**Destiny Mini Training Guide - *DRAFT***

**Adams 50**

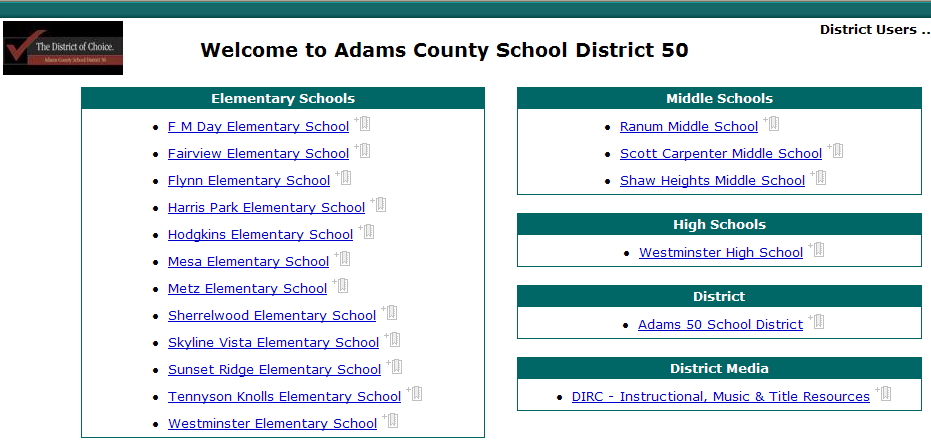
**Library Services**

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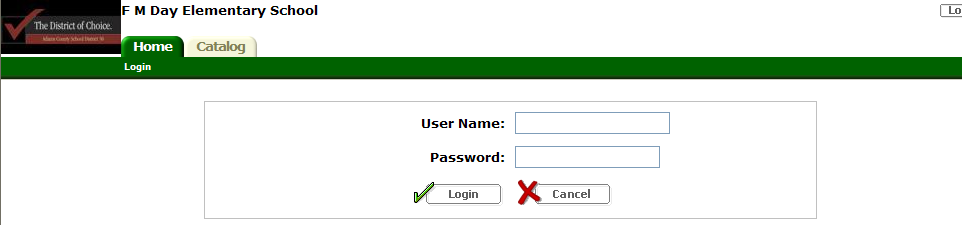
**Logging Into Destiny**

Destiny is the software the District uses to manage our textbooks for all of the schools. The software can only be accessed from within the District’s firewall, and only by people who have been given access to the system.

To login, go to <http://libcat.adams50.org/>



Once on this page, select your school. After selecting your school the following page will appear. I recommend saving this page to your favorites.



* Your log-in is your district network log-in.

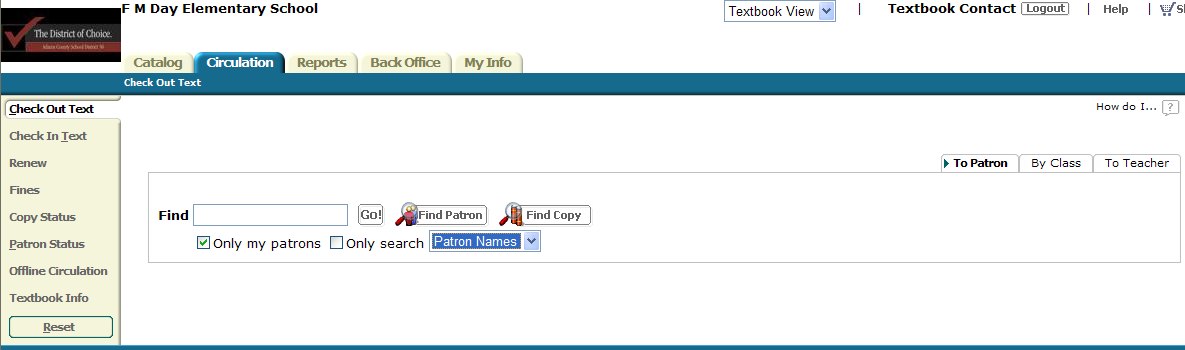
**Checking Out Textbooks**

Before textbooks are used, they need to be checked out to either a student or staff member. Although both processes are very similar, this section of the handbook will not only show you how to check out textbooks, but also points out the minor differences between the two processes.

