

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

Ecole Baker Elementary Library

```
<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.

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) Edit Patron

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

Grade Level
Homeroom

Only today's check outs Print Receipt

There are no materials checked out to this patron

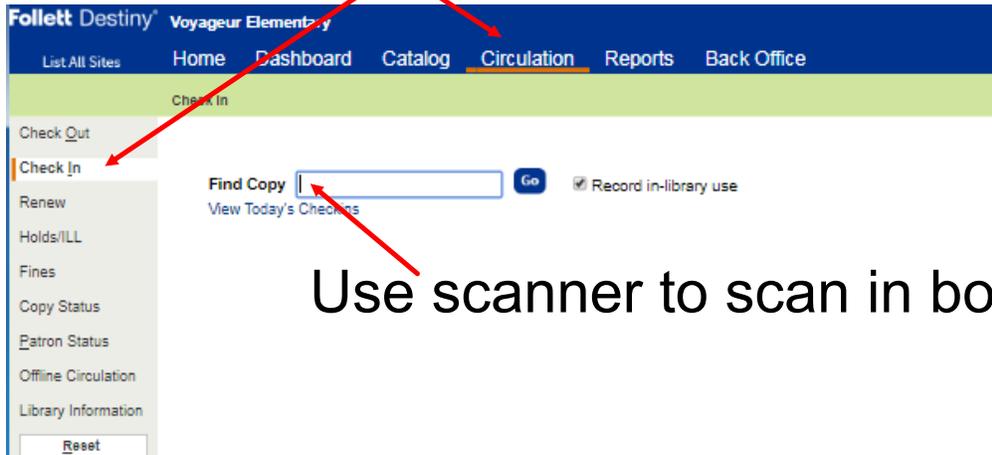
optional record for
printing out books

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**

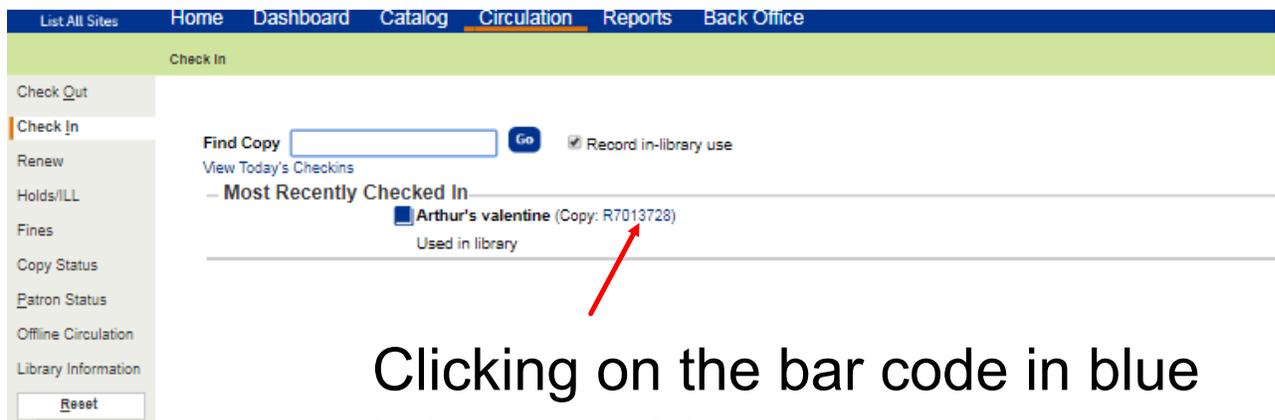
Check and listen for messages "Transaction blocked" for students with fines. Other students will not be able to check out books until this question is answered.

