CATALOGING

Destiny (Library Union Catalog)

All schools use the district library union catalog (Destiny) which consists of MARC records and copy records and can be accessed online at http://destiny.davenportschools.org. MARC records belong to every library in the district. Changes made to one MARC record affect every school library media center’s records. Therefore, MARC records must remain standardized using the most recent versions of the abridged Dewey Decimal Classification and Sears List of Subject Headings.

CAUTION: To enter site specific subject headings (subject headings ONLY for your building) use Site Subjects button when adding a record. Changing any other information changes the MARC record for every library.

Cataloging Guidelines (A-I)

A. Authoritative Resources

The following professional librarian resources should be accessible for cataloging:

- Abridged 15 ($99.00) OR Abridged WebDewey (single user $87.00)
  http://www.oclc.org/dewey/versions/abridged/default.htm
- Sears List of Subject Headings. 20th Edition. ($150.00)
  http://www.ebscohost.com/wilson

Iowa Teacher Librarian Ning: Destiny
http://iateacherlibrarians.ning.com/group/destiny
Email AEA9 for invitation to group ning.

Destiny Learning eModules
http://www.follettsoftware.com
Click on login and set up a school account using your Follett building number. Contact Follett Customer Service or ASC for building number. After logging in, go to Professional Learning and select eLearning Modules. Select Product: Destiny; Refine Selection: Library Manager; Choose Topic: Cataloging. There are 7 eLearning Modules for cataloging.
B. Adding materials to Destiny when not importing vendor records (5 steps)

1. When adding an additional copy to an existing title in your building, click on the Catalog tab, then select Library Search on the left. See Fig. 1. Select the Number tab (see red circle in Fig. 1). ISBN should be your first choice for searching titles. Either scan or type in the ISBN number and click Go. (Note: Any changes made to the catalog require a teacher librarian to be logged in under their username.)

Next select Add Copies (see red circle in Fig. 2).
Copy records are attached to the MARC record and contain information pertaining to an individual school library media center, such as: barcode for the material, call number, price, circulation type, categories, volume, issue, sublocation*, vendor, and funding source. (*A sublocation refers to special shelving location or an area in your library or building.) See Fig. 3.

2. If this title is new to your building, locate an existing MARC record within the district union catalog. Click the Catalog tab and then select Add Title from left side. (This Add Title really means you are adding a copy to your collection.) See Fig. 4.
Choose the correct material type, so you can find the correct MARC record. See Fig. 5.

Please choose ISBN as your first matching choice. Either scan or type in ISBN number. Use LCCN as your second choice. Use Author or Title as a last choice. See Fig. 6.
If a match is found, you will see a screen like this one. There are four choices on this page: the schoolhouse icon, the A+ icon, searching Z-Sources (lightning bolt icon) and Add Title (upper left). Add Title refers to original cataloging. Please use this when an existing MARC record is not found. The schoolhouse icon refers to a MARC record already in the district union catalog. Remember: You should select a schoolhouse icon as your first choice. See Fig. 7.

Fig. 7

Clicking on the Details button next to the schoolhouse icon will cause the title detail to appear. You can review the title record by reading this screen. Show More (see red oval in Fig. 8) can be clicked to reveal more information. If you click the tabs along the top you can view the MARC record and other copies held within the district union catalog (see red rectangle to the right in Fig. 8). If the title matches the information for your book, click Add Copies (see blue oval to the right in Fig. 8).

Fig. 8
Enter the barcode, call number, and price. Change the **Circulation type** and **Status** if necessary. You can add your **Categories** at this time. Notes may also be added (see red circle in Fig. 9). You can have multiple notes and you can flag your notes so they will appear each time the item is accessed. You can add notes showing where an item is stored or if an item has more than one part/piece.

When cataloging sets of books, use one MARC record and add copies. Volume description/number information can be added (see blue circle in Fig. 9).

You can also add **copy number**, **sublocation** (i.e. a special shelving location or an area in your library or building), **vendor** and **funding source** (i.e. SCRA Grant, Title I, PTA). See violet circle in Fig. 9.