Regardless of who you are checking textbooks out to, you will need to login into Destiny and select the Circulation Tab



When you select the circulation tab, you will automatically be taken to the Check Out Text screen.



The first thing you will need to do is find a patron (student or staff member). You can search for a patron in multiple ways;

* Patron Names
* Last Name
* First Name
* Type in a barcode
* Scan a barcode from an ID

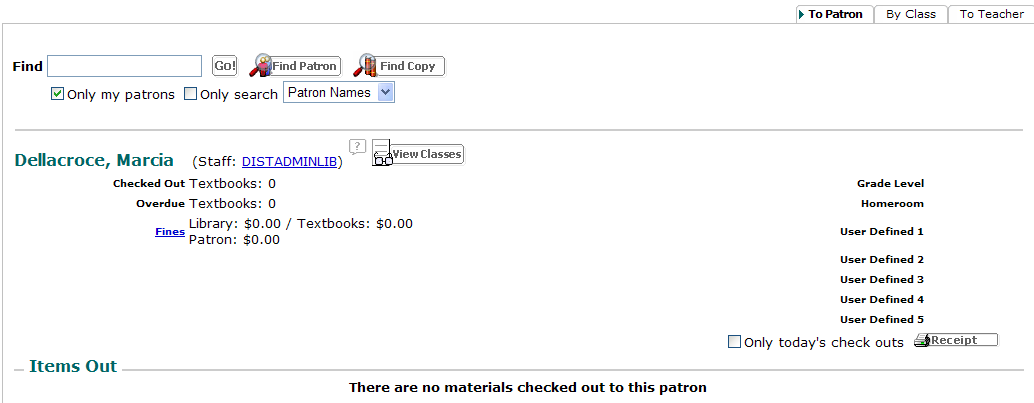
Please note that you should always search for the patron under the ‘To Patron’ tab, which is the default location that Destiny will take you to.

Once you enter one of the criteria above, click Find Patron on the screen. The patron will then be displayed below.

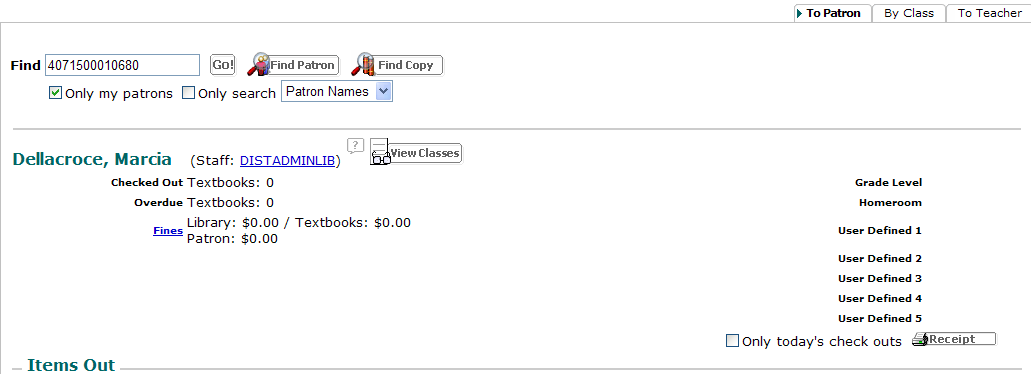
This is the view if last name is entered:



