

Follett Destiny Quick Reference Guide



Library & Information: Follett (<http://destiny.sd28.bc.ca/>)

Log onto SD28 Website

Click on Library...Bottom of screen At the top right corner, click on login

[2018-2019 School Calendar](#)

[Student FSA](#) | [Staff Email](#) | [Library Search](#) | [Site Map](#) | [SSDAS](#) | [Editor Log-In](#)

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1. Editing your welcome page

[Edit Page](#)

Ecole Baker Elementary Library

Welcome to École Baker Library

Mr. Librarian hopes that you can find a right fit book!

ONLINE RESOURCES

- Cariboo District Public Library
- EDMARK HOUSE is a new set of online resources available to primary teachers, parents of small children, and others. The set of Edmark House Programs is available free from schools and from homes.
- French visual dictionary
- Guys Read
- Online Encyclopedias accessed through the School District Webpage, password is: user ID of 'sd28' and the password of 'quesnel' if you are using them at home.
- Scholastic has a great website!
- TUMBLEBOOKS: Try this cool website to read wonderful books, en francais aussi!!!
- Weebly site
- What should I read next?

a) edit your welcome message

Introductory Text

- ONLINE RESOURCES
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Option 1: scrolling message

Title

Body

```
<center>
<marquee>
<font color = blue size = 7>
Welcome to École Baker Library
</font>
Mr. Librarian hopes that you can find a right fit book!
```

Option 2: stationary message

Title

```
<p>Welcome to our Library! Bienvenue à notre bibliothèque! </p>
<p>Mr. Librarian </p>
<p>The librarian works from Tuesday to Thursday with all classes.</p>
```

b) adding weblinks to your page

add folders to group weblinks

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Display Text

URL

Group

add and name weblink; copy & paste URL address

2. Checking out books

Click on Circulation tab → Check Out → Find - type in patron name → click on correct patron when list pops up → Find screen will come up again - this is where you scan bar code of book → if scanned correctly the title will come up and you can continue scanning until done. There's an option to print a record of signed out books.

The screenshot shows the 'search for patrons' page in a library system. The top navigation bar includes 'Home', 'Dashboard', 'Catalog', 'Circulation' (highlighted with a red circle), 'Reports', and 'Back Office'. The left sidebar contains a list of options: 'Check Out', 'Check In', 'Renew', 'Holds/ILL', 'Fines', 'Copy Status', 'Patron Status', 'Offline Circulation', and 'Library Information'. The main content area is titled 'search for patrons' and features a search input field with a 'Go' button, and buttons for 'Find Patron', 'Find Copy', and 'Add Title'. Below the search field, there are checkboxes for 'Only my patrons', 'Only search Patron Names', 'Only Active Patrons', and 'Due Dates'. The search results for 'sturt, andrea' (Faculty: P 4522) are displayed, including statistics for 'Checked Out Library: 0', 'Overdue Library: 0', and 'Holds Ready: 0'. There are also buttons for 'Edit Patron' and 'Print Receipt'. A red arrow points to the 'Print Receipt' button with the text 'optional record for printing out books'.