3. **If there is no schoolhouse icon**, after submitting an ISBN, first select the A+ title (Alliance Plus*) which matches your item. (*Alliance Plus is a subscription in Follett Software’s title database that holds MARC records.*) Alliance+ MARC records most closely follow Sears subject headings, whereas Library of Congress records use LC subject headings and may not be as complete. If an LC record is the only record available, it may be adapted for use.
If there is no A+ title match, then search Z-Sources* (lightning bolt icon). (*Z-Sources are electronic record sources other than Alliance Plus or a user’s own district record.) Save the record to the district union catalog. Attach your copy to the new record. If a record is not found in either Alliance+ or Z-Sources, then go to Add the Title (see step 4). Remember: Whenever you add a new MARC record, you need to use Sears subject headings.

4. If there is no MARC record in the district union catalog or in the MARC record database, then you will need to create a new MARC record by selecting Add the Title (located on the right in Fig. 10).

![Fig. 10](image-url)

Proceed to step #5 below and/or go to Destiny Help. You will find a quick help sheet under Quick Help Sheets (located on the right in Destiny Help). Choose Quick Help sheets: Library. Then select Quick help for cataloging titles and copies. Go to Creating a new record (page 2 of Destiny Help).

5. Using the Brief Title* to create a new record is far easier than using the full MARC Editor. Entering data in Brief Title will place everything in proper tags and fields. (*Brief Title is a bibliographic record with only minimal cataloging information, such as title, author, and local call number. However, please add complete information in the other tabs, such as Sears subject headings, to create a full MARC record).

When you do not have a record match with the district union catalog (schoolhouse icon), or with Alliance Plus (A+ icon), or with Z-Sources (lightning bolt icon), you will need to do original cataloging. Login to Destiny as you/teacher librarian.

Click on the Catalog tab. When you have no matches with DCSD, Alliance +, or Z-Sources, the option of “Nonexistent? Add the Title” appears in the upper right-hand corner of the screen. Click on this.

You are now in the “Brief Title” section (note the tab is in bold and has a green arrow pointing to it). This is also known as the “Easy Editor.”

You can now fill in the text boxes for title, author, standard numbers, publication information, and physical format. You don’t need to worry about punctuation if the bottom box titled “Check punctuation on Save” shows a check mark, then it will offer suggestions that you can accept or reject.

Go to the next tab to add Series/Notes information. This information appears in the Explore! Section of the Title Details page in the Catalog. This also has the area for Lexile levels. This information appears in the Additional Info section of the Title Details page. You can also create general, content, and summary notes. The
summary note appears in the top section of Title Details. The general and contents notes appear under Additional Info.

Go to the next tab to add Subjects. These appear in the Explore! Section of the Title Details page. The subjects you add here are visible across the district as you are creating a new MARC record. Remember to use Sears subject headings.

To enter a subject:

**Subjects**

On this tab, you can add subject headings and access terms for your title records. To provide more precise subject access, you can enter up to three subheadings.

- **Topical**: General terms or phrases
- **Personal**: Straightforward names (last name first)
- **Geographic**: Names of locations
- **Local**: Subjects of local design or interest
- **General**: General terms or phrases
- **Chronological**: Specific dates or time periods
- **Form**: Specific genres or material types

After adding them, the existing subjects for this title are listed at the bottom. You can edit or delete any of them.

**Note**: If you'd like to add site-specific subjects, click back on the Title Details page. Site-specific subjects are those that appear only at your site (identified in subfield _5 of the subject field). Example could include Volo Bog plants.

To add a subject, you can either enter a heading or find and select an existing one.

**To enter a subject**

1. Select the type of subject from the Heading list.
2. Enter the term in the adjacent box.
3. Add subheadings as necessary: Select the type from the list; and type in the term.
4. Click Update to add the subject to the record.
   The new heading appears at the bottom of the Subjects list.
5. After you've added all the subjects for this title, click Save Title.

**To add an existing subject**

1. Click FindHeadings to retrieve a list of existing subject headings from your records.
2. On the Browse Headings page that appears, enter a search term in the Find box.
3. Select Authority or Bibliographic Headings from the list.
4. Click Go.
5. To locate the desired heading, browse through the list of headings that appears.
6. To copy the desired subject heading to the title record, click Select next to it.
   The new heading appears in the list at the bottom of the Subjects list.
7. After you've added all the subjects for this title, click Save Title.

