**Destiny Textbook Manager Training Guide**

*Adams 50 Library Services*

***page***

1. Logging Into Destiny Textbook Manager…………………………..………………………………………….2
2. Searching for Textbooks…………………………………………………………………………………………….…3
3. Checking Out Textbooks…………………………………………………………………………………………….…6
   1. Checking Out Multiple Copies of the Same Book……………………………………………...9
   2. Changing the Due Date of Textbooks………………………………………………………………..9
4. Checking In Textbooks…………………………………………………………………………………………………11
   1. Damaged Books & Fines…………………………………………………..……………………………..13
5. How to Request Additional Copies …………………………………………………………………………….15
6. Purchasing New Textbooks or Novel Sets…………………………………………………………………..21
7. Help Feature……………………………………………………………………………………………………………….22

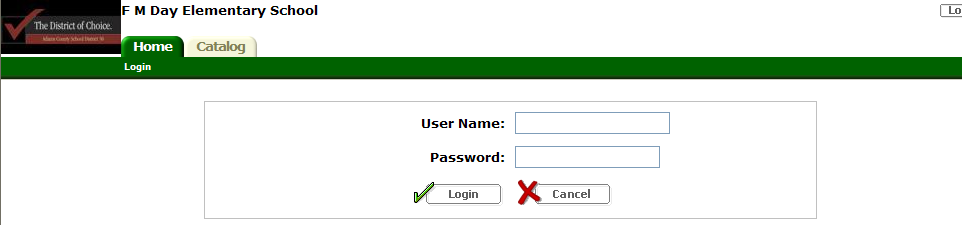
**Logging Into Destiny Textbook Manager**

Destiny is the software the District uses to manage all of our school textbooks and related instructional materials (there are also versions of the software for our library and music resources). The software can be accessed from any internet capable device. You may search the program but you can’t place items on hold or book them if you are not logged in as a user.

To login, go to <http://libcat.adams50.org/> …and then select your school.



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

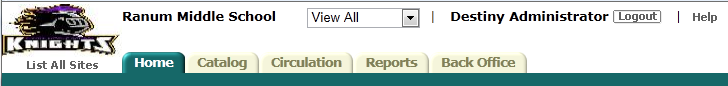


* **Your log-in is your district network log-in.**

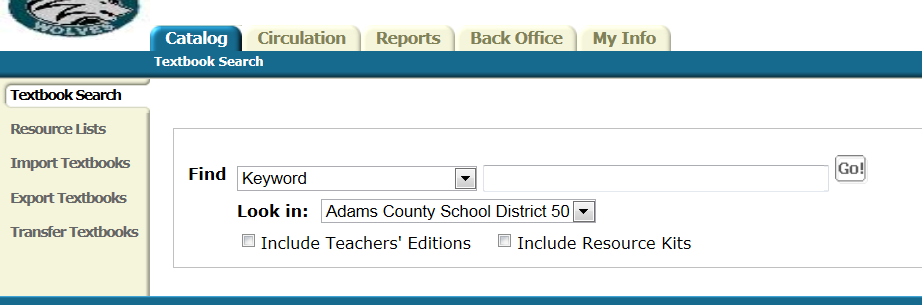
**Searching for Textbooks**

Since Destiny Textbook Manager contains **all** **textbooks** in the District, the software can easily be used to locate available textbooks across the District. The system gives you multiple ways to search for textbooks including by title, barcode or ISBN.

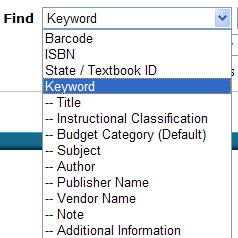
To search for a textbook, login to Destiny Textbook Manager and change the drop down tab in the top center of the page from “View All” to “Textbook View”



Then select the catalog tab, and you will automatically be taken to the Textbook Search screen. Make sure you have also selected “Adams County School District 50” and not just your building.

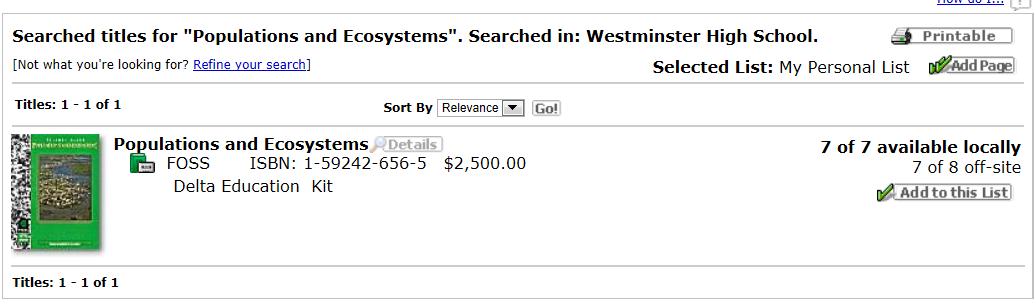


To begin a search, you will need to select the kind of information you will be using to search for a book. A complete list of options is available in the drop down box to the right of ‘Find’

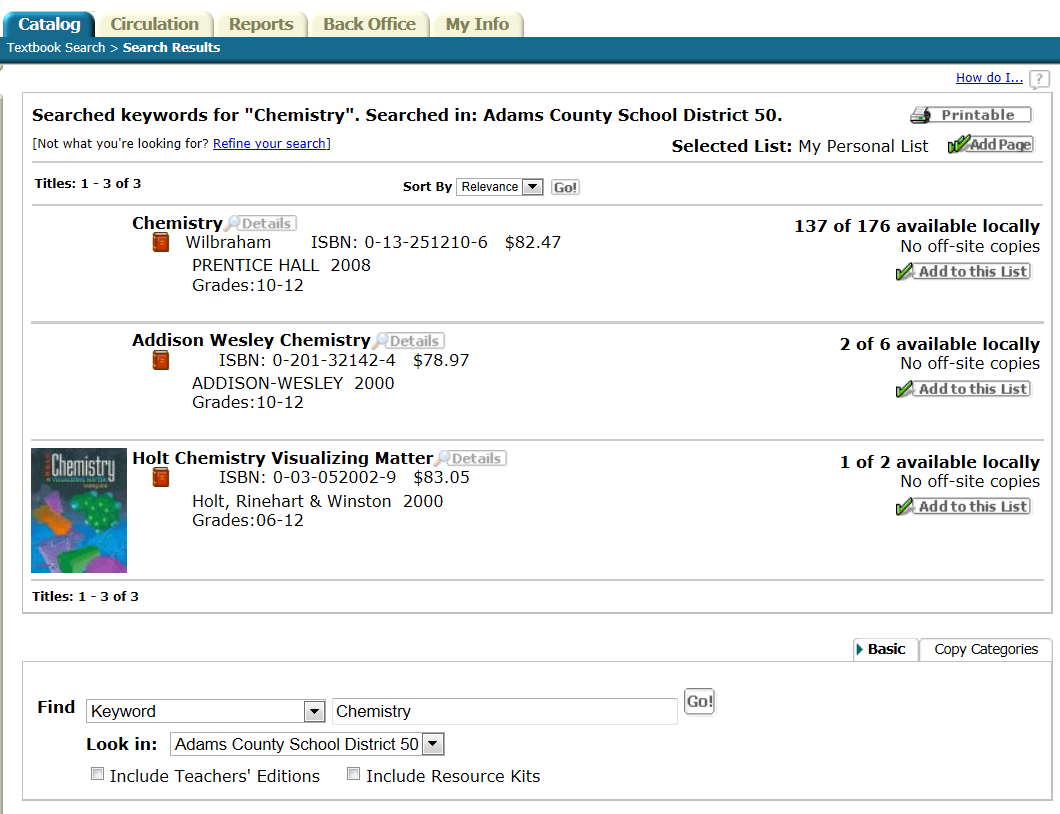


**Searching by Title:**

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.



