



Follett Destiny[®]

Destiny Library Manager Onsite Training
Essentials

Trainer Edition



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Special Notes to Participants

Course Description

Welcome to the Follett Destiny® Library Manager Essentials training. This training uses a simple 'plan, apply and assess' methodology to help you incorporate Destiny into your daily routine. Each module, and supporting quick reference guides and videos, walks you step-by-step through some of the basic features. You can easily transfer the knowledge you gain and skills you develop in this training to your school or classroom. Participating in the discussions and activities is key.

During the training, please do not hesitate to ask questions. Your facilitator may take notes to respond to questions later in the training when the related topic arises.

We're delighted that you are a Follett customer, and we look forward to providing you with the training, professional development, and services you need to achieve success.

Who Should Take This?

Librarians, information technology personnel, and others assigned a role using Library Manager

Destiny Training Module Descriptions

Description	Objectives
<p>Tour of Destiny Library Manager</p> <p>From its thorough and flexible tracking of your library's resources and insightful reports, to its engaging and easy-to-use discovery interface for students, Destiny Library Manager is a complete library management system. It's accessible anywhere, 24/7, helping strengthen the bond between the library, classroom and home.</p>	<ul style="list-style-type: none"> • Log in to Library Manager • Navigate tabs, options, subtabs and breadcrumbs • Explore the administrative functions of Destiny Library Manager • Search for library resources with Destiny Discover • Explore the types of resources you can access with Destiny Discover
<p>Configuring Library Manager for Your School</p> <p>Your library's collection, loan policies and hours are customized for your students. With Destiny Library Manager, you have many options to tailor the settings to meet your library's unique needs.</p> <p>Explore how to set up your library's loan policies and site configuration options to ensure an efficient and effective library experience for students, faculty and staff.</p>	<ul style="list-style-type: none"> • Create and edit circulation types • Create and edit patron types • Identify a plan for setting up the library calendar • Describe the site configuration options • Set up Follett eBook circulation policies (if applicable)
<p>Circulating Library Materials Efficiently</p> <p>Students and teachers turn to your library for information and resources. You need an efficient way to get your patrons what they need, and accurately track each item. Explore how to use Destiny Library Manager to circulate your library resources, as well as run reports to manage overdue materials and fines.</p>	<ul style="list-style-type: none"> • Learn how to circulate library materials efficiently • Set up and run the Current Checkout/Fines (Overdue) report
<p>Building Your Catalog</p> <p>With so many teachers and students relying on your library for the most up-to-date resources, you need a quick and easy way to add new materials to your catalog. Destiny Library Manager provides multiple features to help you maintain and improve catalog records. Learn how to add title and copy records to your catalog.</p>	<ul style="list-style-type: none"> • Import titles from Titlewave and other sources • Add title and copy records from resource databases and manually

Tour of Destiny Library Manager

90 min

Description

From its thorough and flexible tracking of your library's resources and insightful reports, to its engaging and easy-to-use discovery interface for students, Destiny Library Manager is a complete library management system. It's accessible anywhere, 24/7, helping strengthen the bond between the library, classroom and home.

Objectives

- Log in to Library Manager.
- Navigate tabs, options, subtabs and breadcrumbs.
- Explore the librarian functions of Destiny Library Manager.
- Search for library resources with Destiny Discover®.
- Explore the types of resources you can access with Destiny Discover.

Activities

- Log in to and navigate Library Manager.
- Search for library resources.
- Access Follett Help and training resources.
- Locate where you perform specific library tasks.

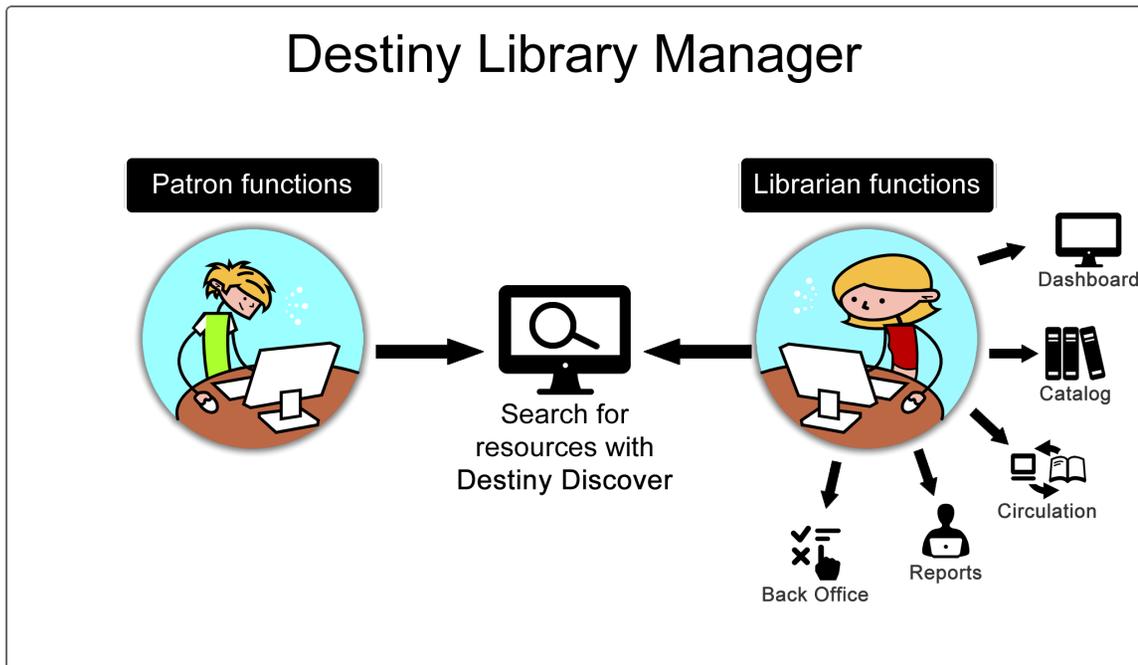
Overview

Destiny Library Manager helps you efficiently complete day-to-day tasks in a way that works best for your school with:

- Quick and accurate methods of adding new materials to your catalog.
- Easy resource check out, check in and tracking.
- Several pre-configured and customizable reports to quickly gather data on outstanding fines, collection areas that need weeding and statistics information for administrators.

Library Manager’s search interface, Destiny Discover, lets patrons view your library's print and digital resources. With a single search, you can find books, eBooks, audiobooks, database resources and more. Destiny Discover is available at school or on-the-go on any device via a web browser.

Show the PowerPoint slide with the overview image. Give an overview of Library Manager. Explain that the functions in the image correspond with the organization of Library Manager.



Log In to Destiny

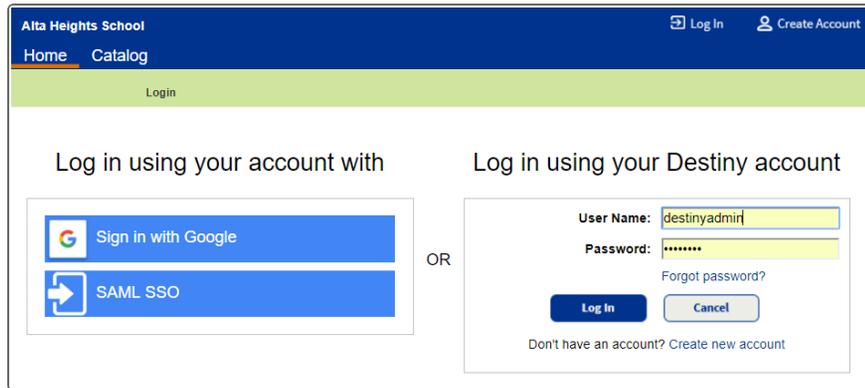
A logged-in Destiny user has access to more Destiny features and functionality.

Notes:

- Many schools set up single sign-on to Destiny with network or Google credentials.
- In addition to the login you use for most of your daily tasks, you might have a district-level login you use for specific tasks.

To log in to a specific school, use the following instructions:

1. From the district welcome page, click your school name.
2. Click **Log In**.



3. Do one of the following:

If you want to...	Then...
Log in to Destiny using a single sign-on (SSO) with Google or another protocol	Click the appropriate field, and type in your credentials.
Log in with your Destiny user name and password	Type your User Name and Password , and then click Log In .

Now that you've given an overview of the functionality, let them know you'll be showing them how to log in, and then giving a tour of the functions you described.

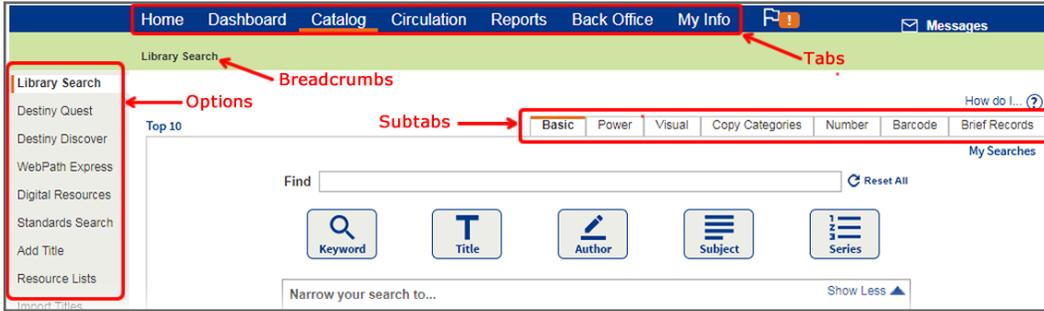
Notes

If you are logging in as a Destiny Administrator or another district-level user, use the following steps:

1. From the district welcome page, click **Log In**.
2. Type your **User Name** and **Password**, and then click **Log In**.

Tour of Circulation, Cataloging and Other Librarian Functions

Library Manager circulation, cataloging and other administrative functions are organized by tabs, options and subtabs.

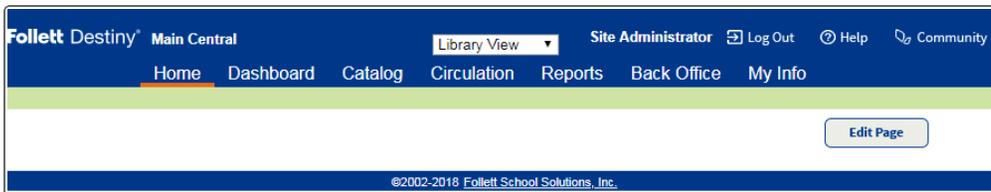


On each tab, a list of options appears on the page's left side. Many options have subtabs. Orange highlights and breadcrumbs show where you are. Use them instead of your browser's back button to return to previous pages.

User access to tabs, options and subtabs is based on permissions assigned by a Destiny or site-level administrator.

Explore the tabs available to you:

Home: First page you see when you log in to access Library Manager's administrative functions. This can be customized with text, links and images.



Explain that you're first going to show them the librarian side of Destiny, where they'll do most of their work. Start the "tour" by familiarizing them with basic navigation.

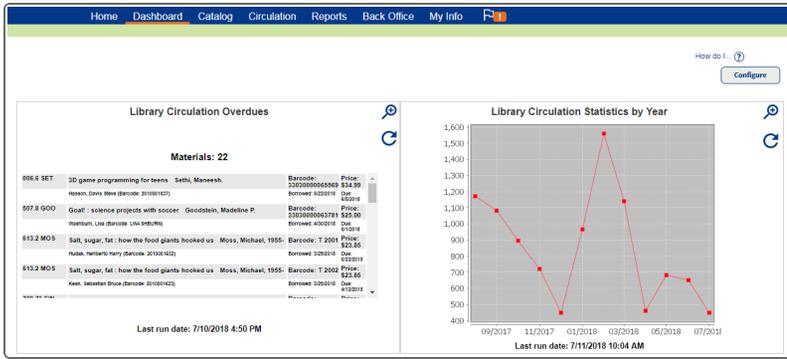
When talking about the tabs, make a connection to the graphic you showed earlier by explaining that the functions are the tabs in Destiny.

If they have Resource Manager, mention that they'll see additional options. Show them how to change the view.

Home: Let them know this is the first page they will see as librarians; however in most cases, students will access via the Destiny Discover homepage.

Notes

Dashboard: A graphical, at-a-glance view of your Destiny data. For example, you can set it up to display circulation statistics and information on overdue materials.



Dashboard: Since using the Dashboard isn't critical for getting up and running, don't spend a lot of time on it.

Catalog: Explain that it is one way they can search, but we highly encourage them to have their students use our most modern search interface, Destiny Discover, which you will be showing them shortly.

This is a good place to reinforce navigation (options, tabs, subtabs).

Catalog: Contains tasks related to adding or updating a title or copy record, as well as a way to access searching functionality.

The screenshot shows the Destiny Catalog search interface. It includes a search bar, navigation tabs (Basic, Power, Visual, Copy Categories, Number, Barcode, Brief Records), and a sidebar with various search options. The main search area has filters for Location (George Washington High School), District Media Collection, Material Type (Any Type), Award Winner (Unlimited), Reading Level (Unlimited), and Reading Programs (Unlimited).

Notes

Circulation: Contains functions related to circulation, such as checking out and checking in materials, managing fines and looking up a patron's status.

Check Out

How do I... ?

To Patron By Homeroom

Find Go Find Patron Find Copy

Only my patrons Only search Patron Names Only Active Patrons Due Dates

Reset

Reports: Let you gather data, such as patrons with overdue materials or outstanding fines and collection areas that need weeding, promotion or enhancement. Choose from pre-configured reports, or create custom reports with Report Builder.

Dashboard Catalog Circulation Reports Back Office My Info

My Favorites

How do I... ?

My Favorite Reports

Name	Created By	Last Run	Run	
Follett Students' Choice HS Books	Site Administrator	10/26/2016 11:53 AM	Run	⊗
Lost Copies That Had Multiple Circs	unknown	5/6/2015 8:03 AM	Run	⊗

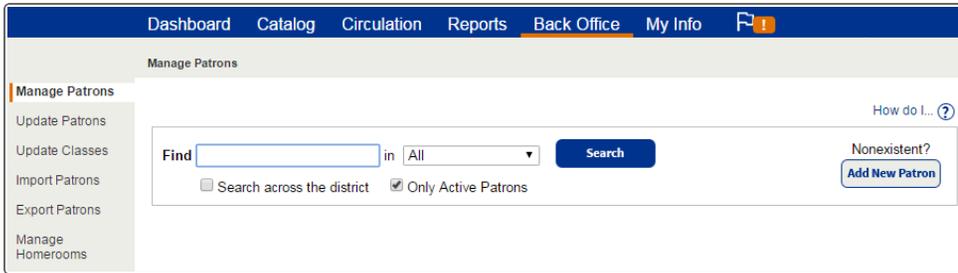
= From District = Remove from Favorites

Circulation: Talk about how this is where they'll go to do anything related to circulation - check in, check out, fines, holds or to check on the status of a copy or patron. You'll be looking at circulation in-depth later in the training.

Reports: Let them know that you'll be exploring a few reports today, and encourage them to explore the others after the training.

If delivering onsite, pause here and ask them to spend a couple minutes browsing the reports, using the Show More buttons to read a description. Ask if any caught their eye as a report that will be helpful.

Back Office: Used to perform administrative tasks, such as configuring your site, running inventory and managing patrons.



The screenshot shows the 'Manage Patrons' interface in a web application. At the top, there is a navigation bar with tabs for 'Dashboard', 'Catalog', 'Circulation', 'Reports', 'Back Office' (which is highlighted), and 'My Info'. Below the navigation bar, the page title is 'Manage Patrons'. On the left side, there is a sidebar menu with options: 'Manage Patrons' (highlighted), 'Update Patrons', 'Update Classes', 'Import Patrons', 'Export Patrons', and 'Manage Homerooms'. The main content area contains a search form with a 'Find' input field, a dropdown menu set to 'All', and a 'Search' button. Below the search form, there are two checkboxes: 'Search across the district' (unchecked) and 'Only Active Patrons' (checked). To the right of the search form, there is a 'How do I...?' link and a 'Nonexistent? Add New Patron' button.

Notes

Back Office: Explain that they'll go here to access settings, policies, and access levels or to perform inventory - the more "behind-the-scenes" tasks. Many of these tasks are typically reserved for users with Library Administrator access.

Apply

Let's practice tasks you might encounter in your library. Write down the tab you select to perform the following:

Task	Tab
1. Check in returned books.	
2. Add a new book to your catalog.	
3. Print a barcode label.	
4. Look up who a book is checked out to.	
5. Print overdue notices.	
6. Inventory a section of your library.	
7. Adjust a loan policy.	
8. See circulation statistics for the last month.	
9. Edit your library calendar.	

If delivering onsite, give them a few minutes to try the activity on their own, and then lead a group discussion. Reinforce navigation concepts, such as how tasks on the "Back Office" tab contain setup functions.

Answers:

1. Circulation
2. Catalog
3. Reports
4. Circulation
5. Reports
6. Back Office
7. Back Office
8. Reports (or Dashboard, if setup)
9. Back Office

Tour of the Student Search Interface: Destiny Discover

Destiny Discover makes it easy to look for resources in your library's entire catalog. With a single search, you can find everything from eBooks to print materials to websites.

Access Destiny Discover

The most common ways to give your patrons access to Destiny Discover are:

- Set it as your homepage.
- Create a desktop shortcut.
- Link to it from your school, library or class webpage.

If your daily work includes tasks like circulation or cataloging, you might find it easiest to access Destiny Discover from the Catalog tab. Switch back and forth between interfaces without logging in again.



For this section, let them know you're now going to show them the student-facing side of Destiny Library Manager, Destiny Discover.

If delivering onsite, make sure to pause to let them explore and give time to complete the activities in this section.

When you show them the homepage, let them know they can customize the ribbons that appear. Refer them to the QRG in the appendix of this guide.

Navigate the Homepage

You can start discovering your library's resources right from the homepage.

Use the top toolbar

Access the top toolbar from any page.



- Use the Main Menu  to access a variety of functions, Help or to log out.
- Use the Search bar to search for library resources.
- Access and edit your Profile.

Browse the ribbons

Welcome, Brook to Badger Elementary

Recently Added Books [See All](#)

Animals helping at work

Animal migrations

If you were a kid surviving a

Animal mash-ups

Heroes on the side

Popular Titles [See All](#)

The cat came back

Dog and Bear : two friends,

The Dog : Why Are Dog's

Goodnight, goodnight,

Margret & H.A. Rey's Curious

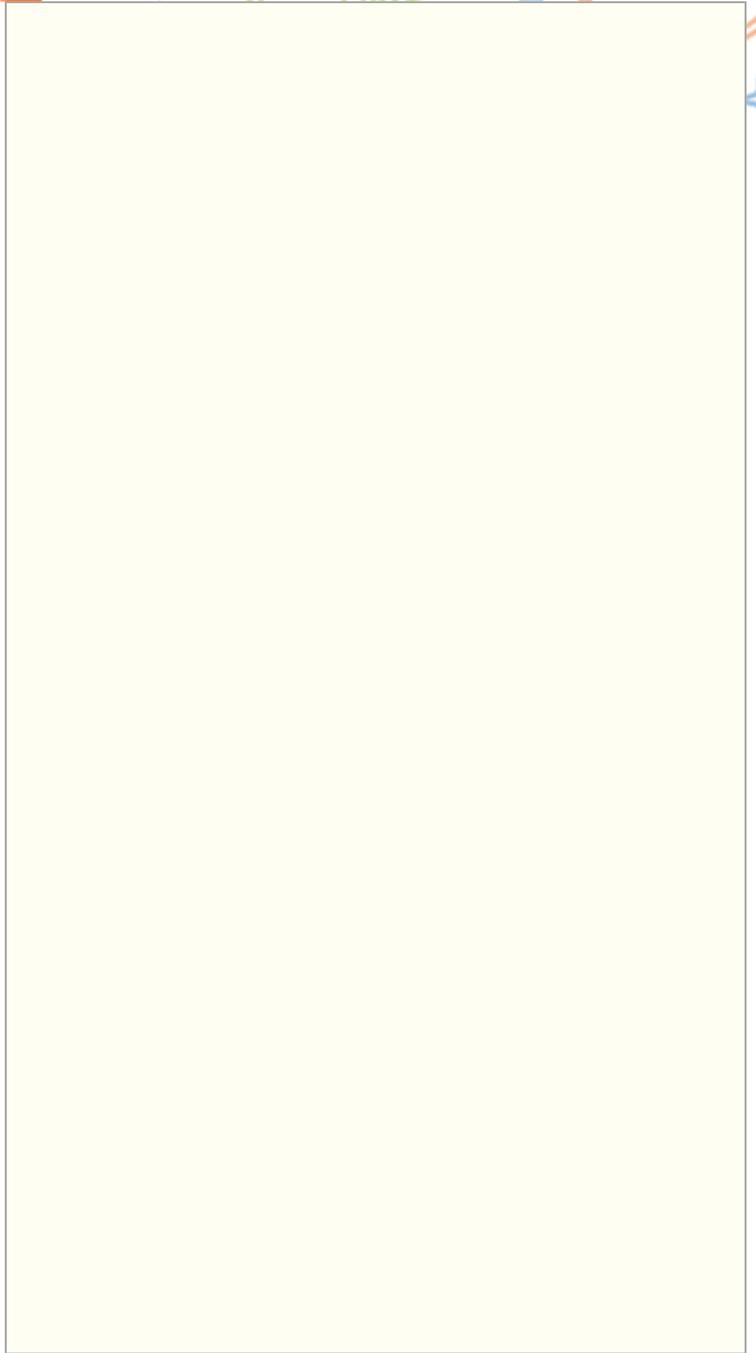
Browse the ribbons for a quick way to explore some of your library's featured resources. Click **See All** to access all the resources in a category.

