

Destiny Summer Course Content – Modify as you see fit. Nothing is absolutely required.

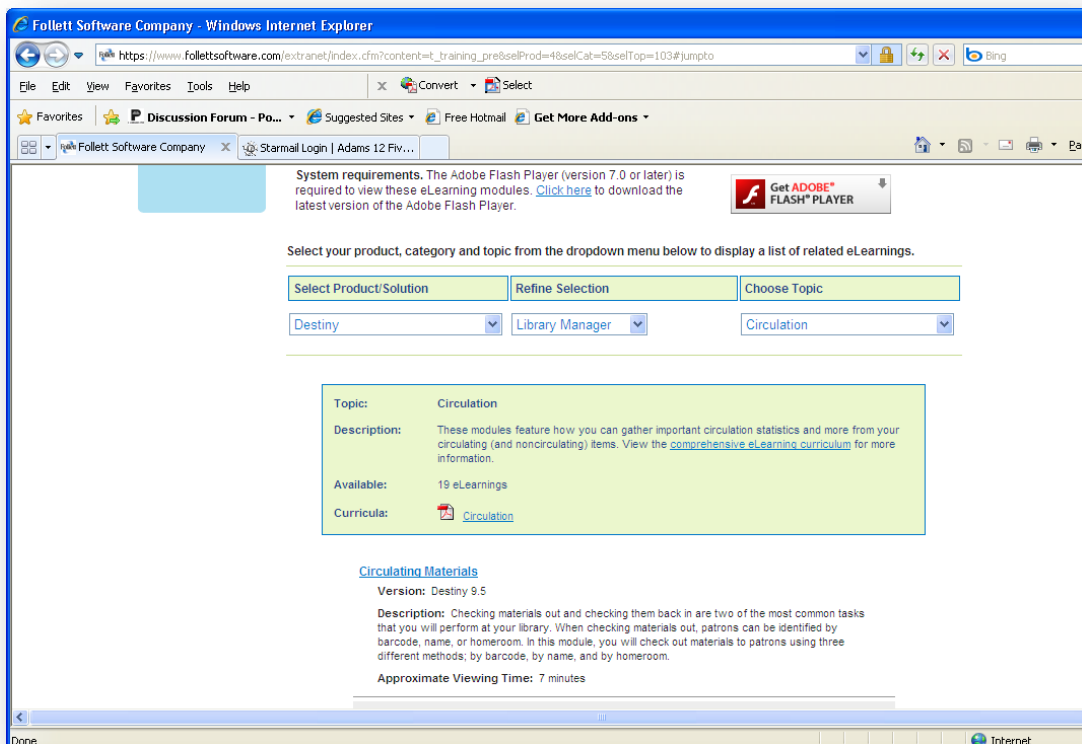
Course Resources: 1. Destiny's Help pages – including all tabbed categories.

