

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 français 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:

Body:

```
<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

Introductory Text

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Display Text:

URL:

Group:

[Save](#) [Cancel](#)

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.

search for patrons

Find Go Find Patron Find Copy Add Title

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

sturt, andrea (Faculty: P 4522)

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

Grade Level: Homeroom

Print Receipt

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

The screenshot shows the top navigation bar with 'List All Sites', 'Home', 'Dashboard', 'Catalog', 'Circulation', 'Reports', and 'Back Office'. Below this is a green bar with 'Check In'. A sidebar on the left contains a 'Check In' menu with options: Check Out, Renew, Holds/ILL, Fines, Copy Status, Patron Status, Offline Circulation, and Library Information. A 'Reset' button is at the bottom of the sidebar. The main area has a 'Find Copy' search bar with a 'Go' button and a checkbox for 'Record in-library use'. A red arrow points from the 'Check In' menu to the 'Find Copy' search bar.

Use scanner to scan in book

This screenshot shows the 'Check In' page with the 'Find Copy' search bar. Below the search bar, a section titled 'Most Recently Checked In' displays a list of books. The first entry is 'Arthur's valentine (Copy: R7013728)' with a blue bar code link. A red arrow points from the text 'Clicking on the bar code in blue brings up this screen:' to the bar code link.

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

This screenshot shows the detailed view of a book copy. The top navigation bar is the same. The sidebar on the left is the same. The main area displays the book title 'Arthur's valentine' in a blue link, circled in red. Below the title, there is a table with the following information: Author: Brown, Marc; Title: Call Number: [E]BRO; Barcode: R7013728; Purchase Price: \$9.99; Date Acquired: 15/01/2008; Copy Number: 1; Description: None. To the right of the table, there is a 'Status' section with 'Available' and 'Regular' options. Below the table, there are sections for 'Current Checkout' and 'Previous Checkout', both showing 'None'. At the bottom, there is a 'Notes' section with the text 'There are no notes for this copy'. On the right side, there is a 'How do I...' section with buttons for 'Edit Copy', 'Add Hold', 'Mark Lost', 'View History', 'Print Labels', and 'Add Note'. A red arrow points from the text 'click here to view more' to the blue link 'Arthur's valentine'. Another red arrow points from the text 'option to add hold' to the 'Add Hold' button.

click here to view more

option to add hold

4. Add Copy

*Circulation & Check In menus

The screenshot displays the 'Add Copies' form for the book 'Arthur's valentine' by Marc Brown. The interface includes a top navigation bar with links like 'List All Sites', 'Home', 'Dashboard', 'Catalog', 'Circulation', 'Reports', and 'Back Office'. A left sidebar contains various library management options. The main content area is titled 'Check In > Copy Status > "Arthur's valentine" > Add Copies'. The form contains several input fields and dropdown menus, with red arrows pointing to specific areas for annotations.

Annotations:

- scan bar code:** Points to the 'Starting Barcode' field.
- indicate call # and purchase price:** Points to the 'Call Number' and 'Purchase Price' fields.
- indicate sublocation, vendor & funding source:** Points to the 'Sublocation', 'Vendor', and 'Funding Source' fields.

Form Fields:

- Status: Available
- *Number of copies: 1
- Starting Barcode: [Follett Classic] (with a 'scan bar code' annotation)
- *Call Number: [E] (with an 'indicate call #' annotation)
- Purchase Price: (with a 'purchase price' annotation)
- Circulation Type: Regular
- Date Acquired: 12/02/2019
- Copy Categories: (with a '+' icon)
- Notes: (with a '+' icon)
- Volume, Issue, etc.: (with a '+' icon)
- Sublocation: General circulation (with an 'indicate sublocation' annotation)
- Vendor: Scholastic (with an 'indicate vendor' annotation)
- Funding Source: -- Undefined -- (with an 'indicate funding source' annotation)

Buttons: Save Copies, Print labels, Cancel, Update, Add Note.