Note: The ribbons that appear are based on the library resources your school has and how the homepage was customized.

- **Recently Added Books:** Lets you view the newest 15 books that have been added to your collection.
- **Popular Titles:** Displays the 10 most popular books read at your school.
- **Topics:** Shows topics or genres (such as fairy tales, biography, sports), which you can select to perform a predefined search.
- **eBooks:** Includes all eBooks in your collection.
- **Interactive eBooks:** Shows all interactive eBooks in your collection, including Lightbox™.

Notes

- **Audiobooks:** Includes audiobooks in your collection.
- **Lightbox:** Displays all Lightbox titles in your collection.
- **Collections:** Includes groups of curated resources from that are shared with your school or district.
- **Links:** Includes links to One Search™ databases and custom links.



Search for Library Resources

With a single search, you can find print and digital resources.

To perform a keyword search of all library resources:

In the Search bar at the top of any page, type a search term, and then press **Enter** or **Return**.

To use custom search settings to narrow your search:

1. Next to the search bar at the top of any page, click .
2. Use any or all of the following drop-downs to narrow your search:
 - **Type:** Select a type of search to perform (Keyword, Title, Author, Subject or Series).
 - **Location:** Search your school, a group of schools (elementary, middle or high) or your entire district.
 - **Format:** Narrow your search to a specific format, such as eBooks.
 - **Starting and Ending Interest Level:** Narrow your search to an Interest Level range.
 - **Reading Program:** Narrow your search by a reading program range.

3. Click **Set Options**.

Search Options ✕

Type
Subject ▼

Format
eBook ▼

Starting Interest Level ▼ To Ending Interest Level ▼

Reading Programs ▼

4. In the search bar, type a search term.
5. Press **Enter** or **Return**.

Note: If the custom search icon next to the Search bar appears with a white circle , that means custom search settings are applied. To clear them, click , and then **Clear All**.

You can expand or refine your search using the following tools:

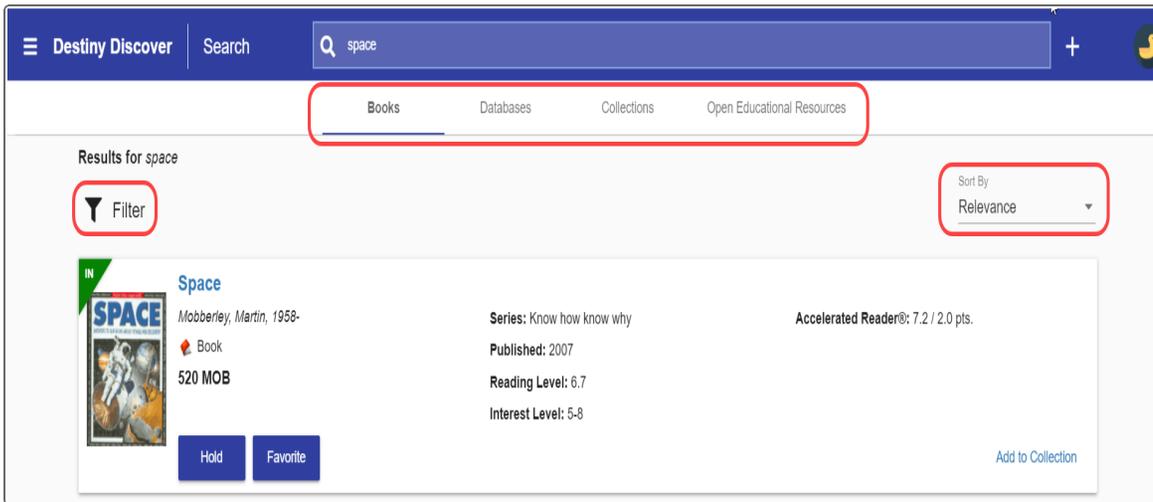
Search tool	Description	Example
Quotation marks (")	Use quotes around search terms to find a specific phrase.	<i>"Great Pyramid"</i> (with quotation marks) will return results that include the exact phrase in the title record. <i>Great Pyramid</i> (without quotation marks) will return results with the words "Great" and "Pyramid" anywhere in the title record, in no specific order and not necessarily together.
Asterisk (*)	Type an asterisk in the middle of or after a set of characters to let Destiny fill in the blank.	<i>hou*</i> will return results such as <i>house, Houdini, Houston, etc.</i>
Question mark	Use a question mark to replace a single character.	<i>ho?e</i> will return <i>hole, home, hose, Howe, etc.</i>
AND, OR and NOT	Use these Boolean operators between search words (must be uppercase). The AND operator is always assumed if you include two words in your search.	<i>red blue</i> is the same as <i>red AND blue</i> .

From search results, you can narrow or sort your search, see if a resource is available and more. Search results are organized by tabs that reflect the material type.

To narrow or sort your search results:

- Click  **Filter**, and then select the appropriate drop-downs.
- Use the **Sort by:** drop-down to change the sort order.

Note: To see information about a specific search result, click its title or cover image.



Explore the search results tabs:

Books: All print books and other physical materials, as well as eBooks, audiobooks Lightbox and interactive eBooks.

What is Lightbox? Lightbox is a multimedia educational space for schools that incorporates videos, Google Maps, worksheets, audio, quizzes and more to provide a full digital learning experience for schools. To try it, go to: <http://k12.follett.com/lightbox-demo>

Next Steps:

- To learn more about Follett eBooks, sign up for the free, live Follett eBooks webinar, or access a recorded version. Sign up in Follett Community (follettcommunity.com).

Databases: Links to One Search and WebPath Express™ resources.

- **What is One Search?** One Search provides access to content in your school's free and subscription databases without an additional login.
- **What is WebPath Express?** WebPath Express is a subscription service that gives you and your patrons access to thousands of curated, relevant, up-to-date Internet sites.

Collections: Collections by Destiny creates new, collaborative ways to share free and purchased resources – with anyone, at any time. Each collection can include webpages, videos, documents and much more! It's easy to share collections publicly within your district/school or with only a few people. Or, keep them just for you.

Collections is where librarians, teachers and curriculum staff save and organize resources. You can create a collection for anything, and there is no limit to how many collections you can create in a single Destiny account. Share them with Destiny and non-Destiny users.

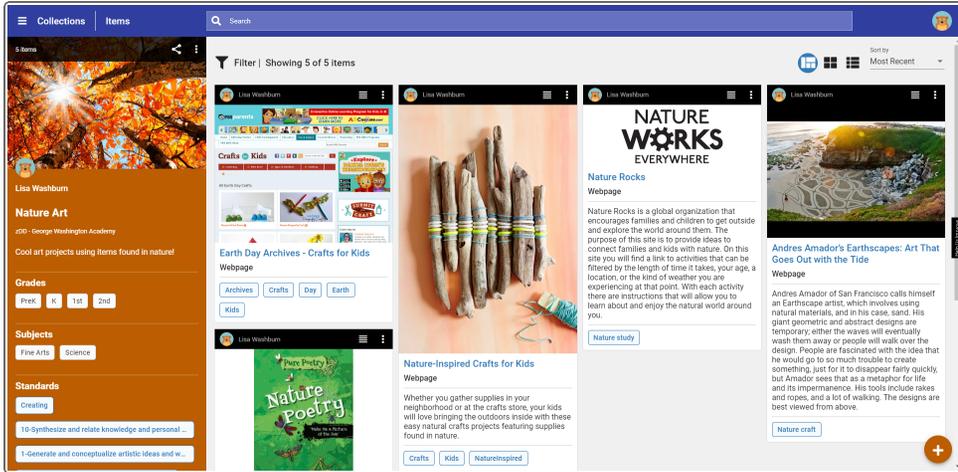
When you talk about the Books, Collections and OER tabs, let participants know you'll just be providing a high-level overview, and then will explain what their next steps are for learning more or setting these resources up (if applicable). Supplemental resources are noted in the 'Next Steps' boxes.

If the district/school has Follett eBooks or is interested in learning about them, recommend that they attend a Follett eBooks webinar (usually offered 1-2 times per month). Let them know you'll show them where to find and sign up for our free webinar offerings in Follett Community at the end of today's session.

If they mention they have content from other vendors, it can still be cataloged in Destiny. If they have content from Mackin or OverDrive, Destiny offers single sign-on integration. Refer them to Destiny Help for more information.

Encourage them to attend the free Collections webinar. You'll show them where to register later in the training when you show Follett Community.

When you go to a collection, it looks like this:



Add a resource to a collection right from the search results:



Next Steps:

- To learn more about Collections, visit Follett Community to sign up for a free, regularly-scheduled, live webinar.

Open Educational Resources: You can access openly-licensed educational resources (OERs) alongside print and digital library resources in Destiny Discover.

Notes

Apply

Practice searching Destiny Discover:

1. Search by entering a keyword of your choice, and then view the search results tabs.
2. Perform another search using  to narrow your search.

Give them a few minutes to explore and ask question about Destiny Discover.

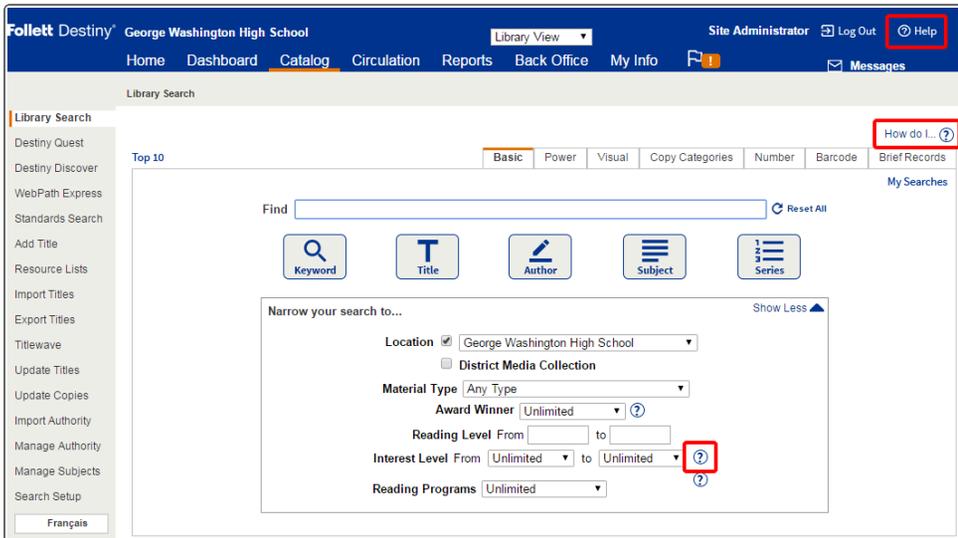
Access Follett Help and Training Resources

Destiny Help

Wherever you are in Destiny, help is just a click away.

Help is accessed the following way in the Destiny Classic interface:

- To get more information about a specific field or section of a page, click  next to a field or section name.
- To get more information about all of a page's features, click the **How do I...** link at the top of the page.
- To access general Help for all of Destiny's feature and functions, click the **Help** link at the top of any page in Destiny.



The screenshot shows the Follett Destiny Classic interface for George Washington High School. The top navigation bar includes links for Home, Dashboard, Catalog, Circulation, Reports, Back Office, My Info, and Messages. A 'Help' link is visible in the top right corner. The main content area is titled 'Library Search' and features a search bar, a 'Find' button, and several search filters: Keyword, Title, Author, Subject, and Series. Below these filters is a 'Narrow your search to...' section with various dropdown menus and checkboxes, including Location (George Washington High School), Material Type (Any Type), Award Winner (Unlimited), Reading Level From, Interest Level From (Unlimited), and Reading Programs (Unlimited). A 'How do I...' link is highlighted in the search filters section.

Destiny Discover Help

From the Destiny Discover header, click  > **Help** from the top-left corner of any page.

Apply

Practice accessing Help. Note the Help topic you found for each scenario.

Scenario	Help topic
1. It's your first day using Library Manager to check out books to students, and you need a quick reminder of the steps.	
2. You want to see the updates in the latest version of Destiny.	
3. You need instructions on setting up One Search.	
4. You need instructions for printing spine labels.	

There are multiple ways to get to these help topics, but show them using these methods:

1. From Circulation > Check Out > To Patron, click the **How do I...** link.

2. Go to Help, and then click the **What's New in Destiny Version [version number]** link.

3. Go to Help. Using the side table of contents, click Library Manager > One Search Overview. You can also search "set up one search," and it's the first result.

4. Search "spine labels."

Training Resources

Visit Follett Community to find videos, quick reference guides and lesson plans to refresh your memory, learn about additional topics and help you train other users. You can also access news, blogs and discussions forums.

Use the following steps to register for an account, and practice finding a training resource:

1. Go to <https://www.follettcommunity.com>.
Tip: Bookmark it for quick access later.
2. Click a product, and then click **Tutorials, Training & Videos**.
3. Explore the many training resources available to you!

Note: To participate in discussion boards, you have to register for an account.

Assess

In the following table, use checkmarks to self-assess your level of understanding of the learning outcomes covered in this session.

	I can...
	Log in to Destiny.
	Navigate tabs, options, subtabs and breadcrumbs.
	Navigate Destiny Discover.
	Perform a single search, and find both print and digital resources.
	Describe the resources available in Destiny Discover and where to go to learn more about them.
	Access Help.
	Access training resources.

Configuring Library Manager for Your School

90 minutes

Description

Your library's collection, loan policies and hours are customized for your students. With Destiny Library Manager, you have many options to tailor the settings to meet your library's unique needs.

Explore how to set up your library's loan policies and site configuration options to ensure an efficient and effective library experience for students, faculty and staff.

Participant Objectives

- Create and edit circulation types
- Create and edit patron types
- Identify a plan for setting up the library calendar
- Describe the site configuration options
- Set up Follett eBook circulation policies (if applicable)

Activities

- Identify Circulation Types for your library.
- Identify Patron Types for your library.
- Create or edit a Circulation Type.
- Create or edit a Patron Type.
- Identify a plan for updating the library calendar.
- Review Site Configuration options.
- Set up circulation policies for Follett eBooks (optional).
- Set up a shared Guest account for Follett eBooks (optional).

Plan

Destiny Library Manager lets you set up customized circulation types. Different loan policies can be set up for DVDs, professional development materials and the rest of your collection. You can also set up customized patron types to meet your school's needs. Maybe teachers can check out materials for longer than students.

1. Do you currently have groups of patrons that have different loan policy settings? For example, faculty might have a longer loan period than students and are able to check out professional development books. Create a list of patron groups for your school. These will be your Patron Types in Destiny.

Patron group (Destiny Patron Type)	Notes

Lead activities as a whole group discussion; or if there are multiple schools represented who might have different policies, suggest they work in small groups with others from their school. Let them know they can add more Patron Types and Circulation Types later, as needed.

- Every copy in your library's collection is assigned a Circulation Type, which determines the loan policies for the copy.

Using the blank table below, create a list of Circulation Types and loan policies for the different types of materials in your collection (which in some cases might be based on Patron Type). Keep in mind that the best way to manage Circulation Types and Patron Types is to have as few as possible.

For example, if the videos in the library have the same loan policies as books, then videos and books can have the same Circulation Type. Your list might look something like this:

Circulation Type	Patron Type		
	Student	Faculty	Substitute
Regular	2 weeks	90 days	2 weeks
Overnight	1 day	2 weeks	1 day
Audiovisual	1 week	30 days	2 weeks

Circulation Type	Patron Type		
	Student	Faculty	Substitute
Regular			
Overnight			
Audiovisual			

Apply

Circulation types

Library Manager is installed with the default Circulation Type "Regular." But you can set up customized circulation types for your school's collection.

Set up at least one of the Circulation Types you identified in the *Plan* section by editing an existing Circulation Type and/or by adding a new Circulation Type.

To add a circulation type:

1. Select **Back Office > Library Policies > Circulation Types > Add Circ. Type.**

Patron Type	Checkout Limit	Loan Period	Grace Period	Renewable	Fine Increment	Max Fine
Faculty		Days: 7	Days: 1	Times: 2	\$0.00 per day	\$0.00
Student		Days: 14	Days: 0	Times: 1	\$0.05 per day	\$5.00

2. In the **Circulation Type** field, enter the new type.
3. To associate call numbers, click **Call Number**, and type any call number patterns that are unique to this Circulation Type.

Note: This association lets Library Manager assign Circulation Types to copies that you import.

4. To make this the default Circulation Type when importing titles and adding copies, select the **Make this the default** checkbox.

Recommend setting up Circulation Types before setting up Patron Types, as that information will be applied to Patron Types. Emphasize that the best way to manage Circulation Types and Patron Types is to have as few as possible.

When you are demonstrating adding/editing Circulation Types and Patron Types, give a brief overview of the Default Settings sections and point out that there is on-page Help available for each option.

When you give participants time to try adding or editing a Circulation Type and Patron Type, if there are multiple participants from the same school, they should work together. Participants may need more time to make decisions about some of Library Manager's setup options before they can complete all of the activities in this lesson. Recommend that if they don't complete an activity, to jot down a plan for completing setup after the training in the associated 'Next Steps' boxes.

5. To make this Circulation Type only available to patrons with the *See local hidden materials* permission, select the **Hidden** checkbox.
6. Review the Default Settings fields, and make any changes:
 - *Loan Period*: Period of time patrons can keep library materials. This period can be customized for different patron types. For example, students can check out books for 14 days, while faculty can check them out for 30 days or until the end of the school year.
 - *Grace Period*: Number of days after the due date during which checked-out materials are not yet considered overdue. An overdue fine is not assessed if the materials are returned within this period. If the library does not have a grace period, set this field to zero.
 - *Renewable*: Number of times a patron can renew an item before Library Manager blocks the transaction.
 - *Fine Increment*: Monetary amount charged for each day a checked-out item is overdue. If the library does not charge fines for overdue items, set this amount to zero. Also, go to the **Back Office** tab, **Site Configuration** option, and deselect the **Automatically calculate fines for overdue items** checkbox.
 - *Max Fine*: Maximum unpaid fine a patron can accumulate before the system displays a block message.
 - *Overdue to Lost*: Number of days an item can be overdue before the copy status changes automatically to Lost.

Note: Library staff can override any of the circulation policies during checkout if they want to waive the existing policy.

7. Click **Save**.

Circulation Type 

Make this the default 
 Hidden 

Default Settings 

Loan Period Days 
 Grace Period days 
 Renewable times 

Fine Increment per day 
 Max Fine 
 Overdue to Lost days 

Patron Type	Checkout Limit	Loan Period	Grace Period	Renewable	Fine Increment	Max Fine
Faculty	<input type="text"/>	<input type="text" value="7"/> Days 	<input type="text" value="1"/> days	<input type="text" value="2"/> times	<input type="text" value="\$0.00"/> daily	<input type="text" value="\$0.00"/>
Student	<input type="text"/>	<input type="text" value="14"/> Days 	<input type="text" value="0"/> days	<input type="text" value="1"/> times	<input type="text" value="\$0.05"/> daily	<input type="text" value="\$5.00"/>

To edit a circulation type:

1. Select **Back Office > Library Policies > Circulation Types**.
2. Find the Circulation Type you want to edit, and click  next to it.
3. To make this the default Circulation Type when importing titles and adding copies, select the **Make this the default** checkbox.
4. To make this Circulation Type only available to patrons with the *See local hidden materials* permission, select the **Hidden** checkbox.
5. Edit any of the Default Settings fields described in step 5 of *Adding a New Circulation Type*.
6. Click **Save**.

Next Steps:

- After the training, I need to do the following to finish setting up circulation types:

Allow a couple minutes for the participants to discuss a plan for what they need to do to complete the setup after the training. Suggest they jot it down in the 'Next Steps' box as a reminder.