2. Destiny's Online eLearning Modules. Search Help for web-based trainings.

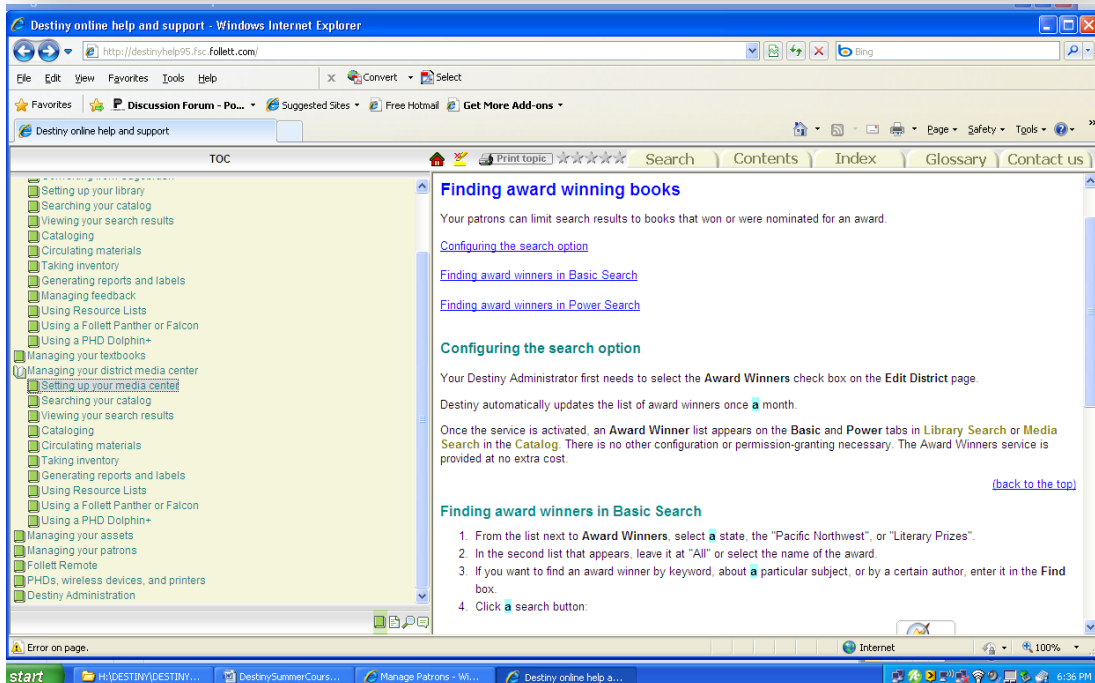
***You will need the log-in you created at Destiny training day to access the eLearning Modules. Bring your customer number and your log-in password to class.

3. Destiny's Quick Help Sheets

*all available at <http://destiny.adams12.org>



Follett's eLearning modules are under 10 minutes and easy to follow. Use them to guide you.



In Destiny Help, browse through each tab at top – Search for a topic, Table of Contents, Index, Glossary of Terms, and Contact Us to get more help & make suggestions.

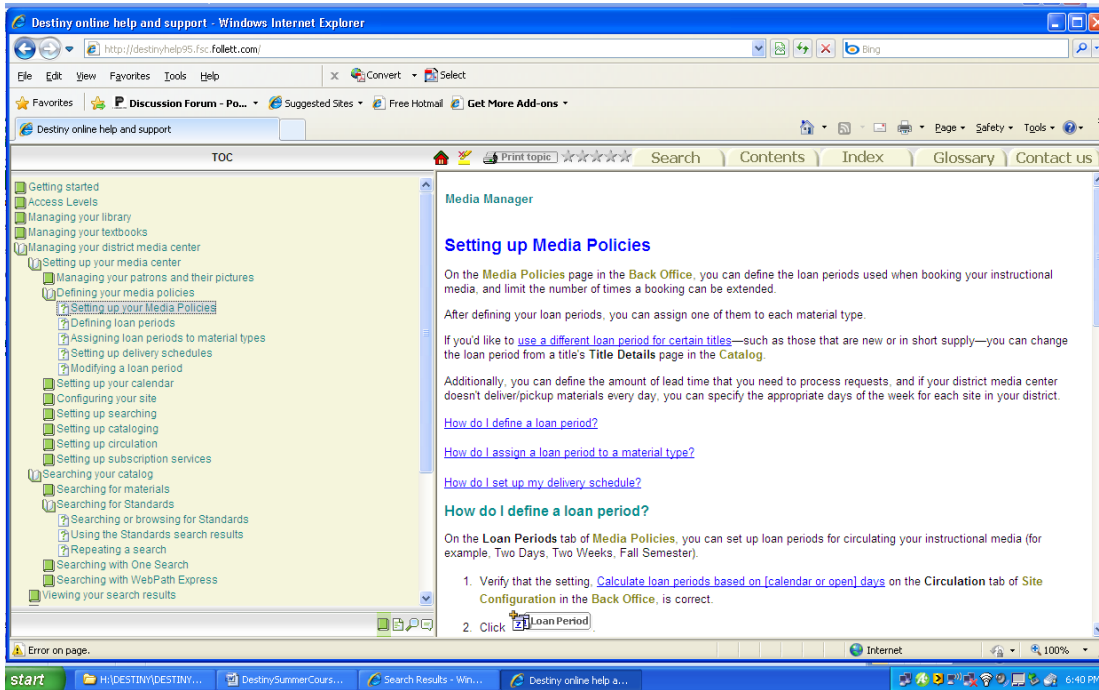
Get familiar with the many ways to find what you're looking for.