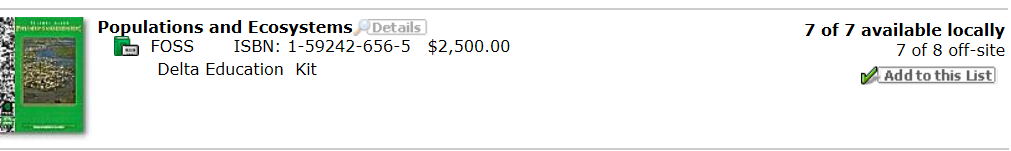
**Searching by Keyword** will bring back the most results. You can scan the results list for the title you are looking for. Select “keyword” in the Find drop down menu. An example of results are below.



**Searching by ISBN:**

The most accurate way to search for a textbook is by the ISBN number (which can be located on the title page of the book, or underneath the **publisher’s barcode** in small print). 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, or if no textbooks are returned during your search, it does not mean that we do not have any copies within the District. Work with your textbook contact and the DIRC staff to create a transfer request to have the materials shipped to your school. (Please see the ***Requesting Additional Textbooks*** section for further details).



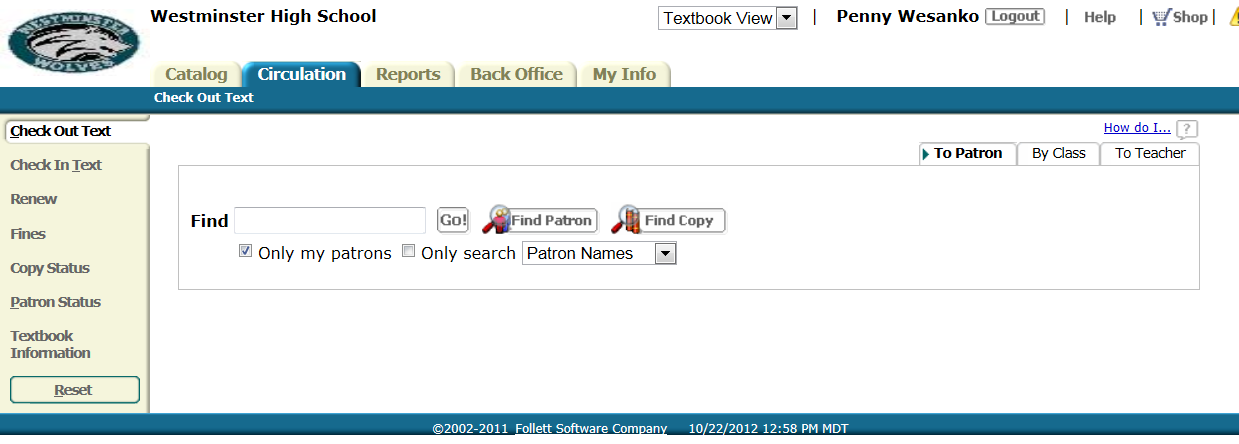
**Checking Out Textbooks**

Before textbooks are used, they need to be checked out to either a student or staff member. The procedures are similar. This section of the handbook will show you how to check out textbooks, and also explain the differences between the two procedures.

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



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

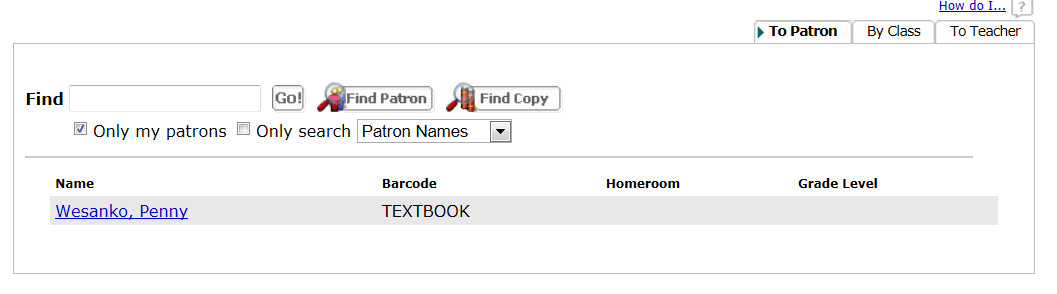


The first thing you will need to do is find a patron (student or staff member). You can search for a patron in multiple ways;

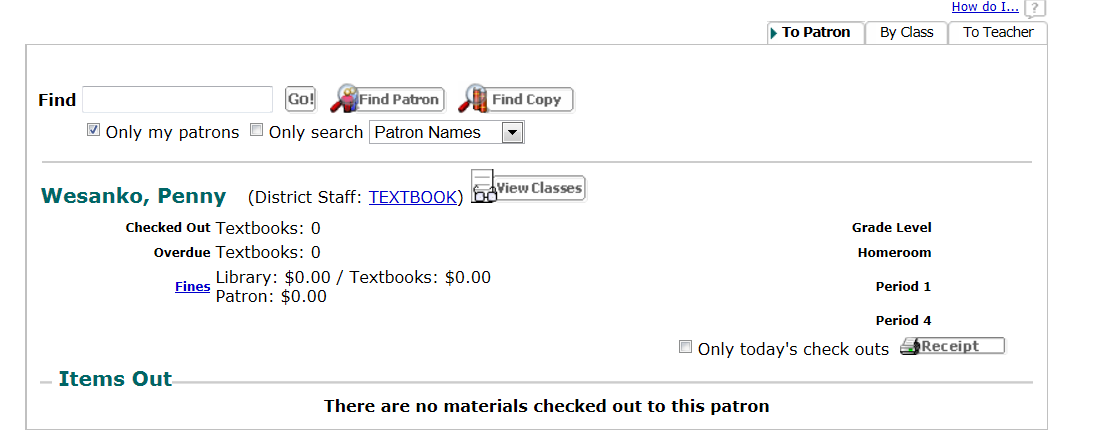
* Patron Names (This will pull up any patron with either the same last or first name)
* Last Name (This will pull up all patrons with the same last name)
* First Name (This will pull up all patrons with the same first name)
* Type in a barcode
* Scan a barcode from an ID