Footer: ©2002-2019 Follett School Solutions, Inc. 15 0 0 RO6 12/02/2019 2:57 PM PST

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

Library Search
Destiny Quest
Destiny Discover
WebPath Express
Digital Resources
Add Title
Import Titles
Export Titles
Titlewave
Update Titles
Update Copies
Search Setup

Check/Set Sources > Search Results

Books with the Title "The usborne very first dictionary in french"

Titles: 1 - 1 of 1

The Usborne very first dictionary in French
Brooks, Felicity. ISBN: 978-0-7445-2047-2 (trade)
London : Usborne ; 2008. 80 p.

Details

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

Searching Z-Sources...

Find Books with Title The usborne very first dictionary in french Go

2. Select Details to get this screen:

Library Search
Destiny Quest
Destiny Discover
WebPath Express
Digital Resources
Add Title
Import Titles
Export Titles
Titlewave
Update Titles
Update Copies
Search Setup

Check/Set Sources > Search Results > "The Usborne very first dictionary in French"

The Usborne very first dictionary in French
Felicity Brooks, Caroline Young and Claire Masset ; designed by Francesca Allen and Keith Newell ; illustrated by Jo Litchfield ; [photography by Howard Allman & MM Studios].
Call #: 443 BRO
There are no local copies of this title.
Off-site copies available: 1 of 1. See all...

How do I...
Title Details | MARC View | Reviews | Copies
Edit Title
Duplicate It
Add Copies
Edit Quiz Info
Site Subjects
Digital Resources

Illustrations and simple English and French text identify more than five hundred simple words. Includes a simple French grammar guide.
Explore!
• View all similar titles in Titlewave
• Picture dictionaries, English.
• Picture dictionaries, French.

Find It

Library Search
Destiny Quest
Destiny Discover
WebPath Express
Digital Resources
Add Title
Import Titles
Export Titles
Titlewave
Update Titles
Update Copies
Search Setup

Check/Set Sources > Search Results > "The Usborne very first dictionary in French" > Add Copies

The Usborne very first dictionary in French
Author: Brooks, Felicity. Call Number from Title: 443/21

Status: Available
*Number of copies: 1
Starting Barcode: R7017902
[Follett Classic]
Assign next barcode
[Next: T 7508444]
*Call Number: 403 BRO
Purchase Price: 10.00
Circulation Type: Regular
Date Acquired: 12/02/2019
*Required Field

Copy Categories
Notes
Update
Add Note

Volume, Issue, etc.
1
2
3
Description
Number

Copy Number

Sublocation: French Non-fiction
Vendor: Scholastic

6. save copies when done

Save Copies
Print Labels
Cancel

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

5. indicate sublocation, vendor & funding source

7. Confirmation screen:

Library Search
Destiny Quest
Destiny Discover
WebPath Express
Digital Resources
Add Title
Import Titles
Export Titles
Titlewave
Update Titles
Update Copies
Search Setup

Check/Set Sources > Search Results > "The Usborne very first dictionary in French"

The Usborne very first dictionary in French
Felicity Brooks, Caroline Young and Claire Masset ; designed by Francesca Allen and Keith Newell ; illustrated by Jo Litchfield ; [photography by Howard Allman & MM Studios].

Copy added with barcode R7017902

Copies at Red Bluff Lighthouse Elementary
Call #: 443 BRO
Barcode: R7017902
Status: Available
Description: French Non-fiction
Location: Carson Elementary

Off-site Copies
Copies: 1 - 1 of 1
Call #: 443 BRO
Barcode: R7017902
Status: Available
Description: French Non-fiction
Location: Carson 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

The screenshot shows the Follett Destiny interface for Nazko Valley Elementary. The top navigation bar includes Home, Dashboard, Catalog, Circulation, Reports, Back Office, and My Info. The left sidebar lists My Favorites, Library Reports, Patron Reports (highlighted), Report Builder, and Report Manager. The main content area is titled 'Circulation' and contains several links: 'Current Checkouts/Fines' (circled in red), 'Fine History', 'Overdue Materials', 'Patron Lists' (with sub-links for Barcode Lists and Patron Names), 'Statistics' (with sub-links for Patron Data, Patron Statistics - Historical, and Patron Statistics - Summary), and 'Labels/Cards' (with sub-links for Barcode Labels and Patron ID Cards). Each link has a 'Show More' button next to it.