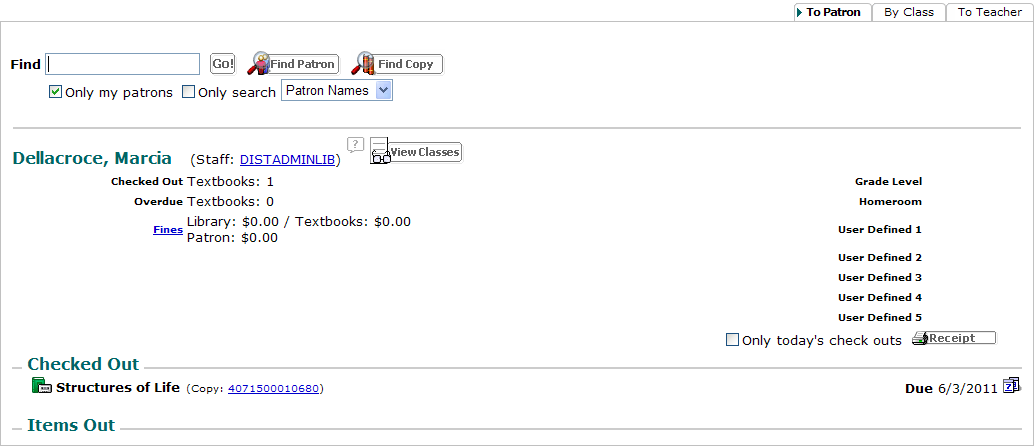
This is the view if barcode is scanned:



As with any screen in Destiny, anyone that meets the criteria you entered will show up on the screen. If you searched by last name, there is a chance that you will get multiple entries back from your search. If multiple entries are returned, you must first click on the patrons name before checking out any textbooks. If only one patron is returned you can simply scan the barcode of the textbook that you are checking out. If you do not have a scanner available, then you can type the barcode number in the Find field. If you scan the barcode the book will automatically appear as checked out, if you type in the barcode you will either need to hit enter on your keyboard or click on Find Copy



You do not have to constantly check the screen, the system will make different noises depending on whether you entered a valid barcode or not. If you entered a valid barcode, the screen below will appear.

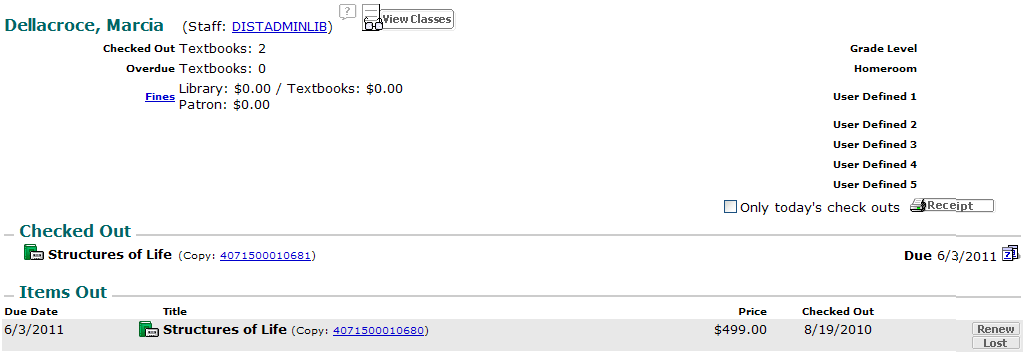


Under Checked Out, you will see the title of the book, the barcode associated with it, and the due date for the book.

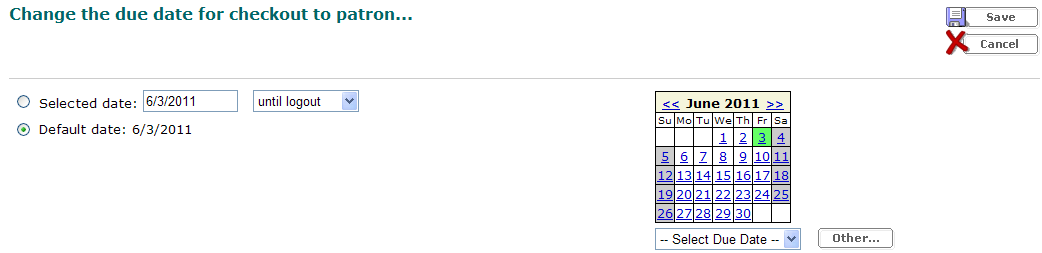
If you have additional books to check out to the patron, then you can simply scan the barcode of the next book without having to re-enter the patron data. The system will notify you if the patron already has a book with the same title checked out to them. If you are checking out books to students, then you should explore why they would need another copy of the same book prior to checking out the book to them. If you are checking out to a teacher, then you can simply ignore this warning and continue checking out books. The message appears below.



