

## End of Year Library Procedures:

Choose a final due date for all books. Apprx. 10 days or 2 weeks before the students' last day is suggested.

In Destiny, go in to Back Office, Patron Types, and set the Ceiling Date for each patron type.

Faculty will probably be allowed to check out longer than students, so their Ceiling Date may be the last day of school or a few days before that.

Scroll through your Patron Types and click the Edit icon for Student patron type. Set the Ceiling Date as the date you want all library items to be turned in (final due date).

<b>Max Checkouts</b>	100	<b>Max Holds</b>	5			
<b>Fixed Due Date</b>	5/10/2013	<b>Ready Holds Expire in</b>	Days: 30			
<b>Ceiling Date</b>	5/21/2013	<b>Pending Holds Expire in</b>	Days: 21			
<b>Block on Fines/Overdues</b>	No	<b>Default Hold Priority</b>	Standard			
<b>Circulation Type</b>	<b>Checkout Limit</b>	<b>Loan Period</b>	<b>Grace Period</b>	<b>Renewable</b>	<b>Fine Increment</b>	<b>Max Fine</b>
AV		Days: 14	Days: 0	Times: 1	\$0.00 per day	\$5.55
AV-EQUIP		Days: 360	Days: 0	Times: 0	\$0.00 per day	\$5.55
BOOK		Days: 30	Days: 0	Times: 1	\$0.00 per day	\$5.55
MAGAZINE		Days: 14	Days: 0	Times: 1	\$0.00 per day	\$4.00
OVERNITMAT		Days: 1	Days: 0	Times: 0	\$0.00 per day	\$5.55
REF-BOOK		Days: 1	Days: 0	Times: 1	\$0.00 per day	\$5.55
Regular		Days: 30	Days: 0	Times: 0	\$0.00 per day	\$5.55
<b>Parent</b>						
<b>Max Checkouts</b>	10	<b>Max Holds</b>	5			
<b>Fixed Due Date</b>	5/16/2012	<b>Ready Holds Expire in</b>	Days: 7			
<b>Ceiling Date</b>	5/16/2013	<b>Pending Holds Expire in</b>	Days: 21			
<b>Block on Fines/Overdues</b>	No	<b>Default Hold Priority</b>	Standard			
<b>Circulation Type</b>	<b>Checkout Limit</b>	<b>Loan Period</b>	<b>Grace Period</b>	<b>Renewable</b>	<b>Fine Increment</b>	<b>Max Fine</b>
AV		Days: 14	Days: 0	Times: 1	\$0.00 per day	\$5.55
AV-EQUIP		Fixed	Days: 0	Times: 0	\$0.00 per day	\$5.55
BOOK		Days: 14	Days: 0	Times: 1	\$0.00 per day	\$5.55
MAGAZINE		Days: 14	Days: 0	Times: 1	\$0.00 per day	\$4.00
OVERNITMAT		Days: 1	Days: 0	Times: 0	\$0.00 per day	\$5.55
REF-BOOK		Days: 1	Days: 0	Times: 1	\$0.00 per day	\$5.55
Regular		Days: 14	Days: 0	Times: 0	\$0.00 per day	\$5.55
<b>Student</b>						
<b>Max Checkouts</b>	5	<b>Max Holds</b>	5			
<b>Fixed Due Date</b>	5/10/2013	<b>Ready Holds Expire in</b>	Days: 30			
<b>Ceiling Date</b>	5/17/2013	<b>Pending Holds Expire in</b>	Days: 21			
<b>Block on Fines/Overdues</b>	Yes	<b>Default Hold Priority</b>	Standard			
<b>Circulation Type</b>	<b>Checkout Limit</b>	<b>Loan Period</b>	<b>Grace Period</b>	<b>Renewable</b>	<b>Fine Increment</b>	<b>Max Fine</b>
AV		Days: 14	Days: 0	Times: 0	\$0.00 per day	\$5.55
AV-EQUIP	0	Days: 0	Days: 0	Times: 0	\$0.00 per day	\$5.55
BOOK		Days: 10	Days: 0	Times: 1	\$0.00 per day	\$5.55
MAGAZINE		Days: 10	Days: 0	Times: 1	\$0.00 per day	\$4.00
OVERNITMAT		Days: 1	Days: 0	Times: 0	\$0.00 per day	\$5.55
REF-BOOK		Days: 1	Days: 0	Times: 1	\$0.00 per day	\$5.55
Regular		Days: 10	Days: 0	Times: 0	\$0.00 per day	\$5.55

## What's the difference between the Fixed Date and the Ceiling Date?

The Fixed Date only comes in to play if you choose the Loan Period for a certain Circulation Type as Fixed. Mostly, we choose the loan period as a certain number of days. (see screen shot below). If your loan period is in Days, the Fixed Date doesn't matter.

**The Ceiling Date is the final due date.** All materials for that patron type will be due on the Ceiling Date.

**\*\*BEWARE!** If your ceiling date is May 10<sup>th</sup> for example.... If you check out a book on May 10<sup>th</sup> or later, Destiny will check it out for the regular check-out period. **It only recognizes the Ceiling Date if that date hasn't come yet.**

destiny.adams12.org/backoffice/servlet/handleeditpatrontypeform.do?restoreFromCrumb=1&tm=TopLevelBackOffice&l2m=Library+Policies&formSignature=&formName=backoffice\_servlet\_EditPatronTypeForm&brc=

Riverdale Elementary

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Library Policies > Edit Student Policies

How do I...?

Manage Patrons  
Update Patrons  
Update Classes  
Import Patrons  
Export Patrons  
Upload Patron Pictures

Library Policies  
Textbook Policies  
Access Levels  
Calendar / Hours  
Forecasting  
Site Configuration  
Inventory  
Job Manager

Patron Type: Student  
Default Patron Type

Max Checkouts: 5  
Fixed Date: 5/10/2013  
Ceiling Date: 5/17/2013

Max Holds: 5  
Ready Holds Expire in: 30 days  
Pending Holds Expire in: 21 days  
Default Hold Priority: Standard

☒ Block check outs and renewals if the patron has fines or overdue items (override available)

Circulation Type	Checkout Limit	Loan Period	Grace Period	Renewable	Fine Increment	Max Fine
AV		14 Days	0 days	0 times	\$0.00 daily	\$5.55
AV-EQUIP	0	0 Days	0 days	0 times	\$0.00 daily	\$5.55
BOOK		10 Days	0 days	1 times	\$0.00 daily	\$5.55
MAGAZINE		10 Days	0 days	1 times	\$0.00 daily	\$4.00
OVERNITMAT		1 Days	0 days	0 times	\$0.00 daily	\$5.55
REF-BOOK		1 Days	0 days	1 times	\$0.00 daily	\$5.55
Regular		10 Days	0 days	0 times	\$0.00 daily	\$5.55

Days  
Fixed  
Hours

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