

# Cataloging

## Title records and the Destiny database

In district, or multi-site, installations of Destiny, schools "share" title records and patron records. This reduces duplication and allows schools to circulate, track materials, and build statistics throughout the district.

This can affect the way you catalog.

Before you create a new title record, you should try to locate a record in the database; it might already exist. After you search for a record on the Add Title page, you may get several records in your search results. Each entry in the list has an icon that indicates where it came from:

-  indicates a record that is already in your database. You may not have seen it before because Destiny "hides" title records from schools that don't have any copies of them. Once you add a copy, the title appears in search results at your library.
-  indicates a record that is in the Alliance Plus database. If you want this title record in your collection, just save it.
-  indicates a record that is from a Z39.50 server. The name of the Z39.50 server appears right underneath this icon.

To prevent duplicate entries in your database—and your students' search results—add your new copy to the title record that's already in your district's database () whenever possible.

## Adding or editing a title

The **Add (or Edit) Title** page provides you with six tabs for cataloging your titles.

The **Easy Editor** is ideal for adding uncomplicated records to your collection. Simple prompts identify the most common information needed to catalog a title. If you're cataloging a book, you can find much of the information you'll need on the title and copyright pages.

Each field on the page has an individual help topic that also contains its MARC tag number.

Because the five tabs have a limited number of fields, you may also need to use the MARC Editor, where you can take full advantage of the detail and flexibility of the

MARC standard. In the Editor, links to complete help topics (📖) are adjacent to each tag. In addition, each author, subject, and series field has a Find Heading link (🔍) so that you can retrieve headings from your collection.

You can toggle between the Easy Editor and the MARC Editor. Each field has an individual help topic that also contains its MARC21 tag number.

## Brief title tab

You can enter the basic information about the item that you're cataloging on the **Brief Title** tab: the title, standard numbers, material type, author, publication information, and physical format.

Entering information on this one tab creates a brief record—one that contains only tags 000 through 300.

If you're cataloging a book, you can find most of this information on the [title page](#).

To find the correct form of an author's name, use [Find Heading](#).

## Series/Notes

Use the fields on the **Series/Notes** tab to provide your patrons with information about the title's series and volume and its interest level. This information appears in the Explore! section of the **Title Details** page.

To find the correct term for a series' name, use [Find Heading](#).

If your school uses Lexile Measures or the Fountas and Pinnell program, enter the levels here. They appear in the Additional Info section. In the Reading Program Search, patrons can limit search results to these books.

For other reading programs, you'll need to open the MARC Editor and add a 526 field.

You can also create general, content, and summary notes. The summary note appears in the top section of the **Title Details** page. The general and content notes appear in the Additional Info section.

If you add local notes (590) in the MARC Editor, they also appear under Additional Info.

Destiny examines [all these note fields](#) when library patrons perform Keyword searches.

## Subjects

Use the options on the **Subjects** tab to maintain subjects for this title. Subjects help your patrons find titles with a common topic. They appear in the Explore! section of the **Title Details** page.

To find the correct wording for a subject, use [Find Heading](#).

Note: If you'd like to create site-specific subjects, click  back on the **Title Details** page.

Or, in the MARC Editor, add any 69X tag with a \_5 subfield containing Destiny(<site ID>).

Site-specific subjects are those that appear only at one site (identified in subfield \_5 of the subject field).

## Resources

On the **Resources** tab, you can add several links for electronic resources. The descriptions appear as links to the web sites in the Explore! section of the **Title Details** page.

You can also add links to your own digital resources (audio, video, photo) that you store on the Destiny server. Click  to add the content. In the MARC Editor, click  adjacent to the 856 tag.

## Added Entries

You can enter any personal names (other than the main-entry author) that are associated with the title. You can also enter a varying form of the title—a parallel, cover, or spine title, among others.

To find the correct form of a person's name, use [Find Heading](#).

## Where do I add Accelerated Reader or Reading Counts! information?

To add quiz information, return to the **Title Details** page and click .

## Finding existing headings

Find Headings lets you select from your existing bibliographic, and, if you have them, authority, headings.

By using existing headings, you improve the consistency of the headings in your collection, and the search results of your patrons.

You'll see Find Heading buttons by the following fields:

- Author on the **Brief Title** tab
- Series on the **Series/Notes** tab
- Subject on the **Subjects** tab
- Co-authors on the **Added Entries** tab
- 100, 110, 111, 700, 710, 711, 600, 610, 611, 630, 650, 651, 655, 69X, 400, 410, 411, 440, 800, 810, 811, and 830 in the **MARC Editor**.

You can choose to search either bibliographic or, if you have them, authority headings.

1. If you're working on the **Subjects** tab, first select "Topical", "Personal", "Geographic", or "Local" from the list.
2. Enter a name or term in the field.
3. In the Easy Editor, click  .  
In the MARC Editor, click  or  adjacent to the field.
4. If you entered a term on the previous page, a search results list appears.  
If not:
  - a. Enter a term in the **Find** box.
  - b. If it appears, select either "Bibliographic Headings" or "Authority Headings" from the **in** list.
  - c. To begin the search, click .
5. To locate a heading, browse through the list that appears.  
*Note:* The number in brackets after the heading is the number of your records that contain that heading.
6. To copy the desired heading to the title record, click  next to the heading in the list.  
Important: Selecting a heading overwrites all previously existing information in the field.

Because a title record can have multiple subjects and added entries, a new heading appears in the list at the bottom of the **Subjects** or **Added Entries** tab. On all other tabs, a new heading appears in the text box for the field.

Note: Even though the **Browse Headings** list and the Easy Editor do not display all the subfields, all the existing subfields are added to the title record. The two exceptions are the 440 and 830 fields where any information in subfields v and x is *not* added to the title record.

7. Make sure to click  when you are done.

If you don't find a usable heading, enter a new term in the **Find** box and click  again.

Notes:

Headings that contain unsupported diacritics may appear in the **Browse Headings** list. They do *not* transfer, however, to the title record when you click .

## Do I need to add the punctuation?

You can either enter the punctuation for the fields and subfields manually, or select the **Check punctuation on Save** check box before saving the record.

- If you select the check box and then click , Destiny reviews the punctuation and offers suggestions that you can accept or not.
- If you clear the check box and then click , Destiny saves the punctuation as entered.

## Additional information

For MARC cataloging information go to Ms. Marc @ [http://www.follettsoftware.com/sub/ask\\_ms\\_marc/](http://www.follettsoftware.com/sub/ask_ms_marc/)

To help you understand MARC tags go to [http://www.follettsoftware.com/sub/tag\\_of\\_the\\_month/](http://www.follettsoftware.com/sub/tag_of_the_month/)

