This PowerPoint provides step-by-step directions on how to add equipment into destiny.
1. Login as Media Specialist and click on the “catalog” tab
2. Click on “Library Search”
3. Click on “Number” tab.
4. In the “Find” box, select “control number”
When adding equipment in Destiny you will need to know the CONTROL NUMBER assigned to the equipment. This information is on the Equipment Control Number List.

We no longer will use ISBN numbers for equipment.
Here is a screen shot of the first page of the Control Number Equipment list. Each type of equipment has a unique control number. If the Control Number Equipment list does not have the type of equipment you want to add, you will need to contact Desiree at LRIM to create a control number for your item.
After typing in the control number and clicking go, if no local copy is found at your location, you can still add an equipment copy to your location by finding a copy of the equipment from another location.
In the drop down box next to Location, select All High Schools. Then click go. (High schools are the most likely to have equipment records.)
After clicking go, if a copy is found from another school, you should see a screen like this.
Click the add copies button.
Once you click add copies you will be brought to a screen which allows you to enter information about your equipment.

1. In starting barcode, scan or type the barcode you are assigning to the piece of equipment.
2. In Call Number: Type EQ
3. Change the circulation type from regular to equipment.

4. Use the Description column for text only, words such as manufacturer, model, serial.

5. Use the Number column to put in the corresponding numbers for manufacturer, model, and serial numbers.
Scroll back to the top of the screen and click save. You have now added equipment in Destiny. You can scan the barcode and check it out and in via Destiny. You can now look up equipment by going to:
Catalog>library search>
Click on number sub tab
Click on Call Number
Type in EQ. Your added equipment will show here.