

Another report you will want to run soon in Sirsi is the List Users with Checkouts or the List Users With Obligations report. These should both give the same data. You should not have to add in any parameters or make choices - just run it as it is set up.

The report will show each book, it's barcode, who it is checked out to in Sirsi and when it was checked out. You'll want to move that information to that patron's record in Destiny and back-date the due date to when it was due in Sirsi.

How to change the due date in Destiny - when you check the book out to the patron, you'll see a pad with a question mark next to the due date it assigns. Click that to assign whatever due date you want. See attached screen shot.

Check Out - Windows Internet Explorer

http://destiny.adams12.org/circulation/servlet/handlecheckoutform.do

File Edit View Favorites Tools Help

Check Out

Check Out

Check In  
Renew  
Holds/ILL  
Fines  
Copy Status  
Patron Status  
Offline Circulation  
Library Info  
Reset

How do I... ?

To Patron By Homeroom

Find  Go! Find Patron Find Copy Add Title

☒ Only my patrons ☐ Only search Last Name Due Dates

Ackerman, Kimberly (Faculty: 00010273) ?

Checked Out Library: 1  
Overdue Library: 0  
Holds Ready 0

Fines Library: \$0.00  
Patron: \$0.00

Grade Level  
Homeroom  
OverduePeriodTeacher

☐ Only today's check outs Receipt

Checked Out

Fish is fish (Copy: 21826009196799) Due 5/21/2010 ?

Items Out

©2002-2009 Follett Software Company 5/7/2010 1:38 PM MDT

start Desktop : STAR... Mailbox : STAR... run Sirsi report ... run Sirsi report ... Check Out - Wi... adams12library... UnicornECOLE ... 1:38 PM

Notice that the book is now overdue....

Check Out - Windows Internet Explorer

http://destiny.adams12.org/circulation/servlet/presentcheckoutform.do?l2m=Check%20Out&collectionType=0&tm=TopLevelCirculation

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Ackerman, Kimberly (Faculty: 00010273)

Checked Out Library: 1  
Overdue Library: 1  
Holds Ready 0

Grade Level  
Homeroom  
OverduePeriodTeacher

Fines Library: \$0.00  
Patron: \$0.00

☐ Only today's check outs Receipt

Items Out

Due Date	Title	Call Number	Price	Checked Out	Renew Lost
5/3/2010	Fish is fish (Copy: 31856009196799)	E LIO	\$3.00	5/7/2010	Renew Lost

Renew All

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start Desktop : STAR... Mailbox : STAR... run Siri report ... Check Out - Wi... adams12library... UnicornECOLE ... Document1 - M... 1:40 P