

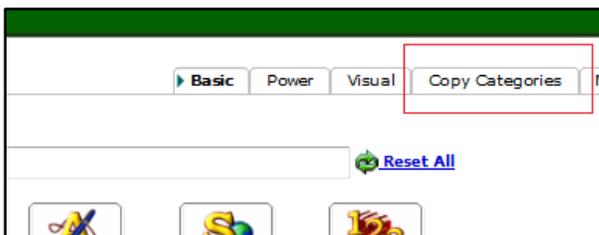
# FOLLETT DESTINY

## CATALOG: Creating Categories

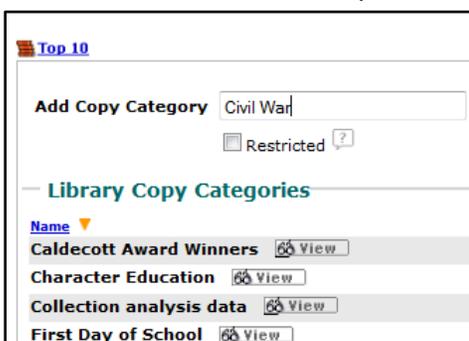
**Categories** are a useful catalog tool for creating topical lists of items. They are more versatile than Resource Lists, as they can be edited by multiple users. They are also easier to locate in the catalog, and they are more permanent than Resource Lists.

Here is how to set up a **Category** in Destiny:

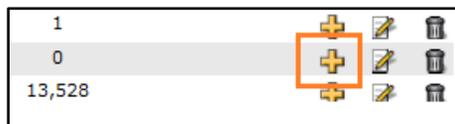
1. Log in
2. Go to the **Catalog** tab
3. Click on the **Copy Categories** tab



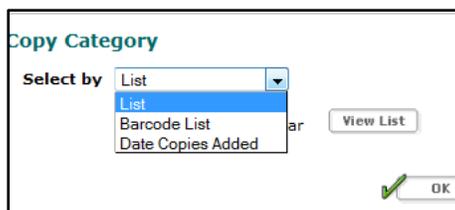
4. Enter a title for your category in the **Create Copy Category** box, and click **Save**. Be sure to **un-check** the **Restricted** box if you want the category visible to others.



5. There are a couple of ways you can add items to a copy category
  - a. **Use your Resource List**
    - i. On the right-hand side of the window, click the **plus sign** to batch-add a resource list to your category.



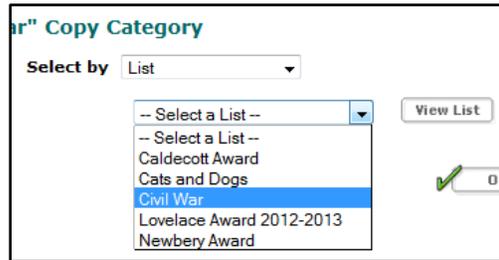
- ii. Use the drop-down menu to choose **Select by LIST**



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iii. Use the next drop-down menu to select the list you want to add, and click **OK**



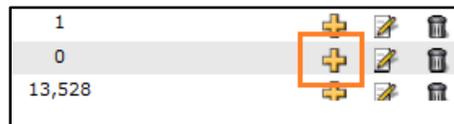
iv. The copies in your selected Resource List will be added to your copy category list



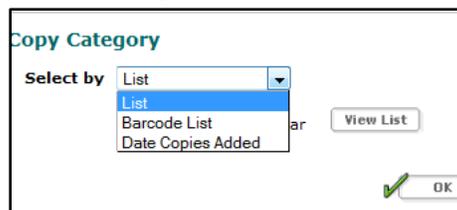
### b. Add them Individually by scanning barcodes

This is useful if you get several new items that you want to add to the category

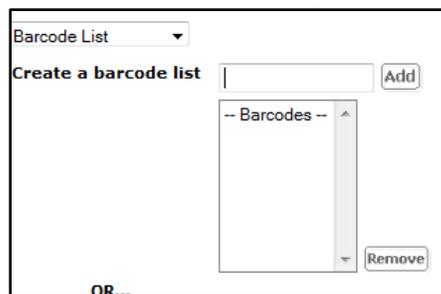
i. On the right-hand side of the window, click the **plus sign** to batch-add a resource list to your category.



ii. Use the drop-down menu to select **Barcode List**



iii. Scan the barcodes that you want to add to the list:



(we can talk about the "Select a barcode file" option later)

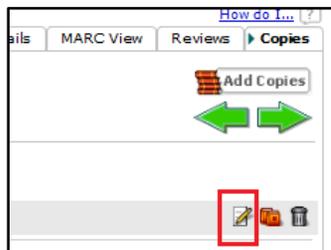
iv. The items will be added to your category

## FOLLETT DESTINY CATALOG: Creating Categories

### c. Add them individually through the Copy Record

This can be useful if you have one or two items you want to add to the category

- i. Look up the item to be added to the category – either title/keyword search for it, or search by barcode
- ii. Go to the **Copies** tab
- iii. Click the **Edit** icon on the far right-hand side of the window



- iv. Midway down the screen, click **Update** to the right of where it says **Copy Categories**. Click the Check-box next to the category where you want to add the title, and click **Save**

Name	Restricted	Assigned
Caldecott Award Winners		<input type="checkbox"/>
Character Education		<input type="checkbox"/>
Civil War		<input checked="" type="checkbox"/>
Collection analysis data	<input checked="" type="checkbox"/>	<input type="checkbox"/>
First Day of School		<input type="checkbox"/>
Fractured Fairy Tales		<input type="checkbox"/>

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### A FEW THINGS TO KNOW ABOUT CATEGORIES:

1. They can be edited by anyone with appropriate login credentials (but not students)
  2. They can be used to create category lists of (for example): Award winners, books recommended by specific teachers (e.g. Ms. Wald's favorites), specific topics, "If you liked..." lists, etc. The possibilities are endless!
  3. They can be especially useful for highlighting New Books in a given time period – if you add to the category by **Date Copies Added**, you can keep a running list of new materials
  4. **A Minor Disadvantage:** Removing items from a category can be kind of a pain. For small numbers of items, the easiest way is to follow the steps in **5c** above (adding via copy records), only un-checking the items, rather than checking them.
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### NOTES: