

Destiny – Holds and ILLs

How to Access Processing Needed screen **AND** create an ILL for a single copy

Check Out - Windows Internet Explorer

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

File Edit View Favorites Tools Help

Westview Elementary Library View | Jeri Saal (Logout) | Help | Shop

Home Catalog **Circulation** Reports Back Office My Info

Check Out

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

Processing Needed

How do I... ?

To Patron By Homeroom

Find [] Go! Find Patron Find Copy Add Title

☒ Only my patrons ☐ Only search Patron Names Due Dates

Saal, Jeri (Faculty: 00009128)

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

Grade Level
Homeroom
OverduePeriodTeacher

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

☒ Only today's check outs Receipt

Items Out

There are no materials checked out to this patron

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When you see **Processing Needed**, this means you will have either a hold or ILL request to process.

Just click on **Processing Needed** to display the Hold/ILL screen.

View Requests - Windows Internet Explorer

http://destiny.adams12.org/circulation/servlet/presentholdviewform.do?clear=true

File Edit View Favorites Tools Help

Westview Elementary Library View | Jeri Saal (Logout) | Help | Shop

Home Catalog Circulation Reports Back Office My Info

View Requests

Processing Needed

How do I... ?

[Customize View] Printable

Local Requests

Local Materials Ready for Patron

Local Materials Pending

Patron	Title	Requested	Expires	Priority
Anthony Phillip Edwards	Scholastic book of world records, 2011. (Copy: 31856013448319 / Call #: 031.02 SCH 2011)	9/1/2011	11/30/2011	Standard
Jolene Garcia	Disney's The Lion King II. Simba's pride (Copy: 31856006265191 / Call #: E SUB)	8/29/2011	11/28/2011	Standard
Angel Luis Rivera Cabrales	Bad Kitty vs Uncle Murray : the uproar at the front door (Copy: 31856013405046 / Call #: BRU)	9/1/2011	11/30/2011	Standard
Eric nmn Saysackdy	Go ask mom! : (stories from the upper bunk) (Copy: 31856013184492 / Call #: MAT)	9/1/2011	11/30/2011	Standard
WVE Traits Hold	The blue day book for kids (Copy: 31856012023600 / Call #: 170 GRE)	9/2/2011	9/16/2011	Standard
Kayleigh Marie Jane Junevius	Platypuses (Copy: Any / Call #: E 599.2 KRA / #1 in Queue)	9/2/2011	1/4/2012	Standard
Jacob Allen Keller	Werewolves and other shape-shifters (Copy: Any / Call #: 398.469 GAN / #1 in Queue)	8/29/2011	1/4/2012	Standard

Local Requests

are displayed first. These are your patrons with holds for materials from your collection.

Local Materials Ready for Patron – materials are ready to be filled for your patron.

Local Materials Pending – requests waiting for materials to become available.

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View Requests - Windows Internet Explorer

http://destiny.adams12.org/circulation/servlet/presentationviewallform.do?clear=true

File Edit View Favorites Tools Help

View Requests

ILL Requests [Customize View] Printable

To be filled by North Star Elementary

Status	Title	Patron	Requested
Pending	Finally (Copy: 31856013378193 / Call #: MAS) (for Century Middle School)	Avery Quinn Wolf	9/6/2011
Pending	Nice try, Tooth Fairy (Copy: 31856007778838 / Call #: E OLS) (for Malley Drive Elementary)	Amy Hurford	9/6/2011
Pending	Knots in my yo-yo string : the autobiography of a kid Options / 1 Copy Reserved 9/9/2011 to 10/21/2011 / Call #: 92 SPI (for Hulstrom)	Kim Stromberg	9/6/2011
Checked Out	The three musketeers (Copy: 31856011310198 / Call #: FEL) (for Silver Hills Middle School)	Kasey DeHaro	
Checked Out	The Conversation Club (Copy: 31856003478193 / Call #: E STA) (for Glacier Peak Elementary)	Shawna Rooney	
Returning	What do authors do? (Copy: 31856006465247 / Call #: 808.06 CHR) (for McElwain Elementary)		

