

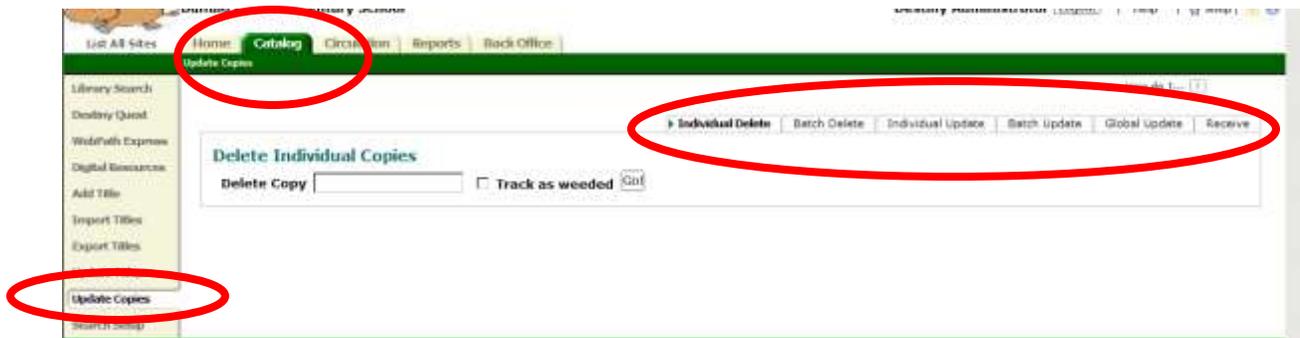
DESTINY

UPDATING COPIES

Follett's instructions are summarized here.

You can click  wherever you see it and it will open information on that topic.

The tabs of **Update Copies** let you remove copies from your collection, update your library copies (individual, batch, or global), and receive library copies from a district cataloger. Depending on the Access Level you have, you may not have all of the tabs available to you.



When deleting copies, be aware of the actions that Destiny takes automatically:

1. Any fines are retained on the records of the patrons who incurred them.
2. Any holds for a library copy are deleted. (If there are other copies, any title holds remain in effect.)
3. The total numbers in the Collection Statistics - Summary are not affected by the deletion. When drilling down to view the copies, however, the deleted copies, and their individual statistics, do not appear on the list.

How do I delete individual copies?

Individual Delete lets you remove copies from your collection by scanning their barcodes one by one. Use this feature when weeding materials from your collection or retiring old textbooks.

To delete a copy:

1. To have information about the deleted copies added to the Weeding Log, select the **Track as weeded** check box.
2. Place the cursor in the **Delete Copy** box by clicking in it.
3. Scan the copy barcode, or type in the number and click .
4. Repeat steps 1-3 for all the copies to be deleted.

A **Most Recently Deleted** list appears, showing the title, barcode number, and call number of the last 10 copies deleted.

How do I delete a batch of copies?

Batch Delete lets you delete a group of copies using a file of barcode numbers.

1. Create and save a text file listing the barcodes of the copies to be deleted. (Instructions below*)
2. Click Browse to locate your text file.
3. To have information about the deleted copies added to the Weeding Log, select the **Track as weeded** check box.
4. To delete the copies, click , then **Yes** to the confirmation message.

When the delete process ends, Destiny produces a report that lists each copy deleted or skipped (and the reason). To view the report, open the **Job Manager** in the **Back Office**.

How do I update individual copies?

When you want to update one or more fields in a few copy records, use Individual Update. It lets you change the circulation type, assign a category, or change or remove the sublocation of a copy. You determine the change to be made, then identify the copies by scanning or typing the copy barcodes. This saves you the time you'd otherwise spend editing each individual record.

1. On the **Update Copies** page in the **Catalog**, open the **Individual Update** tab.
2. From the first list, select a field to update. Then select or type the new contents of the field in the adjacent **to** box that appears.
To remove a Sublocation, select it from the list and leave the adjacent **to** list at "-- Undefined--".
3. To update a second or third field, repeat step 2. If you're updating only one or two fields, leave the unused lists at "- Select a copy field -".
4. Place the cursor in the **Copy** box by clicking there. Scan a copy barcode number, or type it in and click  or press Enter.
As Destiny processes the record, the title and barcode number appear under **Most Recently Updated**. If you'd like to verify the changes, click the barcode number of the updated copy and view the record.
5. Continue scanning or typing the remaining barcodes to update the information as needed.