Patron types

Destiny Library Manager is installed with two patron types: Faculty and Student (the latter is the default patron type). But you can set up customized patron types to meet your school's needs.

Set up at least one of the Patron Types you identified in the *Plan* section by editing an existing Patron Type and/or adding a new Patron Type.

To add a new patron type:

1. Select **Back Office > Library Policies > Patron Types > Add Patron Type.**

The screenshot shows the 'Patron Types' configuration page in the Destiny Library Manager. The page has a navigation menu on the left with options like 'Manage Patrons', 'Update Patrons', 'Import Patrons', 'Export Patrons', 'Manage Homerooms', 'Upload Patron Pictures', 'Library Policies', 'Access Levels', 'Calendar / Hours', 'Site Configuration', 'Inventory', and 'Job Manager'. The top navigation bar includes 'Home', 'Dashboard', 'Catalog', 'Circulation', 'Reports', 'Back Office', and 'My Info'. The main content area is titled 'Library Policies' and has tabs for 'Patron Types' and 'Circulation Types'. There are buttons for 'Add Patron Type' and 'Add Circ Type'. Below these is a table for the 'Faculty' patron type with the following settings:

Max Checkouts	10	Max Holds	5
Fixed Due Date	None	Ready Holds Expire in	Days: 7
Ceiling Date	None	Pending Holds Expire in	Days: 21
Block on Fines/Overdues	No	Default Hold Priority	Standard

Below this is a table for 'Circulation Types' with the following columns: Circulation Type, Checkout Limit, Loan Period, Grace Period, Renewable, Fine Increment, and Max Fine.

Circulation Type	Checkout Limit	Loan Period	Grace Period	Renewable	Fine Increment	Max Fine
Professional	Days: 30	Days: 0	Days: 0	Times: 0	\$0.00 per day	\$0.00
Regular	Days: 7	Days: 1	Days: 1	Times: 2	\$0.00 per day	\$0.00
Special Collection	Days: 45	Days: 0	Days: 0	Times: 9	\$0.05 per day	\$5.00

2. In the **Patron Type** field, type the new patron type.
3. If you want this Patron Type to be the default when you import a patron record that does not have one, select the **Make this the default** checkbox.
4. Review the loan policy setting fields, and make any changes:
 - **Max Checkouts:** Number of copies of all Circulation Types a person of this Patron Type can check out at any time.
 - **Fixed Due Date:** A specific due date applied no matter when the item is checked out.

Note: A fixed due date must be entered here before Fixed Due Date can be selected from the Loan Period drop-down in the Circulation Type table at the bottom of this page or on the Circulation Type edit page.



- *Ceiling Date*: Due date that overrides the normal loan period's calculated due date when the ceiling date is earlier than the calculated date. A Ceiling Date is normally used for the end of the school year. On this date, checkouts revert back to the normal loan period.
- *Max Holds*: Maximum number of holds a patron can place at one time.
- *Ready Holds Expire in ___ day(s)*: Number of days an available copy is held for a patron until it is released for the next patron in the hold queue or placed back on the shelf for circulation to others.
- *Pending Holds Expire in ___ day(s)*: Number of days a patron hold remains active in the hold queue.
- *Default Hold Priority*: Order of patrons in the hold queue.

Note: Library staff can override any of the circulation policies during checkout if they want to waive the existing policy.

5. If you want Library Manager to alert you when you look up a patron in Circulation that has any fines or overdue items, select **Block check outs and renewals if the patron has fines or overdue items (override available)**.

Note: You must address the block condition or override it before continuing with the transaction. To override messages, a staff member must have the *Override blocks* permission.

6. Fill in the Circulation Type policies in the table at the bottom of the page.
7. Click **Save**.

Notes

Patron Type ?

Default Patron Type ?

Max Checkouts ?

Fixed Date 31 ?

Ceiling Date 31 ?

Max Holds

Ready Holds Expire in days ?

Pending Holds Expire in days ?

Default Hold Priority ?

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
Reference	<input type="text" value="2"/>	<input type="text" value="2"/> Days	<input type="text" value="0"/> days	<input type="text" value="0"/> times	<input type="text" value="\$0.05"/> daily	<input type="text" value="\$5.00"/>
Regular	<input type="text" value="5"/>	<input type="text" value="14"/> Days	<input type="text" value="0"/> days	<input type="text" value="0"/> times	<input type="text" value="\$0.05"/> daily	<input type="text" value="\$5.00"/>

To edit a patron type:

1. Next to the Patron Type you want to edit, select **Back Office > Library Policies > Patron Types** > .
2. If you want this Patron Type to be the default when importing titles and adding copies, select the **Make this the default** checkbox.
3. Edit any of the Default Settings fields described in steps 4–5 of *Adding a New Patron Type*.
4. Click **Save**.

Next Steps:

- After the training, I need to do the following to finish setting up patron types:

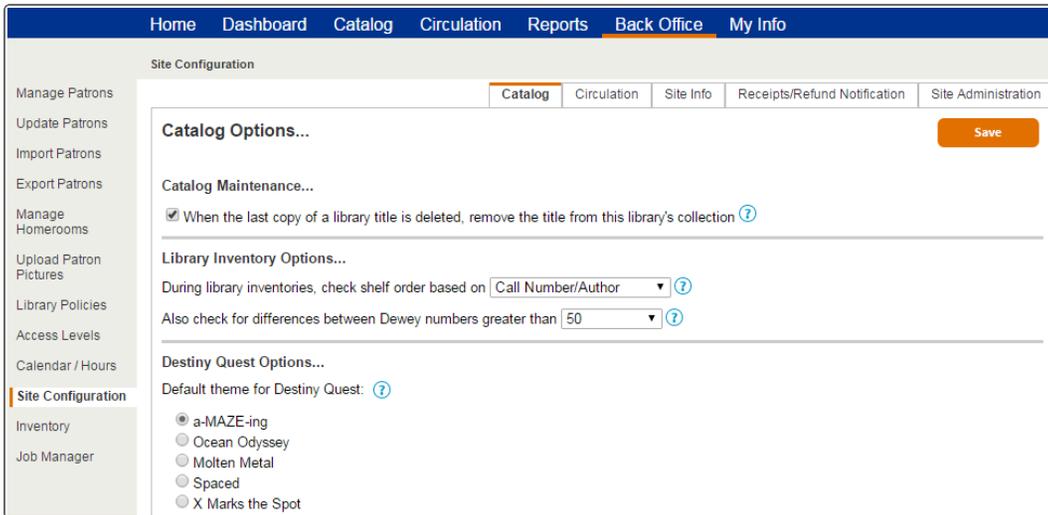
Allow a few minutes at the end of the activity for the participants to discuss a plan for what they need to do to complete the setup after the training. Suggest they jot it down in the 'Next Steps' box as a reminder.

Site Configuration

Site Configuration options let you customize catalog and circulation procedures, controlling settings like interlibrary loans, fines, preferred barcode symbologies and even circulation sounds.

Use the following instructions to review and edit the catalog options:

1. Select **Back Office > Site Configuration > Catalog**.
2. To enable the catalog settings, select the checkbox or appropriate option. Click  for more information about an option.
3. After choosing the preferred **Site Configuration** options, click **Save** at the top or bottom of the page.



The screenshot shows the 'Site Configuration' page with the 'Catalog' subtab selected. The 'Catalog Options...' section includes:

- Catalog Maintenance...**
 - When the last copy of a library title is deleted, remove the title from this library's collection 
- Library Inventory Options...**
 - During library inventories, check shelf order based on 
 - Also check for differences between Dewey numbers greater than 
- Destiny Quest Options...**
 - Default theme for Destiny Quest: 
 - a-MAZE-ing
 - Ocean Odyssey
 - Molten Metal
 - Spaced
 - X Marks the Spot

A 'Save' button is located in the top right corner of the 'Catalog Options...' section.

Briefly describe customization options and recommend that they review on-page Help for detailed information on site configuration options. Point out the "Automatically calculate fines for overdues" option from the Circulation subtab and the Quiz/Level Based Searches... options from the Catalog subtab as examples of important options to customize.

Give participants time to work together to start setting up site configuration options.

Use the following instructions to review and edit the circulation options:

1. Select **Back Office > Site Configuration > Circulation**.
2. To enable the circulation settings, select the checkbox. Click  for more information about an option.

Note: From the "Calculate library loan periods based on ___ days" drop-down, select **Open** if you want Destiny to calculate due dates (based on your loan periods) using only days that are open on your Calendar. For example, if your library is open 5 days a week and you want a loan period to be 2 weeks, set the loan period to 10 days. Choose **Calendar** if you want Destiny to calculate due dates regardless of your Calendar.

3. After choosing the preferred **Site Configuration** options, click **Save** at the top or bottom of the page.

Catalog	Circulation	Site Info	Receipts/Refund Notification	Site Administration
<p>Library Options Save</p> <p><input checked="" type="checkbox"/> Allow library materials to circulate to all patrons in the district </p> <p><input checked="" type="checkbox"/> Allow library materials to be renewed at the borrowing site </p> <p>Calculate library loan periods based on <input type="text" value="calendar"/> days </p> <p><input checked="" type="checkbox"/> Automatically calculate fines for overdue items </p> <p><input type="checkbox"/> Automatically calculate overdue fine when lost book is found </p> <p><input type="checkbox"/> Require explanation when waiving library fine </p> <p><input type="checkbox"/> Require explanation when issuing library refunds </p> <p><input checked="" type="checkbox"/> Automatically create fine for lost library materials </p> <p><input type="checkbox"/> "Lost" library materials must be returned in a timely fashion to generate a refund </p> <p>Calendar days from date "lost" before a paid library fine becomes non-refundable: <input type="text"/></p> <p><input checked="" type="checkbox"/> Display TitlePeek cover images in Check Out - Check Out </p> <p><input checked="" type="checkbox"/> Display TitlePeek cover images in Check Out - Items Out </p> <p><input checked="" type="checkbox"/> Display TitlePeek cover images in Check In </p> <p><input checked="" type="checkbox"/> Turn on Ready Scan Check In functionality </p>				

Next Steps:

- After the training, I need to do the following to finish making site configuration selections:

Notes

Give participants a couple minutes to discuss and jot down a plan for completing site configuration after the training.

Calendar

It is important to update the Library Manager library calendar regularly, as Library Manager uses it to assign due dates, calculate fines, manage holds and report circulation statistics. To ensure that Library Manager's calculations are accurate, it is ideal to mark closed dates for the entire school year, either at the end of the previous school year or the first day library staff return at the beginning of the new school year. The Destiny Administrator can set up the calendar for the whole district, or librarians can edit their individual site calendars.

Using your school or library's calendar, mark at least one closed date in the Library Manager calendar.

1. Select **Back Office > Calendar/Hours**.
2. Closed dates are marked "Closed" and highlighted in gray. By default, all Saturdays and Sundays are marked closed. To close another day of the week for every week of the year, click the **Closed: Sundays, Saturdays** link in the lower left-hand corner, and select the closed day of the week.
3. To close additional dates, go to and click on each date link. This changes the date to "Closed." To navigate to another month, select the forward or back arrows beside the name of the month at the top of the calendar. Or, select the **View (Year)** link in the lower-right corner to view an annual calendar. Clicking on the name of a month advances the calendar to that month.

Note: If you click a date by mistake, click it again to toggle back to the "open" status.

Give an overview of the calendar, and allow time for them to try marking a closed date and to devise a plan for completing the calendar after the training.

- Select the hours link beneath the calendar to enter the normal opening and closing times for the library. If your library has a Circulation Type with an hourly circulation period, Library Manager uses the library hours to computer the time a resource is due when it is checked out.

Calendar						
Home Dashboard Catalog Circulation Reports Back Office My Info						
Manage Patrons Update Patrons Import Patrons Export Patrons Manage Homerooms Upload Patron Pictures Library Policies Access Levels Calendar / Hours Site Configuration Inventory Job Manager						
How do I...?						
Calendar						
July						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2 Closed
3 Closed	4	5	6	7	8	9 Closed
10 Closed	11	12	13	14	15	16 Closed
17 Closed	18	19	20	21	22	23 Closed
24 Closed	25	26	27	28	29	30 Closed
31 Closed						
Closed: Sunday, Saturday Hours: 8:00 AM - 4:00 PM						

If there is an unscheduled closed day (such as a bad weather day), the date can be marked closed retroactively as soon as school opens again. While the due dates for checked-out items do not change, Library Manager does not assess fines for items due on dates that were closed retroactively. Library Manager counts only open days when calculating fines.

Next Steps:

After the training I need to do the following to finish setting up the library calendar:

Give participants a minute to jot down any reminders for what they need to do to complete setting up their library calendar.

Circulation policies for Follett eBooks

Follett eBook loan policies are managed in Follett Digital Setup.

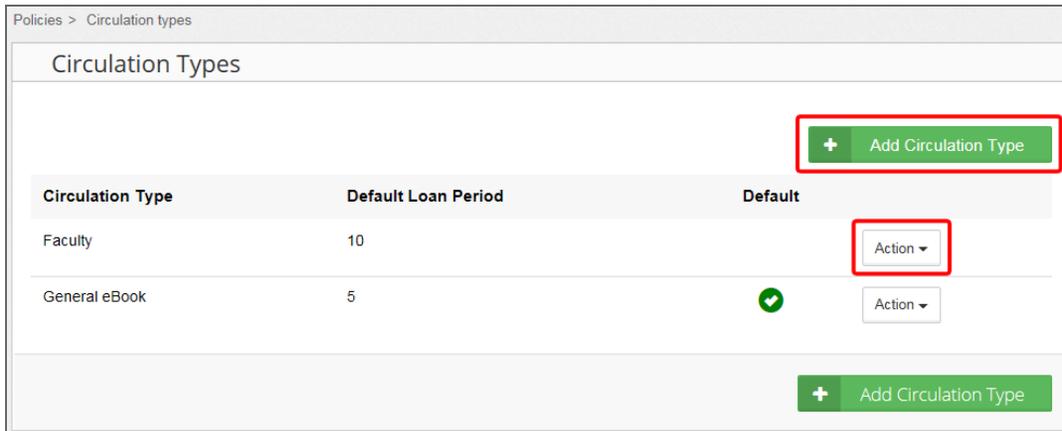
Note: This requires the access level permission, *Allow Follett Digital setup*.

To add or edit a Follett eBook circulation type:

1. Select **Back Office > Library Policies**, and then click the **To add Follett eBook Policies, click here** link.



2. From the Circulation Types page, do one of the following:
 - To add a new circulation type, select **+Add Circulation Type**.
 - To edit an existing circulation type, click the **Action** drop-down next to its name, and then click **Edit**.



3. In the **Circulation Type Name** field, type a name.

Only cover eBook circulation policies and the shared guest account if the customer has Follett eBooks. Keep an eye on your time, and suggest they complete this setup after the training, if needed.

4. In the **Default Loan Period** field, type the number of days for the loan period that will be assigned to this circulation type by default.
5. In the fields next to the patron type, type the number of days each Patron Type can check out eBooks for this circulation type.
6. If you have a Shared Account and do not want shared account users to access the circulation type, deselect the **Allow Access to this Circulation Type** checkbox.
7. Click **Save**.
8. To set a circulation type as the default for newly added Follett eBooks, click the **Action** drop-down next to the circulation type, and then select **Make Default**.

Circulation Type	Default Loan Period	Default	Action
Faculty	10		
General eBook	5	<input checked="" type="checkbox"/>	<ul style="list-style-type: none">Make DefaultEditDelete

Setting up a shared Follett eBook account

For the best eBook experience, it is recommended that students log in with unique usernames and passwords. This gives them access to check out, place a hold and add a review to Follett digital materials. However, if your students do not have unique logins, you can set up a shared Follett eBook account. You can also identify IP addresses/ranges so that patrons on an identified computer are automatically logged in as Shared Account users.

For more information on setting up Follett Digital resources, see Destiny Discover Help or the Follett Community.

Next Steps:

- After the training, I need to do the following to finish setting up Follett eBook loan policies and a Shared Account (if applicable):

Give participants a few minutes to jot down any reminders about what they need to set up for Follett eBooks after the training.

Assess

In the following table, use checkmarks to self-assess your level of understanding of the learning outcomes covered in this session.

	I can...
	Add and edit Circulation Types.
	Add and edit Patron Types.
	Set up the Calendar.
	Customize Catalog and Circulation options in Site Configuration.
	Set up circulation policies for Follett eBooks (if applicable).
	Set up a shared guest account for Follett eBooks (if applicable).

If you need more help, go to:

- Destiny Help for feature information and step-by-step instructions
- www.follettcommunity.com for how to's, videos, training tools, blogs and forums

For the most recent product updates, see the *What's New in Destiny* document, available in both locations.

Ask each participant to assess their understanding of the learning outcomes for this topic.

Circulating Materials Efficiently

60 min

Description

Students and teachers turn to your library for information and resources. You need an efficient way to get your patrons what they need, and accurately track each item. Destiny Library Manager has easy-to-use circulation features that help library staff check out, check in and track library resources quickly and easily.

Explore how to circulate your library resources, as well as how to run reports to manage overdue materials and fines.

Objectives

- Learn how to circulate library materials efficiently
- Set up and run the Current Checkouts/Fines (Overdue) report

Activities

- Circulate library materials
- Display copy and patron status information
- Run and save an overdue report

Notes

Plan

How do you identify patrons during checkout? For example, do you scan or enter student IDs or library barcodes, or do you look them up by name?

Lead a brief discussion on their current practices to help guide them on how they can continue this practice in Destiny or explore additional options that are now possible with Destiny.

Apply

With Destiny, you can choose between two checkout methods, and easily switch between the two, based on the situation.

Check Out

Check Out–To Patron

One way to check out materials to students in Destiny Library Manager is with the To Patron checkout option. This method is ideal for when students come to the library individually or in small groups.

Use the following steps to practice checking out a book to yourself using the To Patron checkout option:

1. Select **Circulation > Check Out > To Patron**.
2. In the **Find** field, scan or type the patron's barcode.

Note: If you don't have the patron's barcode number, you can click **Find Patron** to see a complete list of your patrons. Then click the patron's name to continue the checkout.

3. Once you select the patron's record, scan the first item's barcode in the **Find** field. The item appears in the Checked Out section. Scanning a second item moves the first book to the Items Out section.

Note: To edit the due date for the item in the Checked Out section, click **Change**. Select the new due date and whether it is for this item, this patron or the rest of this session.

4. Click **Print Receipt** to quickly print a list of all the items the patron has checked out and any fines owed.
5. Make note of the barcode of the item you check out, so you can check it back in during a later activity:

For each section, demonstrate the feature, and then give participants time to complete the associated activity.

- Click **Reset** to clear the completed checkout and begin checking out to a new patron.

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

Check Out

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

How do I... ?

