Adding Textbooks in Destiny Textbook View

Select Textbook View in the drop-down menu for views:

You are already in Textbook Search, which locates textbook titles. In the Look in: drop-down menu, select Aurora Public Schools, which will provide the widest search. If you know the book is already in your site’s Destiny, you can search your school first.
You can search by various means, but the quickest and most accurate search is to select ISBN from the Find, drop-down menu:

The ISBN (International Standard Book Number: a 13-digit number to identify books and publishers. Older books may have only a 10-digit number. US publishers start the ISBN with 978. The ISBN is often on the back cover of a textbook. It is much easier and more accurate to scan ISBNs than to type them.

In the search field, type in or scan the ISBN of the textbook for which you are searching. If typing, omit the dashes in the number. Click Go if necessary:
Check that the correct textbooks shows. Click Add Copies, and skip to Adding Copies on page six:

WE INTERRUPT THIS PROGRAM TO BRING YOU THIS SIDEBAR SHOULD YOU NOT FIND YOUR TEXTBOOK:

Click Add Textbook and scan the ISBN. If it doesn’t search automatically, click Go:
If the search results in the correct textbook, click the textbook title or the Details icon to view the record:

At this screen, you can click Save Title or Add Copies, then skip to Adding Copies on page six:
If you get this window and message:

**PLEASE DO NOT ADD A TEXTBOOK ON YOUR OWN! PLEASE LET LIBRARY SERVICES PROGRAM DO IT.**

Please send an email to your Library Services Program liaison with the following information:
- ISBN
- Title – as complete and accurate as possible; include edition/version numbers if available
- Authors
- Publisher
- Copyright date

All of the above info should be on the version page (the back page of the title page). You can also send us the textbook via school mail.

When we get the email or the book, we’ll create a new record and email you to let you know the record is ready for you to get and use. We will always add the record to Aurora Public Schools, so be sure to search there and not at your school. If you send us the textbook, we will return it by school mail.

**WE NOW RETURN YOU TO YOUR REGULARLY SCHEDULED PROGRAM, ALREADY IN PROGRESS ON PAGE SIX:**
ADDING COPIES

Scan the textbook barcode label into *Starting Barcode* field. To save time, if you know how many copies of this textbook are to be added, enter that number in the *Number of copies* field. So if you enter 100 in that field, *Destiny* will add 100 copies automatically, starting with the barcode you entered. Then you just have to attach the barcodes to the books. The barcodes come with a smaller label is added to the last printed page of the book.

Enter the replacement cost of the textbook in the *Purchase Price* field.

The last, and most important step: Click *Save Copies*. 
If entering multiple copies at one time, you will see a window asking you to confirm.

You should get a confirmation message that your copy or copies have been successfully added and saved:

If you have any questions, problems, or concerns, please contact your local, friendly, neighborhood Library Services Program liaison.