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

The screenshot shows the 'Current Checkouts/Fines' report configuration page. The top navigation bar includes Home, Catalog, Circulation, Reports, and Back Office. The left sidebar lists Library Reports, Textbook Reports, Resource Reports, Patron Reports (highlighted), Report Builder, and Report Manager. The main content area has three tabs: 1. Format, 2. Limit, and 3. Details. Under the 'Format' tab, there are options for 'Show' (Checked Out/Overdue Materials) and 'Format' (Report - Output PDF). A red arrow points to the 'Notices - Language: English' option under the 'Format' section. A 'Continue' button is at the bottom right.

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

The screenshot shows the 'Details' page for the 'Current Checkouts/Fines' report. The top navigation bar includes Home, Catalog, Circulation, Reports, and Back Office. The left sidebar lists Library Reports, Textbook Reports, Resource Reports, Patron Reports (highlighted), Report Builder, and Report Manager. The main content area has three tabs: 1. Format, 2. Limit, and 3. Details. Under the 'Details' tab, there are options for 'Select & Sort by' (Patron Name), 'Distributed' (Internally, Mailed, Via email), 'Page layout' (Print 1 notice per page, circled in red), '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), and 'Also Display...' (Title Info, Price of checked out/overdue materials, Patron Info, Phone number, Grade Level, Homeroom). A red arrow points to the 'Print 2 notices per page' option. At the bottom, there are 'Save Setup' and 'Run Notices' buttons.

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

Home Dashboard Catalog Circulation Reports **Back Office** My Info New Message(s)
Read

Manage Patrons

Manage Patrons
Update Patrons
Import Patrons
Export Patrons
Upload Patron Pictures
Library Policies
Access Levels
Calendar / Hours
Site Configuration
Inventory
Job Manager

Find in **All**
☐ Only Active Patrons

How do I...

Nonexistent?

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

name

email

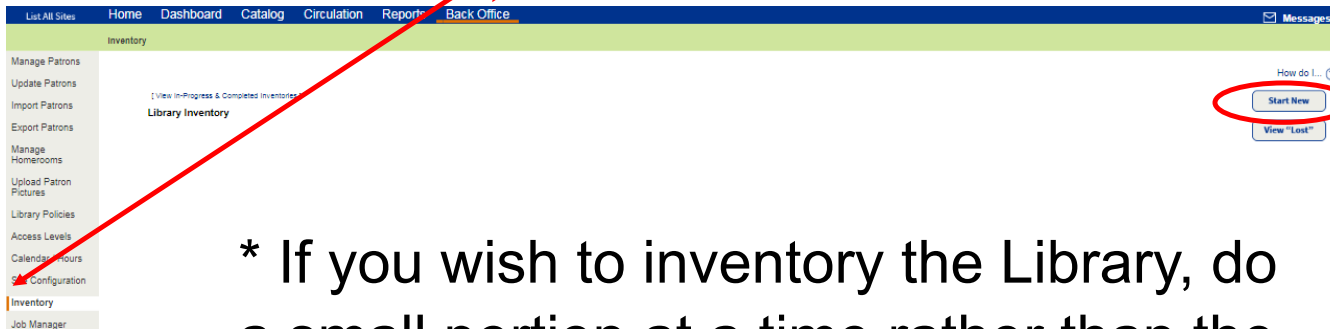
bar code/district ID

Select "Faculty"

only for Classroom teachers!

