

You have TWO easy options for checkouts to young students with no library cards.

One way to check out: Manually set up HOMEROOMS. You can check out to students on Destiny by Homeroom (tab on right top)

To set up Homerooms.

Set up each Homeroom with a TEACHER NAME in Site Configuration tab, then Site Admin tab on right top.

That tab is to set up the Homeroom teacher, not to add the students.

To add students to homerooms:

Option 1: Easy!

Print barcodes on one page for each Overdue Period Teacher (for elementary, these are the Homeroom teachers). Then, go to that teacher's Homeroom that you've set up. Scan each barcode on the printed page to add students to that Homeroom.

To set up Overdue Period Teacher report with student barcodes:

On Reports tab, then Patron Reports on left.

At bottom, Labels/Cards, choose Barcode Labels – leave it on USED

Select by Overdue Period Teacher (use drop-down)

From: teachername to teachername (i.e. Barr to Barr so you only print one class at a time)

Sorted by: Patron Name

Include: barcode number and barcode labels. Run Report.

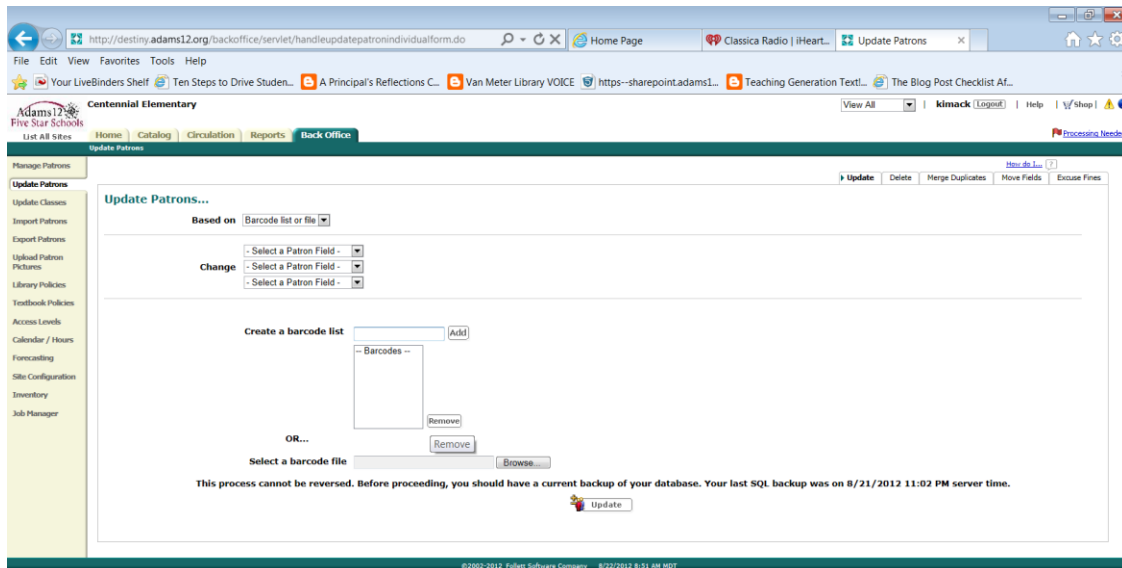
Option 2: Go to Update Patrons on left from Back Office tab. Based on: from drop-down, choose barcode list.

Change: select a field.

Select Patron fields, select the homeroom teacher & change overdue period teacher also.

Ten key in individual student barcodes & click Add button.

OR, upload the .csv file of their barcodes.



Check-out Option without setting up Homerooms: Print barcodes on one page for each Homeroom Teacher. Check out to student by using the wand on the barcode to bring up that student's record on your screen in Destiny.

On Reports tab, then Patron Reports on left.

At bottom, Labels/Cards, choose Barcode Labels – leave it on USED

Select by Overdue Period Teacher (use drop-down)

From: teachername to teachername (i.e. Barr to Barr so you only print one class at a time)

Sorted by: Patron Name

Include: barcode number and barcode labels. Run Report.

Mountain View Elementary

Library View | kimack Logout | Help | Shop | Processing Needed

Home | Catalog | Circulation | Reports | Back Office

Patron Reports > Print Patron Barcodes

My Favorites
Library Reports
Patron Reports
Report Builder
Report Manager

Print used patron barcodes...

Select byOverduePeriodTeacher

From barr to barr

Sorted byPatron Name

Grade Level and then by

Limited to patronsOf these typesAll Patron Types Update

with these statusesActiveRestrictedInactive

Include the followingBarcode number

Formatted forBarcode labels

Use label stockAvery white address labels (style 5160)

Start on label 1

Printer offset - Horizontal: 0 Vertical: 0

Use at the circulation desk

Start a new page for each group

Include Library Circulation command barcodes

In addition to adjusting your printer offsets, you must also configure Adobe Reader so that your labels are properly aligned.
For assistance configuring Adobe Reader or the printer offsets, see [Troubleshooting](#)

Run Report

UsedUnused

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