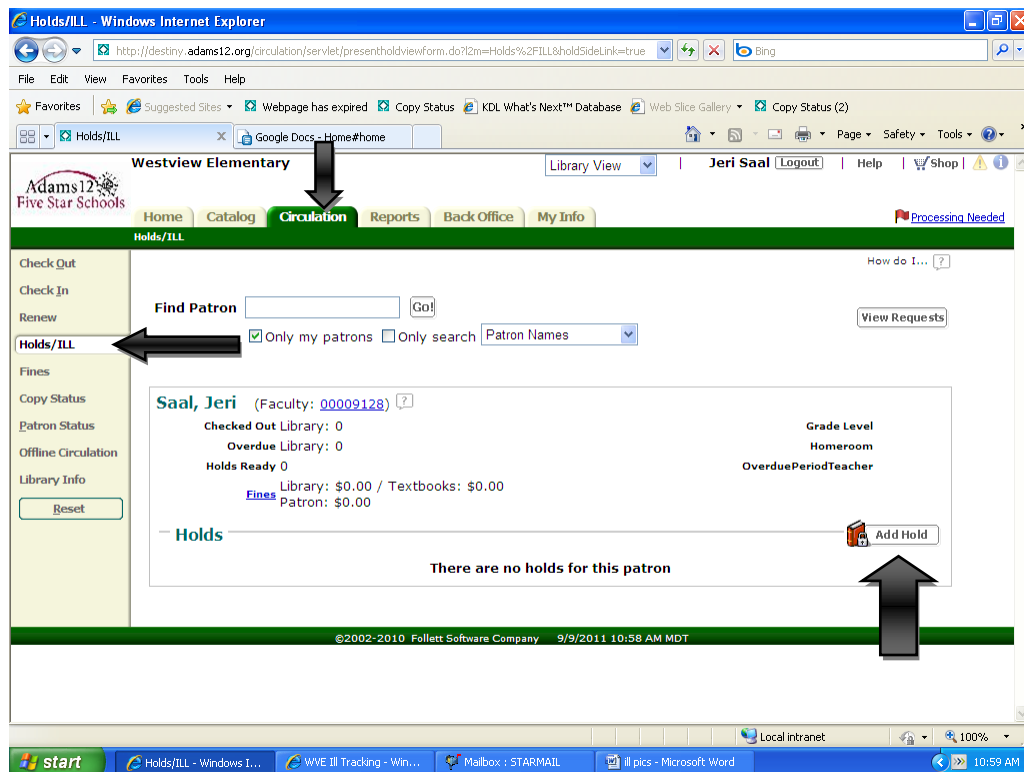


## Destiny – Holds and ILLs

### How to request multiple copies of same title




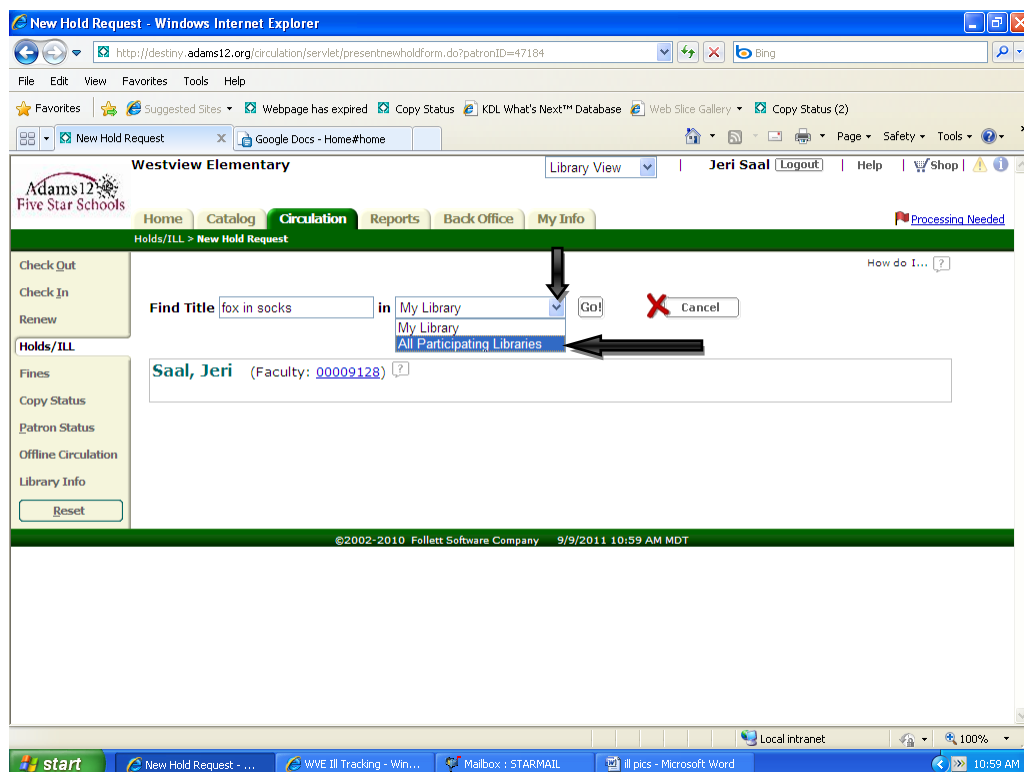
Follow these steps when you wish to request multiple copies of the same book for your patron.

