

1. In Destiny, Back Office tab, Library Policies, set fixed date and ceiling date (see screenshot below)
2. Reactivate ILLs in Destiny Back Office, Site Configuration, Circulation (tab on top), so that you can send and receive them.
3. Change Overdue to Lost time frame in Back Office, Library Policies, Circulation Types (tab on top), then click Edit icon. Change to 30, 60, or 90 days for both library and textbooks.
4. In Back Office tab, Calendar/Hours, mark the library closed dates, including school holidays, on your calendar - items will not be due on those dates.
5. On your library online or printed calendar for all your staff to see, schedule MAPS, special project days, other activities that will close the library.
6. If you use School Messenger autodialer for overdues, set it up. (directions on wiki)
7. For elementary schools, set up Homerooms (see instructions on library services wiki)
8. For secondary schools, for overdue notices;
Let Destiny default to the Overdue Period Teacher field (student's 2nd period teacher -unless that period is art, P.E. or music).
OR set User Defined 2 field in Destiny to Lang Arts (or other core class) teacher name and enter individual students into their Lang Arts teacher's class.
9. Create displays to market your books. Upstart magazine (free sign up) is a great resource full of ideas you can use. You can also order stuff from them.
<http://www.upstartpromotions.com/upstart/>
10. If you do textbooks, Check due dates for textbooks. Make sure the due date is set as the ceiling date (before school ends so you can get overdue books back).

Screen shot below: Re: 1: You may use a fixed date for Faculty checkouts. If you use a Fixed Due Date, be sure to set the actual date in the bold Fixed Due Date area. If you use a Ceiling Date (last day items can be turned in), be sure to set that for end of year.

Patron Types

Patron Type: **Faculty** | Circulation Types: **AV**

To add Follett eBook Policies, click [here](#).
(You will be redirected to the Follettshelf.)

Max Checkouts	Fixed Due Date	Ceiling Date	Block on Fines/Overdues	Max Holds	Ready Holds Expire in	Pending Holds Expire in	Default Hold Priority
20	5/17/2013	5/17/2013	No	50	Days: 30	Days: 180	Standard

Circulation Type	Checkout Limit	Loan Period	Grace Period	Renewable	Fine Increment	Max Fine
AV	20	Fixed	Days: 0	Times: 0	\$0.00 per day	\$0.00
AV-EQUIP	20	Fixed	Days: 0	Times: 0	\$0.00 per day	\$0.00
BOOK	20	Days: 60	Days: 0	Times: 3	\$0.00 per day	\$0.00
Camera	20	Fixed	Days: 0	Times: 0	\$0.00 per day	\$0.00
MAGAZINE	20	Fixed	Days: 0	Times: 0	\$0.00 per day	\$0.00
OVERNIGHT	20	Fixed	Days: 0	Times: 0	\$0.00 per day	\$0.00
REF-BOOK	20	Fixed	Days: 0	Times: 0	\$0.00 per day	\$0.00
Regular	20	Days: 60	Days: 0	Times: 3	\$0.00 per day	\$0.00

Senior

Max Checkouts	Fixed Due Date	Ceiling Date	Block on Fines/Overdues	Max Holds	Ready Holds Expire in	Pending Holds Expire in	Default Hold Priority
5	5/7/2012	5/9/2013	Yes	5	Days: 30	Days: 21	Standard

Circulation Type	Checkout Limit	Loan Period	Grace Period	Renewable	Fine Increment	Max Fine
AV	5	Days: 21	Days: 0	Times: 0	\$0.00 per day	\$0.00
AV-EQUIP	5	Days: 21	Days: 0	Times: 0	\$0.00 per day	\$0.00
BOOK	5	Days: 21	Days: 0	Times: 0	\$0.00 per day	\$0.00
Camera	0	Days: 1	Days: 0	Times: 0	\$0.00 per day	\$0.00
MAGAZINE	0	Days: 1	Days: 0	Times: 0	\$0.00 per day	\$0.00
OVERNIGHT	0	Days: 1	Days: 0	Times: 0	\$0.00 per day	\$0.00
REF-BOOK	0	Days: 1	Days: 0	Times: 0	\$0.00 per day	\$0.00
Regular	5	Days: 21	Days: 0	Times: 0	\$0.00 per day	\$0.00

Student

Default Patron Type: **Student**

Max Checkouts	Fixed Due Date	Ceiling Date	Block on Fines/Overdues	Max Holds	Ready Holds Expire in	Pending Holds Expire in	Default Hold Priority
5	5/13/2013	5/13/2013	No	5	Days: 30	Days: 180	Standard

Circulation Type	Checkout Limit	Loan Period	Grace Period	Renewable	Fine Increment	Max Fine
AV	5	Days: 21	Days: 0	Times: 0	\$0.00 per day	\$0.00
AV-EQUIP	5	Days: 21	Days: 0	Times: 0	\$0.00 per day	\$0.00
BOOK	5	Days: 21	Days: 0	Times: 0	\$0.00 per day	\$0.00
Camera	0	Days: 1	Days: 0	Times: 0	\$0.00 per day	\$0.00
MAGAZINE	0	Days: 1	Days: 0	Times: 0	\$0.00 per day	\$0.00
OVERNIGHT	0	Days: 1	Days: 0	Times: 0	\$0.00 per day	\$0.00
REF-BOOK	0	Days: 1	Days: 0	Times: 0	\$0.00 per day	\$0.00
Regular	5	Days: 21	Days: 0	Times: 0	\$0.00 per day	\$0.00

Screen shot below: Re: 2: Activate ILLs:

destiny.adams12.org/backoffice/serivet/presentsiteconfigcircform.do

Rocky Top Middle School

Library View | kimack (Logout) | Help | Shop | Notifications

Home | Catalog | Circulation | Reports | Back Office

Site Configuration

Manage Patrons
Update Patrons
Import Patrons
Export Patrons
Upload Patron Pictures
Library Policies
Access Levels
Calendar / Hours
Site Configuration
Inventory
Job Manager

Catalog | Circulation | Site Info | Receipts/Refund Notification | Site Administration

Circulation Options...