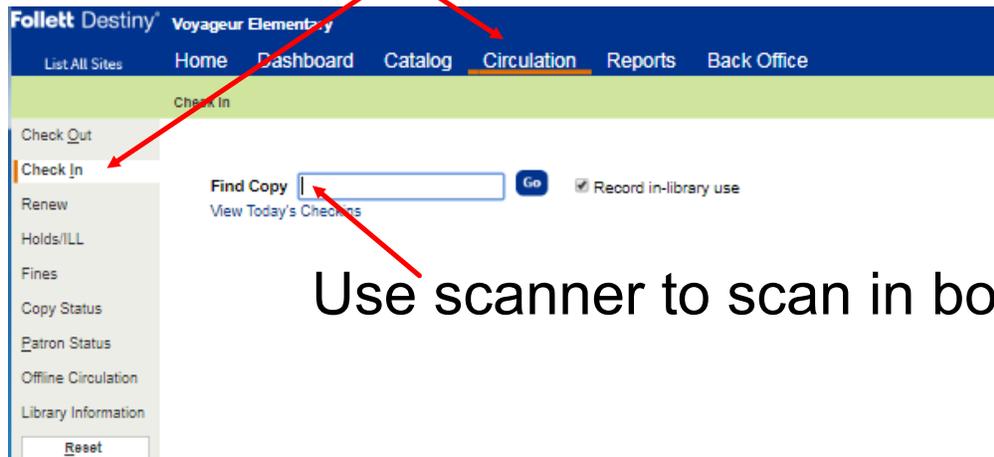
optional record for
printing out books

If the title is not in the library data you will get an error message that says unable to locate patron or copy. If this happens you will need to photocopy the front and back of book (note who checked it out) and refer to the instructions on **ADD title and or Patron**

Check and listen for messages "Transaction blocked" for students with fines. Other students will not be able to check out books until this question is answered.

3. Checking in Books

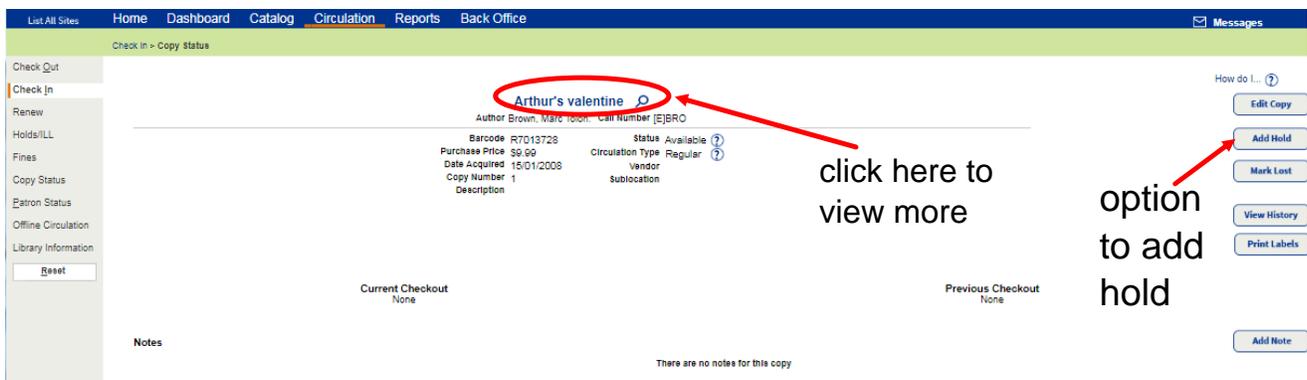
* Go to Circulation and Check In



Use scanner to scan in book



Clicking on the bar code in blue brings up this screen:



4. Add Copy

*Circulation & Check In menus

The screenshot shows the 'Add Copy' form for the title 'Arthur's valentine' by Marc Brown. The form includes the following fields and options:

- Status:** Available
- *Number of copies:** 1
- Starting Barcode:** [Follett Classic] (with a 'scan bar code' annotation and arrow pointing to the field)
- *Call Number:** [E] (with an 'indicate call #' annotation and arrow pointing to the field)
- Purchase Price:** [] (with an 'indicate call # and purchase price' annotation and arrow pointing to the field)
- Circulation Type:** Regular
- Date Acquired:** 12/02/2019
- Copy Categories:** []
- Notes:** []
- Volume, Issue, etc.:** A table with 3 rows and 2 columns (Description, Number).
- Sublocation:** General circulation (with an 'indicate sublocation, vendor & funding source' annotation and arrow pointing to the dropdown)
- Vendor:** Scholastic
- Funding Source:** -- Undefined --

Buttons on the right side of the form include: Save Copies, Print labels, Cancel, Update, and Add Note.

