
Destiny

Switching to the 14 digit barcode symbology

March 1, 2011

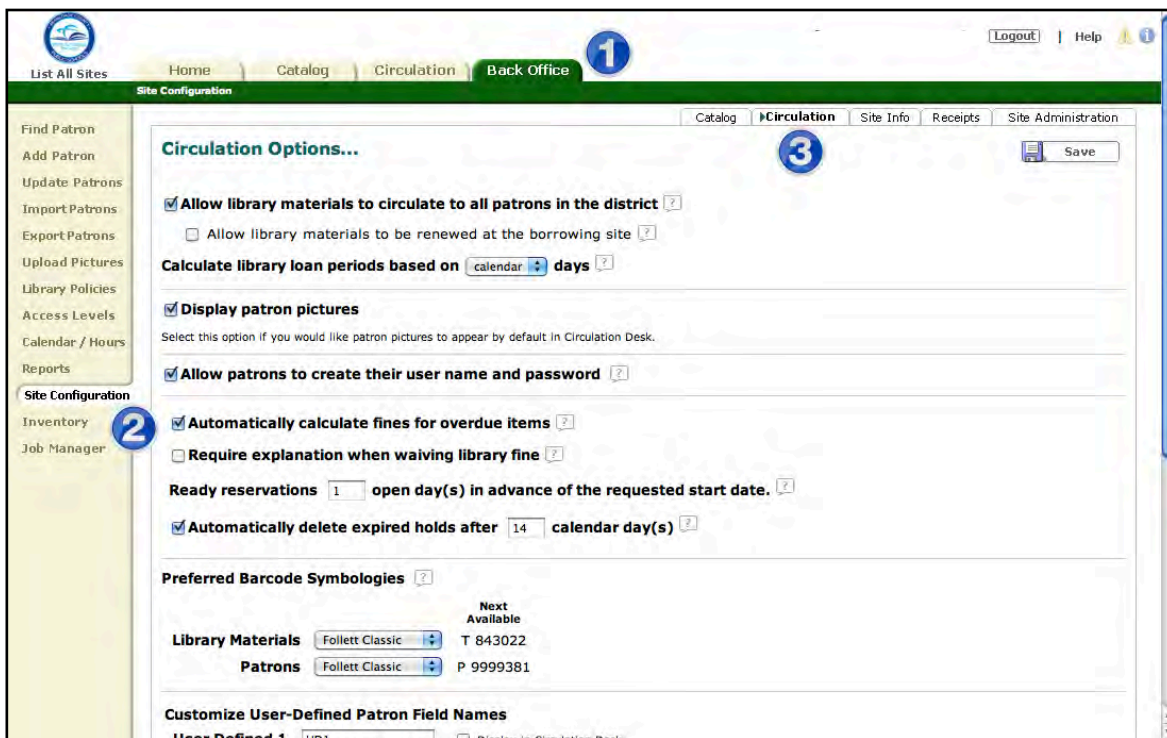


This step-by-step guide will help you change your barcode symbology from Follett classic to our current Generic code 3 of 9, 14 digit barcode symbology. Keep in mind that once changed, all existing barcodes in your media center will continue to work in Destiny. Modification of exiting barcodes isn't necessary. Switching to a 14 digit barcode in Destiny will enable printing of 14 digit barcodes as well as creation of ranges using the 14 digit symbology.