3. Checking in Books

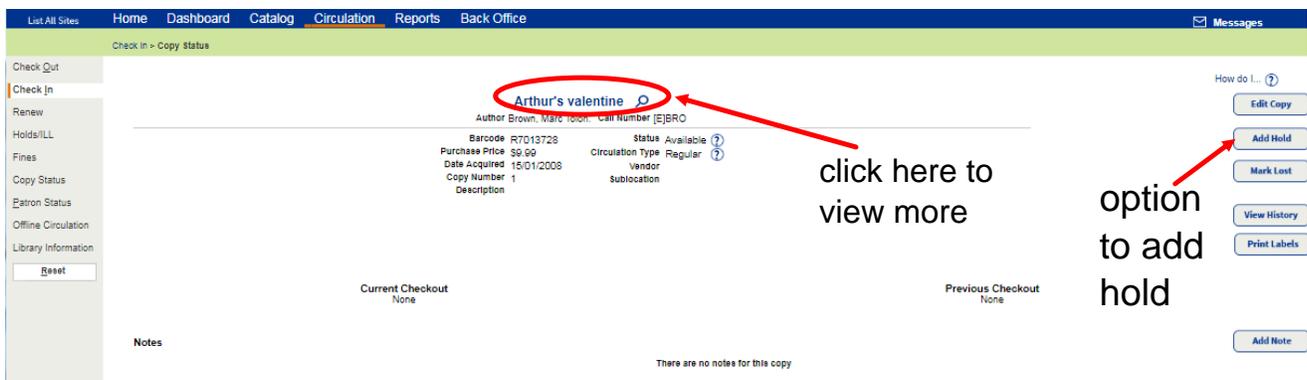
* Go to Circulation and Check In



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' interface for the title 'Arthur's valentine' by Marc Brown. The interface is divided into several sections:

- Title Information:** Shows the title 'Arthur's valentine', author 'by Marc Brown', and series '(Series: Marc Brown's Arthur adventures)'. It also displays 'Local copies available: 1 of 1' and 'There are no off-site copies of this title.' A red arrow points from the 'Circulation & Check In' menu to the 'Add Copies' button.
- Form Fields:**
 - Status:** Available
 - *Number of copies:** 1
 - Starting Barcode:** [Follett Classic] (with a red arrow pointing to it from the text 'scan bar code')
 - *Call Number:** [E] (with a red arrow pointing to it from the text 'indicate call # and purchase price')
 - Purchase Price:** [] (with a red arrow pointing to it from the text 'indicate call # and purchase price')
 - Circulation Type:** Regular
 - Date Acquired:** 12/02/2019
- Copy Categories:** []
- Notes:** []
- Volume, Issue, etc.:** A table with columns for 'Volume, Issue, etc.', 'Description', and 'Number'. It contains three rows for volumes 1, 2, and 3.
- Sublocation:** General circulation (with a red arrow pointing to it from the text 'indicate sublocation, vendor & funding source')
- Vendor:** Scholastic
- Funding Source:** -- Undefined --

Buttons for 'Update', 'Add Note', 'Save Copies', 'Print labels', and 'Cancel' are visible on the right side of the form.

scan bar code

indicate call # and purchase price

indicate sublocation, vendor & funding source

...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. A red arrow points from the 'Add Title' menu item to the search bar. Another red arrow points from the 'Details' button to the search results. A third red arrow points from the 'Get Z-Results' button to the search results. The search results show the book title, author, ISBN, and a 'Details' button.

3. Add copies brings up this screen:

6. save copies when done

The screenshot shows the book details page. A red arrow points from the 'Add Copies' button to the 'Add Copies' screen. The 'Add Copies' screen is shown in the next block. The 'Save Copies' button is circled in red.

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

5. indicate sublocation, vendor & funding source

The screenshot shows the 'Add Copies' form. Red arrows point to the 'Starting Barcode' field, the 'Call Number' field, the 'Purchase Price' field, the 'Sublocation' dropdown, and the 'Vendor' dropdown. The 'Save Copies' button is circled in red.