As you can see, even though this patron already has this book checked out, it will allow you to check out another copy.



Another item to be aware of when checking out a textbook is the due date associated with the book. This information is automatically defaulted by the system based on the school calendar and class schedule from Infinite Campus. If the due date is incorrect, you can change it by selecting the button just to the right of the due date.  The following page will then appear.



Once you have selected the correct due date, click the save button in the upper right hand corner of the screen. You will then return to the checkout screen. You can then continue checking out books to the same patron or select a new patron.

When you are ready to select a different patron, you just need to begin the process over by searching for a patron. The system can differentiate between a patron and textbook, so there is no need to exit the Check Out screen to check a textbook out to a new patron.

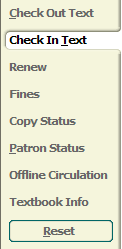
**Checking In Textbooks**

Although it is not required for the student or staff member that checked out the textbook to be present when textbooks are checked in, you are encouraged to have students present when checking their textbooks back in for accountability purposes. The system does not care who turns in a textbook, it will automatically check the textbook back in for the patron that it was checked out to. This prevents a student from turning in someone else’s textbook if they lost their own. Because of this feature, when you are checking in textbooks, you only need to know the barcode associated with the textbook and if there is any damage to the book.

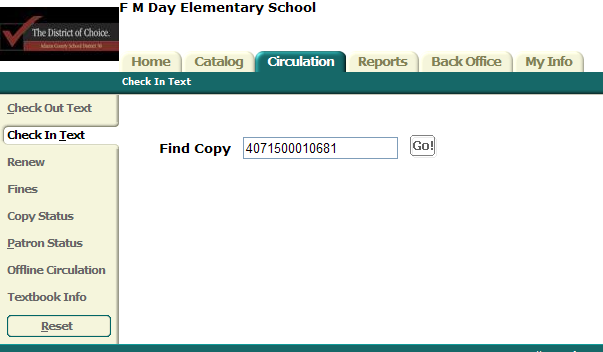
To check in a textbook in Destiny, you will need to log into Destiny and select the Circulation Tab.



After selecting the Circulation tab at the top of the screen, select Check In Text on the left hand side of the screen.



You will then be prompted to enter the barcode of the book you are trying to check back in. As with the checkout process you can either scan the barcode or manually type it in. If you scan the barcode, the book will automatically be checked in. If you manually type the barcode, you will need to hit enter on your keyboard or click ‘Go’ on the screen.



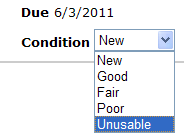
After entering the barcode, the following screen will appear.



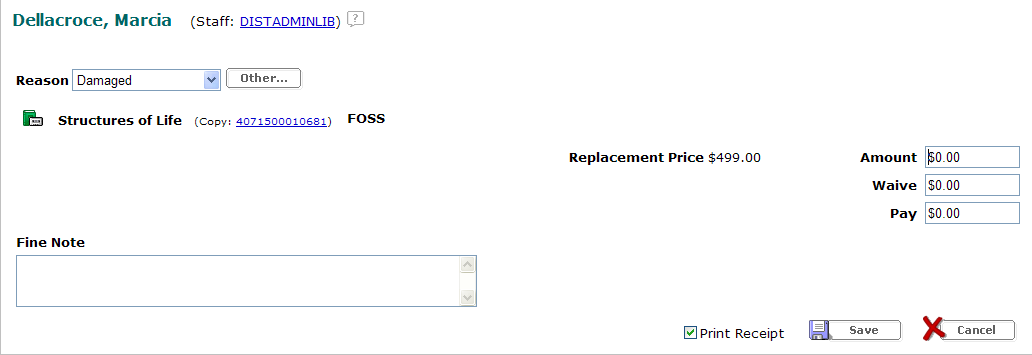
On this screen you will see the title of the textbook that was checked in, the barcode associated with that book, when it was checked out, who it was checked out to, the condition of the book, and you will have the ability to create a fine for a damaged book. If you do not need to change the condition of the book or create a fine, you can simply scan the next barcode to check in the next book. As you can see below, the system will create a list of all of the books you have checked in since logging into the system. Once you log out, this screen will be cleared. You can check in the books in any order you wish, you do not have to check books in by patron.



