

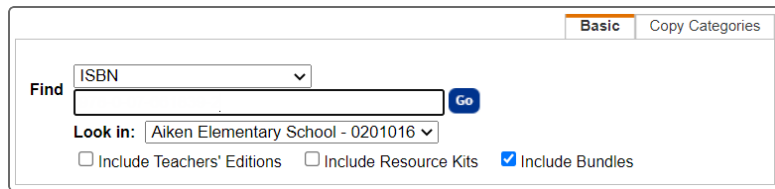
Destiny® Textbook Manager

Assign Barcodes to Unbarcoded Copies

Easily assign barcodes to unbarcoded copies.

Find and Assign Barcodes to Copies

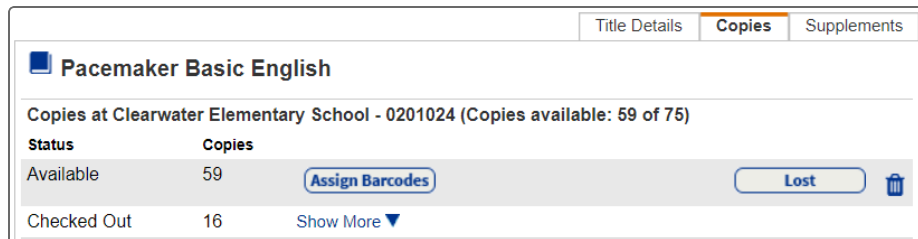
1. Log in to the school.
2. Select **Catalog > Textbook Search**.
3. From the **Find** drop-down, select **ISBN** or **State / Textbook ID**.



4. Scan the textbook's ISBN or ID.
5. Click **Go**.
6. The Title Details sub-tab appears, click **Copies**.

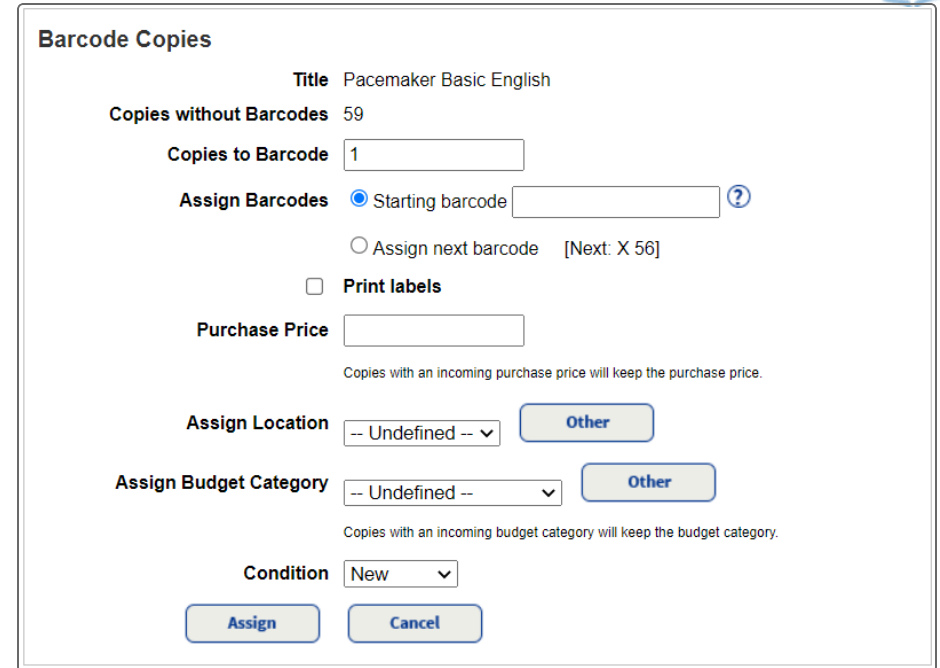
Note: If multiple titles are found, click the title or **Details**.

7. If there are barcoded and unbarcoded copies, click **Show More**, otherwise click **Assign Barcodes**.



Status	Copies
Available	59
Checked Out	16

















8. Enter the quantity of **Copies to Barcode**.



9. Choose to manually enter barcodes by typing the **Starting barcode** or have Textbook Manager **Assign next barcode**.
10. Complete the other available fields.
11. Click **Assign**.

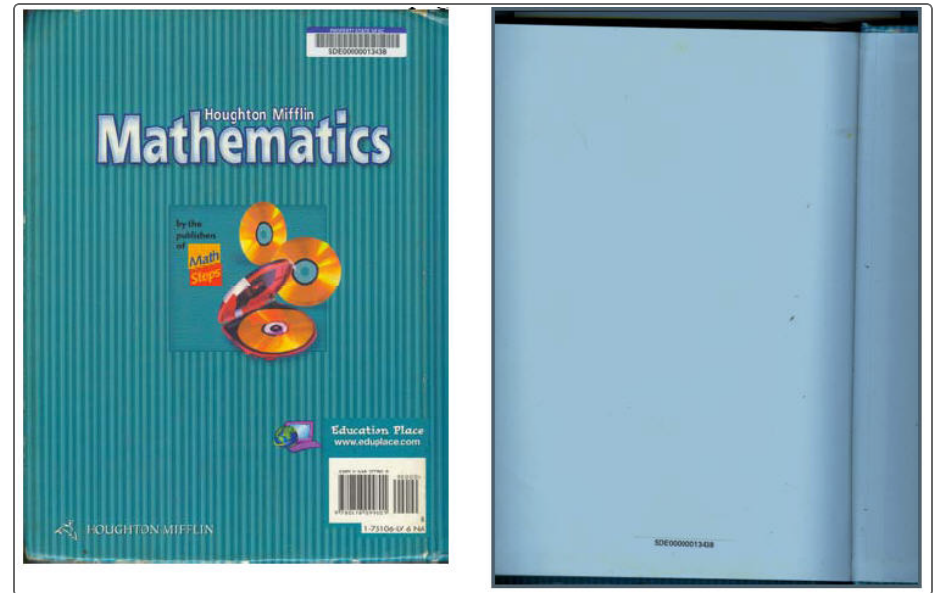
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To verify the barcode numbers before placing them on textbooks, click **Show More** to see a list of all the assigned barcodes.

Pacemaker Basic English			
Copies at Clearwater Elementary School - 0201024 (Copies available: 59 of 75)			
Status	Copies		
Available	59	Show Less ▲	
Remove Barcodes			
Barcode	Status	Condition	Location
X 56	Available	New	 
X 57	Available	New	 
X 58	Available	New	 
X 59	Available	New	 
X 61	Available	New	 
X 62	Available	New	 
X 63	Available	New	 
X 64	Available	New	 

Add Barcode Labels to Copies

The barcode label is affixed on the back of the textbook and the identity label is placed on the back inside cover at the bottom:



Note: Barcodes must be applied at least ¼ inch from the spine.

The exact placement of the barcode label is important. Barcode labels include the actual label and an identity strip. Both of these ensure the identification of the materials if the barcode is removed. The identity strip should be placed on the bottom center of the end page. If using label protectors (optional), be sure to allow for overlap.