To Patron By Homeroom

Find Go Find Patron Find Copy Add Title

Only my patrons Only search Last Name Only Active Patrons Due Dates

Llamas, Cherie Nicol (Student: Hidden) Edit Patron

Checked Out Library: 1
Overdue Library: 0
Holds Ready 0
Fines Library: \$0.00 / Textbooks: \$0.00 / Resources: \$0.00 / Patron: \$0.00

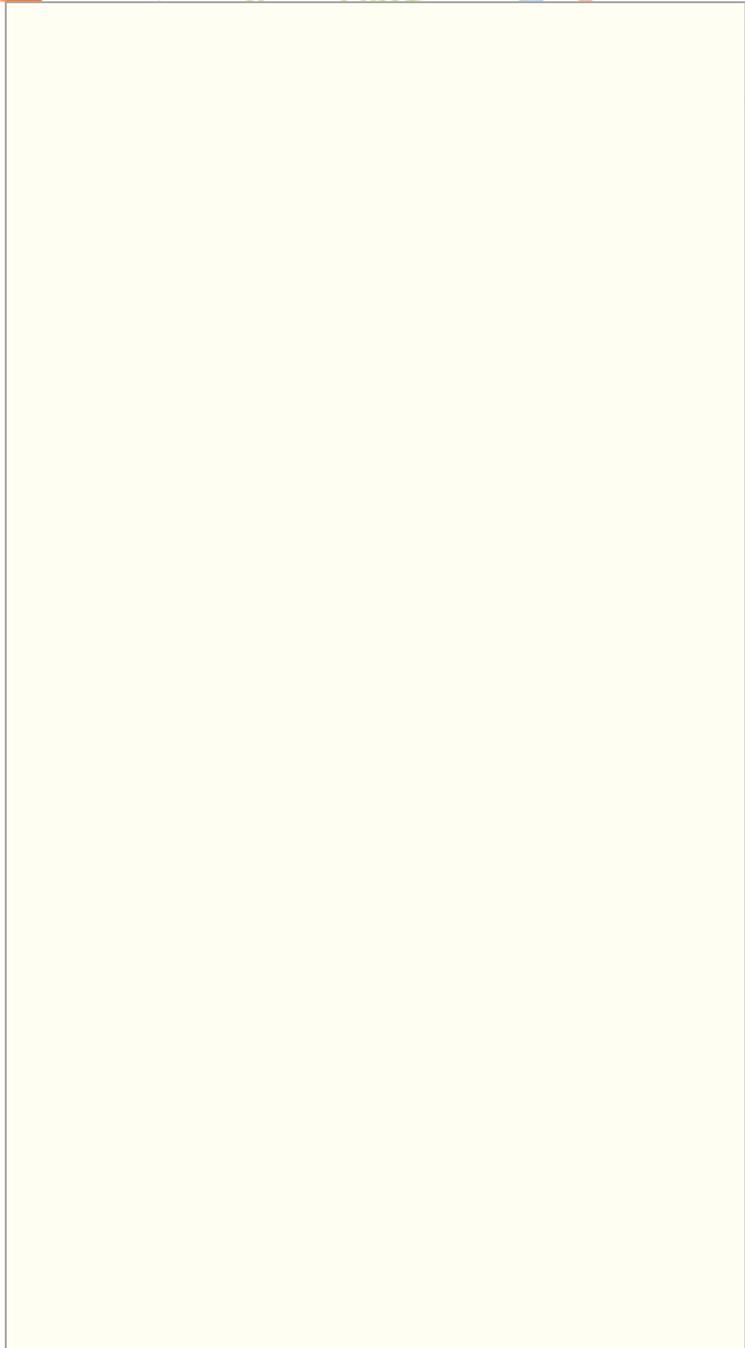
Grade Level 9
Homeroom Mr. Morris
Nickname
Homeroom
User Defined 3
Primary Language 2
Lexile Measure 944L

Only today's check outs Print Receipt

Items Out

Due Date	Title	Call Number	Price Checked Out
9/11/2018	Swifter, higher, stronger : a photographic history of the Summer Olympics (Copy: T 10182)	796.48 MAC	\$30.12 8/22/2018

Renew Lost Renew All



Check Out—By Homeroom

The second way to check out materials to students is By Homeroom. This checkout option eliminates the need to scan patron barcodes or type patron names. Instead, you'll select patron names from a homeroom list.

Note: This option is only available if your Destiny records contain homeroom information. This is usually automatically added from your Student Information System. Other methods are covered in Destiny Help.

Use the following steps to practice checking out By Homeroom:

1. Select **Circulation > Check Out > By Homeroom**.
2. From the **Homeroom** drop-down, select the appropriate homeroom, and then click **Select Patron**.
3. Click a student's name or picture to check out to that student.
4. Once you select the patron's record, scan the first item's barcode in the **Find** field. The item appears in the Checked Out section. Scanning a second item moves the first book to the Items Out section.

Note: To edit the due date for the item in the Checked Out section, click **Change**. Select the new due date and whether it is for this item, this patron, or the rest of this session.

5. Click **Receipt** to quickly print a list of all the items the patron has checked out and any fines owed.
6. Make note of the barcode of the item you check out, so you can check it back in during a later activity:

Depending on how they brought their patrons in to Destiny, they might not have homerooms set up. If that's the case, you might do a quick demonstration of checking out by homeroom, if they are interested, and then refer them to Help for more information on setting up Homerooms.

Notes

- To check out items to another student in the same class, click **Select Patron**.
- To check out items to students from a different homeroom, select another one from the **Homeroom** drop-down.

To Patron | **By Homeroom**

Homeroom Mr. Henderson Select Patron

Find Find Copy Due Dates

Santacruz, Merlin Marvin (Student: Hidden) Edit Patron

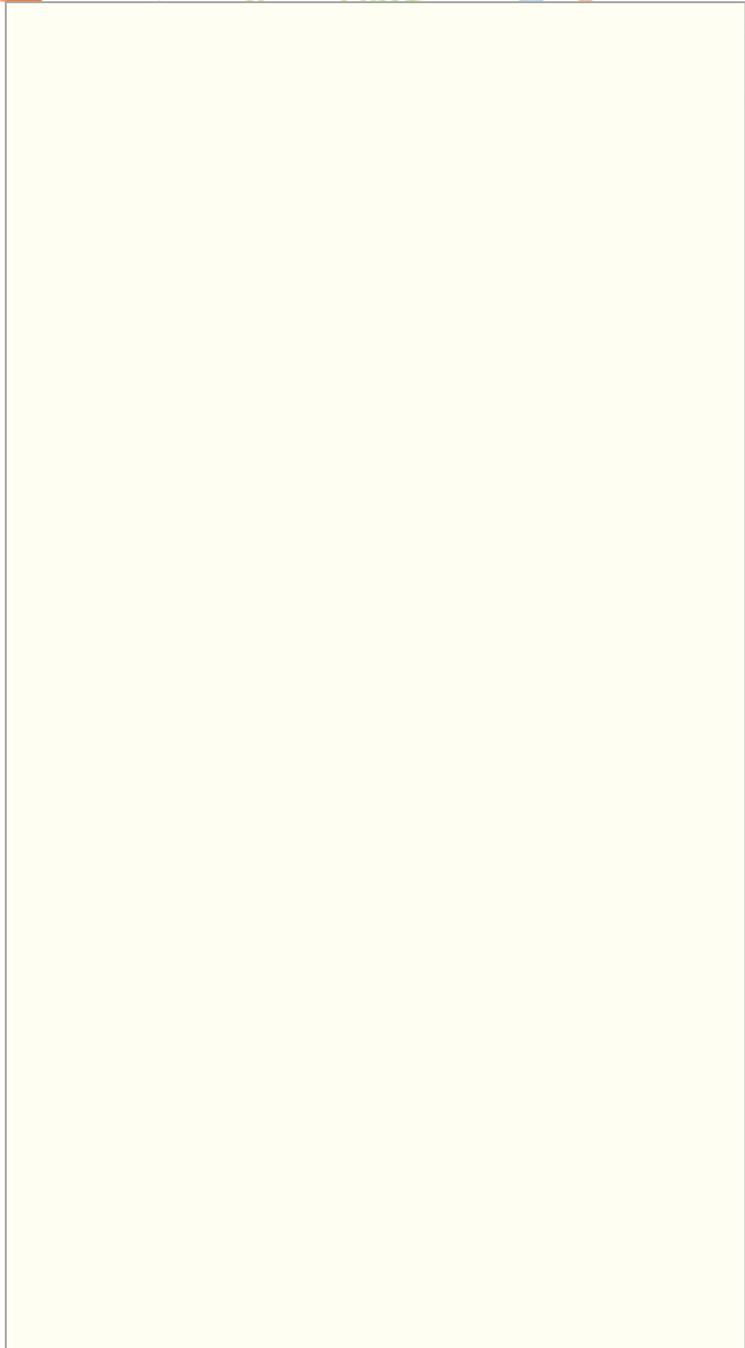
<p>Checked Out Library: 2</p> <p>Overdue Library: 0</p> <p>Holds Ready 0</p> <p>Fines Library: \$0.25 / Textbooks: \$48.78 / Resources: \$0.00 Patron: \$0.00</p>	<p>Grade Level 12</p> <p>Homeroom Mr. Henderson</p> <p>Nickname</p> <p>Homeroom</p> <p>User Defined 3</p> <p>Primary Language 5</p> <p>Lexile Measure 1011L</p>
---	---

Only today's check outs Print Receipt

Items Out

	Due Date	Title	Call Number	Price	Checked Out	
	9/11/2018	Pollution (Copy: T 8658)	363.73 DOR	\$23.25	8/22/2018	Renew Lost
	9/11/2018	Water pollution & health (Copy: T 11039)	363.739 STR	\$36.36	8/22/2018	Renew Lost

Renew All



Check In

Properly checking in materials lets you track materials, assess any necessary fines and collect circulation statistics.

Use the following steps to check in the materials you checked out in the first two activities in this section:

1. Select **Circulation > Check In**.

Note: To track the use of items that weren't actually checked out, but were used in the library, you can select the **Record in-library use** checkbox before checking an item in.

2. Scan or type the barcode number of an item in the **Find Copy** field.

Note: In the Most Recently Checked In section, you can see the item's title, barcode number, due date, patron's name and other information.

3. If a book is damaged, click **Create Fine** to add a fine to the patron's record.
4. To continue checking in books, scan the next item's barcode in the **Find Copy** field.

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

Check In

Check Out

Check In How do I...?

Find Copy Record in-library use

Renew

Holds/ILL

Fines

Copy Status

Patron Status

Offline Circulation

View Today's Checkins

Most Recently Checked In

	Water pollution & health (Copy: T 11039)	Due 9/11/2018	363.739 STR
--	---	----------------------	--------------------

Checked out 8/22/2018 to Santacruz, Merlin Marvin (Student: Hidden)

Library copies still checked out: 1

Patron Status

You can see information about a patron, including current checkouts, fines, holds, contact information and circulation statistics on their Patron Status page.

Note: The information that appears on this page varies based on your district's setup decisions.

Use the following steps to view a patron's status page:

1. Select **Circulation > Patron Status**.
2. In the **Find Patron** field, scan or type the patron's barcode.

Note: If you don't have the patron's barcode number, you can click **Find Patron** to see a complete list of your patrons. Then click the patron's name to open their Patron status page.

The screenshot displays the Patron Status page for Cherie Nicol Llamas. The page is divided into several sections:

- Patron Information:**
 - Name: Cherie Nicol Llamas [Student]
 - Status: Active
 - Gender: Female
 - Birthdate: 2/13/1998
 - Grade Level: 9
 - Homeroom: Mr. Morris
 - Primary Language: 2
 - Lexile Measure: 944L
- Items Out:**
 - Title: Swifter, higher, stronger : a photographic history of the Summer Olympics (Copy: T 101820)
 - Call Number: 796.48 MAC
 - Price: \$30.12
 - Checked Out: 8/22/2018
- Fines:** There are no fines for this patron.
- Holds:** There are no holds for this patron.
- Current Transactions:**
 - Checked Out Library: 1
 - Overdue Library: 0
 - Holds/Bookings: 0
 - Fines: \$0.00

Copy Status

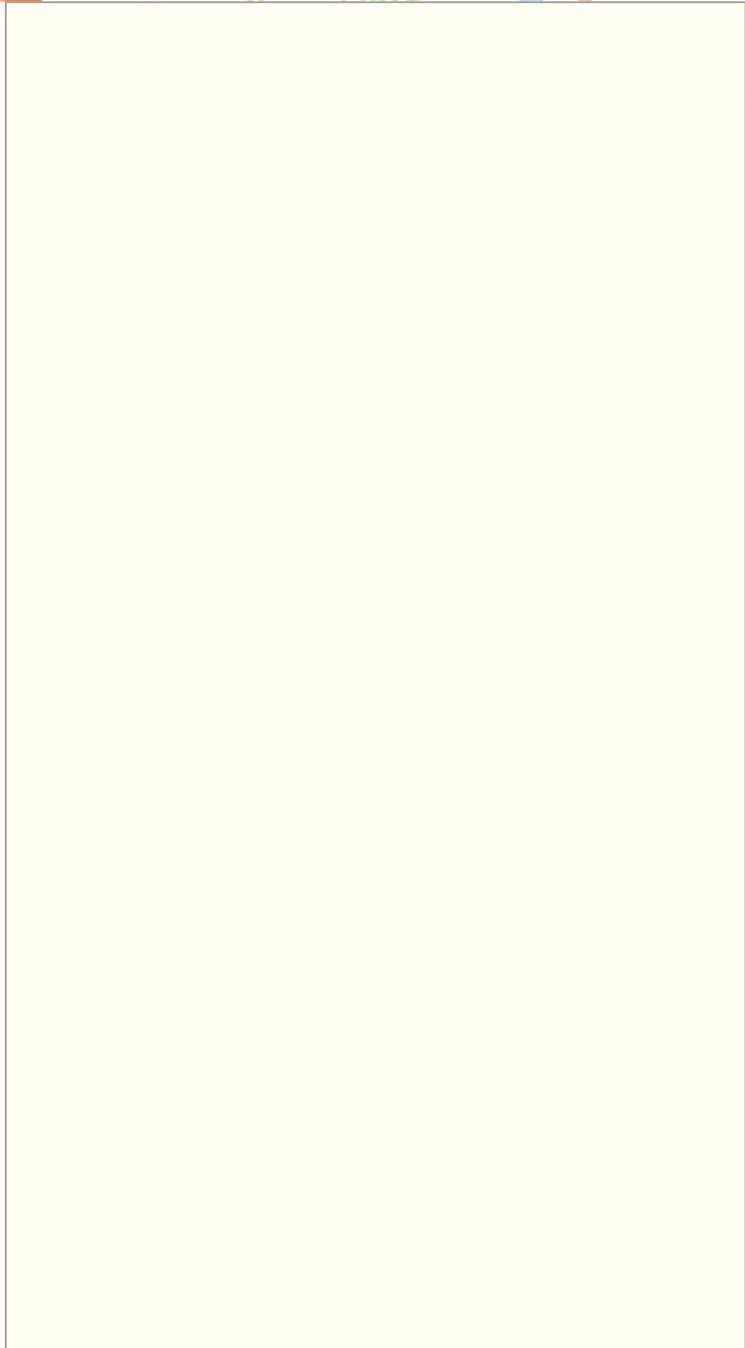
You can see information about a specific copy, including current checkouts, fines, holds, contact information and circulation statistics on their Patron Status page.

Note: The information that appears on this page varies based on your district's setup decisions.

Use the following steps to view a patron's status page:

1. Select **Circulation > Copy Status**.
2. In the **Find Copy** field, scan or type the copy's barcode.

The screenshot displays the 'Copy Status' page in a library management system. The navigation bar at the top includes 'Home', 'Dashboard', 'Catalog', 'Circulation', 'Reports', 'Back Office', 'My Info', and 'Messages'. The left sidebar contains a menu with options like 'Check Out', 'Check In', 'Renew', 'Holds/ILL', 'Fines', 'Copy Status', 'Patron Status', 'Offline Circulation', and 'Library Information'. The main content area shows a search bar with 'Find Copy' and a 'Go' button. Below the search bar, the title of the copy is 'A short history of the honey bee : humans, flowers, and bees in the eternal chase for honey'. Metadata includes Author (Ilona), Barcode (T 9600), Status (Due: 9/16/2016), Purchase Price (\$16.96), Circulation Type (Regular), Date Acquired (11/4/2011), and Vendor. A 'Current Checkout' section shows the copy is checked out on 8/29/2016 at 7:16 AM to Patron Hoch, Lilly Loriann (Student), with barcode 2010001758, Grade Level 12, and Homeroom Mr. Jackson. The 'Previous Checkout' section is empty. A 'Notes' section at the bottom states 'There are no notes for this copy'. A 'Circulation Statistics' table at the very bottom shows: Current Month 0, Current Year 0, Previous Year 0, and Total 2.



Plan

How do you prefer to notify students of overdues and/or fines?

- Run a report that lists all overdues and fines in your school.
- Print notices to distribute at school or by mail.
- Email notices to a homeroom/classroom teacher.
- Email notices to a student, parent or both.

Let participants know that Destiny offers the options listed to notify students of overdues and/or fines. Lead a brief discussion on their notification preferences.

If they don't have an email server set up in Destiny or you're not sure, let them know that their Destiny Admin will need to set that up in order to use the email options. In addition, email addresses must be included in patron records.

Apply

Current Checkouts/Fines Report

The Current Checkouts/Fines report helps you identify or send notices to students with checkouts and/or fines.

To practice setting up the Current Checkouts/Fines report, use the following steps:

Select **Reports > Library Reports > Current Checkouts/Fines**.

Demonstrate running a Current Checkouts/Fines report.

If there is interest, you might walk them through running the report in more than one format. Give them time to try running one of their choice.

Step 1: Format

My Favorites

Library Reports

Patron Reports

Report Builder

Destiny Analytics

Report Manager

How do I... ?

1. Format 2. Limit 3. Details

Is the report or notice you'd like to generate listed below? If so, click its "Run" option. Otherwise you can set up a new one.

Saved Report / Notices	Last Run	
♥ Overdues Report by Homeroom Scheduled Daily 8:00 AM	10/29/2018 8:00 AM	Run Edit Delete
♥ Overdue notices - daily	10/4/2018 3:45 PM	Run Edit Delete
Overdue By Patron	9/26/2018 2:02 PM	+♥ Run Edit Delete
FEC Checked out Materials by Homeroom	4/5/2017 10:55 AM	+♥ Run Edit Delete
♥ FEC Overdue Notices to Students	4/5/2017 10:50 AM	Run Edit Delete

♥ / +♥ = Favorite / Add to Favorites Edit = Edit Delete = Delete

Set up a new report or notice

Show Checked Out/Overdue Materials

- All that are currently overdue
- That are overdue by to days ?
- That are due from to ?
- All that are checked out
- Resources Assigned to a Custodian
- Unpaid Library Fines
- Unpaid Resource Fines
- Unpaid Patron Fines ?

1. Select the information you want to show (**Note:** The **Show Checked Out/Overdue Materials** option is selected by default.):
 - All that are currently overdue
 - Those overdue by a specific range of days (such as 2–5 days) or due in a specific number of days (such as 2 days)
 - Those due during a specific date range
 - All checked out materials

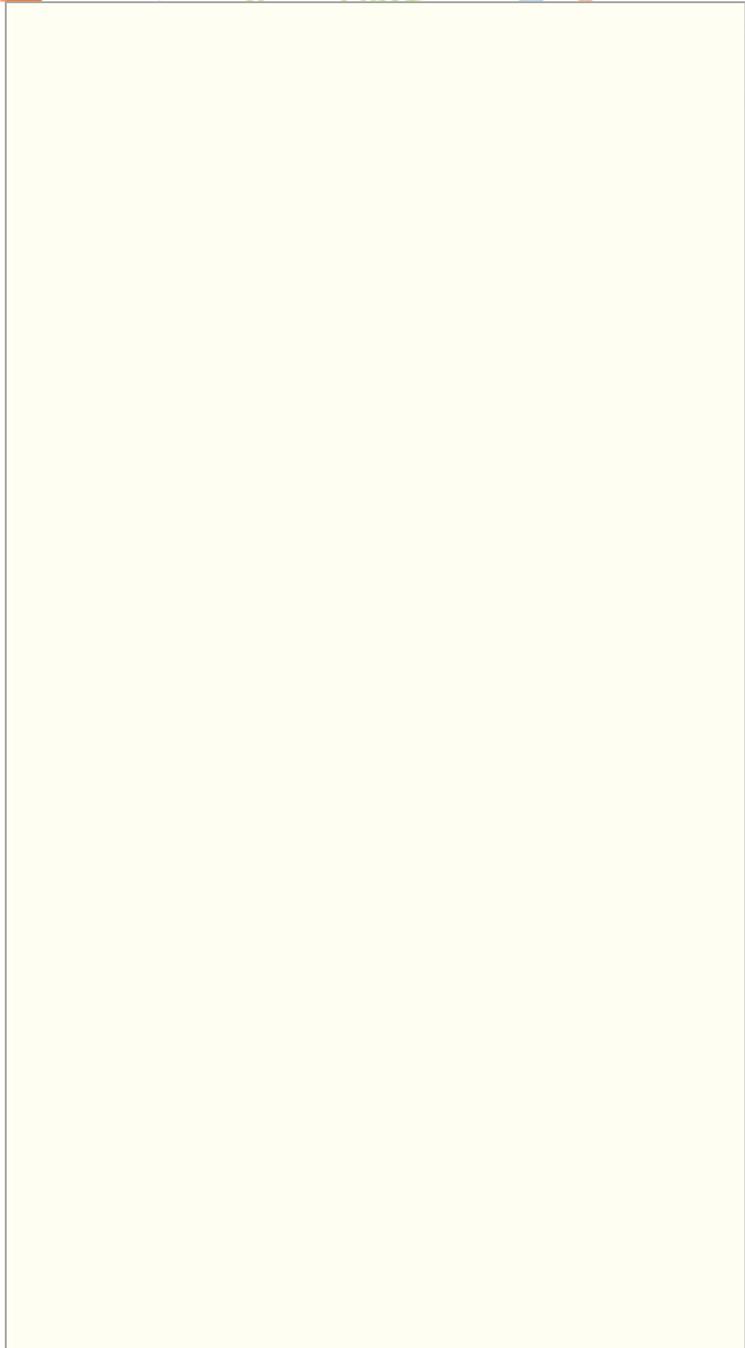
2. Choose a format:

- **Report** (PDF or Excel): This is a good option if you want to have a report of all overdues/fines for your school to refer to or a list of materials that are due soon.
- **Email to Homerooms:** Send an email summary to each homeroom teacher who has a student(s) with overdue materials or fines, or as a reminder of materials that are due soon.