...or Add Title *Catalog & Add Title menus

1. search by ISBN, Title or Author & Get Z-Results

2. Select Details to get this screen:

The screenshot shows the search results for the book. The 'Details' button is circled in red. The search criteria are 'Books with the Title "The Osborne very first dictionary in French"'. The search results show the book title, author (Brooks, Felicity), ISBN (978-0-7745-2047-2), and publisher (London: Usborne; 2008. 80 p.).

3. Add copies brings up this screen:

6. save copies when done

The screenshot shows the 'Add Copies' screen for the book. The 'Add Copies' button is circled in red. The page displays the book title, author, and call number (443 BRO). There are no local copies available, but one off-site copy is available.

4. scan bar code, indicate call # and purchase price

5. indicate sublocation, vendor & funding source

The screenshot shows the 'Add Copies' form. The form includes fields for Status (Available), Number of copies (1), Starting Barcode (R7017902), Call Number (403 BRO), Purchase Price (10.00), Circulation Type (Regular), and Date Acquired (12/02/2019). There are also dropdown menus for Copy Categories, Notes, Volume, Issue, etc., Sublocation (French Non-fiction), and Vendor (Scholastic). The 'Save Copies' button is circled in red.

7. Confirmation screen:

The screenshot shows the confirmation screen. A message at the top says 'Copy added with barcode R7017902'. Below this, there is a table showing the copy details:

Call #	Barcode	Status	Description	Location
443 BRO	R7017902	Available		French Non-fiction

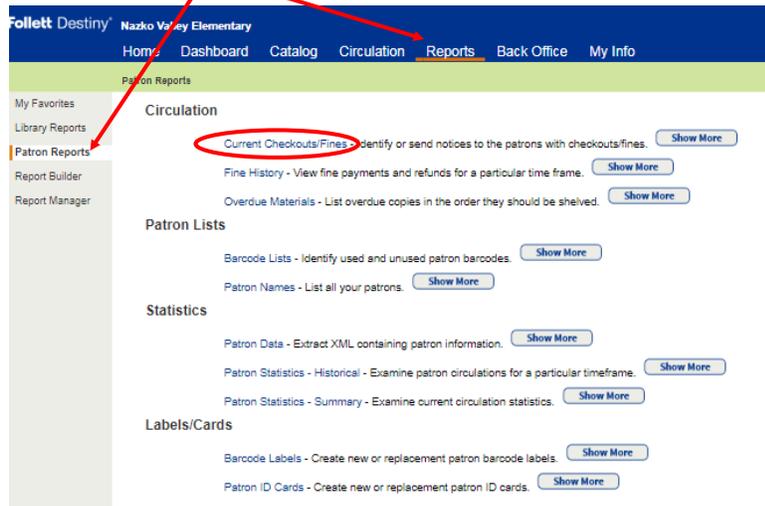
Below the table, there is a section for 'Off-site Copies' with a table showing the copy details:

Call #	Barcode	Status	Description	Site
443 BRO	R2512952	Available		Cirson Elementary

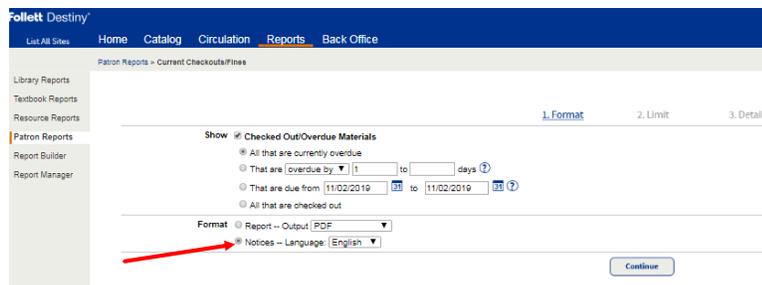
8. Double check with "Check in" test (Circulation & Check In):

