Pre-Inventory Tips -

Weed as much as possible. The more you weed, the less you have to inventory. Remember it is very easy to batch delete large amounts of weeded items using Destiny. It is not necessary to delete items one at a time. If you need help weeding or with the batch delete, contact Jona.

Go to Destiny>Reports > Library Reports > Statistics / Collection Statistics Summary and run the report. This report shows you all the prefixes (standard, non-standard, and incorrect) being used in the collection. It gives you an idea where to start when cleaning up your collection's records. Cleaning up the non-standard prefixes and incorrect call numbers will make inventory easier. For more information about how to use this report to "clean up" watch the Non-standard Prefixes video.

Once you have "cleaned up," you'll notice that the non-standard prefixes and incorrect call numbers that you fixed still show up on the report but the copy count is now zero. Although there is no way to get rid of those leftover prefixes all at once, there is a way to get rid of them one at a time. See the Collection Statistics Prefix Clean Up document in the Policies & Procedures Libguide>Program Management>Follett Destiny>Inventory.

You can do an inventory at any time, even while you are still circulating books. Books that are checked out while you are scanning that section of the library will be counted as being there. More than one person can be scanning books in your library at the same time, if you have multiple scanners. Set a laptop and scanner up on a mobile cart to go to the sections of your library to inventory. The laptop will recognize the scanner – no software needs to be downloaded.

To begin your inventory, go to Destiny>Back Office > Inventory

At the Back Office > Inventory page, click on "How do I..." in the top right corner of the page to see the detailed instructions from Follett. These instructions give you much more info than you will need but are a great resource. Detailed directions for doing an Inventory can be found on the Policies & Procedures Libguide >Program Management>Follett Destiny>Inventory>Inventory Directions with Screenshots.

Some schools have inventories that were started in previous years that were never finalized. To remove old, useless inventory attempts, please see the "Remove old in-progress inventories" document in the Policies & Procedures Libguide>Program Management>Follett Destiny>Inventory.

When you are ready to finally delete those long lost items identified through the inventory process, see "Using Report Builder to Help Delete Long Lost Items after Inventory" document in the Policies & Procedures Libguide>Program Management>Follett Destiny>Inventory.

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