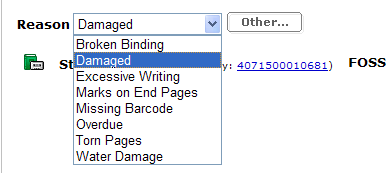
As you check in the book, the system will automatically calculate the condition of the book. If a book has had unusual wear and tear or is in unusually good shape, you can change the condition of the book by selecting the appropriate condition in the drop down box to the right of the condition.



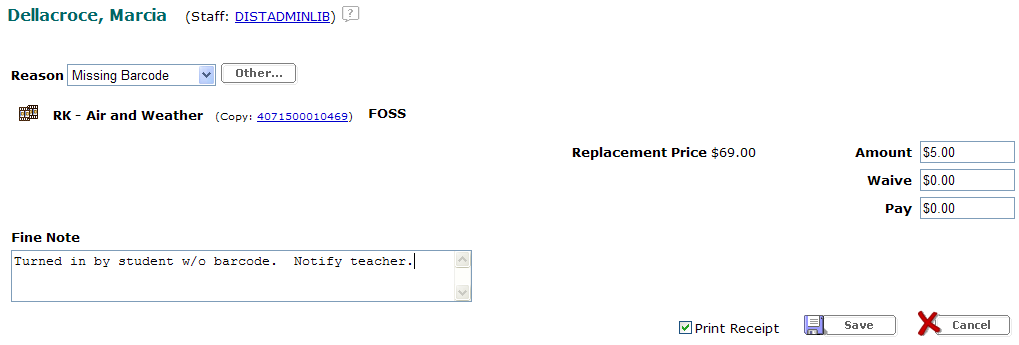
If you receive a textbook back that has been damaged, you will need to assess that student or staff member a predetermined fine. To do this, select the Create Fine  icon to the right side of the screen for the book you are checking in. Once you click on this icon, the following screen will appear.



Once in the Create Fine screen, click the drop down box under reason and select the reason you are assessing a fine.



After selecting the appropriate Reason, a fine will generate in Destiny, and be listed on the right side of the screen. A fee schedule will also be provided in your procedural handbook. If this does not populate a fine, please use the fee schedule to manually type the fee in the amount section.



You can also record information about the fine in the Fine Note box.

Once you have finished assessing the appropriate fine, click the save button on the bottom right side of the screen. You will then be returned to the Check In screen. At this point, you can continue checking in textbooks or move on to another task.

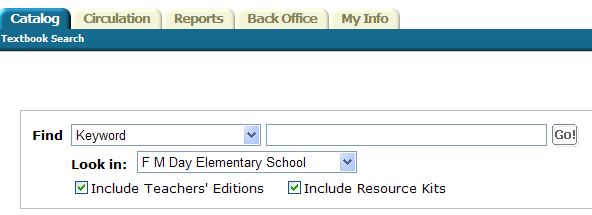
**Searching for Textbooks**

Since Destiny is the inventory master for all textbooks in the District, the software can easily be used to locate available textbooks within the District. The system gives you multiple ways to search for textbooks including by title, barcode or ISBN.

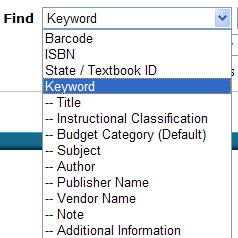
To search for a textbook, login to Destiny and go to the Catalog Tab.



When you select the catalog tab, you will automatically be taken to the Textbook Search screen.