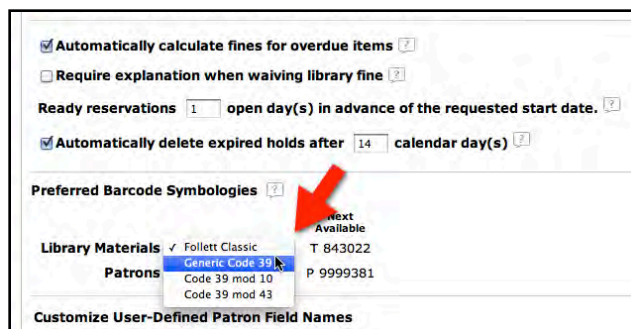
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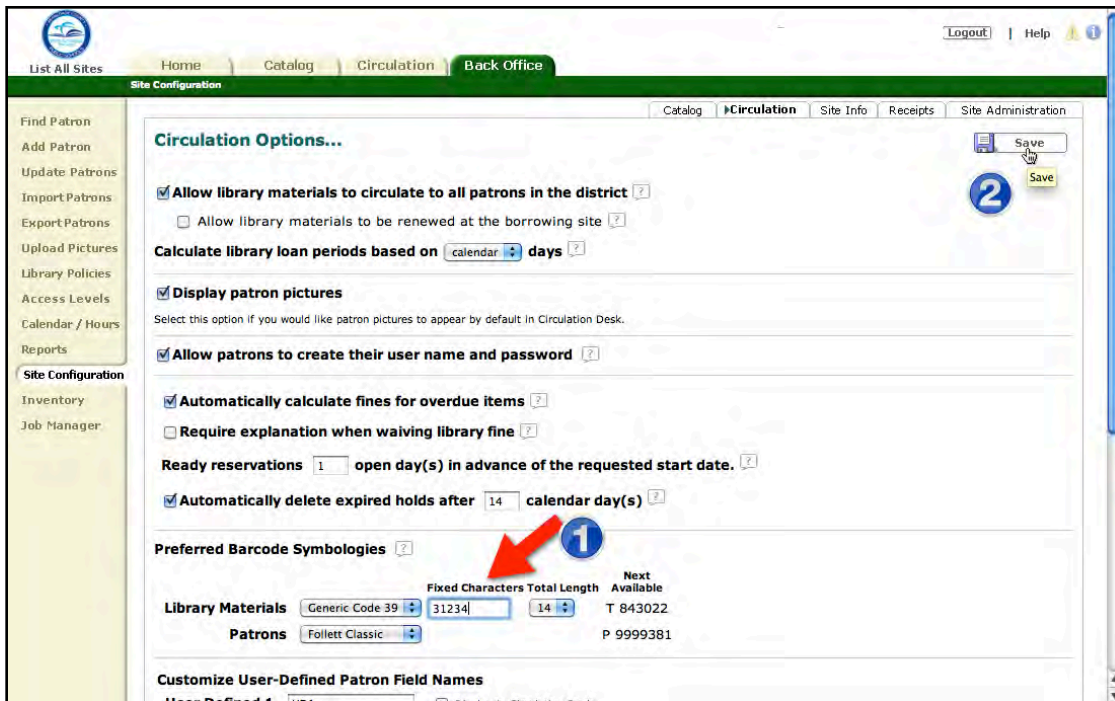
1. Log-in as an administrator and click on the Back Office tab, then click on the Site Configuration link then select the Circulation sub-tab.



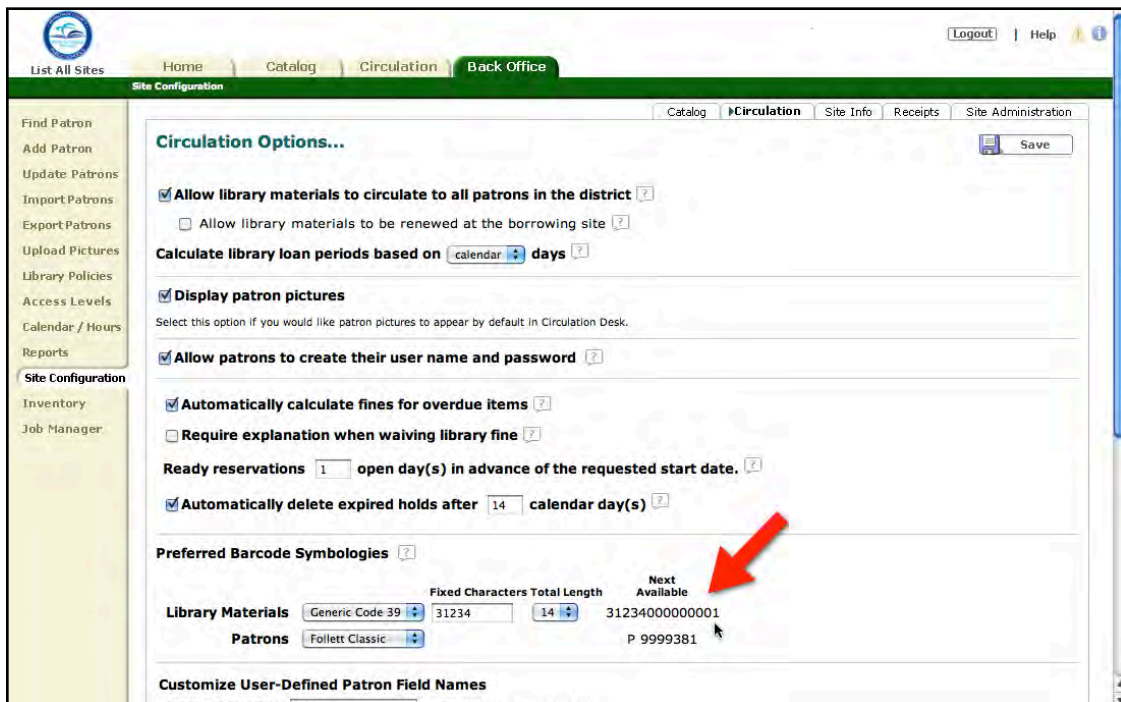
2. In the Preferred Barcode Symbologies section of the page, select Generic Code 39 from the Library Materials drop-down list.