Note: This option requires your email server to be set up in Destiny and that your patron records contain homeroom information.

- **Notices** (Choose English, French or Spanish): Choose this option if you want to mail or email students and/or parents to notify them of overdues, fines or checkouts that are due soon.

3. Click **Continue**.



Step 2: Limit

1. By default, the report includes all active patrons. You can limit patrons by the following:
 - To exclude specific patron types, click **Update**, and then deselect the appropriate checkboxes. Click **Save**.
 - To include only a specific graduating class, select **Graduating in**, and then type the year.
 - If you allow students from other schools in the district to check out your materials, choose if you want to include those patrons.
 - If you want to include patrons with an Inactive or Restricted status, select accordingly.
2. By default, the report includes materials with any circulation type. You can limit materials by the following:
 - To exclude specific circulation types, click **Update**, and then deselect the appropriate checkboxes. Click **Save**.
 - If your school uses Destiny Resource Manager or Destiny Textbook Manager, choose if you want to include resources or textbooks and related fines.
 - If students at your school can check out materials from other schools in the district, choose if you want to include those materials.
3. Click **Continue**.

Step 3: Details

The instructions for this step vary depending on the format you selected in Step 1.

If you chose Report:

The screenshot shows the 'Details' step of a report configuration in the Follett Destiny system. The page title is 'Overdue / Assigned Materials & Unpaid Fines Report'. The interface includes a navigation menu on the left with options like 'My Favorites', 'Library Reports', 'Patron Reports', 'Report Builder', 'Destiny Analytics', and 'Report Manager'. The main content area has three tabs: '1. Format', '2. Limit', and '3. Details' (which is active). Under 'Select & Sort by', there is a dropdown menu set to 'Patron Name', followed by 'from' and 'to' input fields. A checkbox 'Start a new page for each group' is present. The 'Also Display...' section has two categories: 'Title Info' and 'Patron Info'. Under 'Title Info', 'Title for library materials' is checked, with 'Select All' and 'Clear All' buttons. Other options include 'Cover image' and 'Price of checked out/overdue materials'. Under 'Patron Info', 'Barcode' is checked. Other options include 'Phone number', 'Subtotal items/fines for each patron', 'Grade Level' (a dropdown menu), and 'Homeroom' (a dropdown menu). At the bottom, there are 'Save Setup' and 'Run Report' buttons.

1. In the "Select & Sort by" section, select a method for identifying patrons to include from the drop-down.
2. In the **from** and **to** fields, do one of the following:
 - To include all patrons, leave both fields blank.

Note: If you selected Homeroom, select **Any Homeroom** from both drop-downs to include all.

- To limit the report to one name or number (such as a specific patron or all 8th graders), type or select the same name or number in both fields. For example, you might choose to run the report for one patron (**to** Smith **from** Smith) or one grade level (**to** 8 **from** 8).

Notes

- If you leave the **from** field blank and type a name or number in the **to** field, it includes all those up to and including the name or number in that field.
 - If you type a name or number in the **from** field and leave the **to** field blank, it includes that name or number and all those after it.
3. If you chose to run a PDF report, a "Start a new page..." checkbox appears. If you want to start a new page after every group in the report, select it. Groups are determined by the information you selected in the "Select & Sort by" section.
 4. From the "Also Display..." section, select or deselect the title and patron info to include in the report. You can also select to include a thumbnail of cover images.

If you chose 'Email to Homerooms':

The screenshot shows the 'Library Reports' configuration page for 'Current Checkouts/Fines'. The page has a navigation bar with 'Home', 'Dashboard', 'Catalog', 'Circulation', 'Reports', 'Back Office', and 'My Info'. The 'Reports' section is active, and the page title is 'Library Reports > Current Checkouts/Fines'. On the left, there is a sidebar with 'My Favorites' and 'Library Reports' (selected). The main content area has three tabs: '1. Format', '2. Limit', and '3. Details'. Below the tabs, there are three sections: 'Send To', 'Display name', and 'Also Display...'. The 'Send To' section has a dropdown menu set to 'All Homerooms' and an 'Update' button. The 'Display name' section has a text input field containing 'aangsten@follett.com' and an 'Email' section with a text input field containing 'aangsten@follett.com' and a 'Test Email' button. The 'Also Display...' section has two sub-sections: 'Title Info' and 'Patron Info'. 'Title Info' has checkboxes for 'Title for library materials' (checked), 'Cover image', and 'Price of checked out/overdue materials'. 'Patron Info' has checkboxes for 'Barcode' (checked), 'Phone number', 'Grade Level' (dropdown), and 'Homeroom' (dropdown). At the bottom, there are 'Save Setup' and 'Run Report' buttons.

1. By default, all homerooms are included. To exclude a homeroom, click **Update**. Deselect homerooms accordingly, and then click **Save**.
2. In the **Display name** field, verify or change the name and email address you want to appear as the email sender.
3. From the "Also Display..." section, select or deselect the title and patron info to include in the report. You can also select to include a thumbnail of cover images.

If you chose Notices:

1. Format 2. Limit 3. Details

Overdue / Assigned Materials & Unpaid Fines/Notices

Select & Sort by Patron Name from [] to []

Distributed Internally Mailed Via email - Provide sender information

Display name Mrs. G

Email librarian@school.edu

Send To Email 1 Email 2 Email 3 Email 4 Email 5

Page layout Print 1 notice per page

Message Dear Patron's Name:
The following items are overdue. Please return them as soon as possible.

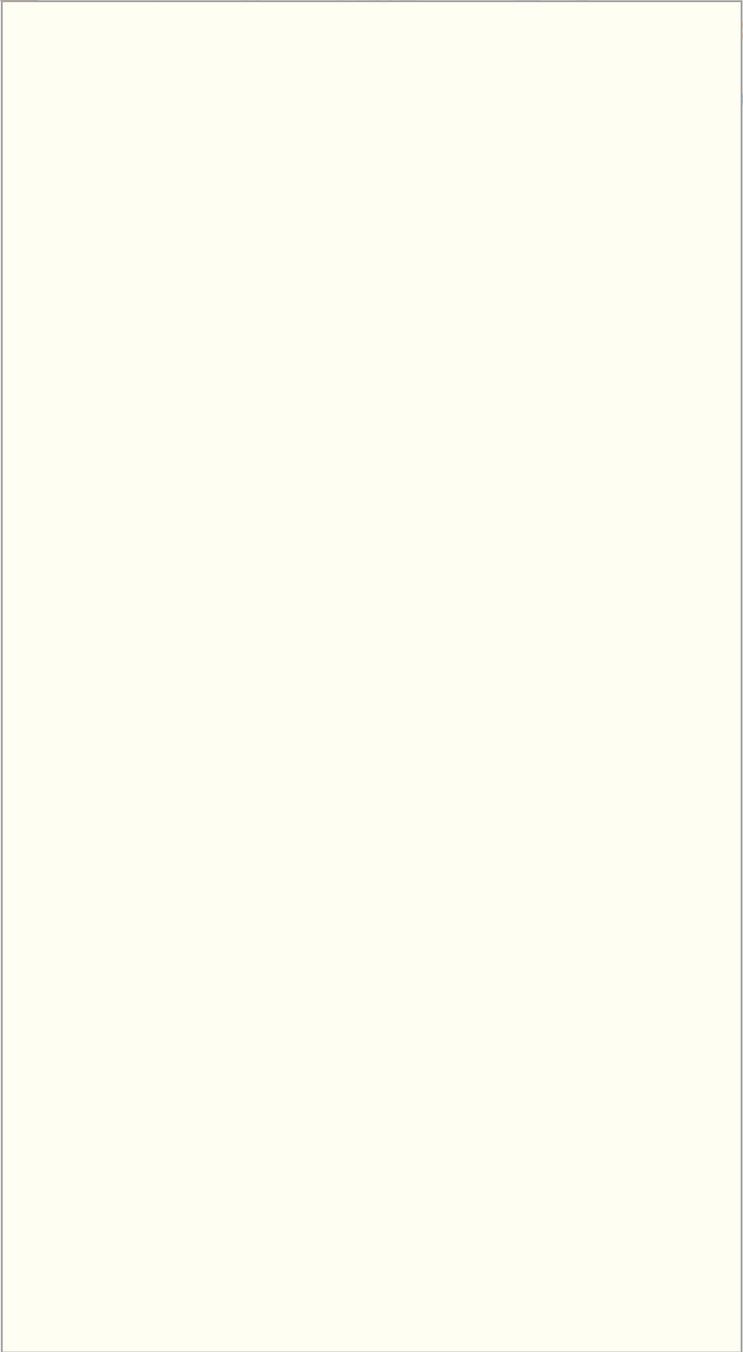
Address Label To the Parent or Guardian of: Patron's Name

Also Display...

Title Info Title for library materials
 Cover image
 Price of checked out/overdue materials

Patron Info Barcode Phone number Grade Level Homeroom

- 1. In the "Select & Sort by" section, select a method for identifying patrons to include from the drop-down.



2. In the **from** and **to** fields, do one of the following:

- To include all patrons, leave both fields blank.

Note: If you selected Homeroom, select **Any Homeroom** from both drop-downs to include all.

- To limit the report to one name or number (such as a specific patron or all 8th graders), type or select the same name or number in both fields. For example, you might choose to run the report for one patron (**to** Smith **from** Smith) or one grade level (**to** 8 **from** 8).
- If you leave the **from** field blank and type a name or number in the **to** field, it includes all those up to and including the name or number in that field.
- If you type a name or number in the **from** field and leave the **to** field blank, it includes that name or number and all those after it.

3. Select how you want notices distributed: **internally**, **mailed** (includes address) or **email**.

4. If you selected **email**:

- In the **Display name** field, verify or change the name and email address you want to appear as the email sender.
- From the **Send To** options, select one or more checkbox to identify the email addresses you want to send notices to. The options correspond to patron record fields, which can include up to five email addresses.
- To send yourself a test email, click **Test Email**.

5. If you selected **internally** or **mailed**, from the **Page layout** drop-down, select the number of notices to print on each page.

6. In the **Message** fields, you can customize the salutation before the patron's name and the text of the message.

7. From the "Also Display..." section, select or deselect the title or patron info to include. You can also select to include a thumbnail of cover images.

Step 4: Save & Run

Now that you have the report set up, you are ready to save and/or run it.

If you want to run a report or notices that you do not want to save for later use:

1. Click **Run Notices**. Report Manager appears and displays your report at the top of the list. The status automatically updates.
2. Click the **View** link to see the report, notices or status of the email notices.

If you want to save the report or notices to run again or schedule it to run automatically:

1. Click **Save Setup**.
2. In the **Save As** field, type a name for the report or notices.
3. From the **Schedule Report** drop-down, select **Do Not Schedule** if you do not want the report to run automatically. To schedule the report to run on a daily or weekly basis, select accordingly, and then select the day and/or time you want them to run.

Note: If you do not want the report or notices to run on closed days, select the **Do not run on closed days (Closed: Sunday, Saturday)** checkbox.

4. Click **Save Setup** or **Save & Run**.

If you selected **Save & Run**, Report Manager displays your report at the top of the list. The status automatically updates.

5. Click the **View** link to see the report, notices or status of the email notices.

Notes

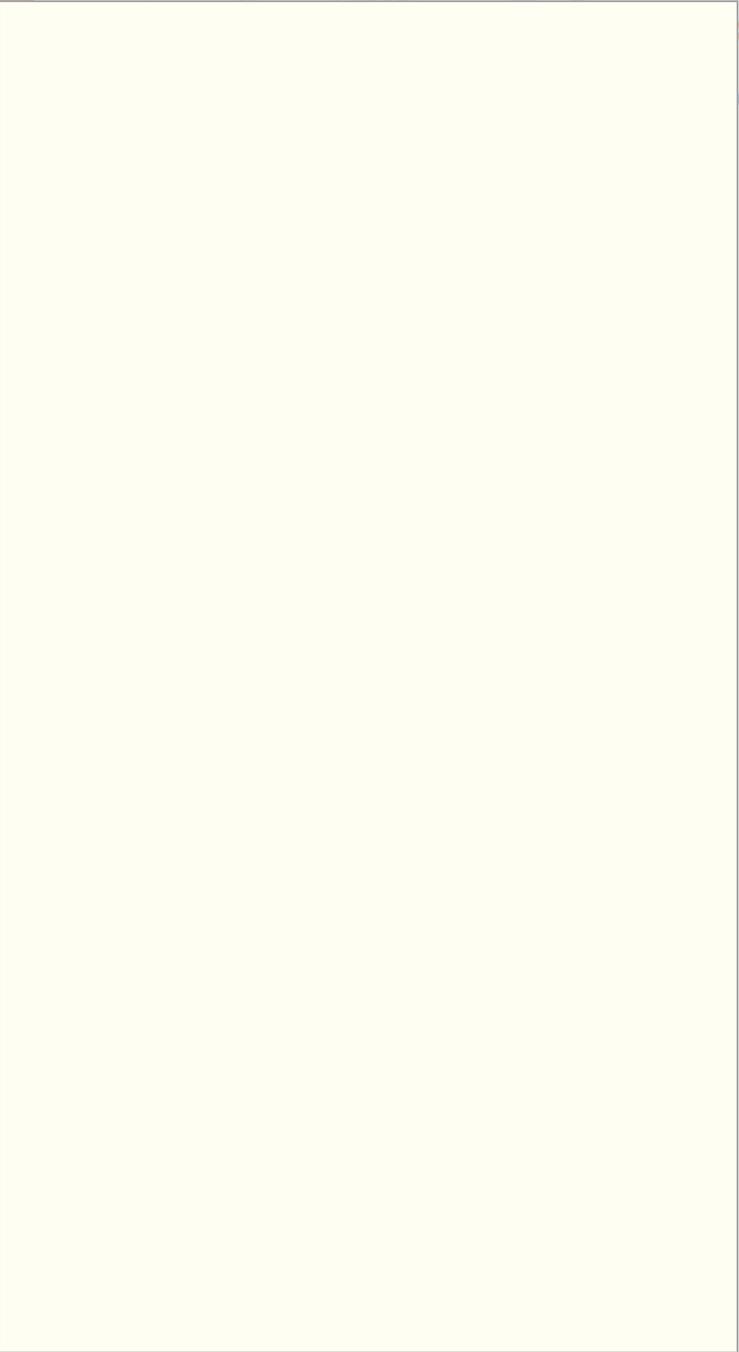
The saved report or notice setup appears on the Format page, in the **Saved Report/Notices** list at the top.

[1. Format](#) 2. Limit 3. Details

Is the report or notice you'd like to generate listed below? If so, click its "Run" option. Otherwise you can set up a new one.

Saved Report / Notices	Last Run	
Spanish Overdue Notice		   
 Overdues Report by Homeroom Scheduled Daily 8:00 AM	8/22/2018 8:00 AM	  
 Overdue notices - daily	6/13/2018 9:53 AM	  
Overdue By Patron	11/29/2017 2:43 PM	   
FEC Checked out Materials by Homeroom	4/5/2017 10:55 AM	   
 FEC Overdue Notices to Students	4/5/2017 10:50 AM	  

 /  = Favorite / Add to Favorites  = Edit  = Delete



Assess

In the following table, use checkmarks to self-assess your level of understanding of the learning outcomes covered in this session.

	I can...
	Check out library materials.
	Check in library materials.
	View patron status information.
	View copy status information.
	Run a Current Checkouts/Fines report.
	Run Current Checkouts/Fines notices.

If you need more help, go to:

- Destiny Help for feature information and step-by-step instructions
- www.follettcommunity.com for how to's, videos, training tools, blogs and forums

For the most recent product updates, see the *What's New in Destiny* document, available in both locations.

Building Your Catalog

60 min

Description

With so many teachers and students relying on your library for the most up-to-date resources, you need a quick and easy way to add new materials to your catalog. Destiny Library Manager provides multiple features to help you maintain and improve catalog records. Learn how to add title and copy records to your catalog.

Objectives

- Import titles from Titlewave® and other sources
- Add title and copy records from resource databases
- Add title and copy records manually

Activities

- Answer questions about how your school adds new materials to your catalog.
- Demonstrate how to import title records, and add copies to existing title records.
- Demonstrate how to add title records using the Alliance Plus database.
- Explain how to add titles manually.

Plan

How does your school handle adding new resources to your catalog? Do you receive copies of the MARC record for each new item?

Lead a brief discussion on how participants currently add resources to their catalog, so you can draw connections in the *Apply* section.

This will also help you gauge how much time to spend on each section based on their current methods.

Apply

Maintaining accurate catalog records is vital for your students and teachers to know which information and resources are available. Destiny makes it easy to add high-quality title records while ensuring duplicate records do not exist.

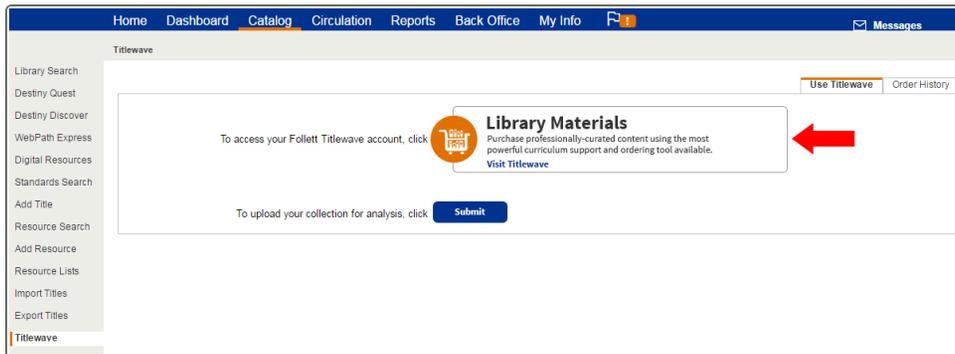
Import Title Records from Titlewave

Whenever you purchase new titles or copies from Follett, you can import the MARC records to your catalog directly from Titlewave.

Note: If you don't have a Titlewave account and want to learn more or register for one, go to www.titlewave.com.

If you have a Titlewave account:

1. Select **Catalog > Titlewave > Library Materials**.



2. Click **Order History**, and view the options available to you.
3. View your order history.

Note: For step-by-step instructions, see the *Importing Title Records from Titlewave* quick reference guide.

Explain the importance of avoiding duplication by having just one title record. If the title record already exists in the district, you can just add the copies to your library.

Start by asking if they currently use Titlewave.

If they do: Show them where to access it in Destiny and how to import title records. From the Import Titles page, give a high-level overview of the four sections: Title Matching, Copy Matching, Assign Copy Information and Import File.

Refer them to the *Importing Title Records from Titlewave* quick reference guide for the complete instructions.

If they do not: Give a very brief overview of Titlewave, such as: Titlewave is a website where you shop for library materials from Follett using customized collection-building tools designed specifically for preK-12. It includes powerful collection analysis tools that integrate with Destiny Library Manager.

Give participants a few minutes to complete the activity, if applicable.

Import Title Record Files

To see where you import a title record that is not from Titlewave, go to **Catalog > Import Titles**. Select the appropriate settings to import a file of title records. **Do not upload a file or click Import.**

The screenshot shows the 'Import Titles' page with the following sections:

- Title Matching:**
 - Strict** - Standard numbers, titles, material types, authors, and publication dates must match.
 - Remove the author requirement from the strict matching rules
 - Relaxed** - If no standard number is found, allow matches based on title, material type, author, and publication date
- If an incoming title matches an existing title:**
 - Replace the existing title if the incoming title is better
 - Skip the incoming title
 - Always add the incoming title (may cause duplicate titles; Strict Matching will be used)
- Copy Matching:**
 - Skip the incoming copy if its barcode matches an existing copy's barcode
 - Replace the existing copy with the incoming copy if the barcodes and the titles match
 - Always add the incoming copy record and assign it the next available barcode
- Starting Barcode:**
 - [Follett Classic]
 - Assign next barcode
- Assign Copy Information:**
 - If missing, assign the following information to each copy that is added or replaced:
 - Circulation Type: Regular
- Import File:**
 - No file chosen
 - Add the titles in the import file to -- Select a List --
 - This file contains eBook records for only this site.
 - Limit the Job Summary details to errors and warnings (clear this option for a record of every title and copy in the import file).
 - List possible duplicate titles in the Job Summary after import.

Note: For step-by-step instructions, refer to the *Importing Title Records* quick reference guide.

Show participants where to access the Import Titles page to import a MARC record from a vendor. If you demonstrated how to import a title from Titlewave, you can just show the page and explain that the procedure is the same as they saw in the previous demonstration, except they need to browse for the file.

