

## Destiny Training #2

Week of September 13, 2011

Instructor: Kim Ackerman and Jennifer Fugita

1. Introductions: Kim Ackerman, Library Services Coordinator x6554  
Jennifer Fugita, Supervisor of Instructional Materials 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. Doing ILLs correctly – See explanation on Destiny page in wiki [Steps for Requesting and Returning ILLs.pdf](#)



\*Be sure to check the Processing Needed button frequently throughout the day

3. Running Reports – Reports Tab, then Library tab on left.
  - overdue reports
  - use statistics and the weeding log

4. Deleting and discarding weeded items:

**\*\*\*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). After the books are weeded, use a black marker to mark out your school name. You do not need to black out the barcode, but you can AFTER you've deleted them. You don't want these books to get back to you!

Cherry Drive Elementary

Library View | kimack Logout | Help | Shop | ?

Update Copies

Processing Needed

How do I... ?

Individual Delete | Batch Delete | Individual Update | Batch Update | Global Update | Receive

**Delete Individual Copies**

Delete Copy  from Library Materials ☐ Track as weeded

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Internet | Protected Mode: On 115%

5. Homeroom and Overdue Period Teacher fields – How to set up Homerooms & check out by Homeroom.

See instructions on Destiny How-To page on wiki and Hand-Out!

Help with Destiny can be found at:

1. <http://adams12libraryservices.wikispaces.com/>  
instructions from our Adams12 TLs.
2. Other clerks – your colleagues!
3. IT Help desk x4120 and in email, To: IT Help
4. Kim, Elaine, Jennifer, Nancy, Sara
5. Your school's Destiny account and Destiny Tech help (1-800-722-7424 + your customer number)