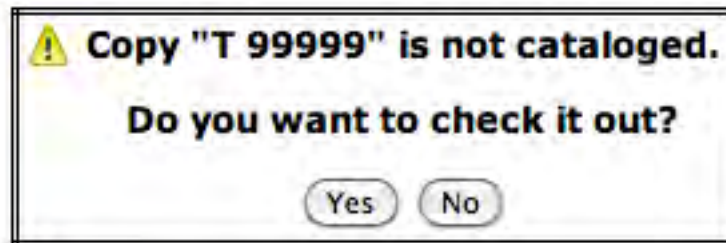
3. Then, click into the Fixed Characters field and enter the number 3 followed by your sites 4 digit location number. Then select 14 as the total length if not already selected. Finally, click on the Save button.



4. After saving the configuration the Next Available barcode will change from the previous Follett Classic "T" number to the new Generic Code 39, 14 digit barcode. If you do not have any copies in your catalog already using the 14 digit barcode the barcode should be the first barcode in the new range, as in the example below.

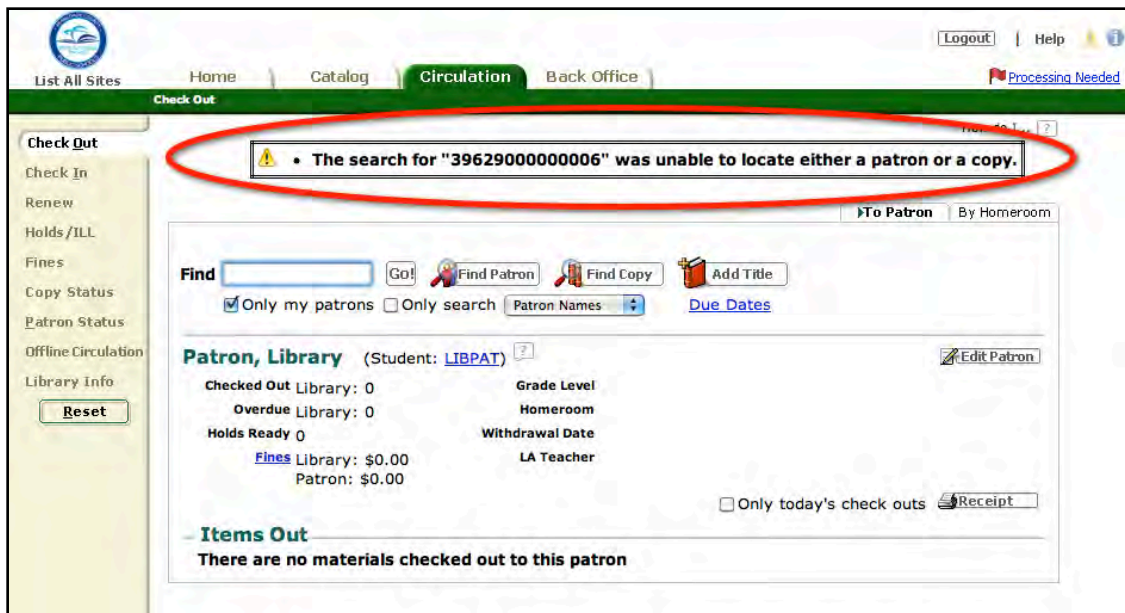


5. As previously mentioned, changing to this barcode symbology allows Destiny to print this barcode type. However, there is one known issue related to switching regarding the process of checking out a temporary item. Previously, when the system encountered an unused Follett Classic barcode, i.e. T 99999, during checkout it would display the following warning:



6. If yes is selected, it would lead to an Add Title screen in order to enter the temporary item's information. This happens because Destiny recognizes the "T" as a material barcode and assumes a temporary checkout is desired.

7. On the other hand, if scanning an unused 14 digit barcode that doesn't have a T prefix, Destiny can not tell if it is a material barcode or a patron barcode and gives the following error message.



8. Because scanning a barcode also sends the return or enter command with it, this error can be avoided is by either manually entering the barcode or by clicking on the Add Title button and then scanning the barcode and adding the copy information in the Add Title screen as illustrated below.

Logout | Help | Processing Needed

List All Sites Home Catalog **Circulation** Back Office

Check Out

How do I... ?

Check Out

Check In

Renew

Holds/ILL

Fines

Copy Status

Patron Status

Offline Circulation

Library Info

Reset

To Patron By Homeroom

Find Go! Find Patron Find Copy Add Title

Only my patrons Only search Patron Names [Due Dates](#)

Patron, Library (Student: [LIBPAT](#)) [Edit Patron](#)

Checked Out Library: 0 Grade Level

Overdue Library: 0 Homeroom

Holds Ready 0 Withdrawal Date

Fines Library: \$0.00 LA Teacher

Patron: \$0.00

Only today's check outs [Receipt](#)

Items Out

There are no materials checked out to this patron

Logout | Help | Processing Needed

List All Sites Home Catalog **Circulation** Back Office

Check Out > Add Title

* = Required Field

Check Out

Check In

Renew

Holds/ILL

Fines

Copy Status

Patron Status

Offline Circulation

Library Info

Reset

* Barcode 3962900000006 Title is deleted when checked in

* Title

Circulation Type Regular

Author

Standard Number LCCN

Price \$0.00

Material Type Book (monograph)

Save Cancel