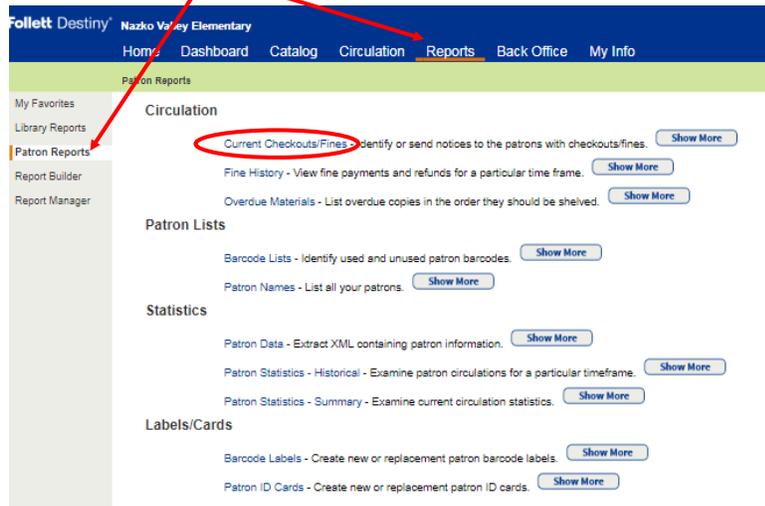
7. Confirmation screen:

The screenshot shows the confirmation screen. A red arrow points to the 'Copy added with barcode R7017902' message. The confirmation screen shows the book details and the added copy.

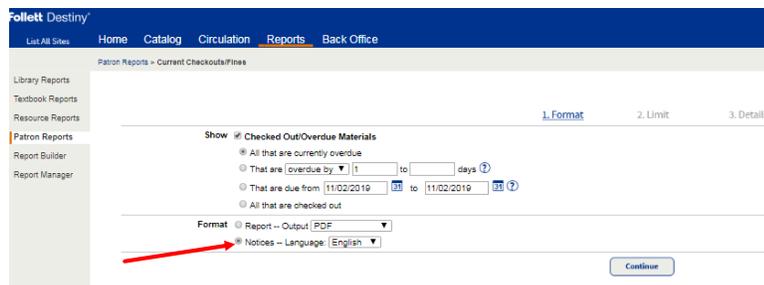
8. Double check with "Check in" test (Circulation & Check In):

5. Overdue notices: Letters home option

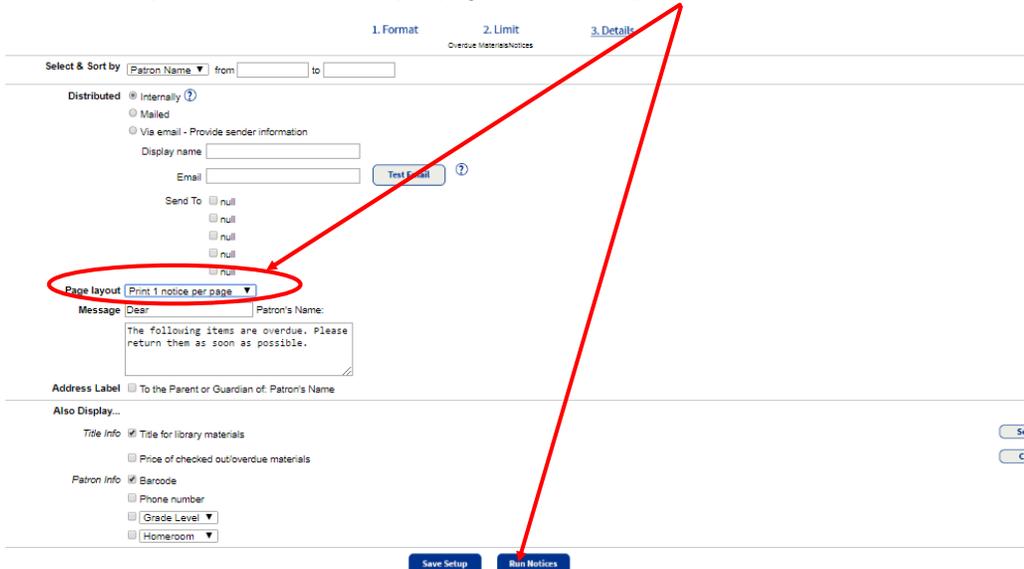
A. Go to Reports, Patron reports & Current Checkouts/Fines



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

