

Checking Books In [\(view video tutorial here\)](#)



1. Grab one of the “catalog” chromebooks (it will say Library Kiosk) on it.
2. Remove the black scanner and cord from the circulation desk PC (on the blue counter) and plug it into the chromebook.
3. The chromebook should be on this screen. Choose our school from the list.

PPS School Library Catalog Links

K-5 Schools	K-8 Schools	Middle Schools	High Schools
ABERNETHY AINSWORTH ALAMEDA ARLETA ATKINSON BEACH BC HOLYWOOD BOISE-ELIOT HUMBOLDT BRIDGER BRIDLEMILE BUCKMAN CAPITOL HILL CHAPMAN CHIEF JOSEPH CRESTON DR. MARTIN LUTHER KING JR. DUNIWAY FOREST PARK	GLENCOE GROUT HAYHURST IRVINGTON JAMES JOHN KELLY LEE LENT LEWIS LLEWELYN MAPLEWOOD MARKHAM MARYSVILLE PENINSULA RICHMOND RIEKE RIGLER ROSA PARKS ROSE CITY PARK	RICHMOND RIEKE RIGLER ROSA PARKS ROSE CITY PARK SABIN SCOTT SITTON STEPHENSON VESTAL / ACCESS WHITMAN WOODLAWN WOODMERE WOODSTOCK	ASTOR BC FERNWOOD CESAR CHAVEZ CREATIVE SCIENCE FAUBION HARRISON PARK LAURELHURST ODYSSEY SKYLINE SUNNYSIDE VERNON WINTERHAVEN
		BEAUMONT DA VINCI GEORGE GRAY HOSFORD JACKSON KELLOGG LANE / ACCESS MT TARBOR OCKLEY GREEN ROSEWAY HEIGHTS SELLWOOD TUBMAN WEST SYLVAN	ALLIANCE AT MEEK BENSON CLEVELAND FRANKLIN GRANT IDA B. WELLS JEFFERSON LINCOLN MCDANIEL PORTLAND EVENING SCHOLARS ROOSEVELT
			K-12 Schools METROPOLITAN LEARNING CENTER PIONEER

Check out [Library Services Dept](#)
Providing library and research resources for PPS schools, students, including the
[Professional Library](#), a library for educators and staff.

4. Click on “Back Office” (along the top)

5. Click “Login” (top right corner)

6. On the right side of the screen, where it says “Log in using your Destiny account,” use the volunteer login credentials provided by Ms. Aubrey.

7. Click on “Circulation” (along the top)

8. Click “Check in” (left side)

9. Begin scanning books. Go slowly and look up after each one to ensure that each is scanned before the next. The cursor must be in the “Find” field or the book will not be accounted for. Watch for messages and dismiss before continuing. Caution: the scanner MAY make a sound even if it hasn’t been checked in.

10. Common Error Messages:

- Book on Hold. Set book aside, click OK. Later, grab a hold bookmark (top drawer of circ desk). Complete it and put the book on the hold shelf for the appropriate grade.
- Book had been marked Lost = OK. No further action needed.
- Patron status was inactive = OK. No further action needed.

Shelving

[Please watch this video to get oriented to the layout of the library.](#)

Adding Sublocations to Destiny Records

1. Login to Destiny Discover.
2. Select Catalog (top tabs).
3. Select Update Copies (left menu).
4. Select Batch Update (upper sub-tabs).
5. From the first (leftmost) dropdown menu, select Change Sublocation to:
6. From the second (rightmost) dropdown menu, select the appropriate Sublocation.

For example:

- for Everybody (picture) books about Activism, select E Activism
- for Chapter books in the red section, select CHAP Red

7. Click in the field next to Create a barcode list.
8. Begin scanning barcodes, ensuring that they are generating a list.
9. When finished, click Update at the bottom of the screen.

