LOCATING THE COPY COUNT STATISTICS

Destiny Library Manager™ allows users with full access to view the collection statistics.

In this tutorial you will learn how to:

- Locate and view the copies located in the library collection

Requirements:

- PC or MAC
- A web browser such as:
  - Google Chrome
  - Internet Explorer
  - Mozilla Firefox
  - Safari
- Internet connection
- LAUSD Single-Sign on
- Destiny Library Manager Teacher Librarian or Library Aide access

**STEP 1: LOGIN TO DESTINY**

**STEP 2: CIRCULATION TAB**

1. Once logged in, click on the “Circulation” tab
2. Click on the “Library Information” option located on the left-side of the screen
3. Click on the “Statistics” sub tab located on the upper right-side of the screen
4. On the “Library Snapshot” screen, under the “Materials” heading look for the “Copies” sub heading

**STEP 3: USE OF THE DATA**

1. Use the “Copies” count number for the data necessary to answer question #9 on the CDE survey