

Starting Library Inventory

- Destiny – Library View – Back Office - Inventory
- If an inventory is in Progress – click on the blue link which states the percentage that is complete. You will see how many items are Unaccounted for. You may choose to save or print this list out. To do so; click on Copies that are “Unaccounted For” then Run Report. The report will go to the job manager from there you can either print or save the report.
- Go back to Inventory and click on Finalize, a box will pop up that says:

 **This will finalize this inventory.**

There are 351 copies unaccounted for.

- Mark all unaccounted for copies "lost"
- Ignore them (don't mark them "lost")

Are you sure you want to finalize this inventory?

Yes	No
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You can either mark them lost; which will add these items to your “Lost Items List” or ignore them and they will remain unaccounted for. They will still show up in your Catalog as available. Once you make this decision you will click on Yes to finalize this old inventory. The number of copies unaccounted for will vary school to school.

- You now may begin a new inventory for 2010-2011. Click on Start New – Name it Library 2010-11.
- Leave the Call Numbers from boxes empty. By doing this you are telling the system you want to inventory your entire collection.
- Click on Update to make sure that all of your Circulation Types are selected. Click **Ok** to proceed
- Then click on the **OK** at the bottom of the screen, you will be asked once more if you are sure you want to start this inventory and you click on **Yes**.
- You will see that a percentage is complete. What does that mean? These are items that are currently checked out or marked “Lost” either from the last inventory or marked “Lost” in the Circulation Desk. You may click on the blue number to review this list. You will only want to look at the “accounted” for items now; the “unaccounted for” list is too large at this time. When you are almost complete you will check the “unaccounted for” list to see what you need to search for to complete your inventory
- You then begin to scan your collection. You may use your Dolphin if it still is working, your Panther or a lap top with a scanner attached to enter your items. Make sure your curser is in the Scan or enter one –at-a –time box if using a scanner. If using your Dolphin or Panther you will need to follow the directions that will be sent out by email.
- Once you have completed entering all of your items follow the steps above to finalize this inventory.