Glencoe Library

View All

Aubrey T Pagenstecher

Log Out

Help

Shop

Community

Dashboard

Catalog

Circulation

Reports

Admin

My Info

Update Copies

Library Search

Destiny Discover

WebPath Express

Standards Search

Resource Search

Resource Lists

Titlewave

Transfer Resources

Update Titles

Update Copies

Update Resources

Search Setup

Individual Delete

Batch Delete

Individual Update

Batch Update

Global Update

Receive

How do I... ?

Update the following Library information...

Change Sublocation to : E Activism

- Select a copy field -

- Select a copy field -

Update all copies in: Barcode List

Create a barcode list

Add

-- Barcodes --

Remove

OR...

Select a barcode file

Choose File

No file chosen

This process cannot be reversed. Before proceeding, you should have a current backup of your database. Your last SQL backup was on 12/5/2024 10:10 PM server time.

Update

10. To scan a new batch, find the breadcrumb (not the browser's back button) at the top to return to the previous screen.

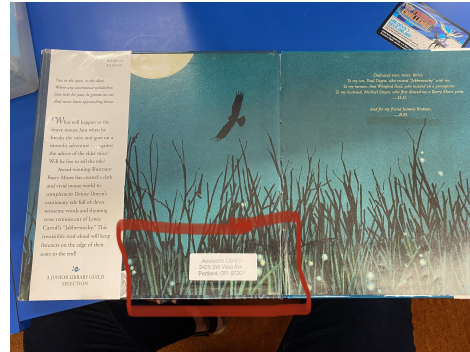
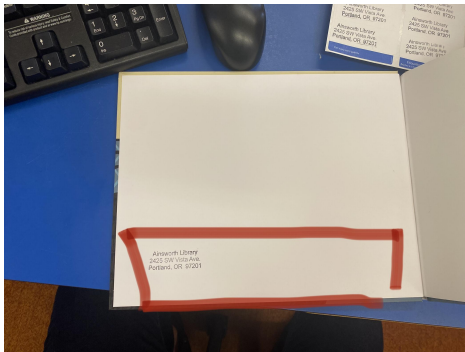
The screenshot shows the Glencoe Library website interface. The top navigation bar includes the Glencoe Library logo, a settings gear, a 'View All' dropdown, the user name 'Aubrey T Pagenstecher', and links for 'Log Out', 'Help', 'Shop', and 'Community'. Below this is a secondary navigation bar with 'Dashboard', 'Catalog', 'Circulation', 'Reports', 'Admin', and 'My Info'. A breadcrumb trail 'Update Copies > Job Manager' is visible, with 'Update Copies' circled in red. On the left is a sidebar menu with options like 'Library Search', 'Destiny Discover', 'WebPath Express', 'Standards Search', 'Resource Search', 'Resource Lists', 'Titlewave', 'Transfer Resources', 'Update Titles', 'Update Copies' (highlighted), 'Update Resources', and 'Search Setup'. The main content area displays a table of jobs. The table has columns for 'Job', 'Submitted By', 'Started', and 'Status'. It shows a list of 'Update Copies' jobs submitted by 'Aubrey T Pagenstecher' on 12/6/2024, all with a status of 'Completed'. Each row includes a 'View' link and a trash icon. The table is titled 'Jobs: 1 - 25 of 640' and includes a 'Refresh List' link and pagination controls.

