Destiny® Library Manager

Circulating Library Resources

Destiny Library Manager has easy-to-use circulation features that help library staff check out, check in, and track library materials quickly and efficiently.

Checking Out Library Materials

Library Manager provides two different checkout options to help you track each item and ensure that patrons get the resources they need: To Patron and By Homeroom.
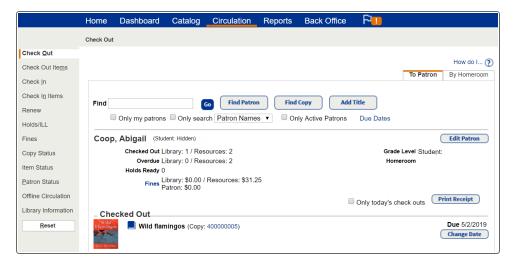
Checking Out To Patron

The To Patron checkout option is ideal for when students come to the library individually or in small groups. Use the following steps to check out materials using To Patron:

1. Select **Circulation > Check Out > To Patron** sub-tab.
2. Scan or type the patron's barcode in the **Find** field.

   Note: If you don't have the patron's barcode number, you can click **Find Patron** to see a complete list of your patrons. Just click the patron's name to continue the checkout.

3. After you select the patron's record, scan the first item's barcode in the **Find** field. The item appears in the **Checked Out** section. Scanning a second item moves the first book to the **Items Out** section.

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> **Note:** To edit the due date for the item in the **Checked Out** section, click **Change**. Select the new due date and whether it is for this item, this patron or the rest of this session.
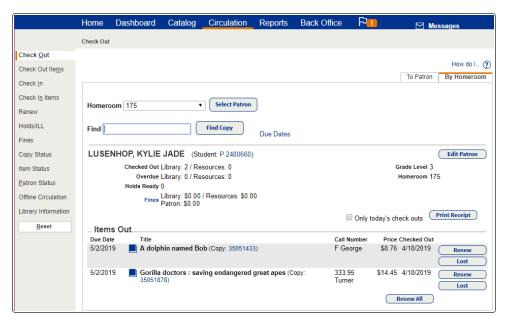
4. To print a list of all the items the patron has checked out and any fines owed, click **Print Receipt**.
5. To clear the completed checkout and begin checking out to a new patron, click **Reset**.

Checking Out By Homeroom

The By Homeroom checkout option eliminates the need to scan patron barcodes or type patron names. Instead, you select patron names from a homeroom list. Use the following steps to check out materials By Homeroom:

1. Select **Circulation > Check Out > By Homeroom** sub-tab.
2. From the **Homeroom** drop-down, select the appropriate homeroom, and then click **Select Patron**.
3. Click a student's name or picture to check out to that student.
4. After you select the patron's record, scan the first item's barcode in the **Find** field. The item appears in the **Checked Out** section. Scanning a second item moves the first book to the **Items Out** section.

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> **Note:** To edit the due date for the item in the **Checked Out** section, click **Change**. Select the new due date and whether it is for this item, this patron or the rest of this session.

5. To print a list of all the items the patron has checked out and any fines owed, click **Receipt**.
6. To check out items to another student in the same class, click **Select Patron**.
7. To check out items to students from a different homeroom, select another one from the **Homeroom** drop-down.

Checking In Materials

Properly checking in materials lets you track materials, assess any necessary fines and collect circulation statistics.

1. Select **Circulation > Check In**.
2. To track the use of items that weren't actually checked out, select the **Record in-library use** checkbox.
3. To check in items that might be from other sites, select the **Check in off-site copies** checkbox.

> **Notes:**
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> - Only off-site items with a status of checked out or lost can be checked in at another site in the district. A message will let you know the item should be returned to the site.
> - The Destiny Admin must enable **Allow copies to be checked in at any site** (**Setup > Sites** sub-tab, and then edit the district) for this checkbox to appear.

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4. Scan or type the barcode number of an item in the **Find Copy** field.

Notes:

- In the **Most Recently Checked In** section, you can see the item's title, barcode number, due date, patron's name and other information.
- If you have the ability to check in off-site barcodes, and a barcode is duplicated across the district, a list of copies with that barcode appears. If you select a copy from another site, a message appears showing the item must be returned to another site.

5. To add a fine to the patron's record for a damaged book, click **Create Fine**.
6. To continue checking in books, scan the next item's barcode in the **Find Copy** field.