

WELCOME TO LIBRARY SERVICES BI-MONTHLY TIPS IN DESTINY (aka: cheat sheets)

In these bi-monthly tips we will be looking at and doing several different things in Destiny.

We will be looking at running reports, how to print spine labels, adding web links to your home page, and lots of other interesting items.

This will help you to get to know Destiny better and help you to use it more efficiently and effectively.

Everything in this newsletter has the approval of the LIT (Library Improvement Team).

If you have any suggestions, contact a LIT team member. They will pass it on to us.

We hope that you will find this newsletter helpful. We will try and make them as user-friendly as we possibly can. Please enjoy.

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DESTINY CHEAT SHEET #1 COPIES WITH DIFFERENT CALL NUMBERS

This is a report that will give you a list of the same titles but have different call #'s, and yes you may have the same title with two different authors. The report also gives you the option to make the correction right on the spot. Included in this report will be items that have volumes and will always appear in the report. It is because of the volume #. Those you can leave alone. To run the report, follow the steps below.

Click on back office

Click on reports

Click on call number reports

Click on the little down arrow

Choose copies with different call numbers

Click on run report (this will include everything in your catalog)

It will run the report in job manager

Click on refresh list

When status is completed, click on view

A list will appear with blue hyper-links ([edit copy](#))

Pick the title you need to change by clicking on edit copy.

At the top of the page it will tell you how many titles were found

As you make your corrections, the report will look the same, it does not remove them from this list.

Run another report exactly the same and the changes you made will be gone.

Now that you've made the change, you need to change your spine label, either by hand or by printing a new one.

DESTINY CHEAT SHEET #2 PRINTING SPINE LABELS

There are several ways in Destiny to print spine labels. Most of us don't print spine labels by the bulk, so we will tell you how to do it quickly.

The kind of labels to use is Demco. They are white foil and the order # is ST142-1724. There are 55 labels per sheet and 5500 labels per box. We don't know the price but you can go on-line at demco.com) or look in the catalog. This will come out of your school office supply money, **NOT** your book budgets.

To print the spine labels, follow the steps below:

Click on back office

Click on reports

Click on copy spine/pocket labels

Based on, click little down arrow and select barcode list

Scan all the books that need the new spine label

Use label stock Demco 5 by 11 – 14216170 (spine)

*Start on label 1

Printer offset: Horizontal is 34 and vertical is 13

Call number font size is 10 pt

Run the report

It will go to the job manager

Refresh the screen

View

Print

- *If you've already printed 10 spine labels and don't want to waste labels, stick your labels back in the printer and the next time you print spine labels, start on label 11.*

******You may want to practice on regular paper first!******

DESTINY CHEAT SHEET #3 CALIBRATING YELLOW TRIGGER SCANNER

To calibrate your scanner (LS 2208, Yellow Trigger)

1. Minimize Destiny
2. Scan the following barcodes in order
3. Maximize Destiny

(1)



(2)



(3)



(4)



DESTINY CHEAT SHEET #4 CALIBRATING GRAY TRIGGER SCANNER

To calibrate your scanner (LS 2106, **Gray** Trigger)

1. Minimize Destiny
2. Scan the following barcodes in order
3. Maximize Destiny

(1)



(2)



(3)



(4)