The new heading appears at the bottom of the Subjects list. On the Resources tab, you can add several links for electronic resources to a record and upload digital content to your Destiny server. The description or name becomes a live link to the website or local content in the Explore! Section of Title Details.

On the Added Entries tab, enter any alternate title, series, uniform title, or personal names (other than the main entry author; such as a joint author or an illustrator) that are associated with the title. Also, enter any varying form of the title, such as a parallel, cover, or spine title.

When finished, click the Save Title button. You can click the Save Title button as you work through the tabs, which brings up the Title Details page. From here, click on Edit Title to go back to finishing the tabs.

C. Adding materials to Destiny by importing vendor records

Remember not all vendor records are in the proper format nor are they complete. MARC records can be imported from a vendor by disk or online.

Importing MARC Records

Log in as yourself.
Click on Catalog Tab.
Click on Import Titles on the left side.

Under Title Matching
Select: STRICT

Under If an incoming title matches an existing title:
Select: SKIP

Under Copy Matching
Select: SKIP
Click on Browse (see red circle in Fig. 11) and choose where your downloaded MARC file is stored.

You can check “Add the titles in the import file to:” and choose a Resource List you have created.

Click Preview
Click Import

This will bring up your report for the import. Click on View. (This report will be stored in the Job Manager).

Assume any titles listed as DUPLICATE on this report already have an accurate MARC record or will be worked on by the committee. You do not need to do anything further with the record.

Any title NOT listed as duplicate on this report will need to be corrected by YOU the person doing the import.

***After downloading, check any titles that do not show up on the “Errors and Warnings” report. These are new titles that are now added to the district union catalog. You need to check each record for Sears subject headings. Delete any Library of Congress (LC) headings. To tell the difference between LC and Sears headings, go to MARC view and you will notice that LC subject headings will not list Sears in the MARC tag.
D. Adding a MARC record and copies for Equipment

Enter your TL login.
Click on the Cataloging tab.
Enter “equipment” from the drop down menu (see Fig. 12).

The MARC record form will appear after clicking on MARC Editor (see Fig. 13).
Click on save button.
Check accept suggestion box.
Click on save.
Click on add copy located on the right side of the page.
Enter the pertinent information.
Enter Equ under call number.
Enter starting barcode, purchase price, date acquired fields.
Under volume/issue, enter the mfg., model, and serial number (see Fig. 14).

![Fig. 14](image)

Enter copy number.
Click on other for sublocation (room number).
Click on save.

E. Adding Periodical Copies

Login in as teacher librarian.
Click on the Catalog tab. Under Location pull down menu, select Davenport Community Schools.
Under Find, choose Serials from the drop down menu. See Fig. 15.
Under Look, type in periodical title.
Click on Go.
Choose one with the schoolhouse icon. Look for MARC record with the LCCN number. Note: first word only is capitalized (unless a proper name). See Fig. 16.
Click on Add Copies.
Enter the following fields: Barcode, Price, Circulation type. See Fig. 17.
Under Volume, enter the following: issue and periodical date. See Fig. 17.
Click on Save Copy.
If your periodical is not available, use the A+ (Alliance Plus) MARC record.

Use the following abbreviations for the months:
Jan
Feb
Mar
Apr
May
June
July
Aug
Sept
Oct
Nov
Dec

Fig. 15
F. Adding Option to Search Lexile Levels

If you want to have the option of searching by Lexile levels on the Library Search/Catalog screens, do the following:

- Login as you/teacher-librarian.
- Click on the Back Office tab.
- Click on the Site Configuration option (on the left side).
- Check “Support Lexile Measure Searches.”
When you are back on your Library Search / Catalog screen, where it has Reading Programs (at the bottom of the page), click on the down arrow and select Lexile. Boxes will then appear where you can enter the Lexile range numbers or the Letter Codes.

G. Spine Label Printing

There are various ways of creating spine labels. These are only offered as choices!

If you still have a typewriter, use that with paper or the adhesive spine labels!

