

Destiny® Textbook Manager

Edit a Barcode

Easily replace a damaged or missing barcode with a new one.

1. Log in to the school.
2. Select **Circulation > Copy Status**.
3. Scan or type the copy barcode in the **Find Copy** field.

Dashboard Catalog Circulation Reports Admin Messages

Copy Status

Check Out Text
Check In Text
Renew
Fines
Copy Status
Patron Status
Offline Circulation
Textbook Information

Find Copy

How do I... ?

4. Click **Go**.
5. On the Copy Status page, click **Edit Copy**.

Find Copy

How do I... ?

South Carolina Journeys, Grade 1 -- Student Edition, Volume 6

Author Baumann, et al Location

Barcode SDE00006266184 Status Available

Replacement Price \$33.05 Budget Category

Date Acquired 7/31/2012 Vendor

Condition New Publisher Houghton Mifflin Harcourt Publishing Company

ISBN 978-0-547-48915-5

Current Checkout
None

Previous Checkout
(Returned: 11/19/2020)
Patron Teamer, Neal Afton [Student]
Barcode P 45072
Grade Level 2
Homeroom Osborne, Mistie L.

Notes

There are no notes for this copy

6. Enter the new **Barcode** number.

How do I... ?

South Carolina Journeys, Grade 1 -- Student Edition, Volume 6

Author Baumann, et al
Student Edition Printed

* Barcode

Status Available ?

Condition New

Location -- Undefined --

Budget Category

Date Acquired 7/31/2012 ?

Purchase Price

Purchase Order Number

* = Required Field

Copy Categories ?

Notes ?

There are no notes for this copy

7. Click **Add Note**.
8. Enter the original barcode number in the note field.

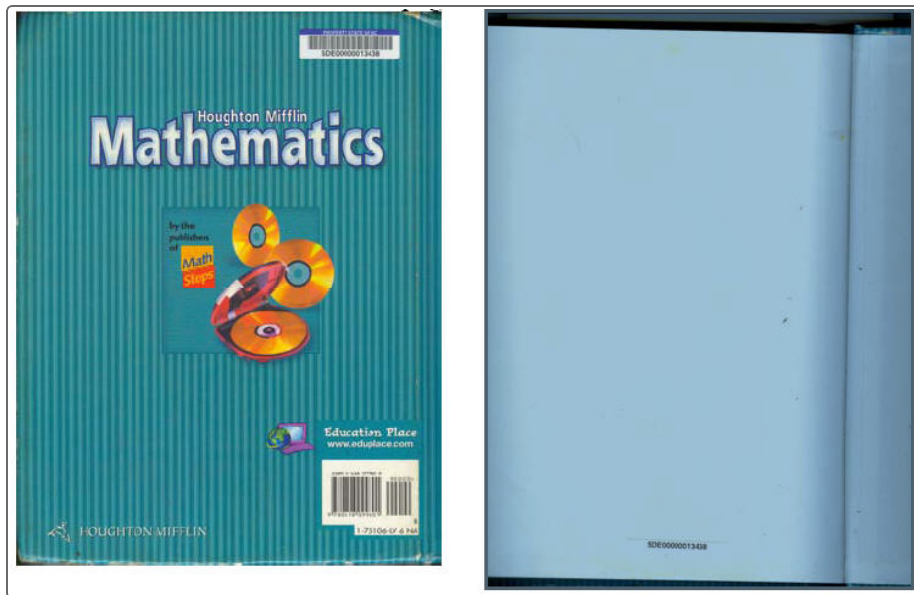
Display this note whenever the copy's information is accessed. ?

9. Click **Save Note**.
10. Make any other changes, and then click **Save Copy**.

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Replace the Barcode

The barcode label is affixed on the back of the textbook and the identity label is placed on the back inside cover at the bottom:



Note: Barcodes must be applied at least $\frac{1}{4}$ inch from the spine.

The exact placement of the barcode label is important. Barcode labels include the actual label and an identity strip. Both of these ensure the identification of the materials if the barcode is removed. The identity strip should be placed on the bottom center of the end page. If using label protectors (optional), be sure to allow for overlap.