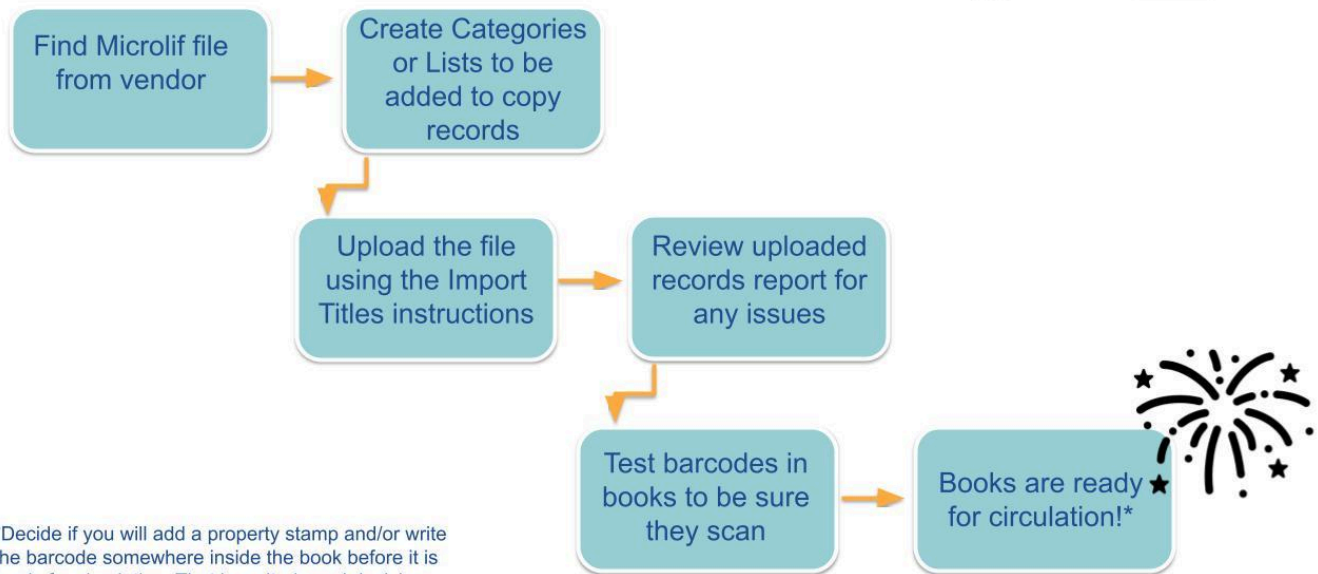
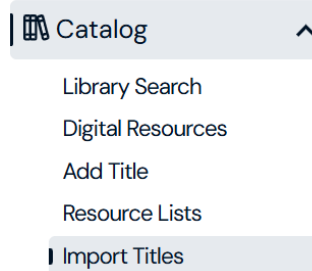


Shelf-Ready Cataloging



If books were ordered with shelf-ready processing from an outside vendor, like PermaBound or Scholastic, you will need to locate the MARC record file from your account with that vendor. Often they are emailed when books are shipped or they can be downloaded from the vendor website.

To upload MARC records, go to Destiny Back Office > Catalog > Import Titles



<p>Keep the default setting for Title Matching and Copy Matching</p> <ul style="list-style-type: none"> • “Strict” • “Replace” • “Skip” 	<p>Title Matching ?</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> Strict - Standard numbers, titles, material types, authors, and publication dates must match <ul style="list-style-type: none"> <input type="checkbox"/> Remove the author requirement from the strict matching rules <input type="radio"/> Relaxed - If no standard number is found, allow matches based on title, material type, author, and publication date <ul style="list-style-type: none"> <input type="checkbox"/> Remove the standard number and publication date requirements from the relaxed matching rules <p>If an incoming title matches an existing title:</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> Replace the existing title if the incoming title is better ? <input type="radio"/> Skip the incoming title <input type="radio"/> Always add the incoming title (may cause duplicate titles; Strict Matching will be used) ? <p>Copy Matching</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> Skip the incoming copy if its barcode matches an existing copy's barcode <input type="radio"/> Replace the existing copy with the incoming copy if the barcodes and the titles match <input type="radio"/> Always add the incoming copy record and assign it the next available barcode
<p>Click Update to edit the Assign Copy Information</p>	<p style="text-align: right;">Assign next barcode</p> <p style="text-align: center;">Update</p> <p>Assign Copy Information</p> <p>If missing, assign the following information to each copy that is added or replaced:</p> <ul style="list-style-type: none"> • Circulation Type: Regular • Status: Available (only when adding copies)
<p>Recommended information to update:</p> <ul style="list-style-type: none"> • Copy Categories • Vendor • Funding Source <p>Click OK</p>	<p>Assign Copy Information</p> <p>If missing, assign the following information to each copy that is added or replaced:</p> <p>Circulation Type <input checked="" type="radio"/> Regular <input type="radio"/> Based on Call Number Update</p> <p><small>If an incoming call number is not assigned to a Circulation Type, the Circulation Type will be set to "Regular".</small></p> <p>Copy Categories Assign</p> <p>Sublocation -- Undefined -- Other</p> <p>Vendor PermaBound Other</p> <p>Funding Source Title I Other</p> <p>Status Available (only when adding copies)</p> <p>For every incoming copy where the price has...</p> <p>Change Currency Code US Dollar (USD) to US Dollar (USD)</p> <p>Exchange Rate : <input type="text"/></p> <p>(Leave the box empty to make no changes to incoming price information.)</p> <p>OK Cancel</p>
<p>Click Assign next to Copy Categories.</p>	<p style="text-align: center;">will be set to "Regular".</p> <p>Copy Categories Assign</p>

