Avoiding the Inventory Blues
Call number extensions

Destiny considers that the call number extension is the left-most letters in the call number, **up to the first space.**

Examples:
FIC, GN, SC

Do your call numbers look like this?
PB FIC AND
FIC AND and are they all intershelved?
Before you start your inventory, you can eliminate all of your PB call number extensions, if you wish.

Please note that this will eliminate all of the PB extensions, even those in front of Dewey numbers.
Here’s how to do it

1. Go to the Catalog tab on your Destiny site.
2. Choose Update Copies from the left-hand column.
3. Click on Global Update under the green bar.
Type the call number extension that you want to eliminate in the first box. Leave the second box blank. Then click on Update.

Check the resulting job in the Job Manager to see the results of the completed job.
What to inventory?

- Entire collection
- One section at a time?
- Only specific sections, where loss has most likely occurred since the last inventory.

Your choices should be based on need, and available staff, time and equipment resources.
No. The Accounted for total automatically includes any copies with a copy status of Checked Out, On Order, Loaned Out, Out for Repairs, In Transit, or Lost.

This is why you will usually see a percentage of completion for your inventory that is more than 0%, even though you just started one.

Any items checked out during an inventory will be set to Accounted for.
Will Destiny check Shelf-order?

- Yes, but only if you want it to.
- The settings for how it checks shelf-order are on the first tab (Cataloging) in Site Configuration in the Back Office.
You determine whether or not you want Destiny to check shelf order each time you scan or upload scans into an inventory.
Where do I find Inventory?

This function is on the Back Office tab. Choose Inventory in the left-hand column.
When starting a new inventory, remember to:

- Give it a descriptive name, including the year
- Enter the exact range you want to inventory
- Click on Update to include only those formats that you want to include in this inventory
- Enter or change the date to correspond to the date that you want Destiny to use as the last date that it has “seen” as copy to consider it as Accounted for in the inventory that you are starting
Make sure to enter the range of call numbers for the inventory that you want to do

- FIC to FIC will do all of your fiction. To do part of the fiction collection, enter FIC AAA as the start of the range, and FIC NZZ as the ending point to do fiction with authors with last names from A through N. If your call number extension for fiction is F, you would enter F AAA to F NZZ.
- AAA to ZZZ will do all of your collection, except for Dewey numbers, including the call number extensions GN, REF, SC, VID, etc.
When entering Dewey ranges, make sure to enter digits after the decimal point for the range, for example:

000.000 to 399.999

If you enter 399 for the end of the inventory range, and there is a title or titles with Dewey numbers between 399 and 400, these will not be included in the inventory; for example, 399.98 would not be included.
How can I add scans to an inventory?

- Make sure the correct inventory is showing in the Inventory box before scanning or uploading scans.
You can use any or all of the following methods to add scans to any inventory:
Upload scans

Library Inventory
DVD's 2014 - Started 5/1/2014
22.22% Complete as of 1:19 PM

Account for each Barcode
Scan or enter one-at-a-time
Or upload a file of barcodes

Choose File
No file chosen

Check shelf order

Started by Colleen [View Selections]
Make sure to check the list of Unaccounted for items BEFORE you finalize an inventory.
Click on See Details for the list of Unaccounted for items, which appears in call number order. This will let you identify any shelves that you might have missed, or any items shelved elsewhere, such as Oversize or items shelved as new books or in a classroom that you might have missed in scanning for the inventory.
If you have marked books lost by finalizing an inventory too soon, you can reset these books by viewing Lost Books if there are no inventories in progress or by looking at another inventory.
If you need to reset books marked Lost, and you have one or more inventories in progress, you can click on the % completed option for any inventory, and bring up the list of Accounted for items. If you scroll to the bottom of the list, you will see the following options:

Enter the date that you finalized the inventory by mistake. Then click here.
For more help, click on the gray question marks next to options in the Inventory process, search for Inventory in online Destiny help, and check out our website at
http://guides.rilink.org/inventory