Notes

Perform a search that brings up an example of a district, Alliance Plus, and Z-source record, and then briefly explain each. Mention they can find instructions for setting up Z-sources in Destiny Help.

Explain that Alliance Plus MARC records come from two sources: Records created by the Follett cataloging team for books that Follett sells and the Library of Congress. Records from these two sources are updated weekly.

Refer them to the *Adding Title and Copy Records from Resource Databases* quick reference guide for more information.

Give participants a few minutes to complete the activity, and then discuss as a group.

Import Title Records from a Resource Database

You can easily access and import thousands of title records from Alliance Plus and z-source databases into Destiny Library Manager.

You just purchased a new book, *Mr. Popper's Penguins* by Richard Atwater (ISBN: 0-316-05842-4). You do not have a title record to import. Practice searching for a district and Alliance Plus title record using the following steps:

1. Go to **Catalog > Add Title**.
2. Search for the book.

Note: To find an exact match, search by the ISBN number.

Did you find the book in your district? Describe the steps for adding the new copy to your catalog if a title record exists in the district.

Look at the Alliance Plus title records available. If there is more than one, describe how you would select one.

Notes

Give a high-level overview of manually adding a title record. Note the subtabs. Point out you're looking at the Easy Editor view. Note the field-specific Help available for most fields.

Click the **Use MARC Editor** button just to show that it is available.

If only some participants have a title to add, they can work in small groups or you can use one title to lead a full group activity.

If no one has a title they're ready to add, you might use a book you bring as an example to walk through as a group. Another option, if they seem engaged in exploring more about the methods they just learned, is to give them a few more minutes of hands-on and question time.

Add Title Records Manually

Destiny Library Manager's Easy Editor makes manually adding any title record quick and easy.

There are some titles you will not find in Alliance Plus, such as your school's yearbook or a student-published book. Using either of those examples or one of your own, practice cataloging a title manually using the Easy Editor option. Only save the title record if you want to keep it in your catalog.

Note: For step-by-step instructions, refer to the *Adding Title and Copy Records Manually* quick reference guide.

Complete the following activities to practice adding titles to Library Manager using the appropriate method:

1. If you have a book with you that you are ready to catalog, add it to Library Manager using the appropriate method.
2. Find the title record of a fiction book in your library. Complete the Add Copies page with as much information as you have available, but do not save copies.

Assess

In the following table, use checkmarks to self-assess your level of understanding of the learning outcomes covered in this session.

	I can...
	Import title records.
	Add copies to title records.
	Add titles using Alliance Plus.
	Create title and copy record manually.

If you need more help, go to:

- Destiny Help for feature information and step-by-step instructions
- www.follettcommunity.com for how to's, videos, training tools, blogs and forums

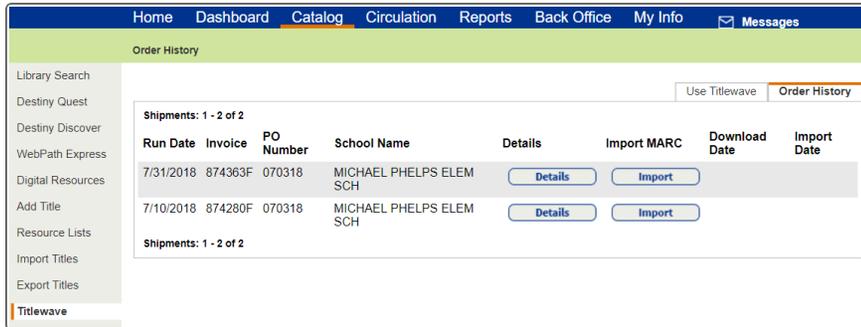
For the most recent product updates, see the *What's New in Destiny* document, available in both locations.

Destiny® Library Manager

Importing Title Records from Titlewave

Adding new materials to your catalog does not need to be complicated. Destiny Library Manager saves you time and effort—whenever you purchase new titles or copies from Follett, you can import the MARC records to your catalog directly from Titlewave.

1. Click **Catalog > Titlewave > Order History**.



2. In the appropriate row, click **Import**. The Import Titles page opens.
3. In the Title Matching section, select the checkbox for how you want Library Manager to compare the incoming records for a match in your catalog: **Strict** or **Relaxed**.

Note: Follett recommends you use strict title matching, which requires a match on the LCCN, ISBN, or ISSN, plus the title and material type. If the author and publication dates are present, they are also compared. If an incoming record contains a 13-digit ISBN and your district collection record has the 10-digit form of that ISBN—or the reverse—Library Manager considers them the same ISBN.

Destiny® Library Manager

4. Select how you want Library Manager to handle incoming records if its MARC record data matches existing records in your catalog.

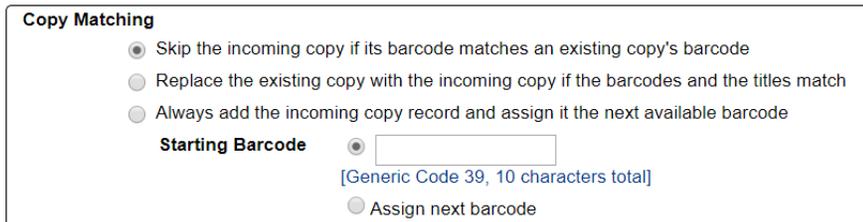
Note: Follett recommends you replace your existing title records with the import records if they have more information than your records. By default, Library Manager replaces the existing records but preserves and merges local tags or fields of information that apply specifically to your library.



The screenshot shows the 'Title Matching' configuration window. At the top, there are three tabs: 'Add / Update' (highlighted in orange), 'Update Only', and 'Recent Imports'. Below the tabs, the 'Title Matching' section is expanded. It contains two main radio button options: 'Strict' and 'Relaxed'. The 'Strict' option is selected and includes a sub-option 'Remove the author requirement from the strict matching rules'. The 'Relaxed' option is unselected. Below these, there is a section titled 'If an incoming title matches an existing title:' with three radio button options: 'Replace the existing title if the incoming title is better' (selected), 'Skip the incoming title', and 'Always add the incoming title (may cause duplicate titles; Strict Matching will be used)'. Each option has a small question mark icon next to it.

5. In the Copy Matching section, select how you want Library Manager to handle any copy records where an incoming barcode matches a barcode already in your catalog.

Note: Follett recommends you skip the duplicate incoming copy. If you choose to skip an incoming copy when the barcode matches an existing copy's, the report generated at the end of the import will identify any skipped copies. You will need to add these copies manually.



The screenshot shows the 'Copy Matching' configuration window. It contains three radio button options: 'Skip the incoming copy if its barcode matches an existing copy's barcode' (selected), 'Replace the existing copy with the incoming copy if the barcodes and the titles match', and 'Always add the incoming copy record and assign it the next available barcode'. Below these options is a section titled 'Starting Barcode' with a radio button and a text input field. The input field is empty. Below the input field, there is a note in blue text: '[Generic Code 39, 10 characters total]'. At the bottom of the section, there is another radio button option: 'Assign next barcode'.

Destiny® Library Manager

6. In the Assign Copy Information section, click **Update**. Do any of the following:

Assign Copy Information

If missing, assign the following information to each copy that is added or replaced:

Circulation Type Regular Based on Call Number **Update**

If an incoming call number is not assigned to a Circulation Type, the Circulation Type will be set to "Regular".

Copy Categories **Assign**

Sublocation -- Undefined -- **Other**

Vendor -- Undefined -- **Other**

Funding Source -- Undefined -- **Other**

For every incoming copy where the price has...

Change Currency Code United States Dollar (USD) ▼

to United States Dollar (USD) ▼

Exchange Rate :

(Leave the box empty to make no changes to incoming price information.)

OK **Cancel**

a. To assign all the copies in the import file to a specific circulation type, select the appropriate type from the **Circulation Type** drop-down.

Note: Selecting this option will assign every item in the import file to the selected circulation type. Follett does not recommend selecting this option if the import file contains materials with various circulation types.

b. To assign the copies in the import file to different circulation types, select **Based on Call Number**.

Note: To review or update the library's circulation type/call number associations, click **Update**.

c. To assign all the copies in the import file to one or more copy category that you created prior to the import, click **Assign**. Select the appropriate category descriptions, and click **OK**.

d. To assign the copies in the import file to a specific area in your library, select the location/genre/subject from the **Sublocation** drop-down. You can add a location/genre/subject by clicking **Other**.

Destiny® Library Manager

- e. To assign the copies in the import file to the vendor you purchased it from, select the appropriate vendor from the **Vendor** drop-down. You can add a new vendor by clicking **Other**.
- f. To assign the copies in the import file to a particular funding source, select the appropriate source from the **Funding Source** drop-down. You can add a new source by clicking **Other**.
- g. To change the price of copies being imported, select the appropriate currency in the **Change Currency Code** and **to** drop-downs. Enter an **Exchange Rate**, or leave the field blank so no changes are made.
- h. Click **OK**.

7. In the Import File section, do the following:

- a. To add the incoming titles to a previously created Resource List, select **Add the titles in the import file to** and choose a Resource List from the drop-down.
- b. If your import file contains eBook records that belong only to your school, select **This file contains eBook records for only this site**. This prevents other sites in your district from being able to view and access the eBooks.
- c. To limit the details in your import report to errors and warnings, select **Limit the Job Summary details to errors and warnings**.

Note: Deselecting this checkbox will create a record of every title and detail in the import file on the import report.

- d. To list possible duplicate titles in the report summary after the import, select **List possible duplicate titles in the Job Summary after import**.

Import File No file chosen

Add the titles in the import file to -- Select a List --

This file contains eBook records for only this site. [?](#)

Limit the Job Summary details to errors and warnings (clear this option for a record of every title and copy in the import file).

List possible duplicate titles in the Job Summary after import. [?](#)

Destiny® Library Manager

8. Click **Preview** to have Library Manager compare incoming records with existing records, and generate a Job Summary without actually importing the records.

Note: Follett recommends that you check the results before importing the records so that you can review the report and decide whether the import settings need adjustment before you import.

9. If you are happy with the preview, click **Import** to begin the import. The Job Manager opens, and your report displays as *In Progress* at the top of the list.
10. When the status is **Completed**, click **View**.

Note: If any copies show as “skipped” on the report, you must add them manually.

Destiny® Library Manager

Importing Title Records

Teachers and students rely on your library for up-to-date resources and information, so you need to be able to add new materials to your catalog quickly and efficiently. Whenever your vendor gives you an importable file of MARC records for new titles or copies, use Destiny Library Manager’s easy-to-use title import function.

1. Click **Catalog > Import Titles > Add/Update**.
2. In the Title Matching section, select the checkbox for how you want Library Manager to compare the incoming records for a match in your catalog: **Strict** or **Relaxed**.

Note: Follett recommends you use strict title matching, which requires a match on the LCCN, ISBN, or ISSN, plus the title and material type. If the author and publication dates are present, they are also compared. If an incoming record contains a 13-digit ISBN and your district collection record has the 10-digit form of that ISBN—or the reverse—Library Manager considers them the same ISBN.

3. Select how you want Library Manager to handle incoming records if its MARC record data matches existing records in your catalog.

Note: Follett recommends you replace your existing title records with the import records if they have more information than your records. By default, Library Manager replaces the existing records but preserves and merges local tags or fields of information that apply specifically to your library.



The screenshot shows the 'Title Matching' settings in the Destiny Library Manager interface. At the top, there are three tabs: 'Add / Update' (which is selected and highlighted in orange), 'Update Only', and 'Recent Imports'. Below the tabs, the 'Title Matching' section is expanded, showing the following options:

- Strict** - Standard numbers, titles, material types, authors, and publication dates must match
 - Remove the author requirement from the strict matching rules
- Relaxed** - If no standard number is found, allow matches based on title, material type, author, and publication date

If an incoming title matches an existing title:

- Replace the existing title if the incoming title is better [?](#)
- Skip the incoming title
- Always add the incoming title (may cause duplicate titles; Strict Matching will be used) [?](#)

4. In the Copy Matching section, select how you want Library Manager to handle any copy records where an incoming barcode matches a barcode already in your catalog.

Note: Follett recommends you skip the duplicate incoming copy. If you choose to skip an incoming copy when the barcode matches an existing copy’s, the report generated at the end of the import will identify any skipped copies. You will need to add these copies manually.

Destiny® Library Manager



Copy Matching

- Skip the incoming copy if its barcode matches an existing copy's barcode
- Replace the existing copy with the incoming copy if the barcodes and the titles match
- Always add the incoming copy record and assign it the next available barcode

Starting Barcode
[Generic Code 39, 10 characters total]

Assign next barcode

5. In the Assign Copy Information section, click **Update**. Do any of the following:

Assign Copy Information

If missing, assign the following information to each copy that is added or replaced:

Circulation Type Regular Based on Call Number
If an incoming call number is not assigned to a Circulation Type, the Circulation Type will be set to "Regular".

Copy Categories

Sublocation -- Undefined --

Vendor -- Undefined --

Funding Source -- Undefined --

For every incoming copy where the price has...

Change Currency Code United States Dollar (USD)
to United States Dollar (USD)

Exchange Rate :

(Leave the box empty to make no changes to incoming price information.)

Destiny® Library Manager

- a. To assign all the copies in the import file to a specific circulation type, select the appropriate type from the **Circulation Type** drop-down. 

Note: Selecting this option will assign every item in the import file to the selected circulation type. Follett does not recommend selecting this option if the import file contains materials with various circulation types.

- b. To assign the copies in the import file to different circulation types, select **Based on Call Number**.

Note: To review or update the library's circulation type/call number associations, click **Update**.

- c. To assign all the copies in the import file to one or more copy category that you created prior to the import, click **Assign**. Select the appropriate category descriptions, and click **OK**.
- d. Select the appropriate category descriptions.
- e. Click **OK**.
- f. To assign the copies in the import file to a specific area in your library, select the location/genre/subject from the **Sublocation** drop-down. You can add a location/genre/subject by clicking **Other**.
- g. To assign the copies in the import file to the vendor you purchased it from, select the appropriate vendor from the **Vendor** drop-down. You can add a new vendor by clicking **Other**.
- h. To assign the copies in the import file to a particular funding source, select the appropriate source from the **Funding Source** drop-down. You can add a new source by clicking **Other**.
- i. To change the price of copies being imported, select the current and appropriate currency in the **Change Currency Code** and **to** drop-downs. Enter an **Exchange Rate**, or leave the field blank so no changes are made.
- j. Click **OK**.

6. Click **Choose File**, and browse to the location of your import file.

Note: If you are importing title and copy records from a vendor website, you must first download the records to a folder or your desktop.

Destiny® Library Manager



Import File No file chosen

Add the titles in the import file to -- Select a List --

This file contains eBook records for only this site. [?](#)

Limit the Job Summary details to errors and warnings (clear this option for a record of every title and copy in the import file).

List possible duplicate titles in the Job Summary after import. [?](#)

7. In the Import File section, do the following:

- a. To add the incoming titles to a previously created Resource List, select **Add the titles in the import file to** and choose a Resource List from the drop-down.
- b. If your import file contains eBook records that belong only to your school, select **This file contains eBook records for only this site**. This prevents other sites in your district from being able to view and access the eBooks.
- c. To limit the details in your import report to errors and warnings, select **Limit the Job Summary details to errors and warnings**.

Note: Deselecting this checkbox will create a record of every title and detail in the import file on the import report.

- d. To list possible duplicate titles in the report summary after the import, select **List possible duplicate titles in the Job Summary after import**.

8. Click **Preview** to have Library Manager compare incoming records with existing records, and generate a Job Summary without actually importing the records.

Note: Follett recommends that you check the results before importing the records so that you can review the report and decide whether the import settings need adjustment before you import.

9. If you are happy with the preview, click **Import** to begin the import. The Job Manager opens, and your report displays as *In Progress* at the top of the list.

10. When the status is **Completed**, click **View**.

Note: If any copies show as "skipped" on the report, you must add them manually.

Destiny® Library Manager

Adding Title and Copy Records from Resource Databases

Maintaining accurate catalog records is vital for your students and teachers to know which information and resources are available. You can easily access and import thousands of title records from Alliance Plus and z-source databases into Destiny Library Manager.

Searching Resource Databases

1. Select **Catalog > Add Title**.
2. Select the material type you want to search for in the **Find** drop-down.
3. Select the type of search you want to conduct from the **with** drop-down.

Note: Follett recommends you search by ISBN to ensure you are not duplicating records.

4. On the Search Results page, scroll to find the item you searched for. The source of the title record is indicated by the icons adjacent to the title.



The red school house indicates the record is already in your district's catalog. If there is a district record in the search results, use that record to avoid duplication. You simply need to add your library's copies.



The "A+" indicates the record is in the Alliance Plus database. If there is not a district title record in the search results, there might be a title record in the Alliance Plus database.



The lightning bolt indicates the record is in the z-source database. If there is not a district or Alliance Plus record available, you can choose to use a z-source record. Z-source databases are owned by the host libraries, and you must set up access to them before you can find z-source search results.

The screenshot shows a search results interface for the book "Rainbow Fish to the rescue!". At the top, it says "Titles: 1 - 4 of 4" and "Sort by Source" with a "Go" button. The first record is marked with a red house icon, indicating it is in the district's catalog. The second record is marked with an "A+" icon, indicating it is in the Alliance Plus database. Both records show the book cover, title, author (Pfister, Marcus), LCCN (95-20322 /AC), ISBN (978-1-55858-486-0), and publisher (New York: North-South Books, 1995. [26] p.).

Destiny® Library Manager

Adding a Title from Follett's Alliance Plus or Z-Source Databases

If a particular title is not already in your district's catalog, you can add the title record from Alliance Plus or z-source databases.

1. From the Search Results page, click **Details** or the title link of an item with the **A+** or **z** next to it.

Note: You can review the MARC record details on the **MARC View** subtab.

2. Click **Save Title**.

Note: If you want to make any changes to the title record, click **Edit Title** after you save the title record.

The screenshot shows the 'Title Details' tab for the book 'Rainbow Fish to the rescue!' by Marcus Pfister. The interface includes a book cover, a description, and various action buttons like 'Save Title' and 'Add Copies'. Below the main content, there are sections for 'Explore!' with filters and 'Publication Info' with metadata.

A+ This record is from Alliance Plus Online

Rainbow Fish to the rescue! / [Book]
Marcus Pfister ; translated by J. Alison James.

Although his friends want to ignore the new striped fish in their midst, Rainbow Fish decides to help him when a shark attacks.

Save Title
Add Copies

Explore!

- View all similar titles in Titlewave **Find It**
- Fishes -- Fiction. **Find It**
- Sharks -- Fiction.
- Friendship -- Fiction. **Find It**
- Titles by: Pfister, Marcus.
- Titles by: James, J. Alison, translator.

Publication Info

Published	New York : North-South Books, 1995.
Format	26 unnumbered pages : color illustrations ; 30 cm
Content type term	text
Carrier type term	volume
LCCN	95-20322

Destiny® Library Manager

Adding Copies

To add copies to an existing district record, click on the title or **Details**. The Title Details page opens with additional information about the item. Select **Add Copies** to add a copy to this record.



The screenshot displays the 'Title Details' page for the book 'Rainbow Fish to the rescue!' by Marcus Pfister, translated by J. Alison James. The page includes a book cover image on the left and a list of action buttons on the right. The 'Add Copies' button is highlighted with a red rectangular box. The page also shows the call number 'FIC PFI', a note about local and off-site copies, and a 'Selected List' dropdown menu at the bottom.

Rainbow Fish to the rescue!
Marcus Pfister ; translated by J. Alison James.

Call #: FIC PFI
There are no local copies of this title.
Off-site copies available: 2 of 2. [See all...](#)

Although his friends want to ignore the new striped fish in their midst, Rainbow Fish decides to help him when a shark attacks.

RAINBOW FISH TO THE RESCUE!
MARCUS PFISTER

TitlePeek™

Selected List: My Personal List [Add to This List](#)

[Edit Title](#)
[Convert](#)
[Duplicate It](#)
[Add Copies](#)
[Add to Wish List](#)
[Recommend](#)
[Update Image](#)
[Edit Quiz Info](#)
[Site Subjects](#)
[Digital Resources](#)

Destiny® Library Manager

Adding Title and Copy Records Manually

Adding Titles

Some materials might seem challenging to catalog and add to your library's collection, such as your school's yearbook or a self-published collection of your students' work. Destiny Library Manager's Easy Editor makes manually adding any title record quick and easy.

1. Click **Catalog > Add Title**.
2. Select the material type you want to search for in the **Find** drop-down.
3. Select the type of search you want to conduct from the **with** drop-down.