Click on the **Circulation** Tab

Click on the left tab for **Holds/ILL**

Type your patron in **Find Patron** box.

Click on  **Add Hold** to add a hold for your patron.

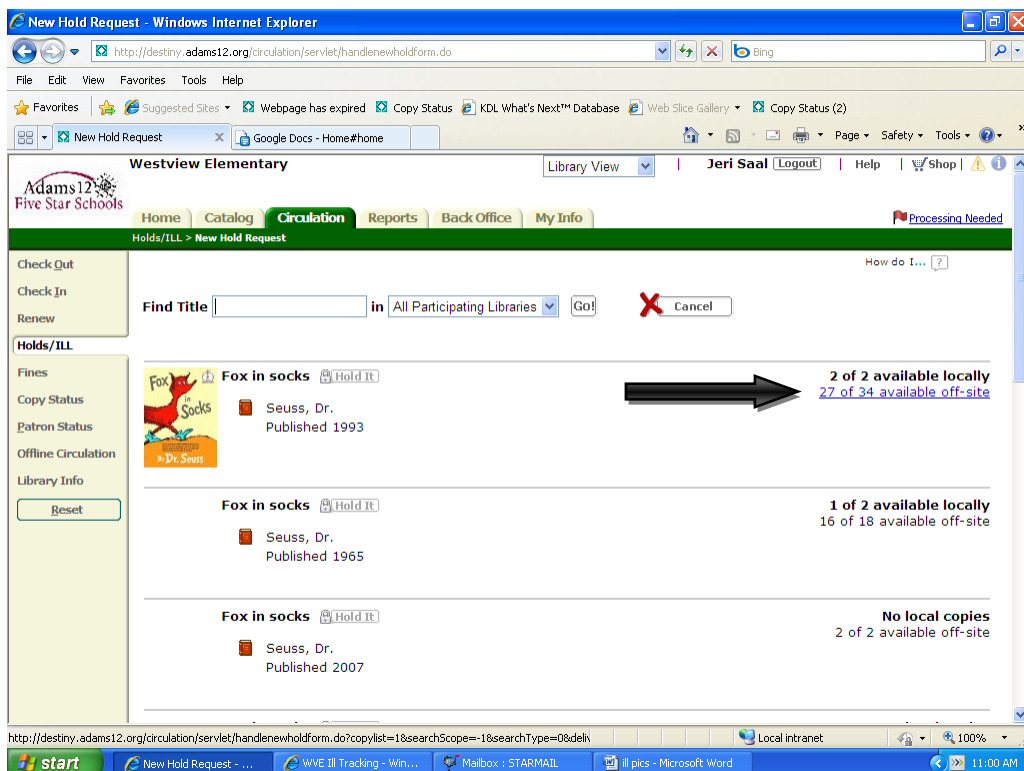


Type in title of book in the **Find Title** box.

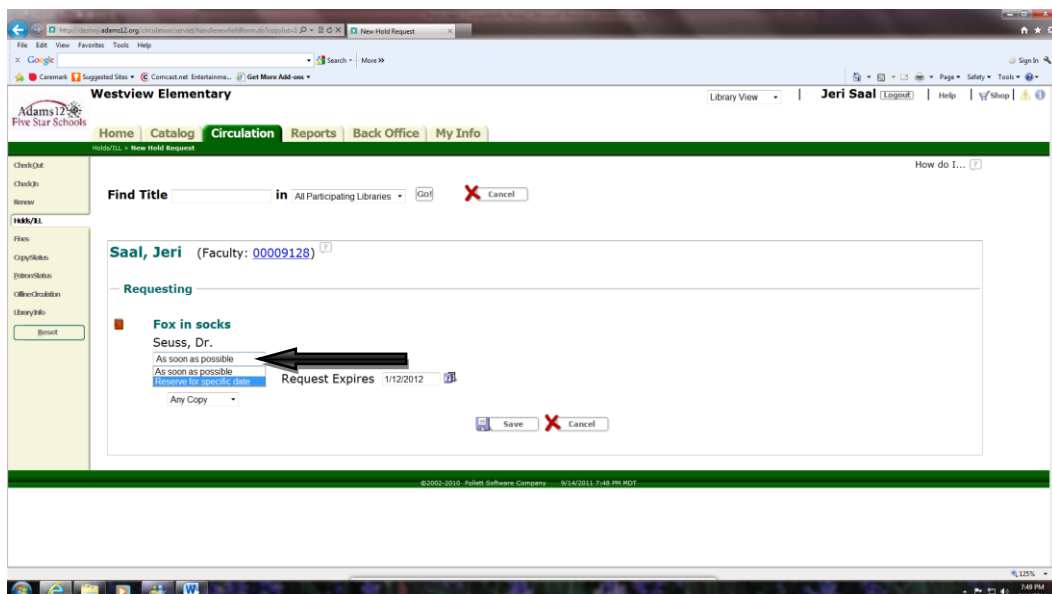
Click on the drop down arrow and select **All Participating Libraries** then click **GO**.