To be filled by other sites

Status	Title	Patron	Requested
Ready	Midnight for Charlie Bone (Copy: 31856008018606 / Call #: NIM) (from Malley Drive Elementary)	Marisa Ceballos	9/1/2011
Checked Out	Midnight for Charlie Bone (Copy: 31856013248313 / Call #: NIM) (from Hunters Glen Elementary)	Alex Eduardo Ramirez Garcia	

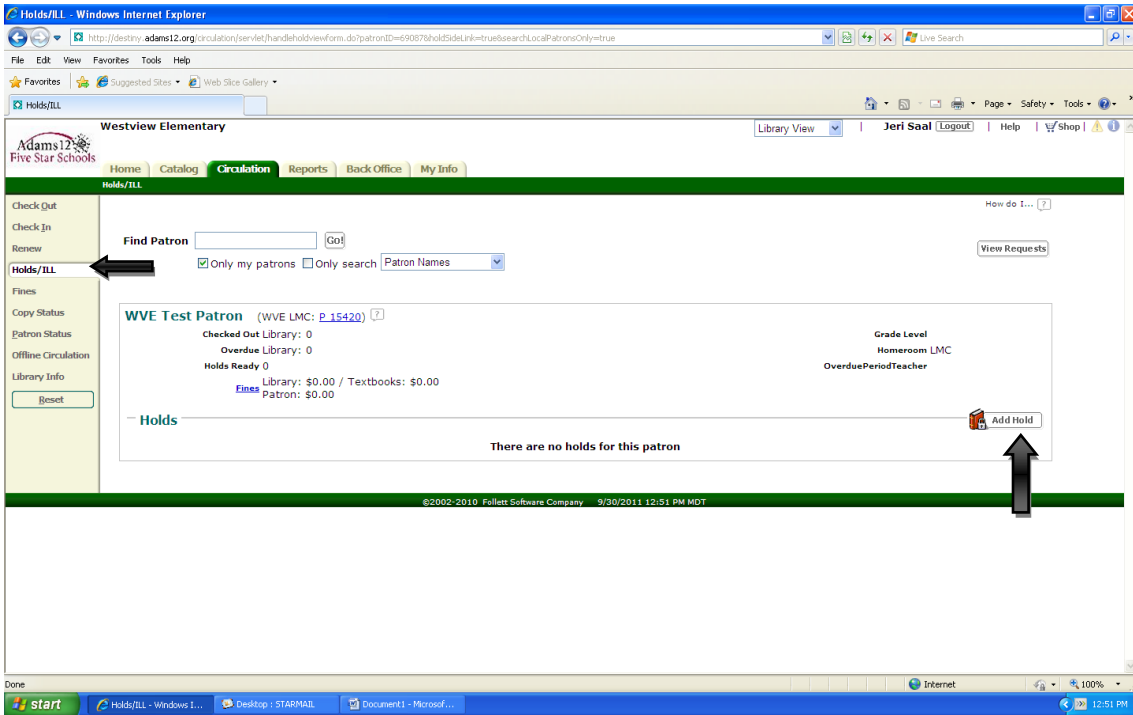
ILL Requests -

To be filled by North Star Elementary – Another library's request for materials from your collection.

To be filled by other sites – your patron's request to borrow materials from another school.