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:

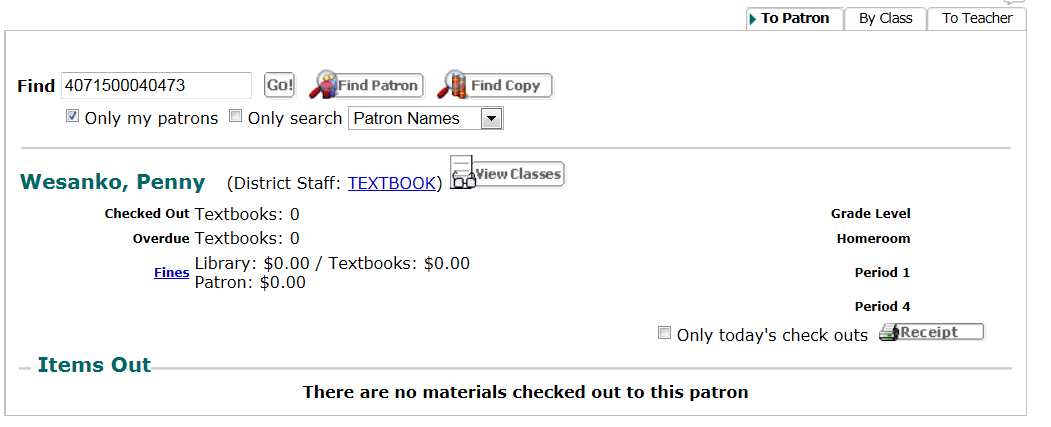


This is the view if barcode is scanned:

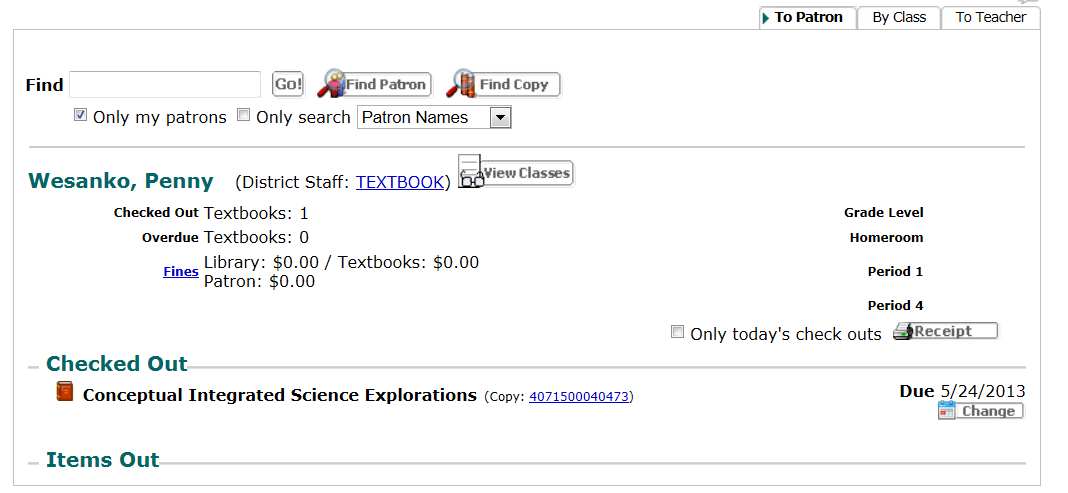


As with any screen in Destiny Textbook Manager, anyone that meets the criteria you entered will show up on the screen. If you searched by last name, there is a chance that you will get multiple entries back from your search. If multiple entries are returned, you must first click on the patron’s name 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 “Go!”.



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.

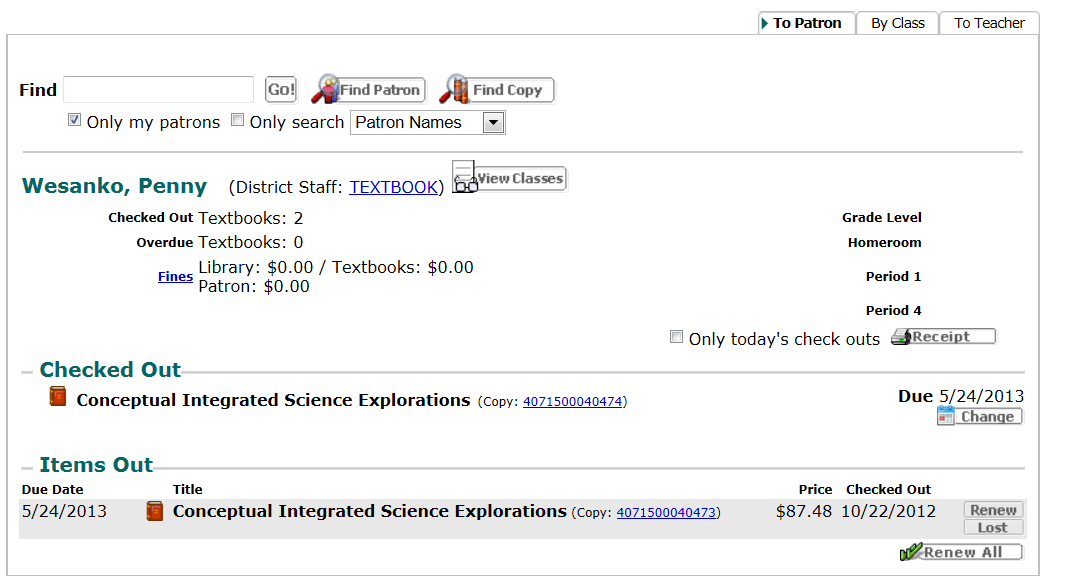


Under Checked Out, you will see the title of the book, the barcode associated with it, and the due date for the book.