## Destiny – Holds and ILLs

### How to request multiple copies of same title

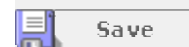


Click on the title you want. If possible, select the title with the most copies available off-site



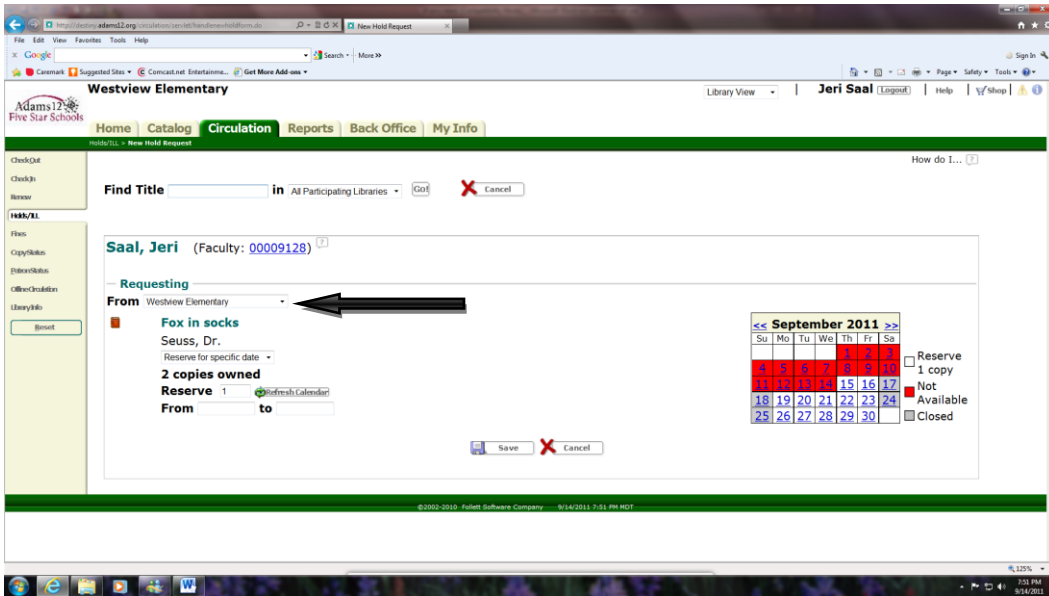
Destiny will not allow you to request multiple holds for the same title.

You need to click on the drop down arrow to change **As soon as possible** to **Request for a specific date** and click

