

1. Introductions: Kim Ackerman, Library Services Coordinator x6554
Jennifer Fugita, Supervisor of Instructional Media Center (IMC) x4328
Nancy Crochet, Library Processing, IMC x4744 Sarah Harter, Textbook Processing, IMC x4747
Elaine Vaness, assistant to IT-LS (Instructional Technology and Learning Services) and IMC x6953
2. Destiny Patron Records -
You can create a record for student or teacher or parent, but you can only create Access Level as "Student".
You can change teacher and student passwords in case they forgot theirs.
This teacher/student doesn't have a Patron Record – what do I do?
This teacher has two records – what do I do?
This teacher needs to check out textbooks – what do I do?
When in doubt, send it to IT Help, Kim, Jennifer, or Elaine.
3. Basics of check in and check out.
Look at Destiny's Help section. Search for the topic you want or use Index.
Let's practice.
4. Fines for lost or damaged books.
After 3 weeks overdue, the library item rolls into LOST automatically and a fine shows on the student account.
Attention!!! – you have to look at the record & notice the fine. No warning sounds for fines.
You can Waive a Fine (add note)
You Can NOT Pay a Fine or Partial Payment of Fine - must be done in Infinite Campus
*****All PAYMENTS must be removed or reduced in *Infinite Campus*, NOT in *Destiny***
*****LIBRARY TRACKING that pertain to use of materials are done in *Destiny***

Last Year's District Mandated Accounting Procedures have been changed and removed from our library wiki. To add to the wiki, ask to be a member.

<http://adams12libraryservices.wikispaces.com/>

Destiny and IC example:

Ex: Student paid school office manager for a lost library book fine, then returns the books to you. You DO check the book in. Destiny will tell IC the book has been returned and show zero balance. IC will show \$12 was paid, now the balance is \$0, so it owes that student \$12. Bookkeeper will refund the money.

5. How do you get help?
Your school's Destiny account and Destiny Tech help (1-800-722-7424 + your customer number).
our Adams12 Library Services wiki
IT Help desk x4120, other clerks, Kim, Elaine, Jennifer

*****BIG NOTE!! Never touch the Export tab under Catalog tab.**

To delete copies from your library's collection, use the Update Copies tab (see screen shot below).

The screenshot displays the 'Update Copies' interface for Cherry Drive Elementary. The top navigation bar includes 'Home', 'Catalog', 'Circulation', 'Reports', and 'Back Office'. The 'Catalog' tab is selected, and the 'Update Copies' sub-tab is active. On the left sidebar, 'Update Copies' is highlighted. The main content area shows the 'Delete Individual Copies' section, which includes a form with a 'Delete Copy' input field, a 'from Library Materials' dropdown, a 'Track as weeded' checkbox, and a 'Go!' button. Above this form are tabs for 'Individual Delete', 'Batch Delete', 'Individual Update', 'Batch Update', 'Global Update', and 'Receive'. The footer of the interface indicates copyright for Follett Software Company and the date 8/29/2011.

Standard Procedures:

1. All OVERDUES will automatically roll into LOST after 60 days. Please set this for your school in Destiny under Library Policies, Circulation Types, then Edit icon, then Overdue to Lost in 60 days.
*when a book is moved to LOST, Destiny will not notify you that the user has a FINE.

Books moved to LOST will no longer show up in your ILL request queue. You can run a report to show what Patrons at other sites have your materials.

Under Reports, Patron tab, Current Checkouts report. Click for Unpaid Library Fines. Click for Also Include Patrons of other sites that have My Materials.

*when a book is moved to LOST, you can no longer see the date checked out. I can, so you can ask me if this comes up, or you can figure out checkout date yourself.