

Weeding Items in Destiny (method #1)

The screenshot displays the Destiny library catalog interface for Park Ridge Jr./Sr. High School. The top navigation bar includes the BLS School Library Consortium logo, the school name, and a menu with 'Home', 'Dashboard', 'Catalog', 'Circulation', 'Reports', and 'Back Office'. The 'Catalog' tab is highlighted. In the top right corner, there are links for 'Abacon', 'Log Out', 'Help', and 'Community', along with a 'New Message(s)' notification. The left sidebar contains a 'Library Search' sub-tab and a list of search-related options. The main content area shows a search bar with 'Charlie' entered, a 'Reset All' button, and search filters for Keyword, Title, Author, Subject, and Series. Below these are search filters for Location (Park Ridge Jr./Sr. High School), Material Type (Any Type), Reading Level (From to), Interest Level (From Unlimited to Unlimited), and Reading Programs (Unlimited). The footer contains copyright information: ©2002-2016 Follett School Solutions, Inc. 14_5_AU1_RC2 3/29/2017 9:28 AM EDT.

Step 1: Open the **Catalog tab then the **Library Search** sub-tab and enter the book title, author, etc.**

BLS School Library Consortium **Park Ridge Jr./Sr. High School** Abacon Log Out Help Community

Home Dashboard **Catalog** Circulation Reports Back Office New Message(s) Read



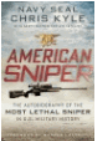

Library Search > Search Results How do I... ?

Library Search Titles Web Sites One Search Digital Resources

Searched for (insurgent). Searched in: Park Ridge Jr./Sr. High School. Printable

[Not what you're looking for? Refine your search? Browse Subjects?] Selected List: Presidents Add Page

Titles: 1 - 13 of 13 Sort By Relevance Go

	Insurgent Details Call #: FIC ROTH Roth, Veronica. Location: Juvenile Fiction Series: Divergent series Published 2012 Interest Level: Young Adult Lexile: HL 710	2 of 2 available Add to This List
	Code name Verity Details Call #: CD FIC WEIN Wein, Elizabeth. Location: Juvenile Fiction Published 2012	1 of 1 available Add to This List
	American sniper : the autobiography of the most lethal sniper in U.S. military history Details Call #: BIOG KYLE Kyle, Chris, 1974-2013. Location: Juvenile Non-Fiction Published 2012 Interest Level: Adult	1 of 1 available Add to This List
	Allegiant Details Call #: FIC ROTH Roth, Veronica. Location: Juvenile Fiction Series: Divergent series Published 2013 Interest Level: Young Adult Lexile: 830	2 of 2 available Add to This List

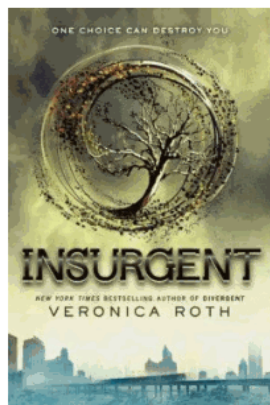
Step 2: Click the book title or book cover.

Library Search

- Destiny Quest
- Destiny Discover
- WebPath Express
- Digital Resources
- Add Title
- Resource Lists
- Import Titles
- Export Titles
- Titlewave
- Update Titles
- Update Copies
- Search Setup

How do I ?

Title Details MARC View Review **Copies**



Insurgent

Veronica Roth.
(Series: Divergent series)

Call #: FIC ROTH

Location: Juvenile Fiction

Local copies available: 2 of 2.
Off-site copies available: 17 of 20. See all...

Tris Prior survives the Erudite simulation attacks that occur during the time she expected to be celebrating her achievement of being ranked first among the initiate class of her chosen faction, Dauntless. Even though the Dauntless have been freed from Erudite mind control, a war develops and secrets emerge.



Selected List: Presidents **Add to This List**

Show Less ▲

Explore!

- View all similar titles in Titlewave **Find It**
- Identity (Psychology) **Find It** **WebPath Express**
- Families **Find It** **WebPath Express**
- Courage **Find It** **WebPath Express**
- Social classes **Find It**

Edit Title

Duplicate It

Delete Title

Add Copies

Update Image

Edit Quiz Info

Site Subjects



Explore! | Publication Info | Additional Info

Step 3: Click the **Copies** subtab.