This is offered by Vikki Navarro:

We type a bunch of call numbers at one time. We set it on Arial Bold font and 14 size. Then after we print, we cut out and tape to the spine. We set the call numbers on their side along the spine so no matter how long the call number, it fits. (Instead of setting the call numbers on their side, you can do it the “regular” way horizontally). For really skinny paperbacks we adjust the size smaller for the spine and make a second number to put in the lower left corner of the front cover.

This is offered by Marcia Jensen and Terri Toppler:

We’ve (Marcia Jensen) been using labels for a LaserJet printer purchased from Highsmith, Demco and/or Gaylord. Our current ones are from Highsmith. The ¾ X 1 are in a nine-across sheet. Their number is M1B-79110W (for White). Our current catalog lists them for $22.46. Highsmith’s phone number is 1-800-558-2110.

I (Terri Toppler) called Gaylord and you can buy their call number laser labels. They also have directions for setting up a template on their website.


<table>
<thead>
<tr>
<th>Part Number</th>
<th>Description</th>
<th>Paper Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>341L</td>
<td>Paper</td>
<td>60 lb.</td>
</tr>
<tr>
<td>241L</td>
<td>Foil-Back</td>
<td>55 lb.</td>
</tr>
</tbody>
</table>

Instructions:
To create a template, simply open a new document in MSWord (2000 or higher - older versions may vary slightly in directives). Select Tools, Envelopes and Labels, Labels tab, Options, and then New Label. Under Name Label, enter a name that will be recognizable for future user selection.

Complete the following label size specifications in Portrait Orientation (Landscape Orientation is not recommended):
H. Barcode Label Printing

Most of this information, and more, can be located by clicking on the Help button located on the top right of the various screens, and typing Barcode Labels in the search box.

- **Barcode label stock**

You can use any of the following label stocks. Stock from other vendors may work as well. Make sure to print a test page on plain paper and adjust the offsets as needed.

<table>
<thead>
<tr>
<th>Item #</th>
<th>Labels per sheet</th>
<th>Label size H x W in inches</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Avery</strong> 5160</td>
<td>3 x 10</td>
<td>1 x 2-5/8</td>
</tr>
<tr>
<td>Sagebrush 0370-00000001</td>
<td>3 x 11</td>
<td>7/8 x 2-7/8</td>
</tr>
<tr>
<td><strong>University</strong> 9-62450-16 or 342-5260 or Follett 75032</td>
<td>3 x 10</td>
<td>1 x 2-5/8</td>
</tr>
</tbody>
</table>

- **Barcode label numbering**

Destiny counts labels from left to right, then top to bottom. To start printing on a label other than the first one on the sheet, set **Start on label** to the label number where printing should begin. For example, to start printing on the second label of the third row of a 3 x 10 sheet, enter 8.

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
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<td>4</td>
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<td>6</td>
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<td>24</td>
</tr>
<tr>
<td>25</td>
<td>26</td>
<td>27</td>
</tr>
</tbody>
</table>
How do I print labels for copies I'm adding?

1. From Copy Status in Circulation, click after retrieving a copy record. From the Add Copies page in the Catalog, select the Print Labels check box, and click . From the Edit Copy page in the Catalog, select the Print Labels check box, and click . The Print Copy Labels page opens.

2. Select one or both check boxes for the labels you need.

3. If you want more than one barcode label for each copy, change the number adjacent to Print.

4. To include additional information on a barcode label, select any of the four optional fields. Barcode labels always include the scannable barcode and the eye-readable number.

5. For barcode labels, choose the label stock and the starting label. For spine labels, choose the label stock and the starting label. Depending on the label stock you choose, Destiny prints a spine label, or spine, circulation, and pocket labels.

6. Click . The Report Manager in Reports opens. If you selected both check boxes, Destiny generates two Reports: Copy Barcode Labels and Spine/Pocket Labels.

7. Click View to open one of the label reports.

8. After positioning the label stock in your printer, use Adobe Reader's print option to print the labels.

9. Back in the Report Manager, open the other label report.

10. After positioning the other label stock in your printer, use Adobe Reader's print option to print the labels.

How do I print a “batch” of blank barcodes?

1. Be signed in as you/teacher-librarian.
2. Click on the Reports tab.
3. Click on Library (on the left side).
4. Scroll down to the Labels section and select Barcode Labels.
5. In the upper right corner, select Unused and the following screen appears:
Print unused library copy barcodes...

