

## Adding Copies to Destiny Catalog

If you have books or other materials that are barcoded but not in your Destiny catalog, or “not found” in Destiny (turned up after having been marked “Lost” and deleted from Destiny) -- You can easily add these back to your Destiny Catalog.

1. Open **Destiny** and exit **Discover** to go to **Destiny Classic view**.
2. Click on **Catalog** tab > **Library Search** on left sidebar.
3. Change the Location to **Baltimore County Public Schools**, and Material Type to **Book** (or whatever the format is). Do a **TITLE** search for the item.

4. If a record for the book is available, click on the title to **open the Title record**. \*If no record is available, you will need to contact the Media Processing center (dgruzs@bcps.org) with details (title, author, ISBN number, barcode, call number) so that she can create a MARC record.

5. Click the **Add Copies** button on the right.
6. In the Copy record, **scan (or type) the Barcode** into the **Starting Barcode** field. **DO NOT CHOOSE ASSIGN NEXT BARCODE!**  
Change the **Call Number** to match the Call Number on the spine label of your copy. Add the **Purchase Price** if you have that information. Click **Save Copies** in the upper right corner.

7. On the **Catalog > Library Search** screen, change the **Location** back to your school and **Material Type** back to Any type.