Note: Follett recommends you search by ISBN to ensure you are not duplicating records.

4. If a title is not available in the district catalog, Follett's Alliance Plus, or Z-Source databases, the Add Title page opens.
5. On the **Brief Title** sub-tab, enter basic information about the title you are cataloging. You can find most of this information on the item's title or copyright pages.

The screenshot displays the 'Add Title' interface in Destiny Library Manager. The top navigation bar includes 'List All Sites', 'Home', 'Dashboard', 'Catalog', 'Circulation', 'Reports', and 'Back Office'. The 'Catalog' section is active, showing 'Check/Set Sources > Add Title'. A left sidebar lists various search and management options, with 'Add Title' highlighted. The main area features a tabbed interface with 'Brief Title' selected. The 'Title Information' section contains input fields for 'Title' (with a 'Leading Article' label), 'Subtitle', 'Authors', and 'Edition', each accompanied by a help icon. Below this is the 'Standard Numbers' section with fields for 'LCCN', 'ISBN', and 'ISSN'. At the bottom, 'Material Type' is set to 'Book' and 'Subtype' is 'No Subtype Assigned'. A 'Use MARC Editor' button is located in the top right of the form area.

Destiny® Library Manager

6. On the **Series/Notes** sub-tab, enter information about the title's series or volume, if available, and its interest level. If your school uses Lexile® Measures or the Fountas and Pinnell program, you can also enter the codes here.

The screenshot shows the 'Series/Notes' sub-tab selected in the Destiny Library Manager interface. The 'Title' field is at the top with a 'Use MARC Editor' button. Below it is the 'Series Information' section with a 'Find Heading' button. The 'Series Information' section includes fields for 'Title', 'Volume #', 'Interest Level' (a dropdown menu), 'Lexile' (a dropdown menu with 'No Code' selected and an adjacent input field), and 'Fountas and Pinnell' (a dropdown menu with 'Any Level' selected). Below this is the 'Notes' section with a 'General' dropdown and a text area containing the message 'There are no notes for this title' and an 'Update' button.

7. On the **Subjects** sub-tab, enter subject headings. Click **Find Heading** to see a list of headings previously used in your library. These headings help your patrons find titles with a common topic.

The screenshot shows the 'Subjects' sub-tab selected in the Destiny Library Manager interface. The 'Title' field is at the top with a 'Use MARC Editor' button. Below it is the 'Subjects' section with a 'Find Heading' button. The 'Subjects' section includes a 'Topical Heading' dropdown and an input field, followed by three 'General' dropdowns and input fields. Below this is the message 'There are no subjects for this title' and an 'Update' button.

Destiny® Library Manager

8. On the **Resources** sub-tab, you can add links and a brief description for any related digital resources, such as websites.

The screenshot shows the 'Resources' sub-tab in the Destiny Library Manager interface. At the top, there are navigation tabs: 'Brief Title', 'Series/Notes', 'Subjects', 'Resources' (highlighted), 'Added Entries', and 'RDA Types'. Below the tabs, there is a 'Title' field with a 'Use MARC Editor' button. The 'Links' section contains a 'URL' input field with a question mark icon and an 'Update' button, and a 'Description' input field with a question mark icon. A note below the description field reads: 'Enter a complete URL, including the protocol (e.g., http, ftp, mailto, etc.)'. Below the links section, it states 'There are no electronic resources for this title'. The 'Digital Content' section at the bottom has an 'Add New' button and states 'There is no digital content for this title'.

9. On the **Added Entries** sub-tab, you can type a different title for the item or any co-authors, illustrators or editors.

The screenshot shows the 'Added Entries' sub-tab in the Destiny Library Manager interface. At the top, there are navigation tabs: 'Brief Title', 'Series/Notes', 'Subjects', 'Resources', 'Added Entries' (highlighted), and 'RDA Types'. Below the tabs, there is a 'Title' field with a 'Use MARC Editor' button. The 'Alternate Titles' section includes 'Uniform Title' and 'Varying Form' input fields, both with question mark icons. The 'Series Uniform Title' section has a 'Series Uniform Title' input field with a question mark icon. The 'Co-authors, Illustrators, Editors, etc.' section includes 'Name', 'Dates', and 'Role' input fields, each with a question mark icon. There are 'Update' and 'Find Heading' buttons. At the bottom, it states 'There are no added entries for this title'.

Destiny® Library Manager

- 10. On the **RDA Types** subtab, you can select content, media and carrier types from the drop-downs. Adding the RDA types expands your patrons' ability to find and access your library's resources.

Note: Your district must have RDA as the preferred descriptive cataloging form to view this sub-tab.

The screenshot shows the 'RDA Types' subtab in the Destiny Library Manager interface. At the top, there are navigation tabs: 'Brief Title', 'Series/Notes', 'Subjects', 'Resources', 'Added Entries', and 'RDA Types'. The 'RDA Types' tab is selected. Below the tabs, there is a 'Title' field with a 'Use MARC Editor' button to its right. The main area contains several sections, each with a dropdown menu and an 'Add' button: '* Content Type', 'Media Type', and '* Carrier Type'. There are also sections for 'text', 'unmediated', and 'volume'. A legend at the bottom left indicates '* Required Field'.

Destiny® Library Manager

Adding Copies

To add copies to an existing district record, click the title or **Details**. The Title Details page opens with additional information about the item. Click **Add Copies**.

The screenshot shows the 'Title Details' page for 'The Polar Express' by Chris Van Allsburg. The page includes a book cover, author information, call numbers (FIC VAN), and a description. The 'Add Copies' button is highlighted with a red box. Other buttons visible include 'Edit Title', 'Convert', 'Duplicate It', 'Update Image', and 'Edit Quiz Info'. The page also has tabs for 'Title Details', 'MARC View', 'Reviews', and 'Copies'.

On the Add Copies page, enter all required information. Complete other fields as needed. Reports and inventory are more accurate when you complete more fields. Click  next to a field for more information.

Field Name	Description
Status	The copy's availability for circulation.
*Number of copies (required)	The number of copies you want to add.
Starting Barcode	Manually add or have Destiny assign the next available barcode.
*Call Number (required)	The copy's call number.
Purchase Price	Include the price if you want the information to show on overdue and fine notices or to calculate your collection value accurately.
Circulation Type	Classifications of library materials that let you have different loan policies for different materials. You can also limit searches, reports and notices by circulation type. By default, this is set to the library's default circulation type.
Date Acquired	By default, it is set to the current date.

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Field Name	Description
Copy Categories	Group copies for many different purposes, such as supporting curricula, tracking vendors and funding sources, creating bibliographies and reading lists, and promoting special collections or new materials.
Notes	Include information unique to a copy, such as damage to the book or a signed copy. The note shows at the top of the page whenever you first retrieve a copy in Circulation.
Volume, Issue, etc.	If the copy requires enumeration or chronology (for example, Volume, Issue, Number or Year), you can enter that in this field.
Copy Number	If there are multiple copies of a title, use to identify the number of copies.
Sublocation	Assign the copies to a specific area in your library or by a location/genre/subject.
Vendor	The vendor you purchased the copies from.
Funding Source	Indicate that the copies were purchased using a particular funding source.

After you enter all the information, click **Save Copies**.



Appendix

Destiny® Library Manager

Customize the Destiny Discover Homepage for Your School

You can customize the Destiny Discover homepage to show the ribbons and links you want to feature, in the order you want them to appear.

Note: Customizing the Destiny Discover homepage requires the permission, *Allow Follett Digital setup*.

To select which ribbons you want to appear:

1. In the Destiny Discover header, select  > **Setup**.
2. Select **Display Options > Featured Content**.
3. Select or deselect the ribbons you want to show or hide on the Destiny Discover homepage.

Note: Ribbons only appear if they have content.

To determine the order of ribbons on the Destiny Discover homepage:

1. In the Destiny Discover header, select  > **Setup**.
2. Select **Display Options > Featured Content**.
3. Under "Destiny Discover Homepage Layout", drag and drop any of the ribbon buttons to change their order of appearance on the Destiny Discover homepage.

Destiny® Library Manager

Popular Titles ribbon

The Popular Titles ribbon shows the top 10 books read in your collection by patron and material type.

To adjust the circulation data included in the Popular Titles ribbon:

1. In Destiny Library Manager, select **Back Office > Site Configuration > Catalog > Top 10 Titles**.

Top 10 Titles [?](#)

Show Top 10 in Catalog and Destiny Quest

Count in-library use circulations

Count circulations of these patron types: All Patron Types

Count circulations of these material types: All Material Types

Count circulations of this call number range: From to displayed as

To specify a call number range, enter at least the first 3 digits of each Dewey number or a complete call number prefix.

Destiny® Library Manager

2. Customize the list by doing any of the following:

If you want to...	Then...
Include or exclude circulations identified as "in-library use" Note: "In-library use" is an option you can select during checkout for materials that are used within the library.	Select or deselect the Count in-library use circulations checkbox.
Count circulations of only patron material types	<ol style="list-style-type: none"> Next to Count circulations of these patron types: [included material types], click Update. Select or deselect the appropriate Patron Types. Click OK.
Count circulations of only specific material types.	<ol style="list-style-type: none"> Next to Count circulations of these material types: [included material types], click Update. Select or deselect the appropriate Material Types. Click OK.
Include circulations in a specific call number range	<ol style="list-style-type: none"> Select the Count circulations of this call number range checkbox. In the From and to fields, specify a call number range. Type at least 3 digits of each Dewey number or a complete call number prefix.

3. Click **Save**.

Destiny® Library Manager

Topics ribbon

Patrons can use the Topics ribbon to search for a subject based on the selected topic or genre. You can choose between a ribbon geared for elementary or middle/high school-level students. The ribbon is enabled by default and set to the elementary target audience.

Note: Clicking an icon in the Topics ribbon mostly returns print and eBook resource titles.

To choose the elementary- or middle/high school-level Topic ribbons:

1. In the Destiny Discover header, select  > **Setup**.
2. Select **Display Options > Featured Content**.
3. Click  on the **Topics** button.
4. Select **Elementary** or **Middle/High School**, and then click **OK**.

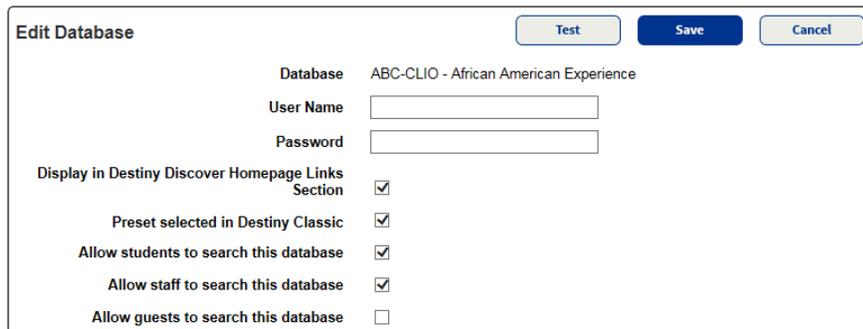
Destiny® Library Manager

Links ribbon

On the Links ribbon, you can include One Search databases and/or custom links.

To show One Search databases on the Links ribbon, you need to edit the settings of the ones you want to include as follows:

1. In Destiny Library Manager, select **Catalog > Search Setup > Enriched Content Searches**.
2. Next to One Search Database Information, click **Edit**.
3. Click **Edit Databases**.
4. Click **Edit** next to the assignable database you want to change.
5. Select or deselect the checkboxes as needed.
6. Click **Save**.



Edit Database [Test] [Save] [Cancel]

Database: ABC-CLIO - African American Experience

User Name:

Password:

Display in Destiny Discover Homepage Links Section

Preset selected in Destiny Classic

Allow students to search this database

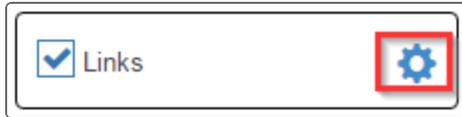
Allow staff to search this database

Allow guests to search this database

Destiny® Library Manager

To add, edit or delete custom links from the Links ribbon:

1. In the Destiny Discover header, select  > **Setup**.
2. Select **Display Options > Featured Content**.
3. Under "Destiny Discover Homepage Layout", click  on the **Links** button.



4. Use the following table to add, edit or delete custom links:

If clicking...	Then do the following:
Add Link	<ol style="list-style-type: none">a. Type/edit the name in the Display Name field.b. Type or paste a link in the Link to URL field.
Edit	<ol style="list-style-type: none">c. Type/edit information in the Description field.d. Click Ok.
Delete	<ol style="list-style-type: none">a. Click Delete.b. Click Yes to confirm that you want to delete the link.

Destiny® Library Manager

Setting Up One Search

Your teachers and students can take advantage of your school’s subscription databases all in one place through Destiny® One Search™. One Search saves staff and patrons time and effort by letting them search the catalog and multiple free and subscription databases all at one time with a single search request. In addition, patrons do not need to remember the URLs, usernames and passwords for multiple databases.

Prepare to Set Up One Search

Before you begin the setup process, you need the following:

- Your customer number, which can be found in your welcome letter.
- The URL location and the version of the web-based library catalogs you want to make available to your users.
- Usernames and passwords for paid subscription databases.
- IP addresses of your library web server for IP authenticated subscription databases, if applicable.
- A custom URL, if one is required, to access subscription databases.

The screenshot shows the 'Site Info' tab in the Destiny Library Manager. The 'Site Name' field contains 'George Washington High School'. The 'State School ID' field is empty. The 'Short Name' field contains 'Washington'. There are three checkboxes: 'Use Digital Resources' (checked), 'Use One Search' (checked and highlighted with a red box), and 'Use Fountas and Pinnell' (checked). A red arrow points to the 'Save' button. There is also an 'Update' button.

Set Up Site Configuration Settings

To set up the One Search Site Configuration setting as the Destiny Administrator:

1. On the district Welcome page, click **Setup**.
2. Next to the site that will use One Search, click .
3. Confirm that the site’s customer number is correct.
4. Select the **Use One Search** checkbox.
5. Click **Save**.

To set up the One Search Site Configuration setting as the Site Administrator:

1. Select **Back Office > Site Configuration > Site Info**.
2. Confirm the customer number is correct.
3. Select the **Use One Search** checkbox.
4. Click **Save**.

Destiny® Library Manager

Set Up One Search Access Levels

Those who will add and edit One Search databases need the correct permissions. Most likely the Library Administrator should have this access, but you can also give other access levels, such as library staff, the rights to add and edit databases.

The screenshot shows the 'Access Levels > Edit Library Administrator Access' page in the Destiny Library Manager. The top navigation bar includes Home, Dashboard, Catalog, Circulation, Reports, Back Office, and My Info. The left sidebar lists various management tasks like 'Manage Patrons', 'Update Patrons', 'Import Patrons', 'Export Patrons', 'Manage Homerooms', 'Upload Patron Pictures', 'Library Policies', 'Access Levels', 'Calendar / Hours', 'Site Configuration', 'Inventory', and 'Job Manager'. The main content area is titled 'Access Level: Library Administrator' and includes a 'Save' button and a 'Cancel' button. Below this, there are tabs for 'Library Materials', 'Textbooks', 'Resources', 'Patrons', and 'General'. The 'Library Materials' tab is active, showing three sections: 'Library Home Page', 'Library Catalog Search Access', and 'Library Circulation Access'. The 'Library Catalog Search Access' section is highlighted with a red box. It contains several checkboxes and radio buttons. The 'Search One Search as' checkbox is checked, and the 'Staff' radio button is selected. Other options include 'Basic search', 'Power search', 'Visual search', 'Copy categories search', and 'Search Digital Resources as'.

To set up administrative access to One Search:

1. Select **Back Office > Access Levels**.
2. Next to the access level you want to give administrative access to, click .
3. Select the **Search One Search as** checkbox, and then select **Staff**.

Destiny® Library Manager

4. To let users add and edit One Search databases, select the **Set up One Search** checkbox.
5. Click **Save**.

To set up patron access to One Search:

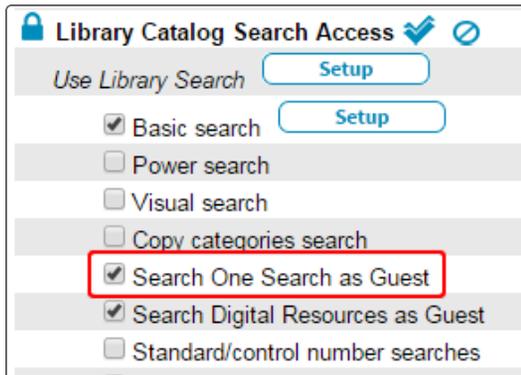
1. Next to Patron or the access level you use for students, click .
2. Select **Search One Search as**, and then select **Student**.
3. Click **Save**.

To let guests who access your library catalog use One Search:

1. Next to Guest or the access level you use for guests, click .
2. Select the **Search One Search as Guest** checkbox.

Important: Make sure you understand your online subscription database license agreement before you allow public access. Anyone who can access your Destiny URL from inside or outside your network may be able to use One Search if you allow guest access. You are responsible for complying with the license terms of third-party content vendors.

3. Click **Save** to complete or **Cancel** to leave without granting this access.



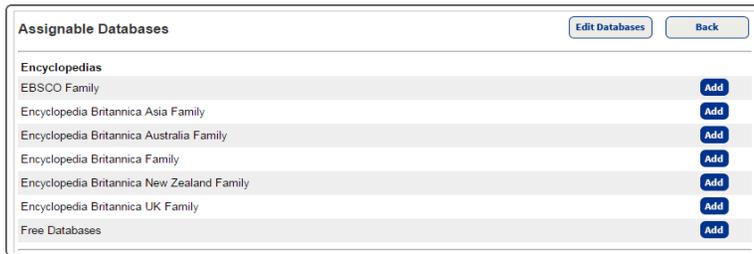
The screenshot shows the 'Library Catalog Search Access' configuration window. It features a title bar with a lock icon, the text 'Library Catalog Search Access', and two status icons (a checkmark and a circle with a slash). Below the title bar, there is a section labeled 'Use Library Search' with a 'Setup' button. A list of search options follows, each with a checkbox and a 'Setup' button: 'Basic search' (checked), 'Power search' (unchecked), 'Visual search' (unchecked), 'Copy categories search' (unchecked), 'Search One Search as Guest' (checked and highlighted with a red box), 'Search Digital Resources as Guest' (checked), and 'Standard/control number searches' (unchecked).

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Add One Search Databases

To add non-IP verified subscription databases to the One Search service:

1. Select **Catalog > Search Setup > Enriched Content Searches**.
2. Next to One Search Database Information, click **Edit**.
3. Click **Add Databases**.
4. Next to the database you want to add, click **Add**.



Each database you select might require you to enter different authentication information, such as a username, password, URL or customer number. Obtain this information from the database vendor.

If you would like students to have access to search One Search databases away from school, ensure your students log in to Destiny with a username and password.

In the event your selection yields a list of multiple databases, such as when you select a subscription encyclopedia database, select the checkboxes to enable the databases you subscribe to.

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Add Databases
Test Save Cancel

The authentication information you enter will apply to all databases selected below.

Configure Databases Encyclopedia Britannica Family

User Name

Password

To configure a database for searching, check the box by its name.

	<small>Display in Destiny Discover Homepage Links Section</small>	<small>Preset selected in Destiny Classic</small>	Allow Students	Allow Staff	Allow Guests
<input type="checkbox"/> Britannica - Annals of American History	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Britannica - Elementary School	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Britannica - High School	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Britannica - High School Activities	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Britannica - Image Quest	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Britannica - Middle School	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Britannica - Webs Best Sites	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Britannica Image Search	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Britannica Video Search	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Selecting the checkboxes in the "Display in Destiny Discover Homepage Links" column adds those databases to the Destiny Discover homepage Links ribbon.

Selecting the checkboxes under "Preset selected in Destiny Classic" tells Destiny to search these databases by default whenever users perform a Basic library search and set the Material Type drop-down to Any Type. (Selecting Any Type ensures that the online databases are searched.) In Power Search, Destiny automatically selects the checkbox for the Preset selected databases under Include Online Resources. Patrons must manually select any database in Power Search not set as Preset selected.

The **Allow Students**, **Allow Staff** and **Allow Guests** options let you decide which groups of patrons—students, staff or guests, respectively—can search specific databases. You need to enable the students, staff and guest access levels to give these patron groups permission to search One Search.

Ensure your Third-Party Subscription Database licenses allow public access before permitting guests to search One Search. You are responsible for complying with the license terms.

5. Click **Save**.
6. Repeat the steps for the databases you want to include in One Search.
7. When you finish, close the window.