☒ Allow library materials to circulate to all patrons in the district ?

☐ Allow library materials to be renewed at the borrowing site ?

Calculate library loan periods based on days ?

☐ Automatically calculate fines for overdue items ?

☐ Require explanation when waiving library fine ?

☐ Require explanation when issuing library refunds ?

☒ Automatically create fine for lost library materials ?

☐ "Lost" library materials must be returned in a timely fashion to generate a refund ?

Calendar days from date "lost" before a paid library fine becomes non-refundable:

Allow textbooks to be checked out... ?

☒ To Patron

☒ By Class

☒ To Teacher

☐ Allow consumable textbooks to be checked out ?

☐ Allow textbooks to circulate to all patrons in the district ?

☒ Alert during check out if patron already has current check out of the same textbook ?

☒ Automatically create fine for lost textbook materials ?

☐ "Lost" textbook materials must be returned in a timely fashion to generate a refund ?

Calendar days from date "lost" before a paid textbook fine becomes non-refundable:

☐ Require explanation when waiving textbook fine ?

☐ Require explanation when issuing textbook refunds ?

☐ Set preferred Follett Classic textbook prefix to "T" ?

☒ Display patron pictures

Select this option if you would like patron pictures to appear by default in Circulation Desk.

Save

Screen shot below: Re: 3: Change Overdue to Lost

destiny.adams12.org/backoffice/serivet/presentsiteconfigform.do?action=editCircType&id=385&collectionType=8

Rocky Top Middle School

Library View | kimack (Logout) | Help | Shop | Notifications

Home | Catalog | Circulation | Reports | Back Office

Library Policies

Manage Patrons
Update Patrons
Import Patrons
Export Patrons
Upload Patron Pictures
Library Policies
Access Levels
Calendar / Hours
Site Configuration
Inventory
Job Manager

Patron Types | Circulation Types

To add Follett eBook Policies, click [here](#).
(You will be redirected to the Follett shelf.)

Circ Types

AV

Default Settings
Loan Period: Days: 14
Grace Period: Days: 0
Renewable: Times: 0

Fine Increment: \$0.00 per day
Max Fine: \$0.00
Overdue to Lost: Days: 30

Patron Type	Checkout Limit	Loan Period	Grace Period	Renewable	Fine Increment	Max Fine
Faculty	20	Fixed	Days: 0	Times: 0	\$0.00 per day	\$0.00
Senior		Days: 21	Days: 0	Times: 0	\$0.00 per day	\$0.00
Student	3	Days: 21	Days: 0	Times: 0	\$0.00 per day	\$0.00

AV-EQUIP

Default Settings
Loan Period: Days: 14
Grace Period: Days: 0
Renewable: Times: 0

Fine Increment: \$0.00 per day
Max Fine: \$0.00
Overdue to Lost: Days: 30

Patron Type	Checkout Limit	Loan Period	Grace Period	Renewable	Fine Increment	Max Fine
Faculty	20	Fixed	Days: 0	Times: 0	\$0.00 per day	\$0.00
Senior		Days: 21	Days: 0	Times: 0	\$0.00 per day	\$0.00
Student	0	Days: 21	Days: 0	Times: 0	\$0.00 per day	\$0.00

BOOK

Default Settings
Loan Period: Days: 21
Grace Period: Days: 0
Renewable: Times: 0

Fine Increment: \$0.00 per day
Max Fine: \$0.00
Overdue to Lost: Days: 30

Patron Type	Checkout Limit	Loan Period	Grace Period	Renewable	Fine Increment	Max Fine
Faculty	20	Days: 60	Days: 0	Times: 3	\$0.00 per day	\$0.00
Senior	5	Days: 21	Days: 0	Times: 0	\$0.00 per day	\$0.00
Student	5	Days: 21	Days: 0	Times: 1	\$0.00 per day	\$0.00

Screen shot below: Re: 4: Mark the Library Closed dates

destiny.adams12.org/backoffice/servlet/presentcalendarform.do?12m=Calendar%20/%20Hours

Meridian Elementary

View All | kimack Logout | Help | Shop | Processing Needed

Calendar

Manage Patrons
Update Patrons
Update Classes
Import Patrons
Export Patrons
Upload Patron Pictures
Library Policies
Textbook Policies
Access Levels
Calendar / Hours
Forecasting
Site Configuration
Inventory
Job Manager

How do I... (?)

<< April 2013 >>						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6 Closed
7 Closed	8	9	10	11	12 Closed	13 Closed
14 Closed	15	16	17	18	19	20 Closed
21 Closed	22	23	24 Change day to Closed	25	26	27 Closed
28 Closed	29	30				

Closed: [Sunday, Saturday](#) Hours: [8:00 AM - 2:00 PM](#) [View 2013](#)

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destiny.adams12.org/backoffice/servlet/handlecalendarform.do?action=changeopenclosed&closed=false&year=2013&month=3&day=24