Print 1 label(s) for each barcode

*Number of Barcodes

*Starting Barcode [Follett Classic]

Include Site Name on each label

Use label stock Avery white address labels (style 5160)

Start on label 1

Printer offset Horizontal: 0 Vertical: 0

In addition to adjusting your printer offsets, you must also configure Adobe Reader so that your labels are properly aligned.

For assistance configuring Adobe Reader or the printer offsets, see Troubleshooting

* = Required Field

Fig. 18

6. Make your choices to fill in the above text fields (for Number of Barcodes, if you are doing several sheets of 30 per sheet, adjust accordingly; for Starting Barcode, select where you want to start).

7. Click on Run Report; select Yes on the following screen.

8. Refresh the Report List; view your report; print from there.

- Troubleshooting label alignment

If the printing on your labels is not centered, you'll need to adjust the alignment of the printing relative to the labels themselves.

The alignment of the printing becomes progressively worse as it proceeds down the page

The entire page needs to be shifted up or down

The entire page needs to be shifted left or right

The command codes are cut off at the bottom of a Patron Barcode List or Class Barcodes List

- The alignment of the printing becomes progressively worse as it proceeds down the page

This symptom indicates that the report has been scaled down (or shrunken) before it reached the printer. On Windows® workstations, Adobe® Reader® is set to scale by default.
You'll need to disable the page handling options on the **Print** dialog of Adobe Reader version 6, 7, or 8:

1. Open your label report in Adobe Reader, and click the **Print** button.

2. On the **Print** dialog that appears, change the following settings:
   a. Set **Page Scaling** to None
   b. Clear the **Auto-Rotate and Center** check box
   c. Clear the **Choose Paper Source by PDF page size** check box.

   ![Print dialog](image)

   *Fig. 19*

3. Click **OK** to print a test page.

Once you've configured the Adobe Reader settings, it may be necessary to refine the alignment further. **Printer offsets** allow you to do this.

- **The entire page needs to be shifted up or down**

Use the **Vertical Printer offset** to move the printing up or down.

Each number is equal to 1/10th of a millimeter. To see a difference, you'll want to change the existing number by at least 10.

A smaller number shifts the printing upwards. A larger number shifts the printing down.
Make sure the number you enter is within the allowable range for your stock.

**Vertical offsets for barcode labels**

**Vertical offsets for spine labels**

Note: Because printers vary, there is no absolute value for the printer offsets that always works for any given label stock. It is usually necessary to print a few test pages on plain paper to gauge the results, adjusting the offsets each time.

- **The entire page needs to be shifted left or right**

Use the **Horizontal Printer offset** to move the printing left or right.

Each number is equal to 1/10th of a millimeter. To see a difference, you'll want to change the existing number by at least 10.

A smaller number shifts the printing to the left. A larger number shifts the printing to the right.

Make sure the number you enter is within the allowable range for your stock.

**Horizontal offsets for barcode labels**

**Horizontal offsets for spine labels**

Note: Because printers vary, there is no absolute value for the printer offsets that always works for any given label stock. It is usually necessary to print a few test pages on plain paper to gauge the results, adjusting the offsets each time.

- **The command codes are cut off at the bottom of a Patron Barcode List or Class Barcode List**

If you are printing patron barcodes formatted to **Use at the circulation desk** and you're including the Circulation command barcodes, or you are printing a Class Barcodes list, you'll need to make the following changes in Adobe Reader's **Print** dialog:

In version 8, set **Page Scaling** to **Fit to Printable Area**.

In version 6 or 7, set **Page Scaling** to **Fit to Printer Margins**.
I. Suggested Call Numbers

BIG – Big Books
BOA – Board Books
CAS – Cassettes
CD – Music CD
CS – Computer Software
DVD – Digital Video Disc
E – Easy or Everybody Books
EQU - Equipment
F or FIC – Fiction Books
KIT - Kits
MAG – Magazines
P or PROF or PRO – Professional Books
PB - Paperbacks
R or REF – General Reference
SP – Study Prints
VT or VID – Video Tapes
808.8 – Story Collections (not SC)
920 – Collective Biography
921 – Individual Biography