inventory at any time and resume at any time. It's a good idea to mark the shelves so you know where you stopped scanning.

The "xx.xx% complete" is a link that will show you how many items have been *Accounted For*, and how many are still *Unaccounted For*.



Library Inventory E and F - 2/12/2015 - ay - Started 2/11/2015 

21.96% [Complete](#) as of 11:42 PM  [Refresh](#)



E and F - 2/12/2015 - ay - Started 2/11/2015 



Copies matching selections 5,529

Accounted for 1,214 (Copies lost: 942 [[See Details](#)])

Unaccounted for 4,315 [[See Details](#)]

Copies in collection 14,887

Report on Copies in the inventory
 Copies that have been 'Accounted For'
 Copies that are 'Unaccounted For'

You can click on the *See Details* links to view the titles. You can also run reports from here.

When you think you have scanned all the items for your inventory (a 95% or better is a good indicator), please let Library Services know so your inventory can be finalized.

Once finalized, missing items are marked as lost. If they ever get scanned for an inventory or scanned for check out or check in, the item status will change from lost to available.

If you have any questions or problems, please contact Library Services at x28451.

Happy scanning!