

## PROFESSIONAL DEVELOPMENT

**A. Course Title:** Pursue your library's Destiny.

**B. Description:** Destiny circulation system is a powerful tool for our Adams12 libraries! Learn with your colleagues during three 5-hour face-to-face sessions. Work through Destiny's online learning modules and Help Pages to gain expertise in these subjects essential to an effective library, including: Reports-including Inventory, Follett Remote, Creating Resource Lists, Holds-Fines-and ILLs.

**C. Objectives:** Participants will meet to work through at least five Destiny online Learning Modules. Each module addresses a specific topic/skill that participants must be proficient at to maintain the collection, patron records, and general library effectiveness. Participants will work together on the modules for each day, with help and direction from the Instructor. Goals are twofold: all participants will be able to conduct necessary library business using Destiny and all participants will be able to teach students and staff to use the full range of Destiny features.

**D. Content:** Day 1 online Learning Modules: Set up your Library Policies - including Set Library Policies, Circulation Types, Patron Types, Interlibrary loans, Add Patrons and Modify Patrons, and Customize your school's library home page.

Day 2 online Learning Modules: Set up Searching and Circulation - including Patron Search Options, Resource Lists, Set up Basic Search Buttons, Customize Visual Search.

Day 3 online Learning Modules: Reports - including Inventory, Overdues, and Collection Development reports. Also, Follett Remote – using Follett when the internet is down.

### **E. Performance-Based Standards for Colorado Teachers, CDE:**

**Standard Six: Knowledge of Individualization of Instruction:** 6.1 Employ a wide range of teaching techniques to match the intellectual, emotional, and social level of each student, and choose alternative teaching strategies and materials to achieve different curricular purposes.

**Standard Seven: Knowledge of Technology:** 7.3 Utilize technology to manage and communicate information.

**F. Activities:** As a group, participants will work through a variety of video modules and online help screens together, to become proficient in the topics required. Participants will move through each module together, helping each other, and posing and investigating scenarios that regularly happen in their libraries. At the end of the training, participants will determine the best methods to teach staff and students to utilize the many features of Destiny circulation system. Each class will take place in a computer lab so all participants are logged into their own school accounts, with access to their own patrons, their school's collection, and their school's homepage.

**G. Required texts, readings, and instructional resources:** Each Teacher-librarian and library clerk has already created an account to access Destiny online learning video modules and Destiny help modules. Each has a printed manual. No additional resources will be required.

**H. Expectations:** This is a participatory class in which everyone is expected to engage, investigate, and contribute to the group's mastery of Destiny circulation system. Since Destiny is new to all of us, no one is yet an expert. Participants will create a bank of How-To documents, Questions and

Answers, or Guides for common scenarios on our Library Services wiki, which is accessible to every Teacher-librarian and clerk in Adams12.

**I. Evaluation:** Each participant will post at least one document which will be helpful to all library personnel, on the Library Services wiki during the final class. Each participant will choose a different class topic to post information on. Each posting will include links to Destiny online help and video trainings, a simple explanation, and screen shots. Each participant will teach one of the course modules to other librarians and clerks during fall staff development. Participants will evaluate each other's participation in the classes as active participation is a requirement of this course.

**J. Course Credit:** 15 hours of non-contract time for 1.0 semester hours and 1.5 quarter hours of credit.

**K. Schedule:** Tuesday, August 10 – Thursday, August 12, 5 hours each day.

**L. Location of Course:** ESC computer lab or school lab (to be decided)

**M. Instructor(s) of record:** Kim Ackerman - Library Services Coordinator, Gigi McVey – Middle School librarian, Jeri Saal – elementary school library clerk.