Destiny® Library Manager

Set Up IP-Verified Subscriptions

Download the Host Script

If your library has IP-verified database subscriptions, which use verified IP addresses to access the database information, your network administrator must download the One Search host script and configure your web server to access this file.

Have your network administrator (or the person in charge of your computer network) access the One Search host script through Destiny online Help and provide you with the complete path to the `FSCPROXY.PL` file, as you need to enter it in Destiny when setting up IP-verified subscriptions.

The only difference in patron use of IP-verified database subscriptions and other One Search databases is that while students with a Destiny login can search One Search databases from home, they cannot click a search result in an IP-verified subscription to view it as they can in other subscription databases. Instead, students must save the search result(s) to a Resource List to view later at school.

Configure a Web Server for IP-Verified Subscriptions

To authenticate your site's subscription to IP-verified subscription databases, you need one or more of the following:

- Username and password
- Database IP address
- Custom URL of the database

Note: In addition, the server on which you install this proxy must connect to the Internet through an IP address that has been verified with the subscription service.

Important: Obtain this information from each database provider. Follett does not have access to this information.

You should also have the complete path to the `FSCPROXY.PL` file your network administrator provided after downloading the One Search host script and configuring your web server to access this file.

If you are setting up the `FSCPROXY.PL` host script to "tunnel" information through a proxy server, you need to edit the `FSCPROXY.PL` file once you download it:

1. Make sure Perl is configured on your web server. It is a free, cross-platform web server language you can download from numerous websites, including <http://aspn.activestate.com/ASPN/Downloads/ActivePerl/>.

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2. Download the zipped [fscproxy.pl](#) file.
 - If you are using the Apache server, place the file in your `\cgi-bin` directory in `\www` root on the web server with Execute permissions.
 - If you are using IIS, place it in the `\inetpub\Scripts` folder on the web server with Execute permissions.

3. Open the `FSCPROXY.PL` file in a text editor, such as Notepad or ConTEXT.

4. Enter the IP address of your proxy server by replacing the lines

```
my $proxy_path
```

with

```
my $proxy_path="127.0.0.1"
```

and replacing `127.0.0.1`

with

your proxy server IP address

Important: Quotation marks are required around the IP address.

5. Enter the port on which your proxy server is listening by replacing the line

```
my $proxy_port
```

with

```
my $proxy_port="8080"
```

and entering the correct port number instead of `8080`.

Important: Quotation marks are required around the port number.

6. Save and close the `FSCPROXY.PL` file.

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7. Provide the site or library administrators with the complete path to the `FSCPROXY.PL` file, as they must enter this path when setting up Destiny to access IP-verified subscriptions.

Note: All patron search requests are handled through onesearch.fsc.follett.com, regardless of IP authentication settings. If IP authentication is enabled for a database, onesearch.fsc.follett.com calls the One Search IP authentication host script (`fscproxy.pl`), which in turn contacts the selected subscription databases.

Important: At a minimum, the web server hosting the `FSCPROXY.PL` script must allow requests from onesearch.fsc.follett.com and must allow outgoing HTTP connections to all supported subscription databases. Library patrons and outsiders do not need direct access to the machine hosting the `FSCPROXY.PL` script.

Follett recommends that you configure the web server to deny access to the `FSCPROXY.PL` script from all machines except <http://onesearch.fsc.follett.com/>.

Enter the Host Script Path in Destiny

To use IP-verified subscriptions, enter the path to the `FSCPROXY.PL` host script:

1. Select **Catalog > Search Setup > Enriched Content Searches**.
2. Click **Edit** next to IP Verified Subscriptions.
3. Enter the path to the `FSCPROXY.PL` host script in the path field.
4. Click **Test** to test the path.
5. Click **Save**.

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Set Up One Search for Multiple Sites

If your district purchases subscriptions to online databases for the entire district, you can push One Search database configurations to multiple sites. This is a simple way to enter authentication information once and apply it to other schools in the district.

To push One Search database configurations to another site or sites:

1. Log in to Destiny as the Destiny Administrator.
2. Select **Setup > District Options**.
3. Next to One Search Database Information, click **Edit**.
4. Select a school to be the source site.

The database configurations at the source site will be duplicated at other sites in the district. Therefore, you should set up the source site with every district subscription that you want to push to other sites.

5. Click **Configure**.

The push process only works for databases that use the same username and password for each school in the district. Any databases that require a unique username and password for each school need to be set up at the individual schools. Users at each school who have the *Set up One Search* permission can add or edit database configurations.

If any of the receiving schools already have databases configured that are not configured at the source site, those databases are not affected by the push. If the source school and any of the receiving schools have a database in common, the receiving school's configuration for that database will be overridden when the push is processed.

6. From the "Push Configuration to" drop-down, select the entire district, a site type or a single site.

The push process will automatically enable the Use One Search checkbox in Site Configuration for any receiving sites that do not already have it enabled.

7. Click **Go**.
8. A message notifies you which sites will receive the database configurations you set up at the source site. To proceed, click **Yes**.

Destiny® Library Manager

Library Manager Terms

This glossary uses lowercase for all terms except product names and acronyms.

Term	Definition
AACR2	(Anglo-American Cataloging Rules) Previously, this was the cataloging standard written for the card environment, with the primary focus on cataloging print materials. AACR2 is being replaced by RDA, which is designed for the digital environment. See also <i>RDA</i> .
Accelerated Reader access level	(AR) Commercial reading program with reading levels assigned to books. Set of permissions that defines the Destiny functions a user can perform and what the user can see.
Alliance Plus	Cataloging database with access to more than 7 million quality MARC (MACHINE Readable Cataloging) records for library materials.
authority record	A record of the authoritative form of a name (personal, corporate, meeting or geographic), uniform title, series title or topical term used as a heading in a library catalog. An authority record can also contain "See from" and "See also from" references to help library patrons.
barcode	Machine-readable code consisting of vertical bars, spaces and text that can be scanned or entered manually in Destiny to identify an item or a patron.
barcode symbology	The structural rules and conventions for representing data within a particular barcode. For example, Code 39 barcodes consist of 5 bars and 4 spaces and a specific character set.
Biblionasium	Available as a Destiny subscription, this integrated online platform supports independent reading – letting students, teachers and parents interact in a social community.
Boolean operator	Term that expresses a logical relationship between keywords or phrases used in searches, such as AND, OR and NOT.
brief record	A bibliographic record with minimal cataloging information (title, author, and local call number). Destiny considers any record that does not contain tags 305 to 899 (inclusive) to be a brief record (excludes 526 tag).
call number	Numbers and/or letters that represent the location of a book in the library. Call numbers can be listed in the library's catalog or on the spine of the book.
call number prefix	Letters that come before the Dewey number or the suffix. For example, both E 811 SIL and E HAR have a prefix of E.
ceiling date	Overrides the due date calculated by Destiny if earlier than that date. A commonly used ceiling date is the last day of school.

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Term	Definition
checkout limit	Maximum number of checkouts allowed for any single Circulation Type. This is different than Max Checkouts, which is the number of copies of all Circulation Types that someone of a Patron Type can have checked out at any one time.
circulation type	Classification of library materials that lets library staff set up different loan policies for different types of materials. A copy's Circulation Type, when combined with a Patron Type, determines the copy's loan period to a patron of that Patron Type.
Classroom Ready Collections (CRCs)	Pre-built, standards-aligned collections, curated from open educational resources (OERs) and available by subscription in Collections by Destiny.
Collections by Destiny	An interface in Destiny Discover that lets users share free or purchased resources. Each collection can include web pages, videos, documents and much more.
copy category	A way to group copies for many different purposes. These include supporting curricula, producing bibliographies and reading lists, and promoting special collections or new materials.
copy record	Barcoded copy of an item that is added to the title (or bibliographic) record.
copy status	Describes a copy's availability for circulation. The possible copy statuses are Available, Lost, Checked Out, On Hold, On Order, Loaned Out, In Transit, and Out for Repairs.
curriculum tag	Keywords added to the record of items in Destiny Discover and Collections, and listed in Titlewave, to indicate that a book might be used to support instruction in specific areas.
dashboard	Provides a graphical, at-a-glance view of various preconfigured reports that you have added to Destiny.
Destiny Classic	The traditional interface in Follett Destiny Library Manager. This lets library staff search for library resources and complete library administrative tasks, such as accessing the Back Office, circulating books, adding items to the catalog and running reports.
Destiny Discover	An interface in Follett Destiny Library Manager that lets you search for all your library's resources, from eBooks to print materials to subscription databases to digital resources.
Destiny Discover app	A downloadable app that lets patrons search for materials or read eBooks available in Destiny Discover.
district ID	A unique student number that some schools or districts assign to students and staff. District IDs can be imported into Destiny as part of the patron record. This field can be alpha numeric.
easy editor	One of the two data entry pages in the Catalog, used to add, edit or delete MARC records. See also <i>MARC editor</i> .

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Term	Definition
eBook	Electronic version of a printed book that can be read on a computer or device. eBooks have different licensing rights assigned by the publisher. Unlimited, Simultaneous Access means one copy of the eBook can be read at the same time by many people. Single Use means only one person can read a copy of the book at a time.
extent	In cataloging, an item's number of pages, volume or playing time. Extent is recorded in the 300_a tag of a MARC record.
Featured Collections	Free, Follett-sponsored collections in Collections by Destiny that are created by Follett educators and provide instructional tools to teachers and students.
fine increment	The dollar amount incurred for each open day that a checkout is overdue. No fine increment is charged until the end of the grace period (if defined). Once the grace period is past, the fine begins accruing on the day after the due date.
fine type	A cause for fines; there are four default fine types: Overdue, Damaged, Lost and Refund. Besides these, you can create additional fine types, such as copier fees.
fixed due date	A set due date for checkouts that does not depend on the date of checkout. Set up in Library Policies in the Back Office.
Follett Community	A Follett website providing free online training, webinars and resources for all PreK-12 educators. Resources include step-by step Quick Reference Guides and how-to videos for Destiny.
Follett Destiny Mobile app	A downloadable app that library staff can use for basic checking in and out functionality.
Follett Remote	A single-user application that lets admins circulate and collect copy and patron barcode numbers (either by scanning or typing) outside of Destiny. The data files can be stored locally or remotely and then uploaded to Destiny.
Fountas & Pinnell (reading levels)	Reading instruction method that assigns reading levels to books. Levels are designated as letters, which can be used in the Guided Reading program.
genrefied library	A library where books are organized and displayed in sections by genre, such as science fiction, mystery, etc.
guest user	Anybody using Destiny that has not logged in. By default, guest users have a separate access level with limited permissions that can be edited by the Destiny Admin.
hidden material	Marking an item hidden in the Circulation Type lets you hide library materials that you do not want all your patrons to see.
hold priority	Determines who gets the first available copy of an item. Defined for Patron Types in Library Policies.

Destiny® Library Manager

Term	Definition
hold vs. reserve	A hold is a request by a patron for the next available copy of a title. Destiny scans the list of holds before completing each checkout. Any checkout that conflicts with a hold is interrupted with an alert message. A reserve is a hold request placed for one or more copies needed on a specific future date, similar to a reservation.
homeroom	Value that can be indicated in the patron record, as well as imported. Several reports and functions use the Homeroom field as a choice for sorting and selecting data.
in library use circulation	Option to record library circulation statistics for items used in the library, but not checked out.
interactive eBooks vs. eBooks	An eBook is a digital or electronic book that can be read on a device, like a computer or tablet. Interactive eBooks include features such as animation, sound and touch.
interlibrary loan	(ILL) System that lets a patron of one library borrow books from another library.
ISBN	(International Standard Book Number) Used to identify books and is currently 13 digits. Older titles might have a 10-digit ISBN. See also <i>standard number</i> .
ISSN	(International Standard Serial Number) An 8-digit number used to identify serial publications. See also <i>standard number</i> .
job manager	Place where reports are listed after they have completed.
LCCN	(Library of Congress Control Number) The number the Library of Congress assigns to each catalog record; includes the year and a 6-digit serial number. See also <i>standard number</i> .
Lexile scale	Framework that assigns reading ability levels to readers and difficulty levels to text.
Library of Congress	(LOC) The official library of the US Congress and possibly the largest library in the world. It catalogs most copyrighted publications and is used as a resource for libraries worldwide.
library fine	Fine associated with a library copy. There are four default fine types: Overdue, Damaged, Lost and Refund. It is possible to create additional fines.
Lightbox	An educational platform featuring interactive titles, available for purchase.
loan period	The amount of time a patron can keep the checked-out material.
lost	A copy or item status that indicates the copy or item has been lost by a patron, Inventory or Offline Circulation.
MARC editor	One of the two data entry pages in the Catalog, used to add, edit or delete MARC records. See also <i>easy editor</i> .
MARC record	The record for each title in a collection. Every bibliographic record has a copy record for each physical or digital copy in the library.

Destiny® Library Manager

Term	Definition
material type	The physical form of the material being added, such as book, map, kit, etc. This appears in the MARC record fields 000 and 008.
max checkouts	The number of copies of all Circulation Types that someone of a particular Patron Type can have checked out at any time.
offline circulation	Barcode numbers collected outside of and separate from Destiny, using the Destiny Remote application. When the system is online again, the information can be uploaded into Destiny.
One Search	A configurable option in Destiny that lets you search the catalog and multiple free and subscription databases all at one time, with a single search request. Patrons do not need to remember the URLs, usernames and passwords for multiple databases.
Open Educational Resource	(OER) Free and openly-licensed educational material that can be used for teaching, learning and research.
option	Destiny is organized by tabs, options and sub-tabs. Options appear in a gray bar on the left side of the screen and represent different functions that can be performed within a tab. A user has access to different tabs and functions based on assigned permissions.
overdue report vs. overdue notice	When creating a Current Checkouts/Fines report, you can choose the format of Report or Notice. Report (PDF or Excel) is a good option if you want to see all overdues/fines for your school or a list of materials that are due soon. Notice lets you hand out, mail or email notes to individual students and/or parents about overdues, fines and checkouts that are due soon.
patron	Anyone who uses Destiny. The functions a patron can perform are defined by their Access Level.
patron fine	Fee associated with a patron, such as for printing or ID badge replacement; not associated with a particular item in Destiny.
patron type	Classification (groupings) of patrons that makes it possible to set up different loan policies for different types of patrons. You can also limit reports and notices by patron type. In addition, Destiny maintains circulation statistics based on patron types.
permission	The authorization to view and use features of the system. Permissions are given when the Destiny Administrator or Site Administrator set up access levels. All users are assigned an access level with associated permissions.
power search	A keyword search in the Destiny Classic Catalog that uses up to three words or phrases, and can include wildcard characters, Boolean operators, and the selection of fields to narrow or expand a search.
private collections	The Private tab contains all collections you created or copied from the Public tab. Only collection owners can access the collections on their Private tab.
public collections tab	Includes collections that users have made visible to their school, their district or the public.

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Term	Definition
public collections ribbon	Located on the Public tab in Collections by Destiny; includes collections that users have made visible to the public.
RDA	(Resource Description and Access) A new cataloging standard that is replacing the Anglo-American Cataloging Rules (AACR2). RDA is designed for the digital environment, and has the potential to expand data sharing capabilities. See also <i>AACR2</i> .
Reading Counts	(RC) Commercial reading program with reading levels assigned to books.
reading level	A designation of the difficulty level of a book based on the number of words on a page, complexity of the vocabulary, sentence length, book length, etc. Many programs assign levels, including Fountas & Pinnell, Lexile, Reading Counts, Accelerated Reader and DRA. The levels often consist of numbers or letters.
ready hold	A hold that is available to be picked up by a patron.
ready hold expiration	The number of days that an available copy is held for a patron. If the copy is not picked up, the hold expires. By expiring a ready hold that has not been picked up, Destiny can make the next pending hold ready, giving another patron in the queue the opportunity to check out the item.
ready reservation	A reservation that is available to be picked up by the patron.
report builder	An option in Reports that lets you to create a custom report.
report manager	An option in Reports where you can view and print reports that have run.
resource list	A place to collect information about titles and/or resources, and then edit and print the list. You can use the list for finding the titles or resources. You can also merge items from duplicated title and/or resource records onto one. In addition, use the list to generate reports or replacement barcode labels, or to collect resources for exporting or transferring to another site. Resource lists in Library Manager can be imported into Collections by Destiny.
ribbon	Customizable display group on the Destiny Discover homepage that shows library resources broken down by categories, such as Recently Added Books, Databases and eBooks. Also used in Collections by Destiny.
search options	In Destiny Discover, these let you apply certain limiters to a search, such as author, format or reading level, instead of just performing a keyword search.
serial	Any publication (periodicals, newspapers, annuals, journals, numbered monographic series) issued in successive parts and bearing numerical or chronological descriptions.
series	Separate, independent works, usually related by subject, and issued at different times.

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Term	Definition
shared account (Follett Digital)	If patrons do not have a unique username and password, a Shared Account lets them access Follett Digital materials with a shared username and password. In addition, you can set up specific IP addresses to be logged in to the Shared Account automatically. With a Shared Account, patrons can open a title that has at least one copy that is not checked out or in use. Shared Account users cannot check out books, place holds, submit a review to Follett Digital resources or use the Notebook.
shop	A link to destinyexpress.com , where you can purchase hardware, scanners, barcodes and more.
site association	The site (school) associated with or assigned to a user, such as their home campus. Users can be associated with multiple sites.
spine label	Sticker that is placed on the spine of the book. Spine labels usually include a call number, but can also include genre, series number, etc.
standard	State or national learning goal for what students should know and be able to do in each grade.
standard number (LCCN, ISBN, ISSN)	Unique number assigned to books and journals; used for cataloging MARC records and ordering. See also <i>ISBN</i> , <i>LCCN</i> and <i>ISSN</i> .
sublocation	An area in your library or building, such as a special shelving location, display cabinet or classroom. Sublocations show in the catalog search results and are often used for genrefied libraries.
temporary title	A title (and copy) that exists for a limited amount of time. Created "on the fly" in Check Out when no permanent record exists for a copy. When the copy is returned and there is no fine or hold, the title and copy are deleted from the database automatically if the "Title is deleted when checked in" checkbox is selected. To be able to create temporary records during checkout, you must have the <i>Add temporary titles during checkout</i> permission.
title record	Contains information about materials in your library collection. It includes title, author and subject headings. Title (or bibliographic) records are shared across the district. A copy record is added to the title record for each physical or digital copy in the library.
TitlePeek	Catalog enhancement that provides cover images for books. When available, a table of contents, fiction profiles, brief summary, annotation, author notes, first chapter or excerpt, and published reviews are included.
Titlewave	Follett's powerful online collection development and curriculum support tool that lets you make purchases for your school, analyze your collection, and create lists for future needs.
TitleWise	Tool designed to help you assess your library collection and identify strengths and areas of need, make decisions about purchases and weeding, and have the information needed to advocate for your library.
transaction	An event occurring between a patron and an item in the collection, such as checking out, checking in, placing a hold or paying a fine.

Destiny® Library Manager

Term	Definition
visual search	Hierarchical interface in Destiny Classic where students click on a series of pictorial buttons to search for resources.
WebPath Express	Online subscription service that gives your students instant access to thousands of relevant, grade-appropriate internet sites with just one search, directly from Destiny.
wildcard	Character, such as "*" or "?", that replaces one or more letters in a search term, when you are not sure of the spelling or form of the word. The * character can be used after the second letter to get all results that start with the characters that preceded it. For example, "Mil*" would return results for "Mile", "Miller", "Milk", etc. The "\$" replaces a single character. For example, a search for "Sm?th" would return results for "Smith" and "Smyth". Wildcards can be used in both catalog and circulation searches.
z-source	Database of libraries around the world that have Z39.50 servers and let you search for and retrieve MARC records.



Additional Resources

Future Ready Librarians

To help students be future ready, we must provide opportunities for them to engage in critical thinking, collaborate and solve real-world problems. Future ready librarians work with district leaders to promote innovative learning for students. To find out more about how librarians and libraries support Future Ready schools, visit:

- Future Ready Librarians webpage: <https://futureready.org/program-overview/librarians/>
- Follett Community www.follettcommunity.com
- Future Ready Librarians Facebook page
- @folletlearning and #futurereadylibs on Twitter



Wrap-up

Thank you for attending the Follett Destiny training today. Follett greatly appreciates your business and that you took time out of your day to participate. Please do not hesitate to ask any questions that were not fully addressed. Your facilitator is happy to answer your questions.

Technical Support

For help with Destiny configuration, operational issues or troubleshooting, call Technical Support at 888.511.5114.

Course Survey

Your feedback helps us improve current and future courses to better meet your needs. Please take a few minutes to complete a brief survey.

Course Survey: www.follettsoftware.com/contactdata

Course Task ID (provided by instructor): _____

Zip Code (confirm with instructor): _____

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