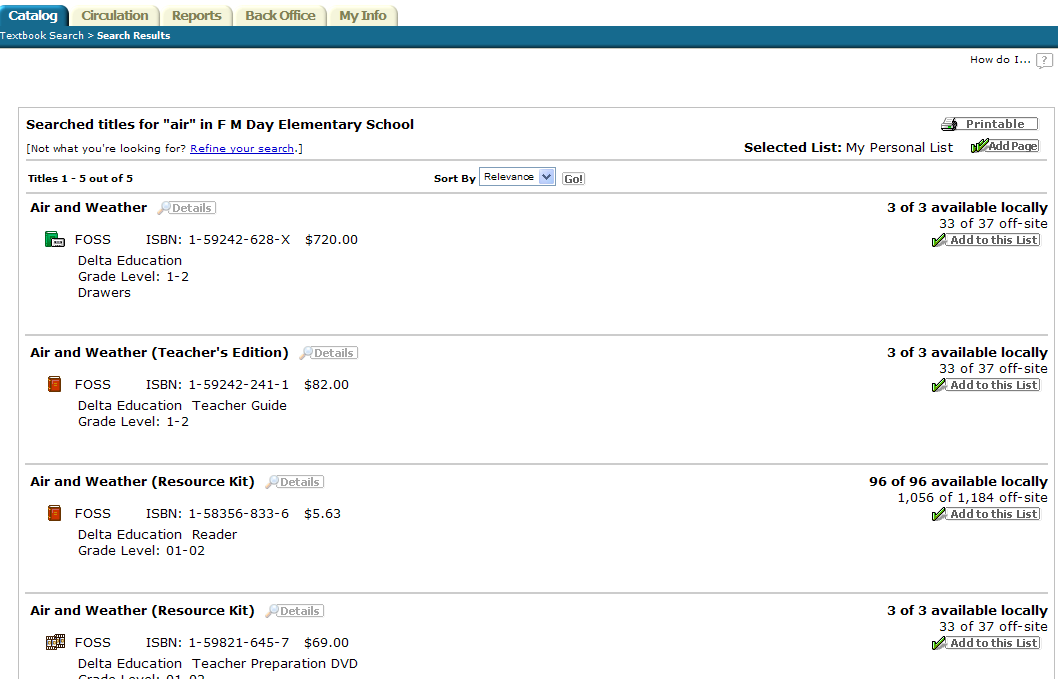


To begin a search, you will need to select what information you will be using to search for a book. A complete list of options is available in the drop down box to the right of ‘Find’



Please note that the system will default to search by Title. If you are searching by title, you can just type the title in the field to the right of Find and hit enter on your keyboard or click Find on the page.

Searching by title will bring back the most number of results, so if you use this option, you will have to make sure you are looking at the correct book in the list of available titles.



The most accurate way to search for a textbook is by ISBN. If you have a copy of the book you are looking for at your site, you can scan the ISBN barcode or type that number into the find field (be sure to select the option to search by ISBN).

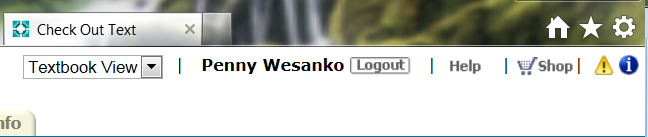
Once you locate the title you are looking for, you will see that the number of copies that are at your site are listed to the right, along with how many are available. Below your school’s information, you can also see how many are available within the District. If you do not have any available copies at your building, you can enter a transfer request to have the materials shipped to your school. (Please see the Requesting Additional Textbooks section for further details).

If no textbooks are returned during your search, it does not mean that we do not have any copies within the District it simply means that no copies belong within your building. If you need a copy of a particular textbook, enter a transfer request and the Warehouse will let you know if any are available within the District.

**Help Feature**

At any time, you can contact Library services to assist you with using Destiny. This software also has a very sophisticated help feature that you might find valuable. On any given page, there are a minimum of two (2) ways to access the help feature.

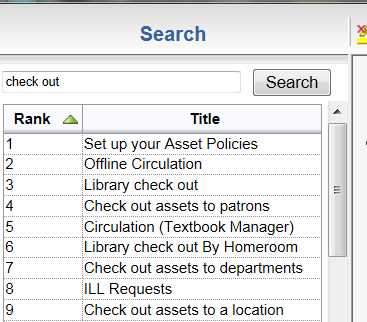
The first Help feature is consistent throughout Destiny, and can always be found in the upper right hand corner of the screen next to the Logout button.