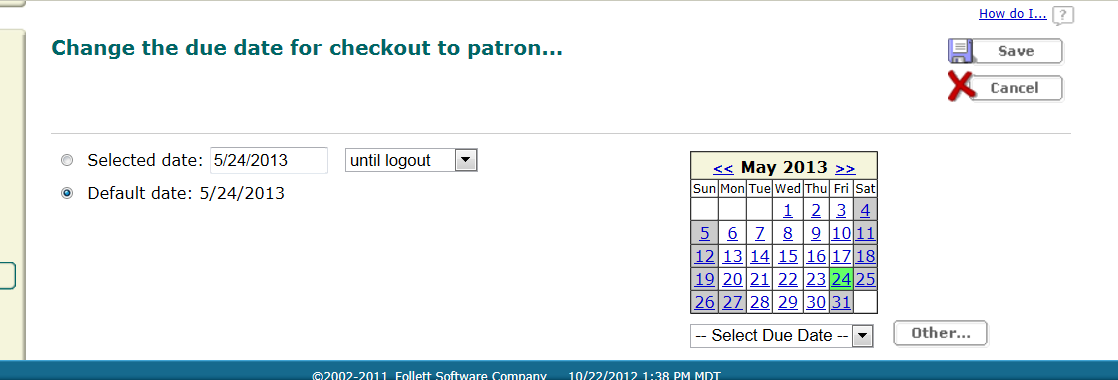
If you have additional books to check out to the patron, then simply scan the barcode of the next book without re-entering the patron data. The system will notify you if the patron already has a book with the same title checked out. If you are checking out books to students, then you should explore why they need another copy of the same book prior to checking out the book to them. If you are checking out to a teacher, 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. 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, begin the process over by searching for a new 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

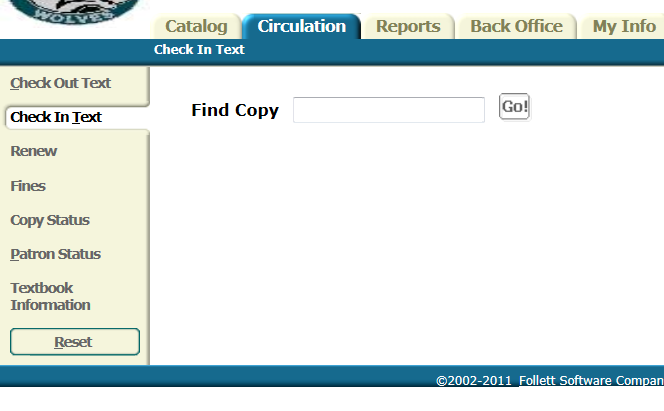
**Checking In Textbooks**

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 in their textbooks just in case there is a fine or if he/she turned in someone else’s book. 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 students 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 Textbook Manager, you will need to log in and select the Circulation Tab.

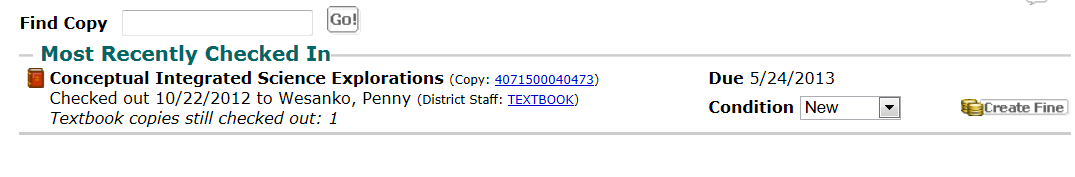


After selecting the Circulation tab at the top of the screen, select Check In Text on the left hand side of the screen.



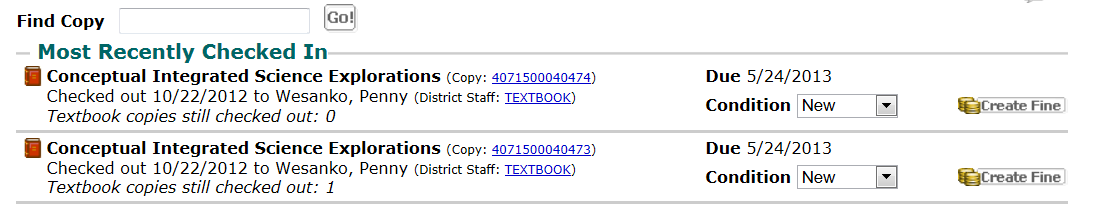
You will then be prompted to enter the barcode of the book you are trying to check back in. As with the checkout process you can either scan the barcode or manually type it in. If you scan the barcode, the book will automatically be checked in. If you manually type the barcode, you will need to hit enter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

After entering the barcode, the following screen will appear.

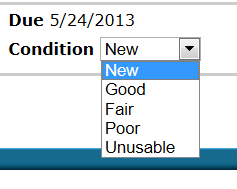


On this screen you will see the title of the textbook that was checked in, the barcode associated with that book, when it was checked out, who it was checked out to, the condition of the book, and you will have the ability to create a fine for a damaged book. If you do not need to change the condition of the book or create a fine, you can simply scan the next barcode to check in the next book.

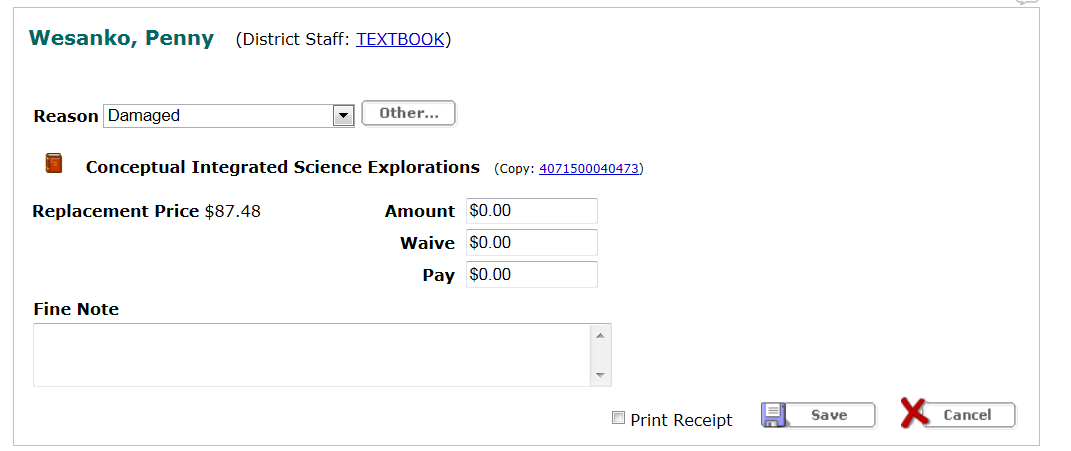
As you can see below, the system will create a list of all of the books you have checked in since logging into the system. Once you log out, this screen will be cleared. You can check in the books in any order you wish, you do not have to check books in by patron.



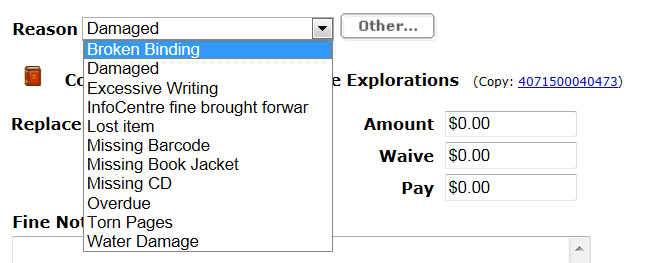
As you check in the book, the system will automatically calculate the condition of the book based on how many times it has been checked out. If a book has had unusual wear and tear or is in unusually good shape, you can change the condition of the book by selecting the appropriate condition in the drop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



**Assessing Fines**: 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 Textbook Manager, and be listed on the right side of the screen. If this does not populate a fine, please use the following fee schedule to manually type the fee in the amount section.