Job	Submitted By	Started	Status
Update Copies	Aubrey T Pagenstecher (12/6/2024 3:45 PM)	12/6/2024 3:45 PM	Completed (12/6/2024 3:45 PM)
Patron ID Cards	Aubrey T Pagenstecher (12/6/2024 12:54 PM)	12/6/2024 12:54 PM	Completed (12/6/2024 12:54 PM)
Update Copies	Aubrey T Pagenstecher (12/6/2024 11:41 AM)	12/6/2024 11:41 AM	Completed (12/6/2024 11:41 AM)
Update Copies	Aubrey T Pagenstecher (12/6/2024 11:36 AM)	12/6/2024 11:36 AM	Completed (12/6/2024 11:36 AM)
Update Copies	Aubrey T Pagenstecher (12/6/2024 11:35 AM)	12/6/2024 11:35 AM	Completed (12/6/2024 11:35 AM)
Update Copies	Aubrey T Pagenstecher (12/6/2024 11:33 AM)	12/6/2024 11:33 AM	Completed (12/6/2024 11:33 AM)
Update Copies	Aubrey T Pagenstecher (12/6/2024 11:32 AM)	12/6/2024 11:32 AM	Completed (12/6/2024 11:32 AM)
Update Copies	Aubrey T Pagenstecher (12/6/2024 10:20 AM)	12/6/2024 10:20 AM	Completed (12/6/2024 10:20 AM)

11. Repeat the steps above.

Processing ADDs (New Books)

1. You'll find the necessary **Processing supplies** behind the circulation desk (blue counter) in a basket near the window. It should contain barcodes, clear label covers, a school property stamp and property labels.
2. **Property stamp** the inside front cover of the book near the bottom.
 - a. If there is a book jacket in the way, stamp vertically closer to the spine.
 - b. If the endpapers are glossy or too dark for a stamp to be visible, use a label with the property stamp already printed on it.



3. Add a **barcode** label to the upper left corner of the front cover.
 - a. Place it parallel to the spine (vertically). Place it at least $\frac{1}{4}$ " from the crease created when the book opens. If it's obscuring the title, you can slide it down toward the middle, keeping it near the spine. If you're not sure, just set it aside.
 - b. Place a clean label cover over it, ensuring that the label cover does not cover that crease.



4. If I've already printed **spine labels**, they'll be tucked inside the first book in the pile.
 - a. Place the spine label about $\frac{1}{4}$ " from the bottom of the spine to allow room for the label cover.
 - b. If the spine is thin, please place the label in the lower right corner of the front cover.
 - c. Cover with either a clear label cover (English titles) or purple label cover (for Spanish).



Library Cards

1. Please help put these out before each class arrives.
 - a. These are located in the card catalog drawers behind the circulation desk. Tuesday is the leftmost drawer; to the right are the cards for Thursday and Friday.
 - b. If there are seat assignments handwritten on the cards, those need to be put on the tables in the appropriate places. If they're blank, please spread them out on the circ desk.
 - c. Collect all cards as classes leave, rubber band, and return them to the appropriate basket.
 - i. If they have seat assignments, please reorganize them in ascending order by table and seat number. (T1 S1, T1, S2...T2, S1, T2, S2....)

Adding New Books to the Catalog

1. In Destiny, go to Catalog
2. Select Number along the top.
3. Find: ISBN
4. Location: Portland Public Schools
5. Scan the barcode on the BACK of the book.

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6. Click the Add Copies button
7. Scan the barcode on the FRONT of the book (Glencoe Library 31168....)
8. Click inside the Call Number box and enter info from spine label
9. Enter purchase price (on back cover or inside front cover)
10. Click Save Copies button

The screenshot shows the 'Add Copies' form in the Glencoe Library Catalog. The top navigation bar is identical to the previous screenshot. The main content area is titled 'Library Search > "Draw out the story" > Add Copies'. The form is for the book 'Draw out the story : ten secrets to creating your own comics' by Brian McLachlan. It includes fields for 'Status' (set to 'Available'), '*Number of copies' (set to '1'), 'Starting Barcode' (set to '7'), '*Call Number' (set to '8'), 'Purchase Price' (set to '9'), 'Circulation Type' (set to 'Regular - Book, AV, Mag, Kit'), and 'Date Acquired' (set to '1/30/2025'). A 'Save Copies' button is highlighted with a red '10'. There are also 'Print labels' and 'Cancel' buttons. A note at the bottom indicates '* Required Field'.