Destiny – Holds and ILLs

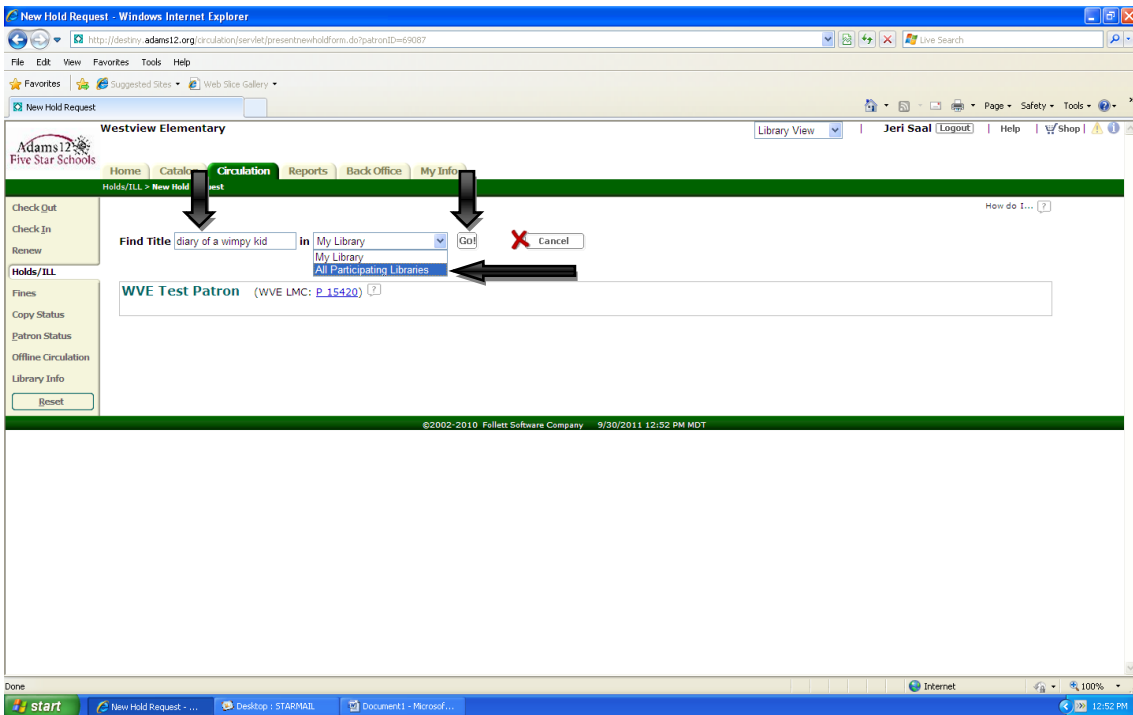
How to Access Processing Needed screen **AND** create an ILL for a single copy



Click on the left tab for
Holds/ILL

Type your patron in
Find Patron box
then click **GO**.