Missing and/or lost 100% of book value

Broken Binding $15.00

Damage School discretion based on level of damage

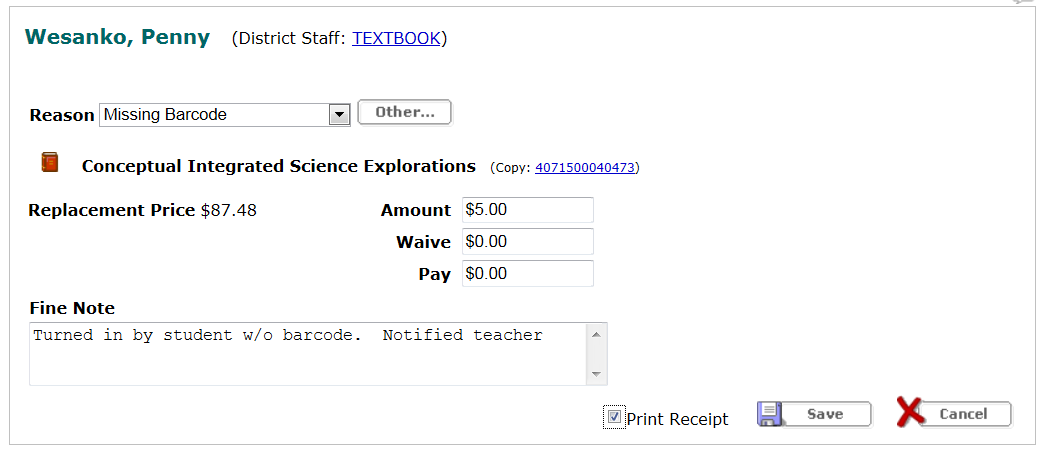
Excessive Writing School discretion based on level of damage

Missing barcode $5.00

Torn/Missing pages School discretion based on level of damage

Water Damage School discretion based on level of damage

Irreparable damage 100% of book value



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.

**Requesting Additional Textbooks *within* the District**

The purpose of the Destiny Textbook Manager software is to help better utilize our resources throughout the District, saving tens, if not hundreds of thousands of dollars each year by sharing textbooks across schools as student needs fluctuate. Prior to requesting any additional textbooks from other buildings, you should always check Destiny Textbook Manager to verify if any copies are available within your building (See Searching for Textbooks for additional information). If no copies of a particular textbook are available in your building, then a request can be created by the Textbook Contact and DIRC staff in Destiny Textbook Manager to transfer the books through the Warehouse/DIRC.

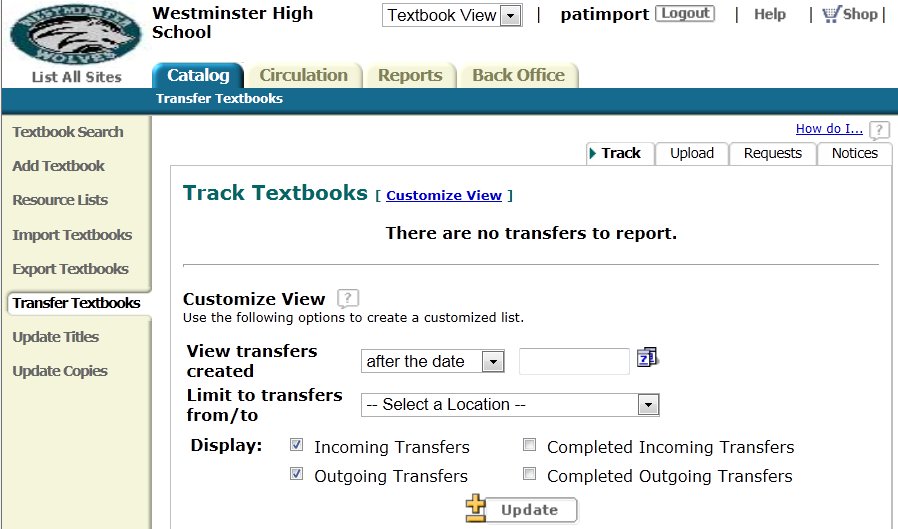
**ONLY DESIGNATED TEXTBOOK CONTACTS IN BUILDINGS CAN PLACE REQUESTS THROUGH THE SOFTWARE AS DESCRIBED BELOW.** If you are a teacher and need to make a request, contact your building textbook contact, or Penny Wesanko at x2752. If you are unable to get a hold of Penny, call Deb at x 2753.

**To Place Requests Through the Software:**

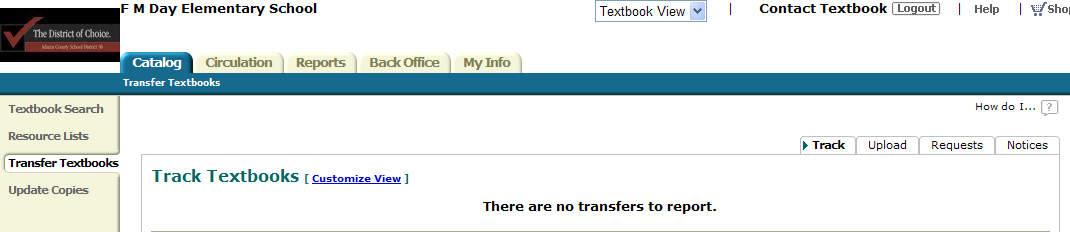
To access the Request screen, login to Destiny and go to the Catalog Tab.



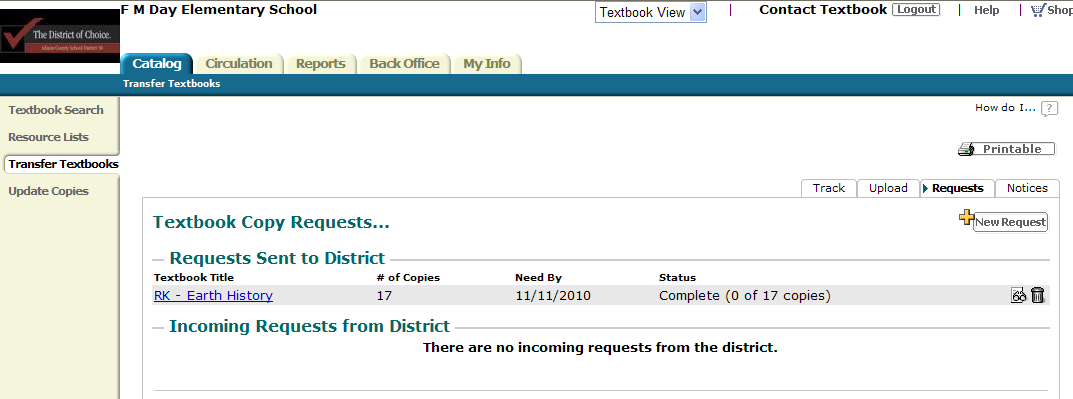
After selecting the Catalog tab at the top of the screen, select Transfer Textbooks on the left hand side of the screen.