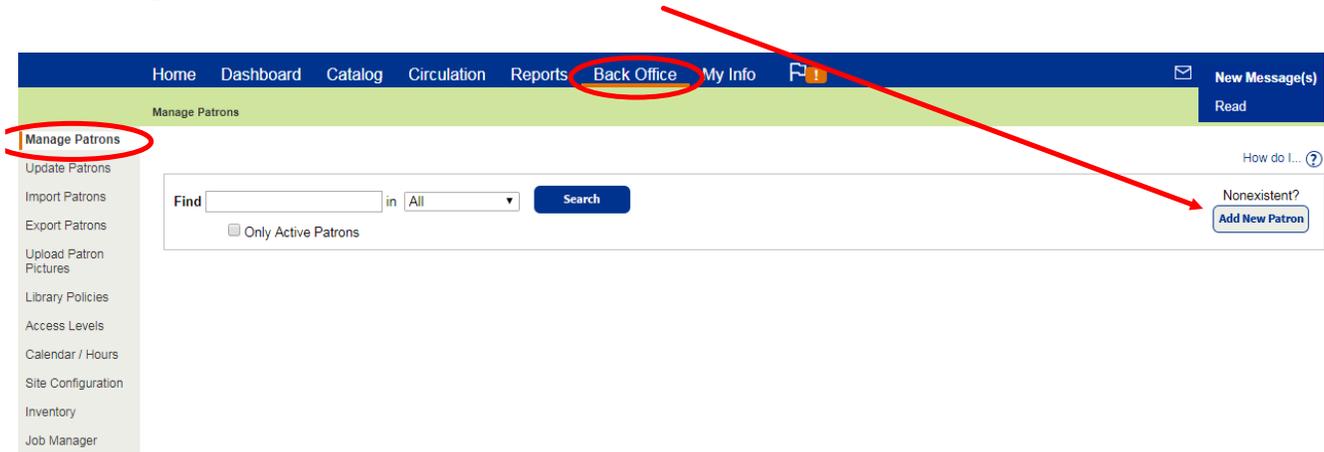
[Save Setup](#) [Run Report](#)

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
 Select "Faculty"
 only for Classroom teachers!

name
email

* 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

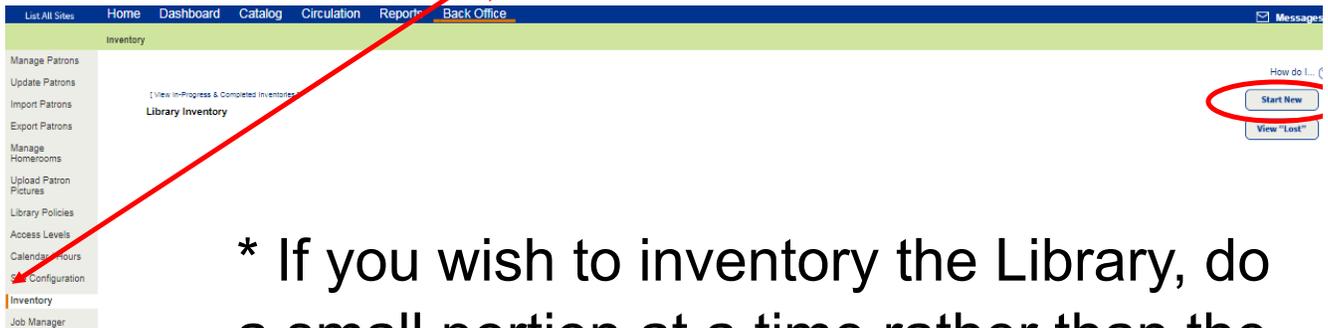
Site Information
 * Barcode
 Patron Type
 Access Level
 Status
 Card Expires
 Homeroom

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 No

Print Label on Save

6. Back office: Inventory & Access Levels



Inventory

How do I...
