Follett Destiny Inventory

Set-up Tips

- You can set the scope of an inventory by call number range, circulation type, sublocation or any combination of these options. Be as precise as possible; if you’re only inventorying the reference section, de-select all the other circulation types. That will help you identify titles that are marked Reference but mistakenly shelved somewhere else.

- When setting your call number range, remember that Destiny will ignore any characters after the starting prefix (e.g. FIC). There is no way to do an inventory of fiction from A to C.

- If you set up inventory incorrectly (meaning the scope is broader or narrower than you intended), you can’t fix it. But you can start over again without having to rescan what you’ve already scanned.

  1. Finalize the incorrect inventory. Select Ignore Them and click Yes.

  2. Set up a new inventory with the correct scope and change the start date to the day before you began scanning books for the earlier inventory.

- After the starting date of your inventory, Destiny automatically accounts for any title within your inventory parameters if it has been:
  - Checked in
  - Checked out
  - Scanned into inventory
  - Had its copy record updated
Any time you scan a title that lies outside the inventory parameters you’ve set, you’ll hear an alert tone. That tells you that the book is misshelved or the copy record has either the wrong call number, circulation type or sublocation.

When you think you’re ready to finalize your inventory, click the Finalize button to see the pop-up window above. Be sure to look at the number of copies unaccounted for. If it’s a large number, that may mean that you missed scanning a shelf, a bookcart, books on display, etc. When you think you’ve gotten everything scanned, click to mark all the copies unaccounted for as Lost and click Yes.

You can print out a list of the lost books from this inventory and begin to do a little detective work to see if you can find them. When you do, check the book back in and its status will change from Lost to Available.

Lost Books
To see a list of all the lost books in your collection, go to Back Office > Inventory and click the View Lost button. This gives you an interactive list where you can click any title to mark it Found or Delete it from the collection entirely. **NOTE: You won’t see this button if you’re currently conducting an inventory.**

An alternate way to get a lost list is to go to Reports > Library Reports > Titles & Copies. Under the “Show Titles” dropdown menu, select “With lost copies.” This method will give you a simple report that is not interactive.