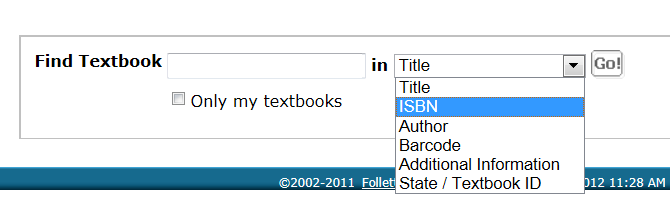
The following screen will appear. Select Requests on the right hand side of the screen.



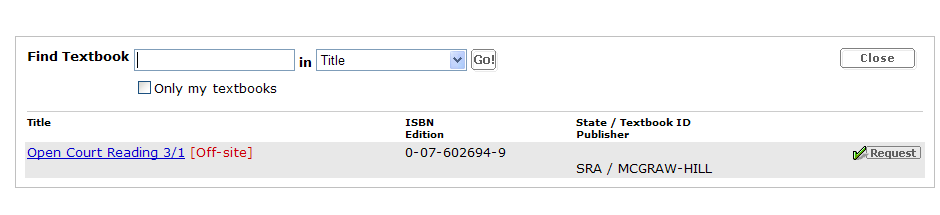
This screen will show you any pending transfers that you have for your building. In order to enter a new request you will need to select the **New Request** button on the right side of the screen.



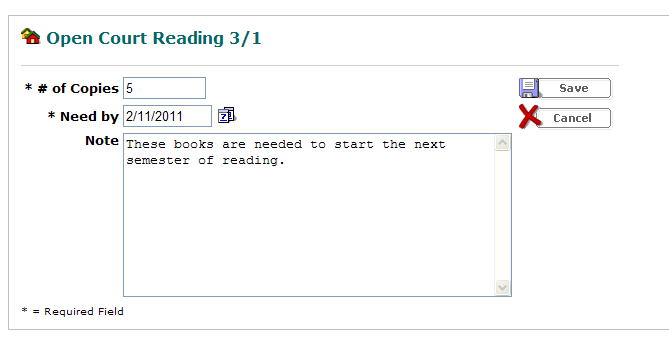
You will now be taken to the request screen within Destiny Textbook Manager to search for a textbook. As with other places within Destiny Textbook Manager, you have multiple ways to search for a textbook.



The District does not use additional information or State / Textbook ID, so only one of the first four fields should be used. We do not recommend using the Barcode field unless you know the specific barcode of the book that is not at your location. For the most accurate search, scan or key in the ISBN number on the back of an existing book within your building. When you search, make sure that you have selected the criteria that you want the system to search. It will always default to title, so be sure to change this if you are using the ISBN. Also, **you will need to uncheck the box next to “Only my textbooks”.** This will allow you to search for books that your building may not have.



Once the book you are looking for is found, select the  button on the right side of the screen. The following page will then appear. On this page, enter the number of copies you need, the date you need them, and any notes you would like Library Services to see, then select Save. 



**If you are unable to find a book within Destiny Textbook Manager that you need for your building, contact Penny X2752 or Deb x2753 at the DIRC (or send an email) with the title of the book, copyright date, IBSN if known, and the quantity of books you are requesting.**  A District-wide search will then be completed to see if a textbook can be found. If the requested book(s) cannot be located, then the school will have to order the materials and ship them to the Warehouse prior to being delivered to your school.

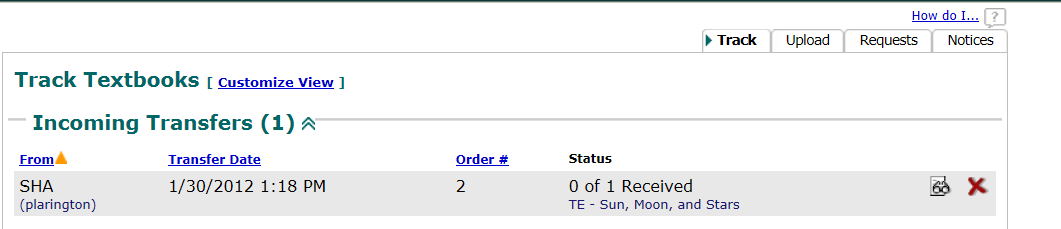
**Receiving Textbooks at the Building Level:**

When you physically receive textbooks at your school from a transfer, you have to receive the order in Destiny Textbook Manager (new orders will already be received in the system for you).

Whenever you have an order to receive, you will see a processing needed  note in the upper right hand corner of the screen.

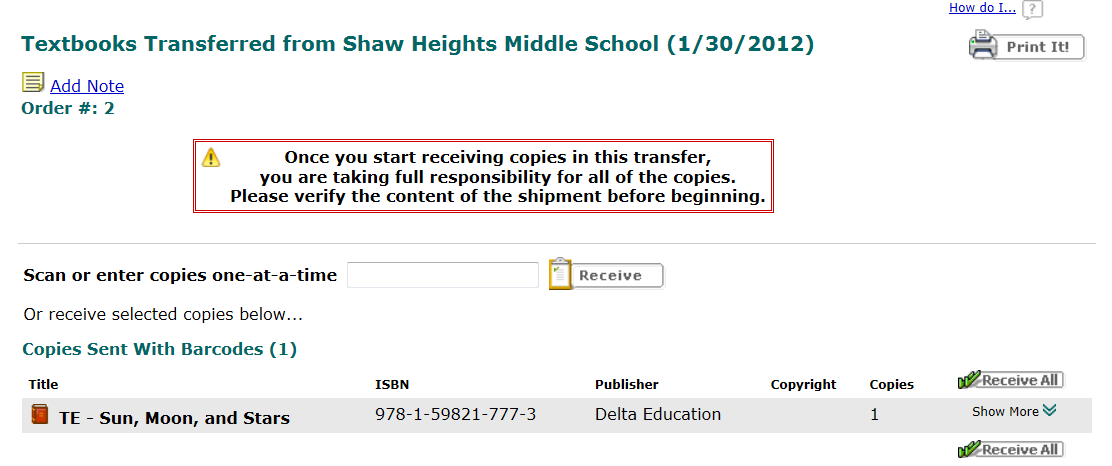


To receive the books, click the icon, and the following screen will appear. (You can also access this information by selecting the Catalog tab on the top of the screen, then Transfer Textbooks along the left hand side).