Content: Day 1

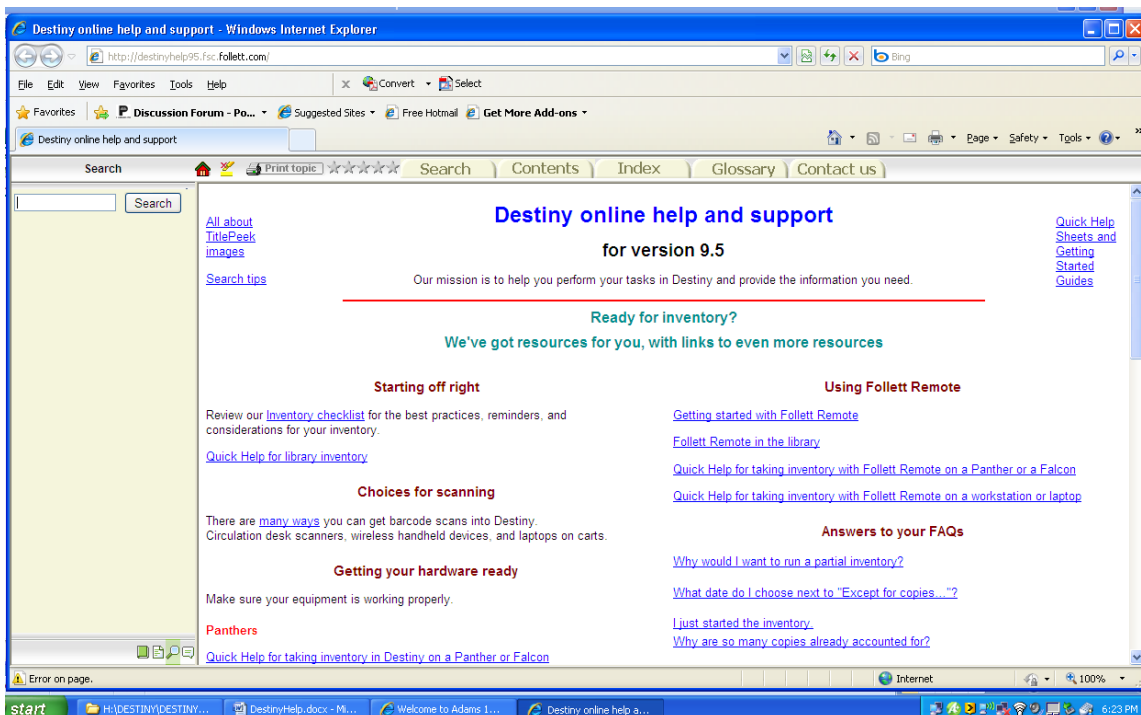
Set up your Library Policies - including Set Library Policies, Circulation Types, Patron Types, Interlibrary loans, Add Patrons and Modify Patrons.

Customize your school's library home page.

Follett Remote – using Follett when the internet is down.



Set up your media policies – found through Table of Contents



Using Follett Remote from the main Help page. Continue checking items in and out, even if the network is down.