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

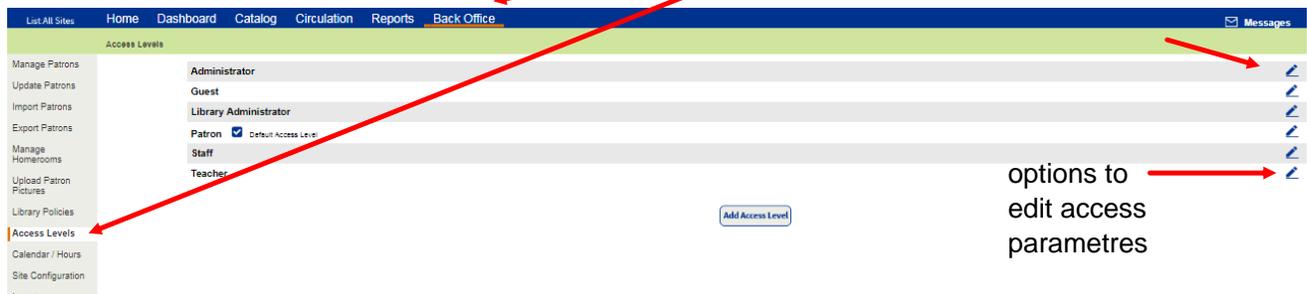
Call Numbers from to
To specify a call number range, enter at least the year, a digit of each Dewey number or a complete call number prefix.

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

options to edit access parameters

7. To Create Patron Bar codes by division:

The screenshot displays the Follett Destiny interface for Bouchie Lake Elementary. The top navigation bar includes 'List All Sites', 'Home', 'Dashboard', 'Catalog', 'Circulation', 'Reports', and 'Back Office'. The 'Reports' menu item is circled in red. Below the navigation bar, the 'Patron Reports' section is highlighted in green. On the left sidebar, 'Patron Reports' is also circled in red. The main content area is divided into several sections: 'Circulation' (with links for Current Checkouts/Fines, Fine History, and Overdue Materials), 'Patron Lists' (with links for Barcode Lists and Patron Names), 'Statistics' (with links for Patron Data, Patron Statistics - Historical, and Patron Statistics - Summary), and 'Labels/Cards' (with links for Barcode Labels and Patron ID Cards). The 'Barcode Labels' link is circled in red.

Follett Destiny Bouchie Lake Elementary

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

Patron Reports

Library Reports
Patron Reports
Report Builder
Report Manager

Circulation

Current Checkouts/Fines - Identify or send notices to the patrons with checkouts/fines. [Show More](#)

Fine History - View fine payments and refunds for a particular time frame. [Show More](#)

Overdue Materials - List overdue copies in the order they should be shelved. [Show More](#)

Patron Lists

Barcode Lists - Identify used and unused patron barcodes. [Show More](#)

Patron Names - List all your patrons. [Show More](#)

Statistics

Patron Data - Extract XML containing patron information. [Show More](#)

Patron Statistics - Historical - Examine patron circulations for a particular timeframe. [Show More](#)

Patron Statistics - Summary - Examine current circulation statistics. [Show More](#)

Labels/Cards

Barcode Labels - Create new or replacement patron barcode labels. [Show More](#)

Patron ID Cards - Create new or replacement patron ID cards. [Show More](#)

Note these settings:

Specify relevant divisions

Indicate Homerroom

Run report when ready

Run Report

In addition to adjusting your printer offsets, you must also configure Adobe Reader so that your labels are properly aligned. For assistance configuring Adobe Reader or the printer offsets, see Troubleshooting

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 selected and circled in red. The 'Site Configuration' page displays the following information:

- Site Name: Ecole Baker Elementary
- State School ID: [Empty]
- Short Name: Baker
- Products Installed: Library Manager
- Site Type: Elementary Schools
- Zone: No Zone Assigned
- Address: [Empty]
- City: Quesnel
- State/Province: B.C.
- Postal Code: [Empty]
- Site Customer Number: 8001817 (circled in red)

Below the Site Customer Number, there are several checkboxes for services:

- Use Bibliosium
- 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

A red arrow points from the text '**Reference Site Customer number' to the circled Site Customer Number field.