Destiny Training #1  
Week of August 29, 2011  
Instructor: Kim Ackerman

1. Introductions: Kim Ackerman, Library Services Coordinator  
   Jennifer Fugita, Supervisor of Instructional Media Center (IMC)

Elaine Vaness, assistant to IT-LS (Instructional Technology and Learning Services) and IMC

1. 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.

1. 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.

1. 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.

Pay a Fine, Waive a Fine (add note), Partial Payment of Fine (add note)  
\*\*\*All fines must be removed or reduced in Infinite Campus, NOT in Destiny

See District Mandated Accounting Procedures on our library wiki. To add to the wiki, ask to be a member.

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

1. Destiny and IC communication – clarifications.
2. How do you get help?  
    Your school’s Destiny account and Destiny Tech help.  
   our Adams12 Library Services wiki  
   IT Help desk, 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).