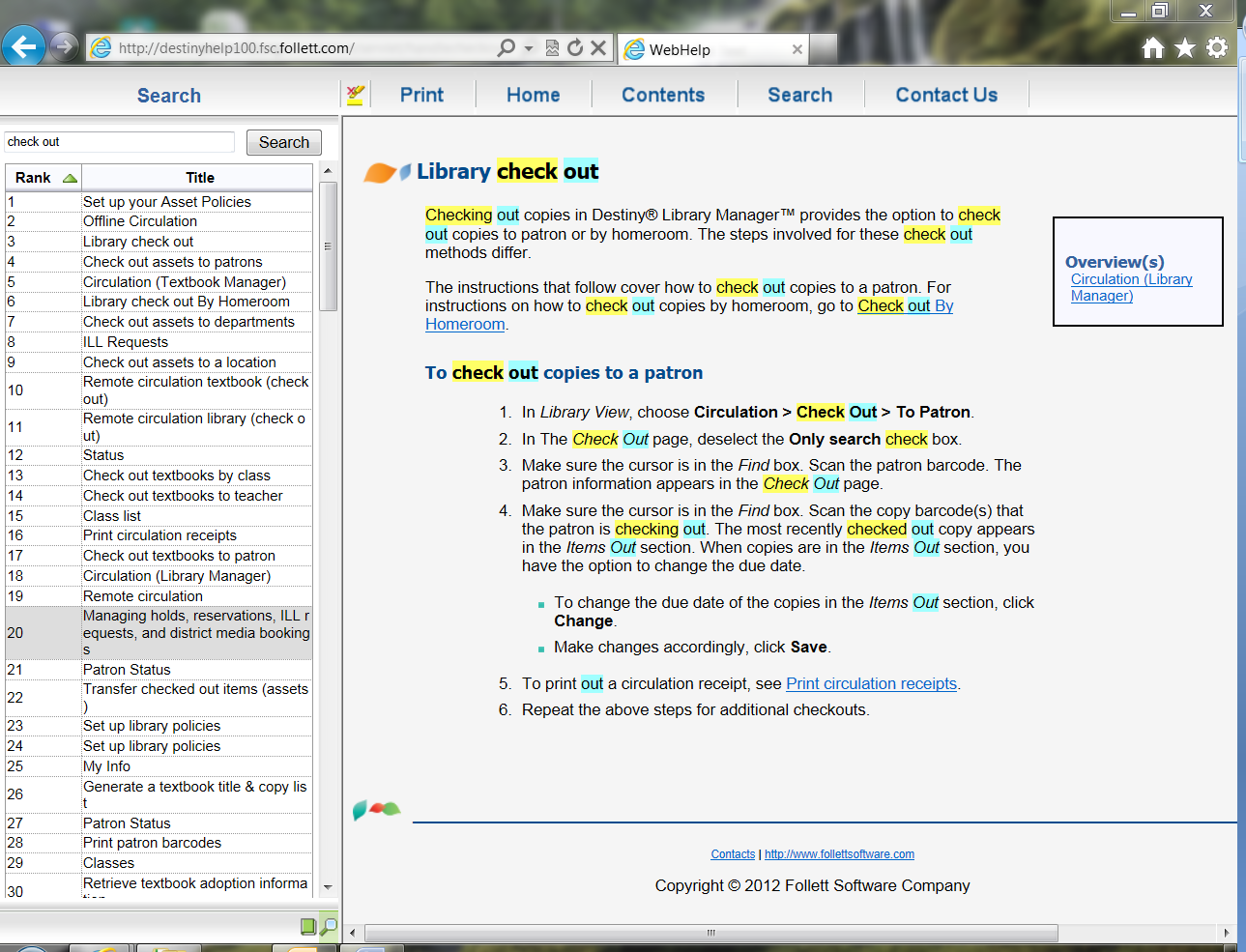
When you select this feature, a new screen will open and the following screen will appear.



On this left hand side of this screen, you can type a topic or question, and a listing of potential answers will appear below the search screen.



Once you find the topic that best answers your question, click on the Title or Number and the answer will appear on the right side of the screen.