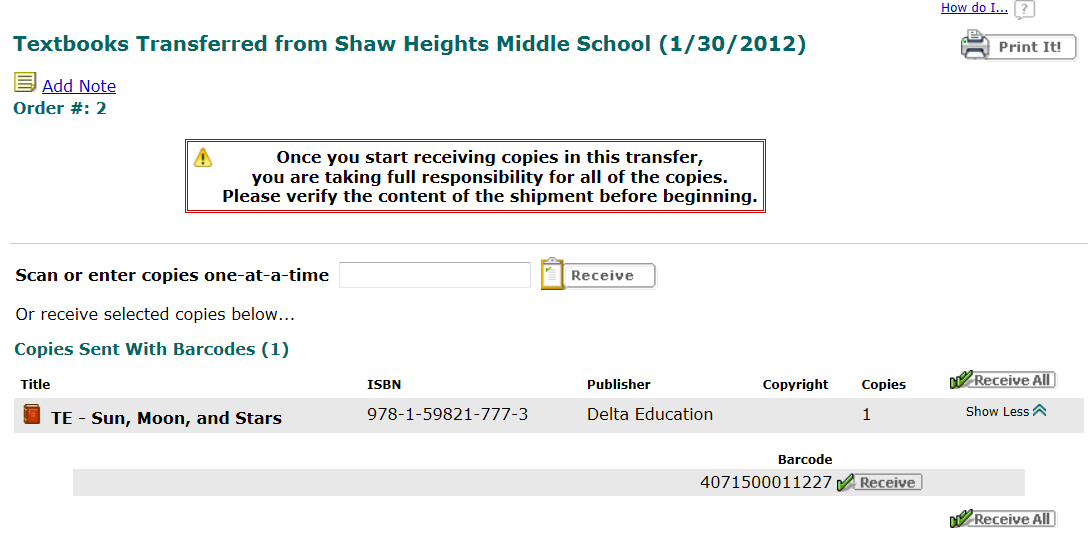


This page will show you both incoming transfers as well as transfers that have already been completed. To process the incoming transfer, select the View  button on the right side of the screen.

The following screen will then appear.

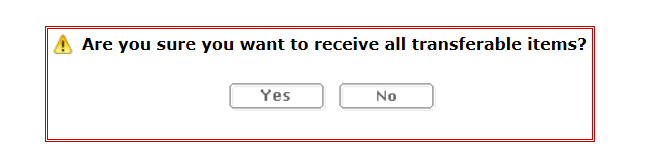


To see the barcodes you are receiving, you can select the Show More icon  on the right side of the screen.



The list of barcodes you need to receive will then be listed. At this point, you can receive the books in one of two ways. You can scan each book individually, or click on the Receive All to receive all the books at one time.

Once you either scan in the appropriate barcode or select receive all, Destiny Textbook Manager will verify that you want to receive the textbooks. Select **Yes** when the message box appears. The books will then be added to your inventory and the textbooks will be become available for checkout. Please note that once you receive the textbooks you are acknowledging that you have received the order complete, and the school will be responsible for any lost books.



**Purchasing Textbooks or Novel Sets**

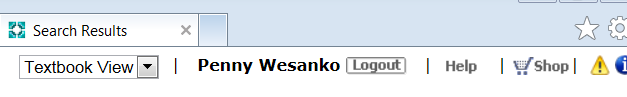
Before purchasing textbooks or novel sets with district or building funds, you must first check to see if available copies exist in Textbook Manager. This is district policy. If they are available, please proceed to create a request with the help of your building Textbook Contact or the DIRC.

If no textbooks are available, then you may move forward with purchases according to purchasing guidelines. Once you receive the new materials, they must be shipped to the DIRC to be entered into the Textbook Manager system. **ALL NEW MATERIALS MUST BE BARCODED AND ENTERED INTO THE TEXTBOOK MANAGER SYSTEM.** Your new books will be returned to you within a week. Call Penny at the DIRC, x2752, with questions.

**Help Feature**

At any time, you can contact DIRC staff to assist you with using Destiny Textbook Manager at x2752. 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.

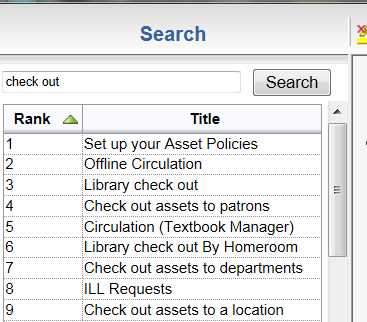
The first Help feature is consistent throughout Destiny, and can always be found in the upper right hand corner of the screen next to the Logout button.



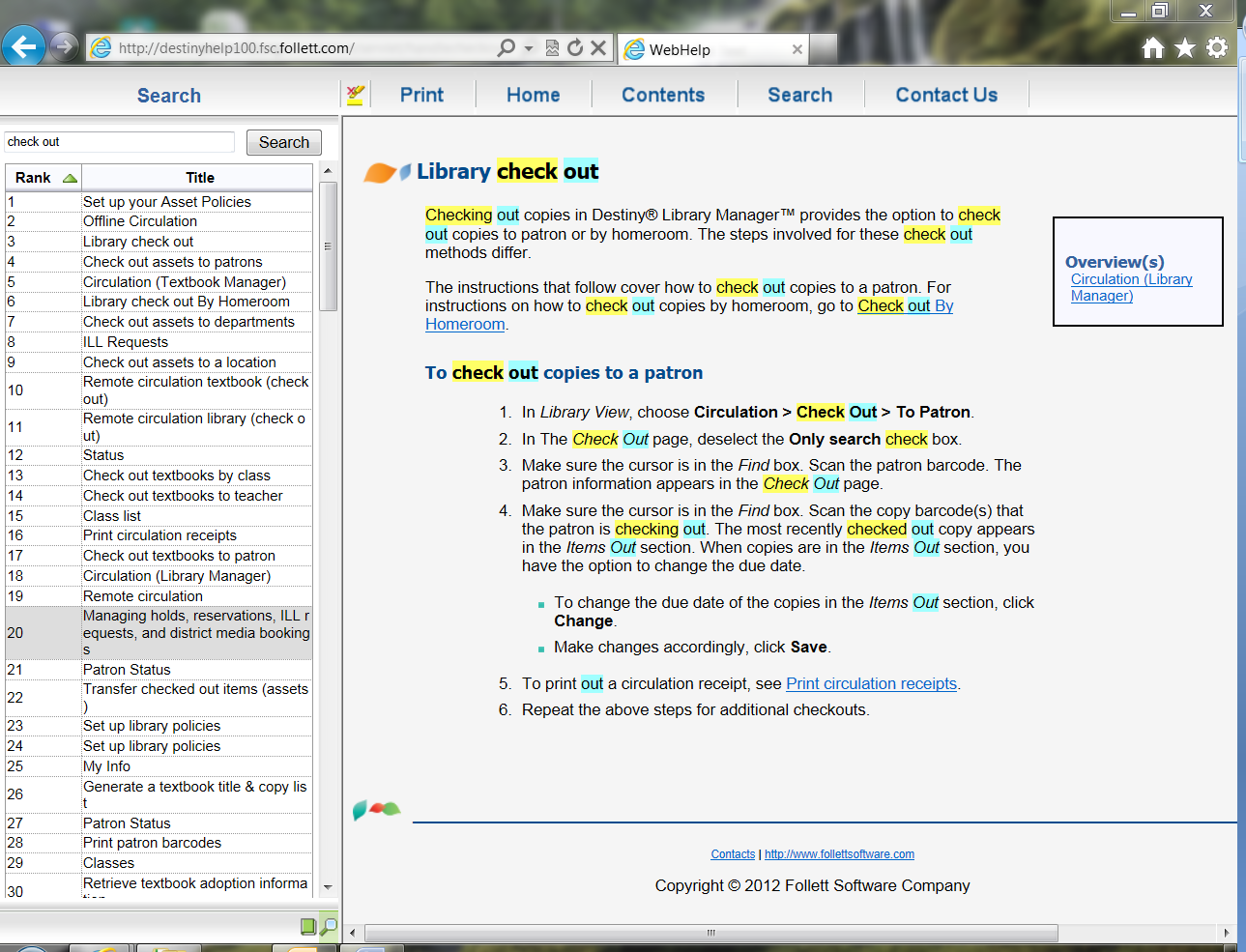
When you select this feature, a new screen will open and the following screen will appear.