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

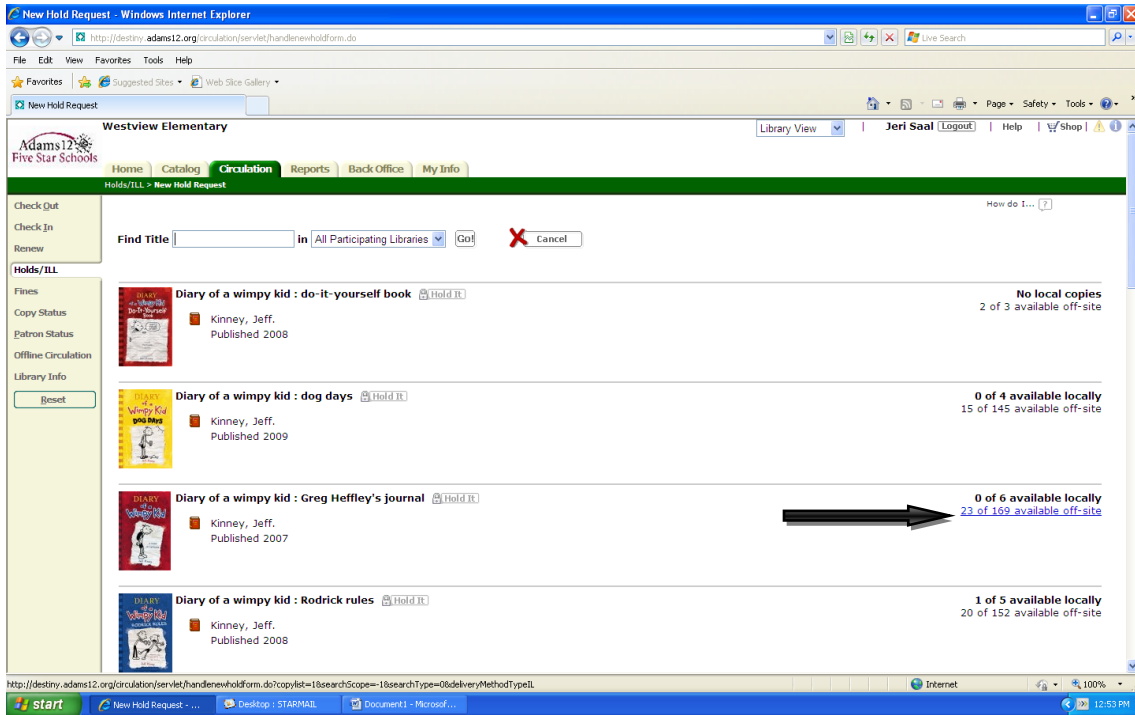


Type title in the
Find Title box then
use the drop down
arrow to change
from **My Library** to
**All Participating
Libraries**

Next click **GO**

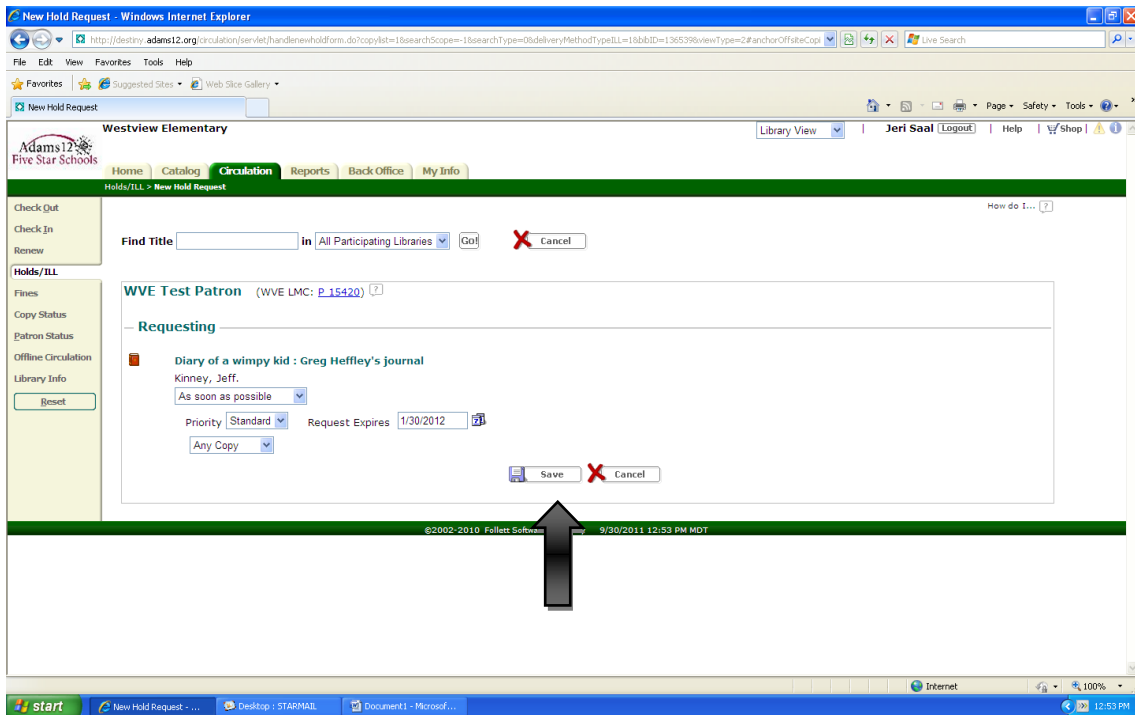
Destiny – Holds and ILLs


How to Access Processing Needed screen **AND** create an ILL for a single copy



Select the title you want to request and click on it.