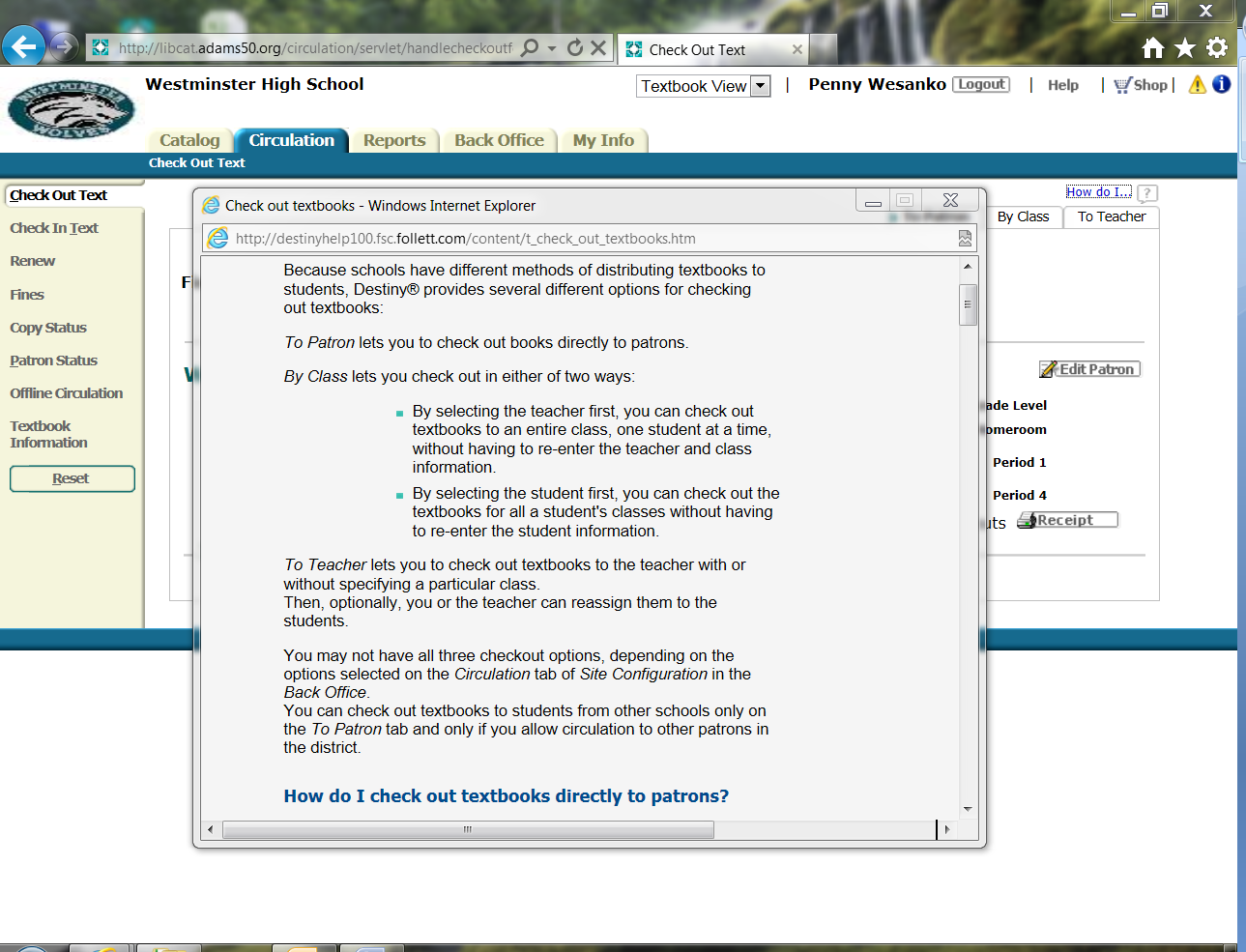


Since a new screen opens with the Help feature, you can toggle back and forth between the Help screen and the Destiny software. Once you are finished with the Help feature, simply close the window and continue working in Destiny.

The next place you can access the Help feature is on many of the Destiny screens in the upper right hand corner of the task screen, and is labeled How Do I…. 



When you select this Help feature the following screen will appear.



After find the information you are seeking, simply close the window and continue working in Destiny.