**CATALOGING: ADDING A TITLE**

Before you add a new title, Destiny requires you search for a title in the database.

For an existing record:

* it will be indicated by a red schoolhouse
* you know you need to *Add Copy*

If there is no existing record listed:

* search Alliance Plus or Z-sources
* *Save Title* or *Add Copy*

If you can’t find the record in the database:

* create your own record using the MARC Editor or Easy MARC Editor
* *Save Title* or *Add Copy*

Copies may also be imported from vendor to get title records.

**CATALOGING: OTHER FEATURES**

* Assign barcodes and call numbers and print labels.
* Add digital resources such as music, sound effects and lesson plans to each title record.
* Create temporary titles when you need a quick record for checkout. Good for magazines, student published items, etc.
* Weeding log outlines book information, who removed the copy, and a total count of items that were deleted or weeded.

**ONLINE CARD CATALOG – SEARCH FEATURES**

Three ways to search:

* Basic
* Visual (great for kids learning to read or spell)
* Power (*And, Or* and *But Not* connections)

Search by:

* Keyword
* Title
* Author
* Subject
* Series
* Call Number

**ONLINE CARD CATALOG – ADDITIONAL FEATURES**

* Visually appealing.
* Can retrieve previous searches.
* Title records are shared throughout the District.
* Teachers can create relevant content bibliographies for students to search on specific topics.
* Showcase your collection:
* Display the Top 10 circulating books.
* Display the 10 newest arrivals.