5. Overdue notices: Letters home option

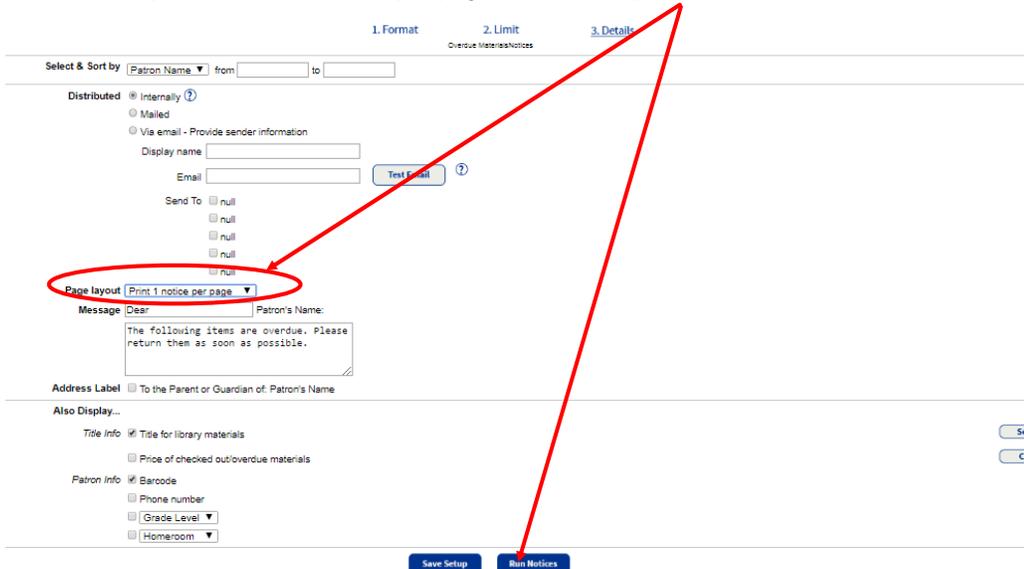
A. Go to Reports, Patron reports & Current Checkouts/Fines



B. Select "Notices" for Format and Continue to the Details page



C. Note the option to Print 2 notices per page for letters to parents



D. To view report, go to left menu "Report Manager", "Job Manager" in Back Office or manager or refresh page (Ctrl-Shift-R) ↻

Overdues: Class report for overdues option

* Reports, Patron Reports, Current checkouts/ Fines

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

Unpaid Library Fines

Unpaid Patron Fines [?](#)

Format Report -- Output: [?](#)

- Email to Homerooms
- Notices -- Language: [?](#)

[Continue](#)

Select Report

A. Continue to Details page and select Homeroom and check start a new page for each group

1. Format 2. Limit 3. Details

Overdue Materials & Unpaid Fines Report

Select & Sort by: from to

Start a new page for each group

Also Display...