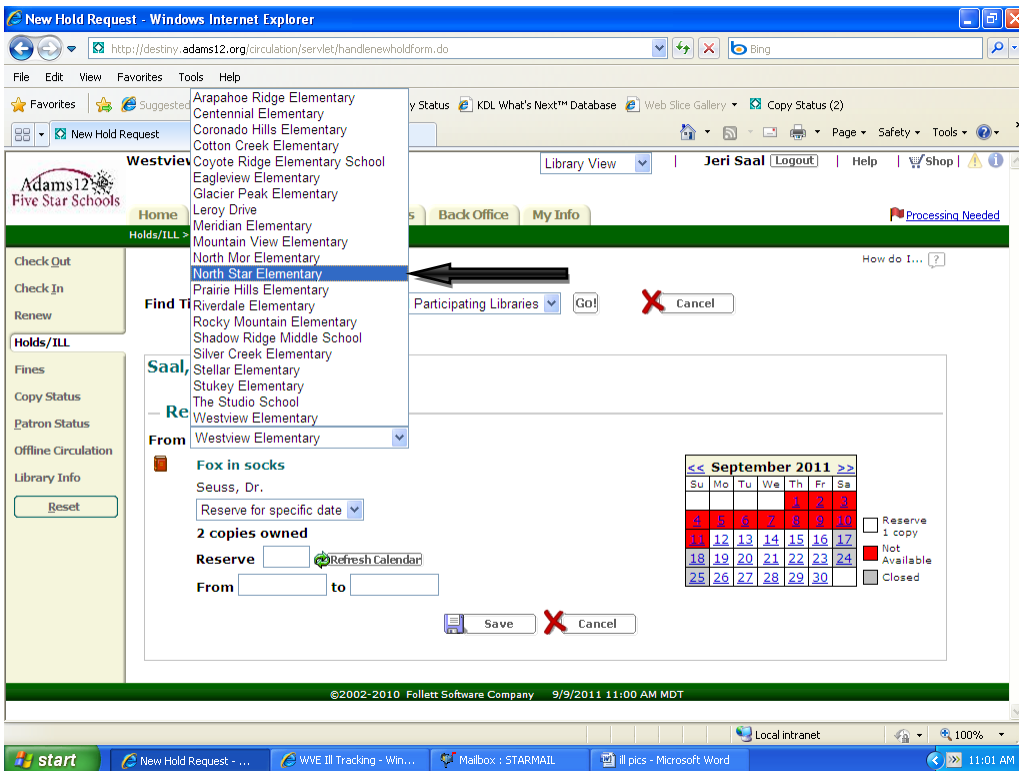


## Destiny – Holds and ILLs

### How to request multiple copies of same title



If your library is shown, click on the drop down arrow to change libraries. New calendar dates will be displayed



Just click on the library you want to request a copy from. Calendar for that library will be displayed.

Dates in **red** – title is not available

Dates in **blue** – title is available.

If needed, click on a different library until you find the calendar range you want.

## Destiny – Holds and ILLs

### How to request multiple copies of same title

Westview Elementary

Home Catalog Circulation Reports Back Office My Info

Find Title  in All Participating Libraries

Saal, Jeri (Faculty: 00009128)

Requesting

From North Star Elementary

Delivery Method Ship it

Fox in socks  
Seuss, Dr.

Reserve for specific date

1 copy owned

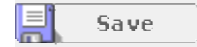
Reserve 1

From 9/16/2011 to 9/20/2011

Save

Save

Enter the **From** and **to** dates then click



Westview Elementary

Home Catalog Circulation Reports Back Office My Info

Find Patron

Only my patrons Only search Patron Names

Saal, Jeri (Faculty: 00009128)

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

Library: \$0.00 / Textbooks: \$0.00  
Patron: \$0.00

Holds

Title	Requested	Quantity	Status
Fox in socks	[Nse] (10/1/2011 to 10/5/2011)	1	Pending

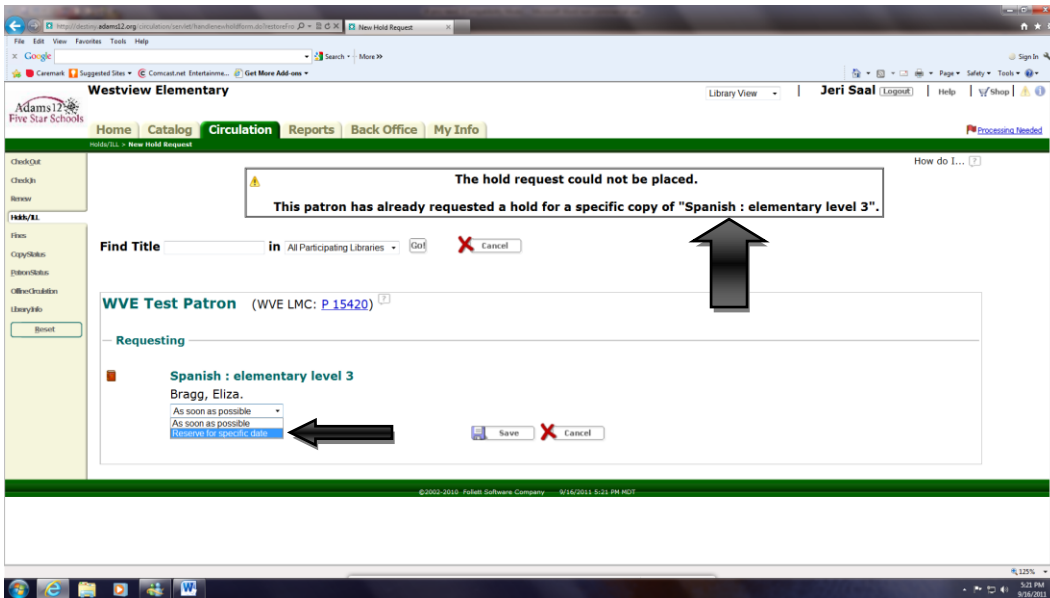
Reserve requested for "Fox in socks" at North Star Elementary.  
A request for 1 copy has been placed from 10/1/2011 to 10/5/2011.

A confirmation message will be displayed if request was successful.

Repeat these steps for each additional copy needed.

## Destiny – Holds and ILLs

### How to request multiple copies of same title



If this message appears, just click on the down arrow to change from **As soon as possible** to **Request for specific date**. Then follow the above steps to request another copy.

Or click on **Cancel** to start over.