



Adding Magazines to the Destiny Database

We are changing the magazine procedures. This is due to several factors.

1. Destiny has forced some changes.
2. Jordan School District is adopting uniform cataloging standards.

It is imperative that directions are followed exactly by all elementary schools. The database has been a mess due to all of the various ways magazines and/or other materials have been added. We are in the process of a major cleanup of Marc records and copies. It is important that the correct Marc record be selected and that the copy information is added correctly.

As of January 2010, the magazine Marc records should be vastly improved. We ask that you call your Media Specialist if you are not sure which magazine Marc you should use when adding your local copies. Please do not guess. Secondary schools may have different Marc records due to different needs.

We will no longer differentiate between magazines kept for permanent resources and popular magazines. Both types of magazines will be done exactly the same.

Each month as magazines arrive:

- A) Add a copy to the database.
- B) Print a spine label.
- C) Place spine label and barcode on front cover of magazine in the top left corner with call number first.

Adding Copy in Destiny

Add a copy to the Marc record in the copy editor. Make sure to select the correct Marc record (title must be followed by “elementary”).

Add: Barcode Number
 Price of \$5.00
 Call Number

Change circulation to: weekly.

Do not add anything in the “Volume, Issue, etc.” part of the copy editor.

Correct Spine Labels

Call numbers on spine labels will always start with MAG and be followed by the abbreviation for the magazine. For some magazines this abbreviation will take two lines. The Marc record will place the first part of the call number in the copy editor. You will only need to add the month and the year for the issue. We normally use only three letters in a call number, but we can go up to five letters/numbers for the dates.

The month is added by using 3 letters: JAN -- FEB – MAR -- APR – MAY – JUN – JUL – AUG – etc.

If the issue covers two months, use only one letter per each month: D/J – F/M – A/M – J/J -- A/S

The year is added using four numerals: 2010

If the issue crosses over from one year to the next (December to January), use only the last year: 2010.

Magazine	*	*	*	Month	Year
American Girl	MAG	AME			
BMX Plus	MAG	BMX			
Discovery Girls	MAG	DISC			
Kids Discover	MAG	KIDS			
Mailbox – Kindergarten	MAG	MAIL	KIN		
Mailbox – Grade 1	MAG	MAIL	1		
Mailbox – Grades 2-3	MAG	MAIL	2-3		
Mailbox - Intermediate	MAG	MAIL	INT		
National Geographic for Kids	MAG	NAT			
Ranger Rick	MAG	RAN			
Sports Illustrated for Kids	MAG	SPO			
Teacher’s Helper – Kindergarten	MAG	TEA	KIN		
Teacher’s Helper – Grade 1	MAG	TEA	1		
Teacher’s Helper – Grades 2-3	MAG	TEA	2-3		
Teacher’s Helper - Intermediate	MAG	TEA	INT		
Your Big Backyard	MAG	YOU			
Zoobooks	MAG	ZOO			

Each time a space is used in a call number, the call number drops to the next line, so be careful and use spaces only as shown in the above chart. When call numbers are printed, you will get spine labels that look like these:

MAG	MAG	MAG	MAG	MAG	MAG
BMX	KIDS	MAIL	TEA	SPO	ZOO
JUN	MAY	2-3	INT	MAR	APR
2010	2010	O/N	F/M	2010	2010
		2009	2010		

Attach Spine Label and Barcode

Print Spine Label and attach to the front cover of the magazine in the upper left corner.. Place the barcode directly below this spine label.

Exceptions?

There are no exceptions. Zoobooks and Kids Discover are treated exactly like all other magazines that children read for pleasure and interest. Please do not laminate magazines. They are to be disposable.

What About the Older Issues of Magazines?

These issues will not appear in Destiny as of January 2010. However, you may still continue to check them out following either one of these procedures.

You may:

1. Re-enter the copy following the new instructions and replacing the old spine label.

OR

2. Use a temporary checkout .

How Do I Do a Temporary Checkout?

When the student checks out the magazine, scan the barcode as usual.

If Destiny cannot find the copy barcode, it gives you the opportunity to add a temporary record without disrupting the transaction.

1. If you've entered an unknown barcode number, click **Yes** to the message, **Copy [number] is not cataloged. Do you want to check it out?** (Depending on whether you click "enter" , hit "find copy", or hit "add title" after scanning the barcode you will get a version of the previous message)
2. If you already know the item isn't cataloged, click  .
3. Enter a barcode number and a title.
4. Click  .
5. When the magazine is checked in, this temporary record will be deleted.