

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.

The screenshot shows the 'Check Out' page in the Destiny Library Manager. The top navigation bar includes 'Home', 'Dashboard', 'Catalog', 'Circulation' (selected), 'Reports', and 'Back Office'. On the left, a sidebar lists various functions: 'Check Out' (selected), 'Check Out Items', 'Check In', 'Check In Items', 'Renew', 'Holds/ILL', 'Fines', 'Copy Status', 'Item Status', 'Patron Status', 'Offline Circulation', and 'Library Information'. The main content area is titled 'Check Out' and has two tabs: 'To Patron' (selected) and 'By Homeroom'. Below the tabs, there is a 'Find' input field with a 'Go' button and three buttons: 'Find Patron', 'Find Copy', and 'Add Title'. There are also checkboxes for 'Only my patrons', 'Only search Patron Names', 'Only Active Patrons', and 'Due Dates'. The patron 'Coop, Abigail' (Student: Hidden) is selected, with an 'Edit Patron' button. Below the patron name, the following information is displayed: 'Checked Out Library: 1 / Resources: 2', 'Overdue Library: 0 / Resources: 2', 'Holds Ready 0', and 'Fines: Library: \$0.00 / Resources: \$31.25, Patron: \$0.00'. To the right, it shows 'Grade Level Student: Homeroom'. At the bottom right, there is a 'Print Receipt' button. Below the patron information, the 'Checked Out' section shows a book titled 'Wild flamingos' (Copy: 400000005) with a 'Due 5/2/2019' date and a 'Change Date' button. A 'Reset' button is located at the bottom left of the sidebar.

Destiny® Library Manager

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.

The screenshot shows the 'Check Out' section of the Destiny Library Manager. The left sidebar contains navigation links: Check Out, Check Out Items, Check In, Check In Items, Renew, Holds/ILL, Fines, Copy Status, Item Status, Patron Status, Offline Circulation, and Library Information. The main area is titled 'Check Out' and has a sub-tab 'By Homeroom' selected. A 'Homeroom' dropdown menu is set to '175', and a 'Select Patron' button is visible. Below this, a 'Find' input field and a 'Find Copy' button are present. The patron's name, 'LUSENHOP, KYLIE JADE', is displayed along with their student ID 'P 2480660' and an 'Edit Patron' button. The patron's status is shown as 'Checked Out Library: 2 / Resources: 0', 'Overdue Library: 0 / Resources: 0', and 'Holds Ready 0'. The 'Fines' section shows 'Library: \$0.00 / Resources: \$0.00' and 'Patron: \$0.00'. The 'Items Out' section is a table with columns for Due Date, Title, Call Number, Price, and Checked Out date. It lists two items: 'A dolphin named Bob' and 'Gorilla doctors : saving endangered great apes'. Each item has 'Renew' and 'Lost' buttons. A 'Print Receipt' button is located at the bottom right of the patron information section.

Due Date	Title	Call Number	Price	Checked Out
5/2/2019	A dolphin named Bob (Copy: 35051433)	F George	\$8.76	4/18/2019
5/2/2019	Gorilla doctors : saving endangered great apes (Copy: 35051878)	333.95 Turner	\$14.45	4/18/2019

Destiny® Library Manager

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:

- 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.

Destiny® Library Manager

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

The screenshot shows the 'Check In' page in the Destiny Library Manager. The top navigation bar includes links for Home, Dashboard, Catalog, Circulation, Reports, Back Office, My Info, and Messages. The 'Check In' section is highlighted in the left sidebar. The main content area features a 'Find Copy' search bar with a 'Go' button, and checkboxes for 'Record in-library use' (checked) and 'Check in off-site copies' (unchecked). Below the search bar, there's a link to 'View Today's Checkins'. The 'Most Recently Checked In' section displays a book titled 'Clifford goes to Washington' (Copy: T 100) with a due date of 4/22/2019. A 'Create Fine' button is located at the bottom right of this section. The book's checkout history shows it was checked out on 3/2/2019 to ADAMSON, ALISA H (Student: P 236537). The library copies still checked out are 0.

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.