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# TEXTBOOK ADDING TITLES AND COPIES (SUP-W100)

DCSS – Supply Services

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## 1.0 SCOPE:

- 1.1 This work instruction outlines the process for adding titles and copies to the Follett Destiny Textbook Manager.

The online version of this document is official. All printed versions are uncontrolled copies.

## 2.0 RESPONSIBILITY:

- 2.1 Supply Services Administrative Coordinator
- 2.2 Textbook Clerk

## 3.0 APPROVAL AUTHORITY:

- 3.1 Assistant Director of Purchasing

## 4.0 DEFINITIONS:

- 4.1 Destiny – Follett Inventory Software
- 4.2 Destiny Textbook Manager – Textbook Inventory System
- 4.3 Title – Descriptive Name of Textbook
- 4.4 Copies – Each Textbook Count
- 4.5 Barcode – A Unique Number assigned to Each Textbook

## 5.0 PROCEDURE:

- 5.1 All titles should be entered into the Destiny Textbook Manager. This function should only be performed by the Supply Services Administrative Coordinator or Textbook Clerk.
  - 5.1.1 Once logged into the Destiny Textbook System, the Textbook Clerk should follow the step by step procedure using the Catalog tab and the Add textbooks tab listed on the left side of the page.
  - 5.1.2 Select BOOKS from the FIND field drop-down list. Then select TITLE from the “with” field drop-down list.
  - 5.1.3 In the search text box, enter the textbook name then select the Go! button. Scroll to the bottom of the Search Results page to locate the textbook title marked with the T2 icon.
  - 5.1.4 If the title that you are looking for does not exist, click on the “Add the Title” icon listed on the right side of the page. This will carry you to the page that will allow you to add new title information.
- 5.2 Once the textbook title is in the Destiny Textbook Manager, copies can be added to the title.
  - 5.2.1 Using the Catalog tab at the top of the page, click on the “Textbook Search” tab listed on the left side of the page.
  - 5.2.2 Type in the name of the textbook that you want to add copies. In the “Look In” box, click on Dougherty County School System. All titles that have been added system wide to the Destiny Textbook Manager will be displayed.

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- 5.2.3 Select the Details button next to the matching title. The Title Details tab appears in bold at the top of the screen.
- 5.2.4 Select the Add Copies button on the right side of the page. The Add Textbook Copies page appears.
- 5.2.5 Fill the required and optional fields which include the number of copies that you want to add along with the Starting Barcode, then select from drop-down lists according to district or site policy.
- 5.2.6 Select Save Copies. A message will appear after you have entered Save Copies. If one copy was added, the message will say Copy added and the barcode number will appear. If 2 or more copies are added, the message will give the number of copies to be added, and ask you if you are sure you want to add these copies? You then select yes.
- 5.2.7 At this point, you have added a number of copies to a title within your textbook inventory.

### **6.0 ASSOCIATED DOCUMENTS:**

- 6.1 Textbook Title and Copy List

### **7.0 RECORD RETENTION TABLE:**

<b>Identification</b>	<b>Storage</b>	<b>Retention</b>	<b>Protection</b>	<b>Disposition</b>
Textbook Title and Copy List	Hard copy in Supply Services and on computer H-drive	Retain until superseded	Maintain in a secure location	Discard as desired

### **8.0 REVISION HISTORY:**

<b>Date:</b>	<b>Rev.</b>	<b>Description of Revision:</b>
03-Dec-08	A	Initial Release
17-May-09	B	Deleted Supply Services/Purchasing Director in section 3.1 and added Assistant Director of Purchasing.

**\*\*\* End of Work Instruction \*\*\***