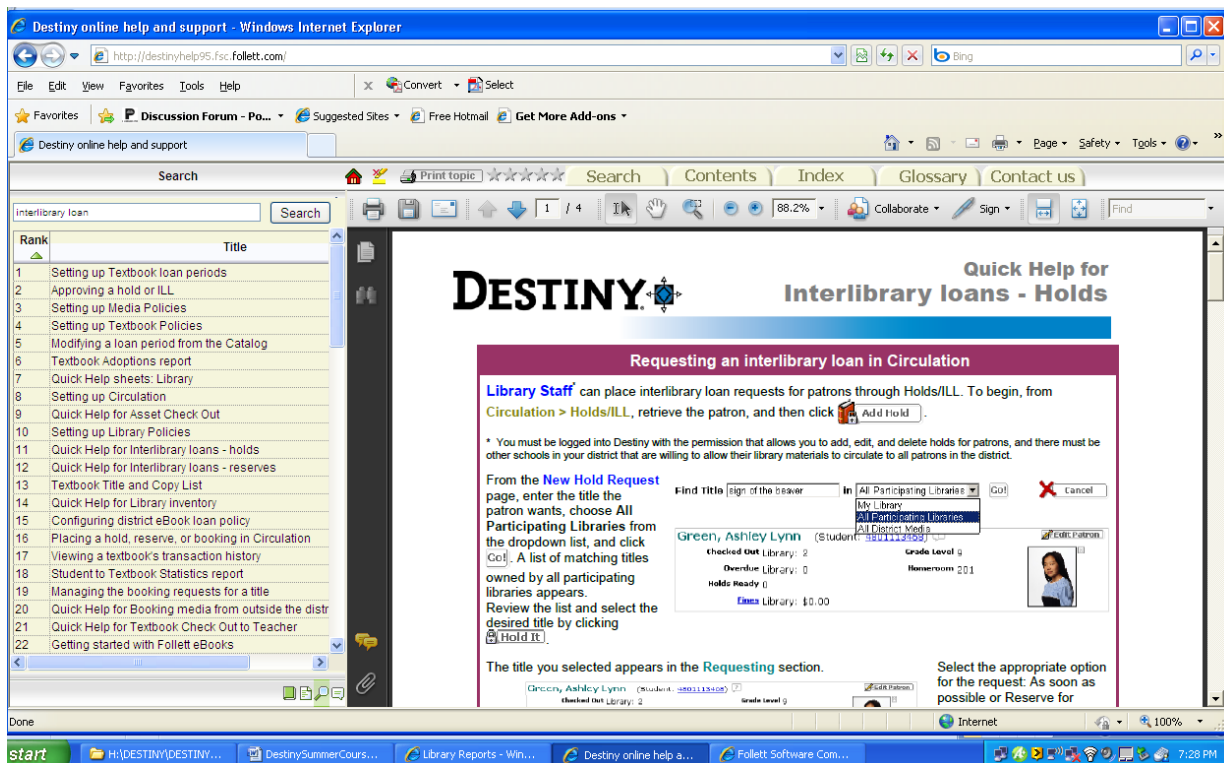
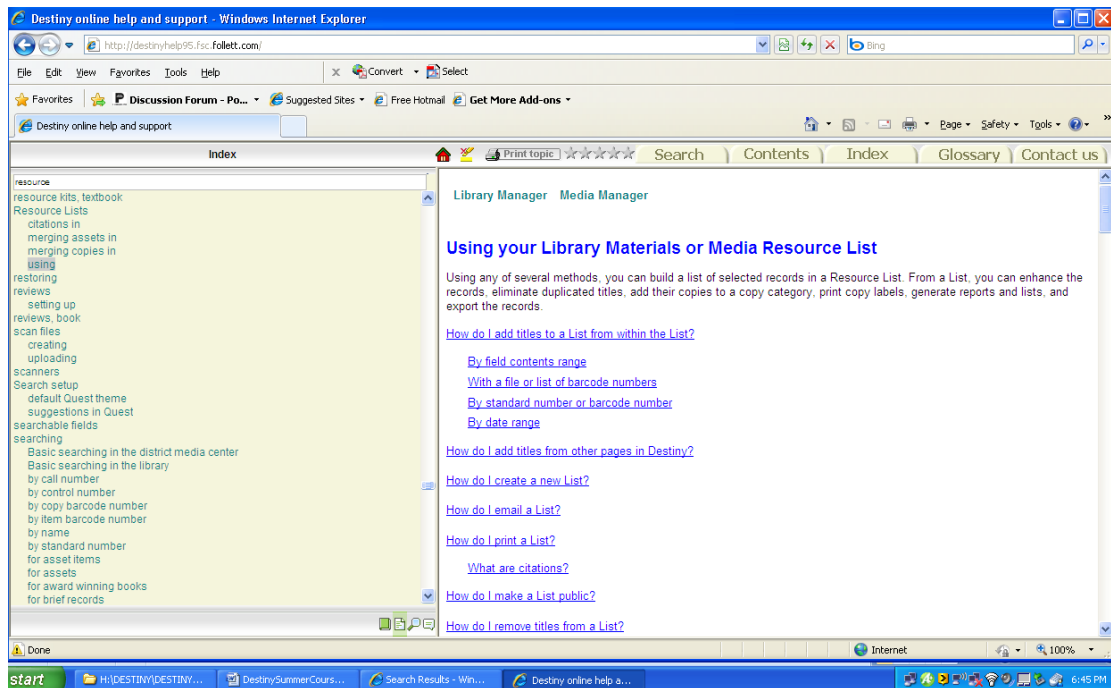
Content: Day 2