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.

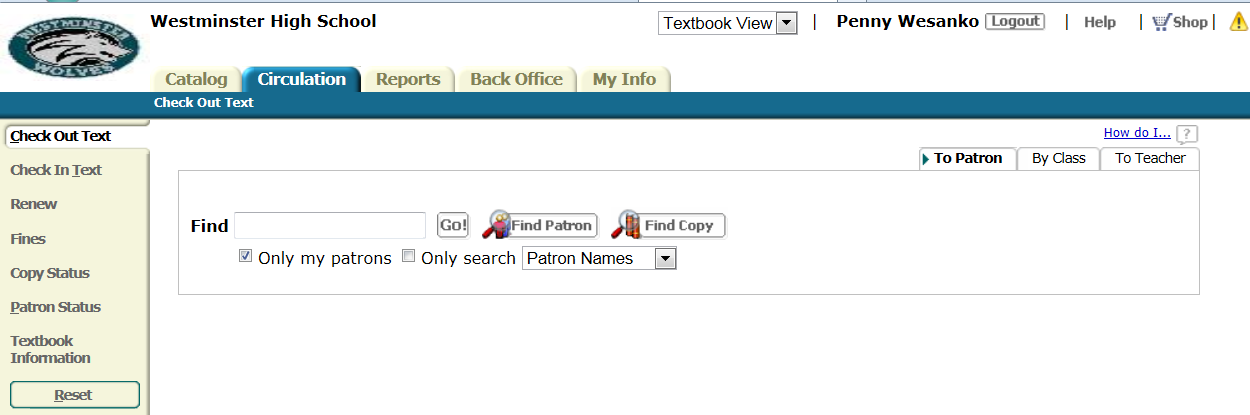


Once you find the topic that best answers your question, click on the Title or Number and the answer will appear on the right side of the screen.

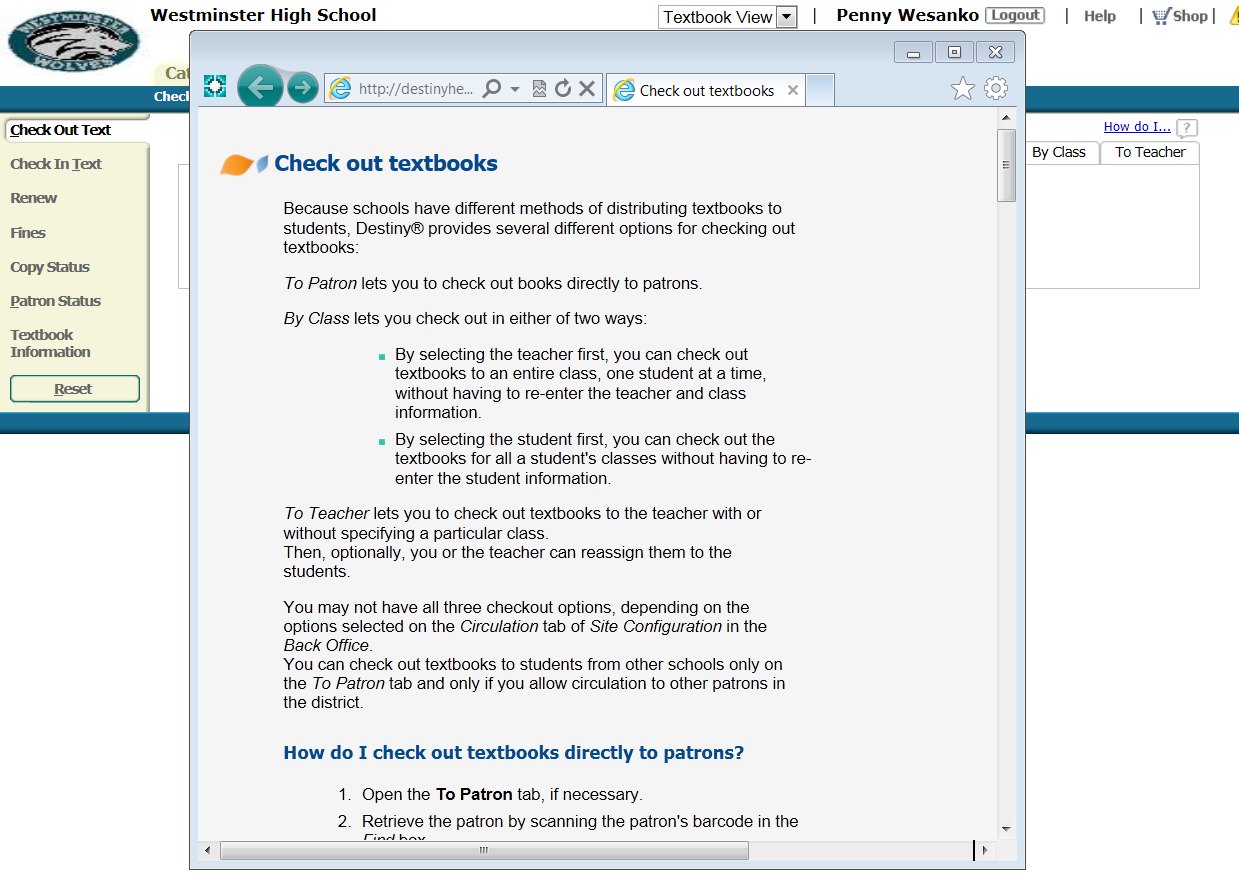


Since a new screen opens with the Help feature, you can toggle back and forth between the Help screen and the Destiny software. Once you are finished with the Help feature, simply close the window and continue working in Destiny.

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.