It is helpful to select one with a lot of copies available off-site.



To request any copy, click on  Save

Destiny – Holds and ILLs

How to Access Processing Needed screen **AND** create an ILL for a single copy

Choose Source - Windows Internet Explorer

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

Westview Elementary

Home | Catalog | **Circulation** | Reports | Back Office | My Info

Holds/ILL > New Hold Request > Choose Source

Diary of a wimpy kid : Greg Heffley's journal

Patron: WVE Test Patron (WVE LMC: P 15420)
Wants this title: As soon as possible


Place hold at:
☐ Westview Elementary 0 of 6 copies available

Place ILL at:

- ☒ Automatically fulfill request
- ☐ Rocky Mountain Elementary 2 of 8 copies available
- ☐ Glacier Peak Elementary 2 of 7 copies available
- ☐ Silver Hills Middle School 2 of 7 copies available
- ☐ Woodglan Elementary 2 of 5 copies available
- ☐ Stukey Elementary 1 of 11 copies available
- ☐ Riverdale Elementary 1 of 9 copies available
- ☐ Hulstrom Options 1 of 7 copies available
- ☐ North Star Elementary 1 of 7 copies available
- ☐ Hillcrest Elementary 1 of 6 copies available
- ☐ Hunters Glen Elementary 1 of 6 copies available
- ☐ North Mor Elementary 1 of 5 copies available
- ☐ Coronado Hills Elementary 1 of 4 copies available
- ☐ McElwain Elementary 1 of 4 copies available
- ☐ Prairie Hills Elementary 1 of 4 copies available

Delivery Method Ship it

Save **Cancel**

Click on  **Save** again to let the system automatically fill your request from the next available library.

OR

Click on the library you wish to request from then click **Save**.

Holds/ILL - Windows Internet Explorer

http://destiny.adams12.org/circulation/servlet/presentholdviewform.do?storeId=13&title=TopLevelCirculation&id=Holds&id=2&fillFormSignature=holdsSignature&omName=circulatio

Westview Elementary

Home | Catalog | **Circulation** | Reports | Back Office | My Info

Holds/ILL

Hold request placed for any copy of "Diary of a wimpy kid : Greg Heffley's journal". This hold request will expire on 1/30/2012.

Find Patron [Go] ☒ Only my patrons ☐ Only search Patron Names

WVE Test Patron (WVE LMC: P 15420)

Checked Out Library: 0
Overdue Library: 0
Holds Ready 0
Fines Library: \$0.00 / Textbooks: \$0.00
Patron: \$0.00

Holds

Title	Requested	Quantity	Status
Diary of a wimpy kid : Greg Heffley's journal	[Gpe] 31856012518583	1	Pending

Add Hold

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When you see this message, you know your request was successfully entered.

The new hold will be displayed below your patron along with any current holds.

To view all holds/ILL, click on **View Requests**

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The screenshot shows the Westview Elementary Destiny catalog interface. The left sidebar contains navigation links: Check Out, Check In, Renew, Holds/ILL, Fines, Copy Status, Patron Status, Offline Circulation, and Library Info. The main content area is titled 'ILL Requests' and is divided into two sections: 'To be filled by Westview Elementary' and 'To be filled by other sites'. The 'To be filled by other sites' section contains a table with the following data:

Status	Title	Patron	Requested
Pending	Diary of a wimpy kid : Greg Heffley's journal (Copy: 31856012518583 / Call #: KIN) (from Glacier Peak Elementary)	WVE Test Patron	9/30/2011
Checked Out	Miss Dorothy and her bookmobile (Copy: 31856013426356 / Call #: E HOU) (from Skyview Elementary)	Michael McCoy	
Checked Out	Alphabears : an ABC book (Copy: 31856007205477 / Call #: E HAG) (from Stukey Elementary)	Liane Giarratano	

A black arrow points to the 'Pending' status in the first row of the 'To be filled by other sites' section.

The status of your new hold will be pending until shipped or declined by the sending library.