BELS School Library Consortium
List All Sites

Park Ridge Jr./Sr. High School

Abacon Log Out Help Community

Home Dashboard **Catalog** Circulation Reports Back Office

New Message(s) Read

Library Search > Search Results > "Insurgent"

Library Search

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- Destiny Discover
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How do I... ?

Title Details MARC View Reviews **Copies**

Insurgent
Veronica Roth.
(Series: Divergent series)

Add Copies

Copies at Park Ridge Jr./Sr. High School

Call #	Barcode	Status	Description	Location
FIC ROTH	36715000163957	Available		Juvenile Fiction
FIC ROTH	36715000175100	Available		Juvenile Fiction

= Edit
 = Duplicate
 = Delete

Off-site Copies

Copies: 1 - 20 of 20

Call #	Barcode	Status	Description	Site
[Fic] ROT	38099000028108	Available		Alfred Faust School
FIC ROTH	37320000231315	Available		Dumont High School
FIC ROTH	36907000320618	Available		Eastside High School
FIC ROTH	36907000320980	Available		Eastside High School
FIC ROTH	36907000321442	Available		Eastside High School
FIC ROTH	36907000323596	Available		Eastside High School
FIC ROT	37902000288997	Available		Elmwood Park Middle/High School
JFIC ROTH	36406000583416	Available		Hasbrouck Heights Middle/High School
F ROT	37601000034167	Available		Honiss School

Step 4: Locate the **barcode that corresponds to the copy that you wish to discard.**

Step 5: Click the **trashcan button.**

BLS School Library Consortium **Park Ridge Jr./Sr. High School** Abacon Log Out Help Community

Home Dashboard **Catalog** Circulation Reports Back Office New Message(s) Read

Library Search > Search Results > "Insurgent"

Library Search

- Destiny Quest
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Copy Information

Title	Insurgent	Author Roth, Veronica.
Call Number	FIC ROTH	
Description		

⚠ Copy 36715000175100 will be deleted.

Are you sure you want to delete this copy?

Track as weeded

You may want to print this page for your records before proceeding.

Yes **No**

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Step 6: Click the **Track as weeded checkbox (this will allow you to view all weeded items in a report).**

Step 7: Click **Yes to discard this copy.**

Weeding Items in Destiny Quickly (method #2)

The screenshot displays the Destiny library management interface for Glenfield Middle School. The top navigation bar includes the BLS logo, school name, and menu items: Home, Dashboard, **Catalog**, Circulation, Reports, and Back Office. The left sidebar lists various functions, with **Update Copies** highlighted. The main content area is titled 'Update Copies' and features a 'Delete Individual Copies' section with a text input field, a 'Track as weeded' checkbox, and a 'Go' button. A toolbar at the top right of the main area includes buttons for 'Individual Delete', 'Batch Delete', 'Individual Update', 'Batch Update', 'Global Update', and 'Receive'. The footer contains copyright information: ©2002-2016 Follett School Solutions, Inc. 14_5_AU1_RC2 3/29/2017 2:02 PM EDT.

Step 1: Click Update Copies under the Catalog tab.

Weeding Items in Destiny Quickly (method #2)



The screenshot shows the Destiny library management system interface for Glenfield Middle School. The top navigation bar includes links for Home, Dashboard, Catalog, Circulation, Reports, and Back Office. The main content area is titled 'Update Copies' and features a 'Delete Individual Copies' form. The form has a text input field labeled 'Delete Copy' and a checkbox labeled 'Track as weeded'. A 'Go' button is located to the right of the checkbox. Two red arrows point to the 'Delete Copy' field and the 'Track as weeded' checkbox. Above the form, there are tabs for 'Individual Delete', 'Batch Delete', 'Individual Update', 'Batch Update', 'Global Update', and 'Receive'. The footer of the page contains copyright information: ©2002-2016 Follett School Solutions, Inc. 14_5_AU1_RC2 3/29/2017 2:02 PM EDT.

Step 2: Check off **Track as weeded .**

Step 3: Scan each item's **barcode.**

***Note: With this method the title info will not display prior to deletion. Also, you will not get a notification pop-up asking to confirm the item for deletion. Be careful!**