Title Info Title for library materials

- Price of checked out/overdue materials

Patron Info Barcode

- Phone number
- Subtotal items/fines for each patron
- Grade Level
- Homeroom

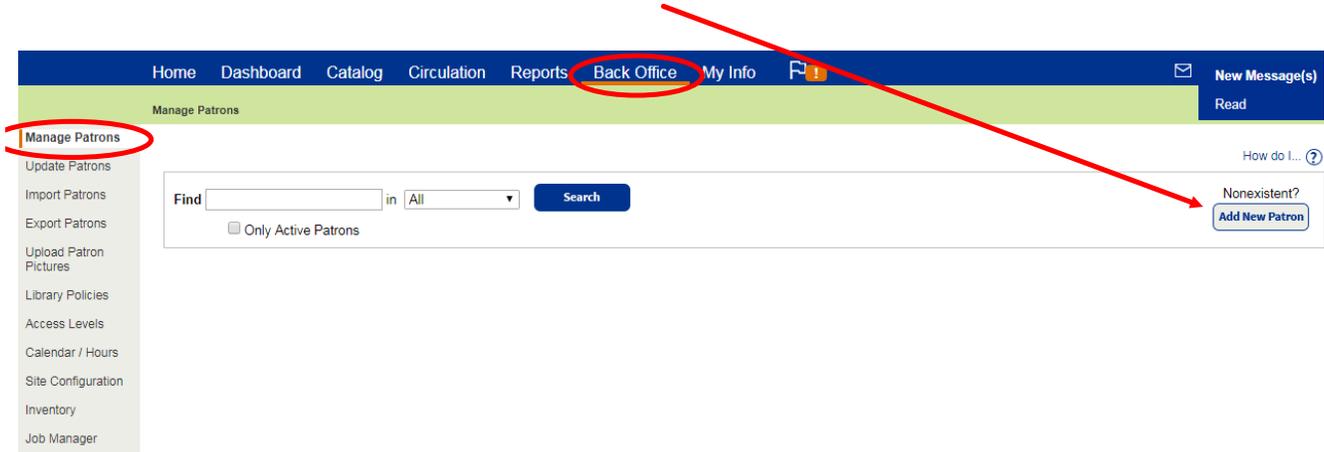
[Save Setup](#) [Run Report](#)

B. Run Report. To view report, go to left menu "Report Manager", "Job Manager" in Back Office or manager or refresh page (Ctrl-Shift-R) 

5. Add Patron

****New students should automatically get added to the Follett Destiny database with MyEd export updates.** Please contact helpdesk (Ctrl-Alt-H) or kevinsturt@sd28.bc.ca if you notice that a student has not been added after a few weeks. New staff can be added with the following instructions:

If the patron is unable to be located, click on the tab "Back Office" -> Manage Patrons and select Add New Patron



Last name
 First name
 District ID- will be last name first initial all in CAPS EX. KOPETSKIC
Barcode - same as District ID

Email
 Contact at: **phone #**
 IF NOT A DISTRICT EMPLOYEE
 Optional: address tab and fill in all the info
 SAVE

bar code/district ID
 only for Classroom teachers!

name
 email
 Select "Faculty"

Patron Information
 * Last Name
 Middle Name
 * District ID
 Gender
 Birthdate
 Grad Year
 Grade Level
 Manages Reading Paths
 Email 1
 Email 2
 Email 3
 Email 4
 Email 5

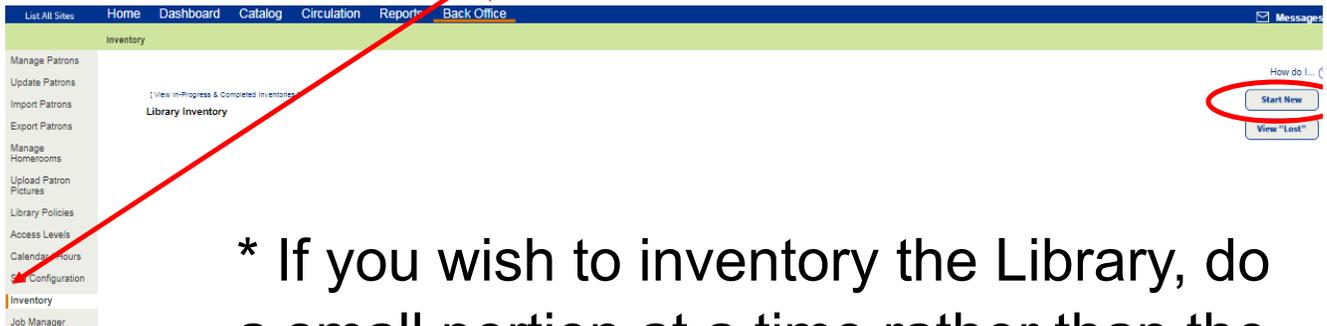
Site Information
 * Barcode
 Assign next barcode
 Patron Type
 Access Level
 Status
 Card Expires
 Homeroom

First Name
 Nickname
 User Name
 New Password
 Confirm Password
 User Defined 1
 User Defined 2
 User Defined 3
 User Defined 4
 User Defined 5

Acceptable Use Policy on File? Yes

Save Cancel

6. Back office: Inventory & Access Levels



Inventory

Library Inventory

Start New

View "Lost"

* If you wish to inventory the Library, do a small portion at a time rather than the whole library

Specify the copies to be inventoried...