<p>Check the box next to the preferred category (you <i>can</i> choose more than one)</p>	<div><div></div><div>New Books 2021</div><div></div></div> <div><input checked="" type="checkbox"/></div>
<p>Click Ok.</p> <ul style="list-style-type: none">Chosen categories will be listed next to Copy Categories.	<div>Copy Categories New Books 2021, PACE</div>
<p>Once all Assign Copy information is updated, click OK.</p> <ul style="list-style-type: none">Note that this copy information will apply to all records being uploaded. If you want only some copies to have specific information, it will need to be added to the record manually.	<div><div>Assign Copy Information</div><div>If missing, assign the following information to each copy that is added or replaced:</div><div><div>Circulation Type</div><div><input checked="" type="radio"/> Regular <div></div><div>Based on Call Number</div><div><small>If an incoming call number is not assigned to a Circulation Type, the Circulation Type will be set to "Regular".</small></div></div><div><div>Update</div></div></div><div><div>Copy Categories</div><div>New Books 2021, PACE</div><div><div>Assign</div></div></div><div><div>Sublocation</div><div>-- Undefined -- <div></div></div><div><div>Other</div></div></div><div><div>Vendor</div><div>-- Undefined -- <div></div></div><div><div>Other</div></div></div><div><div>Funding Source</div><div>-- Undefined -- <div></div></div><div><div>Other</div></div></div><div><div>Status</div><div>Available <div></div></div><div>(only when adding copies)</div></div><div><div>For every incoming copy where the price has...</div><div><div>Change Currency Code</div><div>US Dollar (USD) <div></div></div><div>to</div><div>US Dollar (USD) <div></div></div></div><div><div>Exchange Rate :</div><div></div></div><div><div>(Leave the box empty to make no changes to incoming price information.)</div></div></div><div><div>OK</div><div>Cancel</div></div></div>
<p>Back on the Import Titles screen, click Choose File.</p>	<div><div>Status: Available (only w</div><div>Import File</div><div>Choose File</div><div>No file chosen</div><div><div><input type="checkbox"/></div><div>Add the titles in the import file to</div><div><div></div><div></div></div></div></div>

<p>Find and attach the Microlif file sent to you by the vendor.</p> <ul style="list-style-type: none"> Optional - Choose a pre-created list to add all titles to. 	<div> <div> Import File Choose File MICROLIF.001 </div> <div> <input checked="" type="checkbox"/> Add the titles in the import file to New Books 2021-2022 View List </div> <div> <input type="checkbox"/> This file contains eBook records for only this site. ? </div> <div> <input checked="" type="checkbox"/> Limit the Job Summary details to errors and warnings (clear this option for a record of every title and copy in the import file). </div> <div> <input type="checkbox"/> List possible duplicate titles in the Job Summary after import. ? </div> <div> Preview Import </div> </div>
<p>Click Import.</p>	<div> <div> Import </div> </div>
<div> Help and Questions </div>	
<p>Please contact the Library Media Services Department for assistance with Destiny.</p> <p>Nancy Cravey, Library Media Services Lead Teacher craveyn@gcsnc.com</p> <p>Natalie Strange Director of Library Media Services strangn@gcsnc.com</p>	