

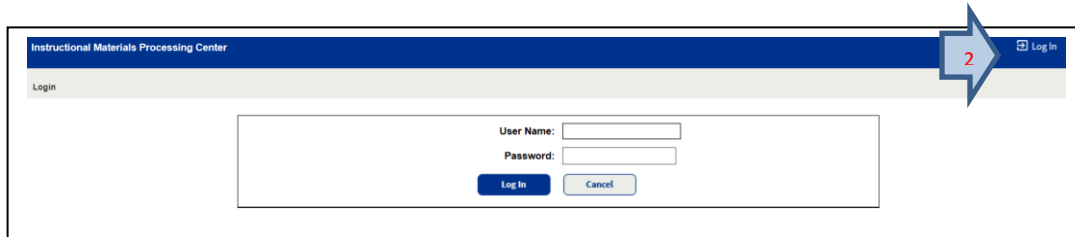
Transferring Surplus Textbooks and Consumables in Destiny

This process assumes you have identified excess materials that are part of the current PSD Approved Instructional Materials (AIM) list. This process is part of the PSD Surplus and Obsolete Procedures outlined on the [Instructional Materials webpage](#).

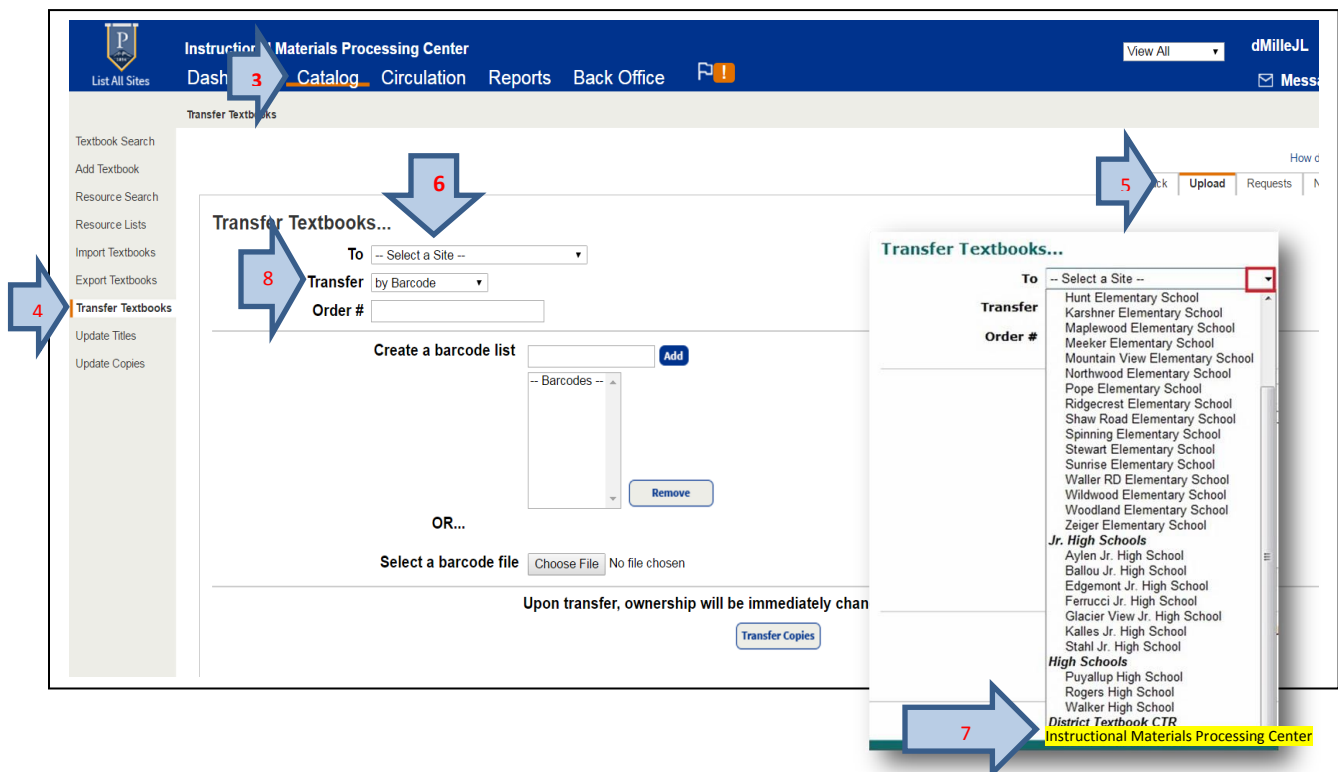
How to Transfer Textbooks in Destiny

Do not begin this process until you have the books in hand to scan into Destiny.

1. Double-click the Destiny icon on the bookmark bar or desktop.
2. Click Login (Upper Right corner of the Destiny Window)



3. Click the Catalog tab
4. Click Transfer Textbooks from the choices on the left
5. Click Upload from the Transfer window tabs
6. Click the dropdown box for To:
7. Select Instructional Materials Processing Center
8. Select **by barcode** in the transfer box for barcoded materials, or **by copy count** if not barcoded (workbooks, readers)



Scanning textbooks into the Transfer Textbooks upload screen

1. Select transfer type. If barcoded, select “by Barcode” and scan the books. If materials are not barcoded, select “by Copy Count,” type in selected search type (title, ISBN), find the title you are transferring, fill in the number of copies you are transferring, click select. If there are not any copies (in Destiny) to transfer, the title will not appear on the list. In this case, you will need to fill out a Surplus Instructional Materials [form](#).
2. Give your Order# a name following this format: SurplusSchoolName (no special characters allowed, including space).
3. Click **Transfer**.

Take lost or checked out books to the librarian for check in. After the book is checked in, it can be scanned and included in the transfer.

The screenshot shows the 'Transfer Textbooks...' interface. At the top, a red-bordered warning box contains a yellow triangle icon and the text: 'Skipped - Geometry (Copy: X 455217) - Copy is Lost'. Below this, there are buttons for 'Track', 'Upload', 'Requests', and 'Notices'. The main form area has a 'To' field set to 'Instructional Materials Processing Center'. The 'Transfer' dropdown is set to 'by Barcode'. An arrow labeled '1' points to this dropdown. Below it is an 'Order #' field with an arrow labeled '2' pointing to it. A callout bubble points to the 'Skipped' message with the text: 'Count the books as you go, if your number does not match the number scanned, you will need to figure out if one was not scanned or one came up SKIPPED: “Copy is Lost”, or “Copy is Checked Out.” If a book is Lost or Checked Out, it cannot be transferred in this process (see bubble above)'. Below the form is a 'Create a barcode list' section with an 'Add' button and a list of barcodes: X0327345, X0484443, X0088010, X0455214, X0455211, X0348966, and X0089003. A 'Remove' button is at the bottom of the list. At the bottom of the page, a message states: 'Upon transfer, ownership will be immediately changed to the receiving site.' An arrow labeled '3' points to a 'Transfer' button with a book icon, which is highlighted with a red box.

- The items you have scanned can be placed in any box, no larger than the size of a copy paper box.
- Label the box IMPC Surplus.
- No other forms need to be attached to the box.

For materials that cannot be transferred in Destiny, fill out a Surplus Materials [form](#). Additional information can be found [here](#). Complete Blue Move card and send to Lori Miller at IMPC.