Adding Title and Copy Records Manually

Adding Titles
Some materials might seem challenging to catalog and add to your library’s collection, such as your school’s yearbook or a self-published collection of your students’ work. Destiny Library Manager’s Easy Editor makes manually adding any title record quick and easy.

1. Select Catalog > Add Title.
2. Select the material type you want to search for in the Find drop-down.
3. Select the type of search you want to conduct from the with drop-down.
   Note: Follett recommends you search by ISBN to ensure you are not duplicating records.
4. If a title is not available in the district catalog, Follett’s Alliance Plus®, or z-source databases, the Add Title page opens.
5. On the Brief Title subtab, enter basic information about the title you are cataloging. You can find most of this information on the item’s title or copyright pages.
6. On the **Series/Notes** subtab, enter information about the title’s series or volume, if available, and its interest level. If your school uses Lexile® Measures or the Fountas and Pinnell program, you can also enter the codes here.

7. On the **Subjects** subtab, enter subject headings. You can click **Find Heading** to see a list of headings previously used in your library. These headings help your patrons find titles with a common topic.

8. On the **Resources** subtab, you can enter links and a brief description for any related digital resources, such as websites.
9. On the **Added Entries** subtab, you can enter a different title for the item or any co-authors, illustrators, or editors.

10. On the **RDA Types** subtab, you can select content, media, and carrier types from the drop-downs. Adding the RDA types expands your patrons’ ability to find and access your library’s resources.

   **Note:** Your district must have RDA as the preferred descriptive cataloging form to view this subtab.
Adding Copies

To add copies to an existing district record, click on the title or Details. The Title Details page opens with additional information about the item. Select Add Copies to add a copy to this record.