Set up Searching and Circulation - including Patron Search Options, Create a Resource List, Set up Basic Search Buttons, Customize Visual Search.

Interlibrary Loans

From Index, find how to set up a Resource List

In Table of Contents, open Managing your Media Center and see the link for "Using Resource Lists".



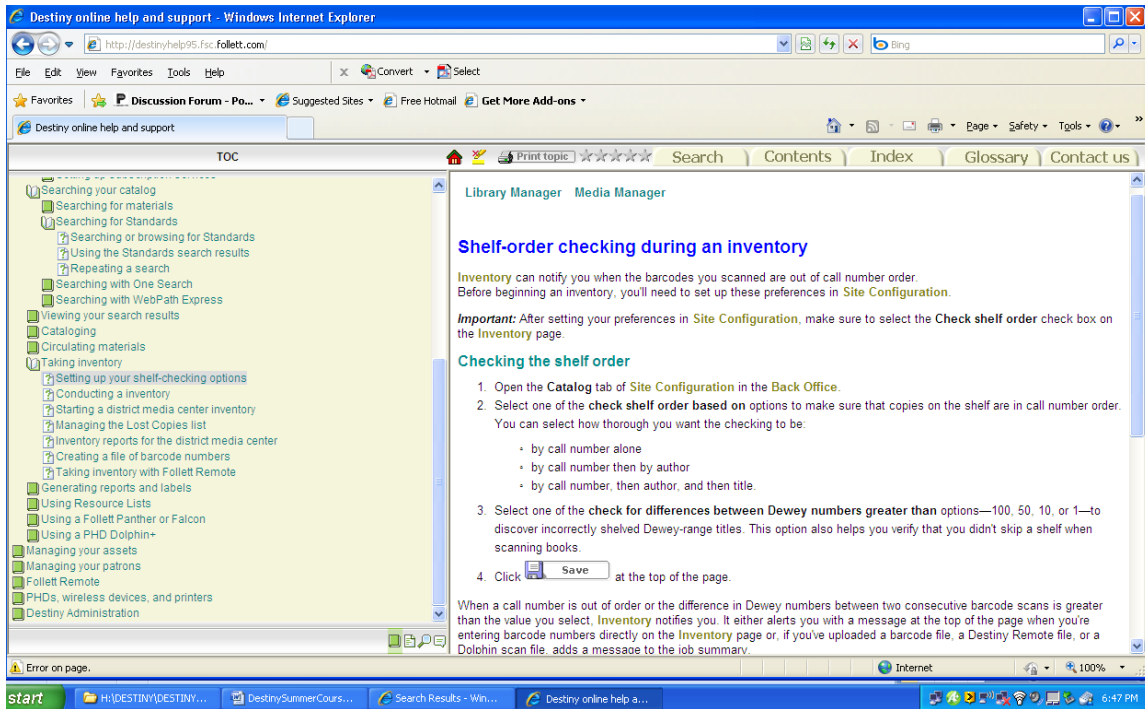
Quick help sheet for Interlibrary Loans

Content: Day 3

Doing an annual Inventory

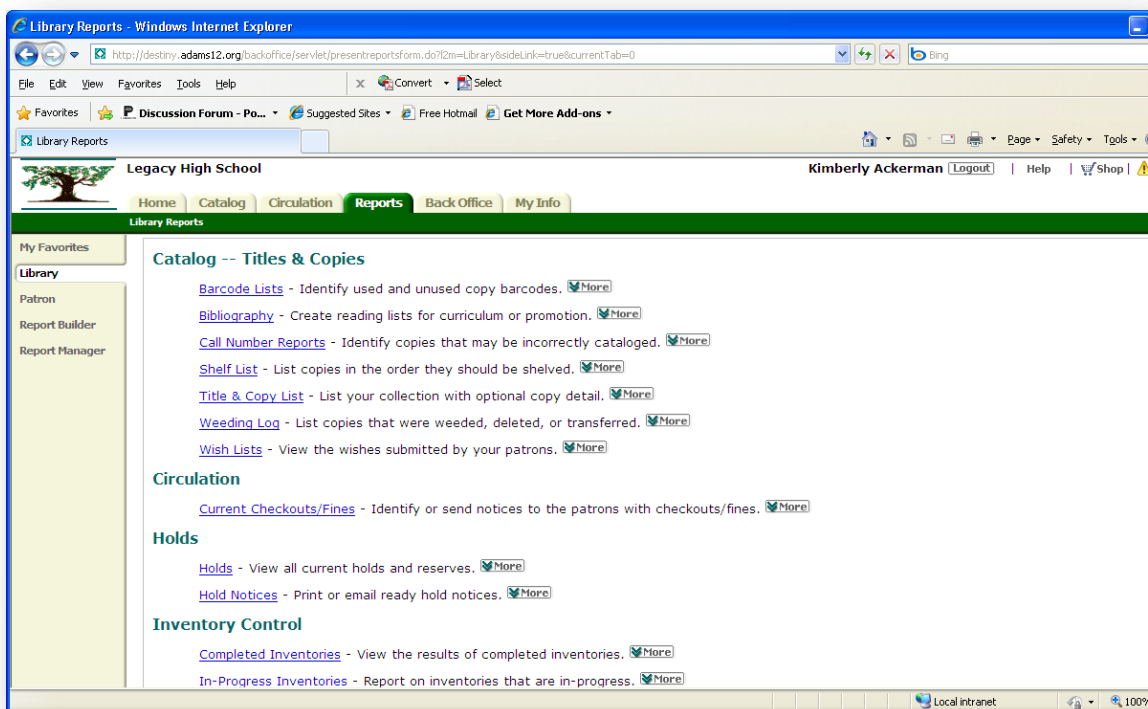
Reports - including Inventory, Overdues, Collection Development, and Circ Stats reports.

*Did you run your Lost and Missing report and discard some or all of these from your collection?



In Table of Contents, open Managing your Media Center and see the link for “Taking Inventory”.

You’ll find many inventory resources on the Help main page under FAQs too.



You can search Index and TOC for reports, or go to the Reports tab and go down the list to get comfortable with reports already set up.

If you need a report that’s not there, try Report Builder.