


Managing and Using Categories


This is a Destiny help document edited by Susan Feemster


Categories allow you to group your copies for many different purposes. These include supporting curricula, tracking vendors and funding sources, producing bibliographies and reading lists, and promoting special collections or new materials.

The **Copy Categories** list includes all your categories.

To sort the list, click any column heading. Click again to invert the order.

To view the contents of a category, click  **View**.


To assign copies to a category, click .

To change the name of the category or restrict its viewing, click .


To delete a category, click .

How do I create a category?

Open the **Copy Categories** tab of **Library Search**, **Media Search**, or **Textbook Search**, in the **Catalog**.

1. Next to **Add Copy Category** at the top of the page, enter a unique name of up to 30 characters.
2. If you want this category available to your patrons, clear the **Restricted** check box.
3. Click  **Save**.

The copy category appears in the **Copy Categories** list.

You can also create categories when adding or editing copies by clicking  **Update** adjacent to **Copy Categories** on the copy record.


Except for any categories created during a MARC import, there are no default or built-in categories.

How do I assign copies to a category?

You can assign copies to categories in either of the following ways:

- A. From **Copy Categories**, click .

Or


If you've opened the category, click  **Add to this Category**.

On the **Add to Copy Category** page that appears, you can add the contents of a Resource List, upload a barcode file, create a list of barcodes, or specify a date range that the copies were added.

Please note that adding the contents of a Resource List adds only the copies in your collection, not all the copies of a shared title.






- B. In **Add Copies** or **Edit Copy**, click  **Update** adjacent to **Copy Categories**.

In Library Manager or Media Manager, you have three additional methods:

- A. Duplicate () an existing copy. Destiny automatically includes any categories the duplicated copy has.
- B. In **Individual Update** in **Update Copies**, select a category and scan the copy barcodes.
For example, if you maintain a category for items purchased using funds from Title VI, you can quickly assign an entire box of items to the appropriate category.
- C. In **Global Update** in **Update Copies**, you can move copies from one category to another.


How do I remove copies from a category?

To remove certain copies from a category:

1. In **Copy Categories**, click  **View** adjacent to the category.
2. On the Search Results page that appears, click Show More  beneath the title.
Note: This title may have additional copies that are *not* in this category. To view all the title's copies, click  **Details** and then **See all....**
3. To remove all the copies of this title from the category, click  **Remove All**.
To remove a particular copy, click  **Remove**.




Another way to remove all the copies is to delete the category (see next).

How do I delete a category?

In **Copy Categories**, click  adjacent to the category, and then click **Yes** on the confirmation message.

Destiny first removes the category from the copy records, and then deletes the category itself.

How do I add a category to a Resource list?

1. If desired, add a new List in **Resource Lists**.
2. Open **Copy Categories**.
3. Click  **View** adjacent to the category.
4. Verify that the correct List appears next to **Selected List**.
5. To add all the titles and *all* their copies, click  **Add Page**.
To add an individual title and *all* its copies, click its  **Add to this List**.