Save **Cancel**

6. Back office: Inventory & Access Levels

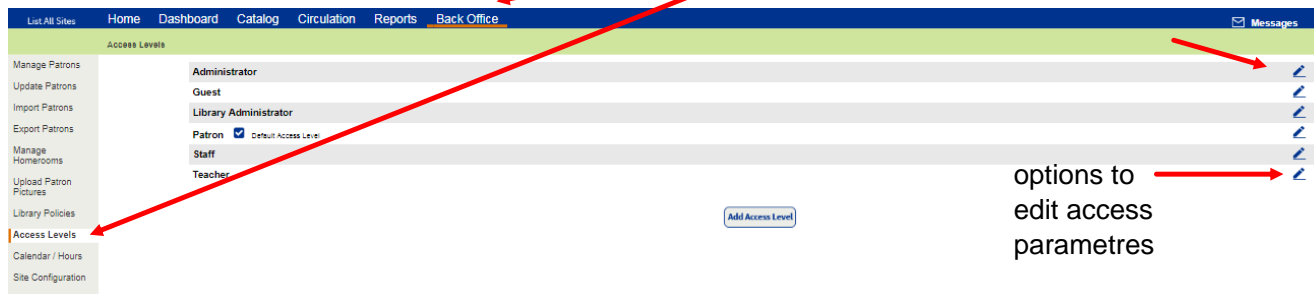


* If you wish to inventory the Library, do a small portion at a time rather than the whole library

Specify the copies to be inventoried...

A screenshot of the 'Specify the copies to be inventoried...' form. The form has several input fields: 'Inventory Name', 'Call Numbers from', and 'to'. A red arrow points from the text 'define parameters of inventory!' to the 'Call Numbers from' field. Another red arrow points from the same text to the 'to' field. Below these fields is a 'Circulation Types' dropdown menu set to 'All Circulation Types' and an 'Update' button. At the bottom, there is a date field set to '12/02/2019' and a '31' button. 'OK' and 'Cancel' buttons are at the bottom right.

Access Levels to define privileges for TTOCs and other users



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 Back Office interface for 'Ecole Baker Elementary'. The top navigation bar includes links for List All Sites, Home, Dashboard, Catalog, Circulation, Reports, Back Office, and a help icon. The 'Back Office' tab is selected, and the 'Site Info' sub-tab is highlighted with a red circle. A red arrow points from the text 'Go to Site Info first' to this tab. The left sidebar contains a 'Site Configuration' menu, also highlighted with a red arrow. The main form area contains fields for Site Name (Ecole Baker Elementary), State School ID, Short Name (Baker), Products Installed (Library Manager), Site Type (Elementary Schools), Zone (No Zone Assigned), Address, City (Quesnel), State/Province (B.C.), and Postal Code. The 'Site Customer Number' field, containing the value 8001817, is circled in red. A red arrow points from the text '**Reference Site Customer number' to this field. Below the form, there are several checkboxes for optional services, including 'Use Digital Resources' (checked), 'Use One Search' (checked), and others.

Follett Destiny® Ecole Baker Elementary

List All Sites Home Dashboard Catalog Circulation Reports **Back Office** ?

Site Configuration Catalog Circulation **Site Info** Receipts/Refund Notification Site Administration Save

Manage Patrons
Update Patrons
Import Patrons
Export Patrons
Manage Homerooms
Upload Patron Pictures
Library Policies
Access Levels
Calendar / Hours
Site Configuration
Inventory
Job Manager

Site Name: Ecole Baker Elementary
State School ID:
Short Name: Baker
Products Installed: Library Manager
Site Type: Elementary Schools
Zone: No Zone Assigned
Address:
City: Quesnel
State/Province: B.C.
Postal Code:
Site Customer Number: 8001817
☐ Use Biblionasium ?
☒ 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
☐ Use WebPath Express

****Reference Site Customer number**