How do I update a batch of library copies?

Batch Update lets you do any of the following for a group of copies:

- Add a category
- Add, change, or remove the call number prefix
- Change the circulation type

You determine the changes to be made, then identify the copies by creating a list, or uploading a file, of their barcode numbers. This saves you the time you'd otherwise spend editing each individual record.

1. From the first list, select the change you want to make.
2. In the adjacent list or box that appears, select or type the new information.
To remove a Call Number Prefix, select it from the list and leave the adjacent box empty. This process does *not* remove a Call Number Prefix when it would leave the copy without *any* call number.
Please note that adding a category does not delete any others the copies may have.
3. To update a second or third field, repeat steps 3 and 4.
If you're updating only one or two fields, leave the unused lists at "-Select a copy field -".
4. From the **On all copies...** list, select a method for identifying the copies to include:
 - **Barcode List:** Either create a new list, or select an existing barcode file:
 - Place the cursor in the **Create a barcode list** box and scan the barcodes, or type them in and click . To remove a barcode number from the list, highlight it and click .
 - Click **Browse** to locate and select your file of barcode numbers.
 - **List:** If you have multiple Resource Lists, select the one needing to be updated.
To review the contents of the Resource List, click .

5. To begin the update, click , then **Yes** to the confirmation message. When the update process ends, Destiny produces a report that lists each copy updated or skipped and the reason. To view the report, open the **Job Manager** in the **Back Office**.

How do I globally update my copies?

Global Update lets you quickly search your entire library for copies containing specific information, and then replace that information or the information in another field of those copies.

First, you'll identify the group of copy records to update. You can use the following fields as the basis for a global change: **Call Number Prefix, Category, Circulation Type, Description, Funding Source, Sublocation, or Vendor**. You then select the field that you want changed and what you want the contents of that field to be.

Global Update finds every copy record meeting the criterion and updates the contents of the selected field.

1. On the **Update Copies** page in the **Catalog**, open the **Global Update** tab.
2. From the **Whose** list, select the copy field and, in the **is** box, select or type the contents of the field that you want Destiny to find. These selections determine which records are updated.
For Funding Source, Sublocation, or Vendor, you can leave the **is** box blank to find and update those copies for which this information is not defined.
3. From the **Change** list, select the name of the field that you want to change in the copy records.
Note: Category or Description appears in the **Change** list only if you select it in the **Whose** list.
4. In the **to** box, select or type the new contents.
5. After making your selections, click , then **Yes** to the confirmation message.

When the process is finished, Destiny generates a report summarizing the update and listing all the copies changed. To view the report, open the **Job Manager** in the **Back Office**.

Notes:

The search is *not* case-sensitive. For example, a search for the Call Number Prefix **Fic** also finds the prefix **fic**.

A call number prefix is the non-Dewey data to the left of the first blank space or period in the call number field of the copy record. When Global Update updates a prefix, the remainder of the call number is unchanged.

***How do I create a file of barcode numbers?**

You can create the file several ways. In fact, any method of barcode collection that results in, or can be reformatted to, the proper ASCII text format can be used. *(.txt) document

- Use a Tricoder to create a file of barcode scans. Upload into a Notepad document.
- Use your circulation desk scanner to scan barcodes into Notepad or Simple Text. You could also type the barcode numbers into a file.

Note: Do *not* use Microsoft Word, WordPad, or Apple TextEdit. Hidden characters created by these programs can cause the upload to fail.

Creating the file with a text editor

1. Open your text editor (Notepad). The file does not need any header.
2. Scan or type in the barcodes, one per line.
3. Name and save the file. Make sure to save it as a **.txt** file and record the name and location of the file.

Example of a barcode number file:

GCAS852467
GCAS015547
GCAS651010
65107782
HIWA117689
GCAS443443

My Notes: