Starting an Inventory in Library Manager

Tracking the location and status of your library materials is an important step in managing your inventory. Destiny Library Manager’s simple and efficient inventory function makes it easy to account for each resource, its location, and status.

1. On the **Back Office** tab, **Inventory** option, click **Start New**.

2. On the **Start Inventory** page, enter a unique name for your inventory.

3. To inventory your entire collection, leave the **Call Numbers from** and **to** fields blank. If you want to inventory only a section of your collection, enter a Dewey number or call number range in the from and to fields.

   **Note:** If you enter call number prefixes, Library Manager includes all copies with that prefix. For example, if you enter “E AAA” to “E CZZ,” the inventory includes all copies with a prefix of “E.”

4. You can limit your inventory to certain circulation types, such as new releases or audiovisual equipment, by clicking **Update**. The default setting is **All Circulation Types**.

5. You can exclude any items that library staff recently reviewed by entering a date in the **Except for copies that have been seen on or after** field. For example, entering a date three days ago lets you exclude any items recently checked in or out, or new materials that were cataloged in the last few days.
6. After setting the inventory criteria, click **OK**. Click **Yes** in the confirmation message to begin the inventory.

![Confirmation Message]

**Note:** Once you confirm the inventory, you cannot edit the criteria or rename the inventory.