Inventory Name

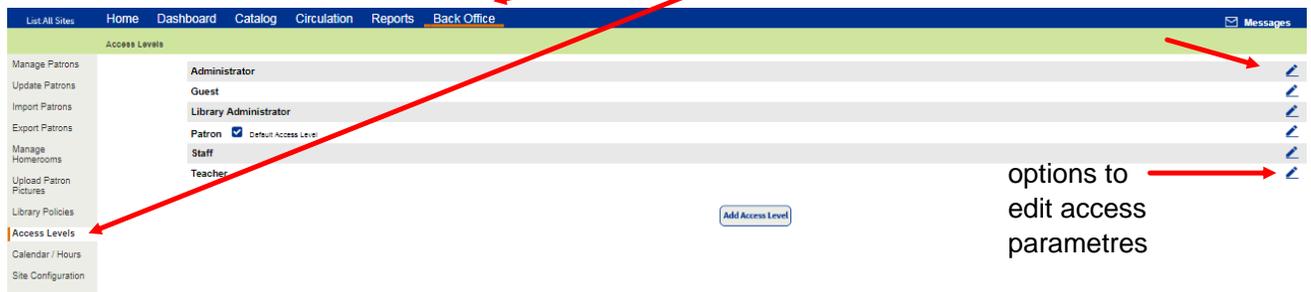
Call Numbers from to
To specify a call number range, enter at least the last 2 digits of each Dewey number or a complete call number prefix.

Circulation Types All Circulation Types

All copies meeting the above criteria will be set to "unaccounted for" ...
Except for copies that have been seen on or after

define parameters
of inventory!

Access Levels to define privileges for TTOCs and other users



Access Levels

Administrator	
Guest	
Library Administrator	
Patron <input checked="" type="checkbox"/> Default Access Level	
Staff	
Teacher	

options to edit access parameters

Help/ Support

For technical assistance, contact:

1) Kevin Sturt (can issue more bar codes too!)

kevinsturt@sd28.bc.ca

250-992-0421

For Librarian assistance, contact:

* Janet Penhale

janetpenhale@sd28.bc.ca

250-992-2613

2) Destiny Follett

techsupport@follett.com

888.511.5114 + Option 3

**they are quite helpful but will request your site access number, found at the Back Office & Site configuration area

Go to Site Info first

The screenshot shows the Follett Destiny interface for Ecole Baker Elementary. The navigation bar includes 'List All Sites', 'Home', 'Dashboard', 'Catalog', 'Circulation', 'Reports', and 'Back Office'. The 'Back Office' menu is expanded, showing 'Catalog', 'Circulation', 'Site Info', 'Receipts/Refund Notification', and 'Site Administration'. The 'Site Info' tab is circled in red. The 'Site Configuration' page displays various fields for site information, including Site Name, State School ID, Short Name, Products Installed, Site Type, Zone, Address, City, State/Province, and Postal Code. The 'Site Customer Number' field is circled in red and labeled with a red arrow and the text '**Reference Site Customer number'. Below the Site Customer Number field, there are several checkboxes for optional services, including 'Use Biblionarium', 'Use Digital Resources', 'Use One Search', 'Use Fountas and Pinnell', 'Use Reading Program Service (RPS) - Lexile', 'Use Reading Program Service (RPS) - AR/RC', 'Use Standards', 'Use TitlePeek', and 'Use WebPath Express'.