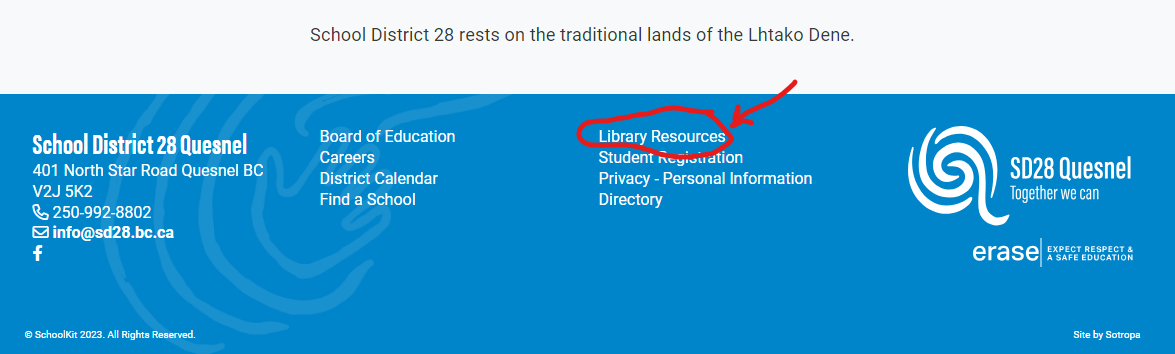
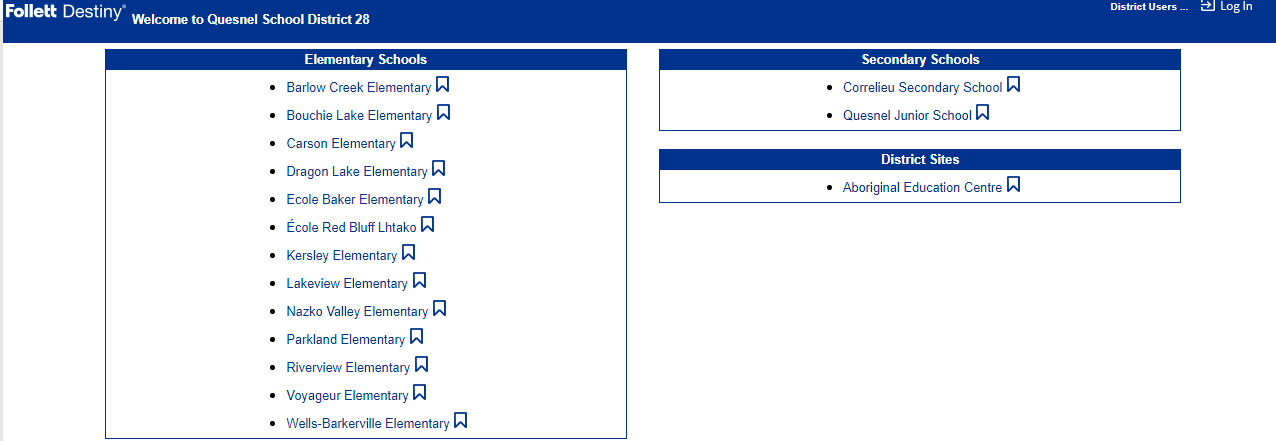
**How to use Follett Destiny (Library like a Pro!)**

1. **Login to Destiny:**
2. Go to the school district webpage ([www.sd28.bc.ca](http://www.sd28.bc.ca)) At the bottom of the page, you will see the link to “Library Resources”. Click it!

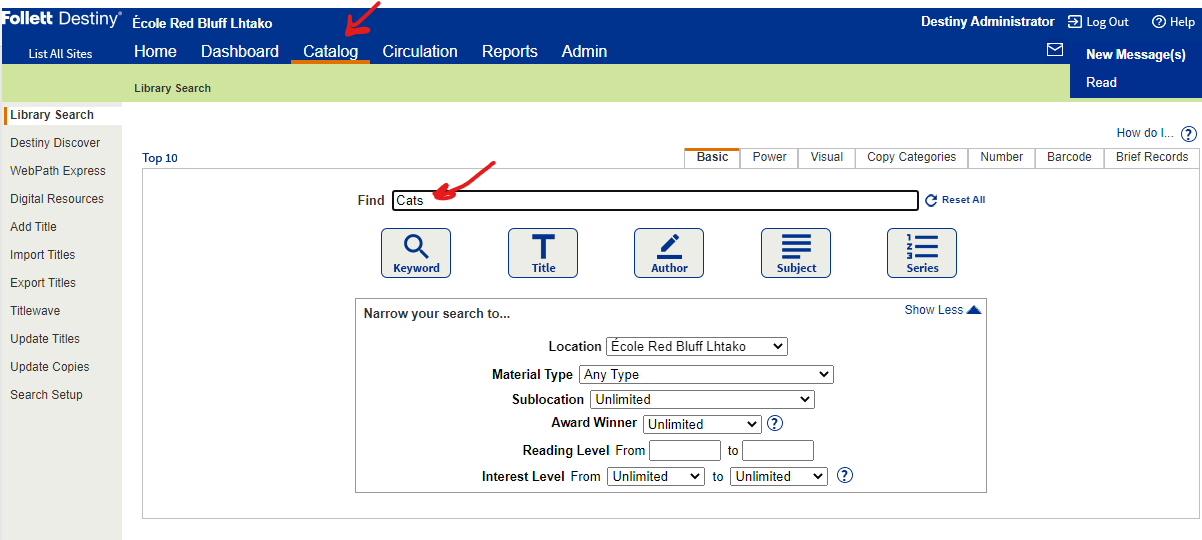


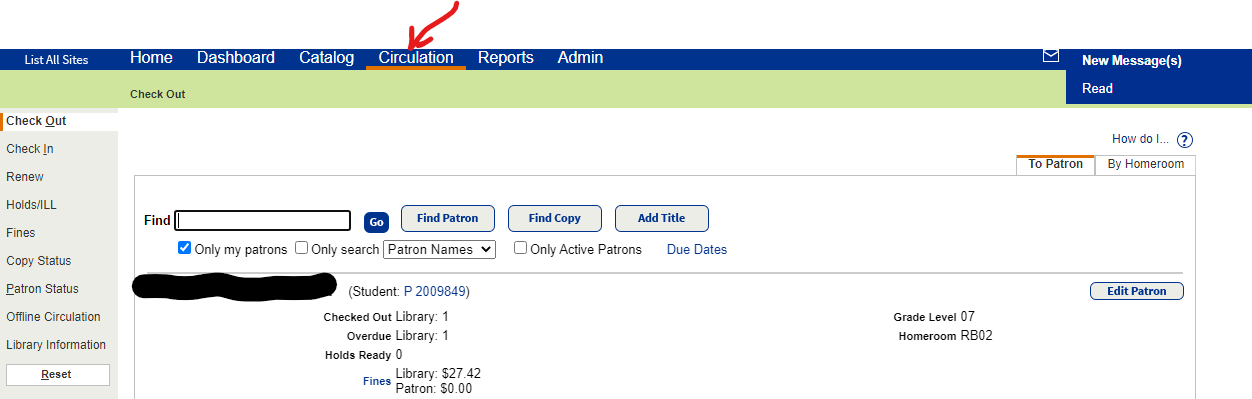
1. Once the page loads, open the link to your school Library



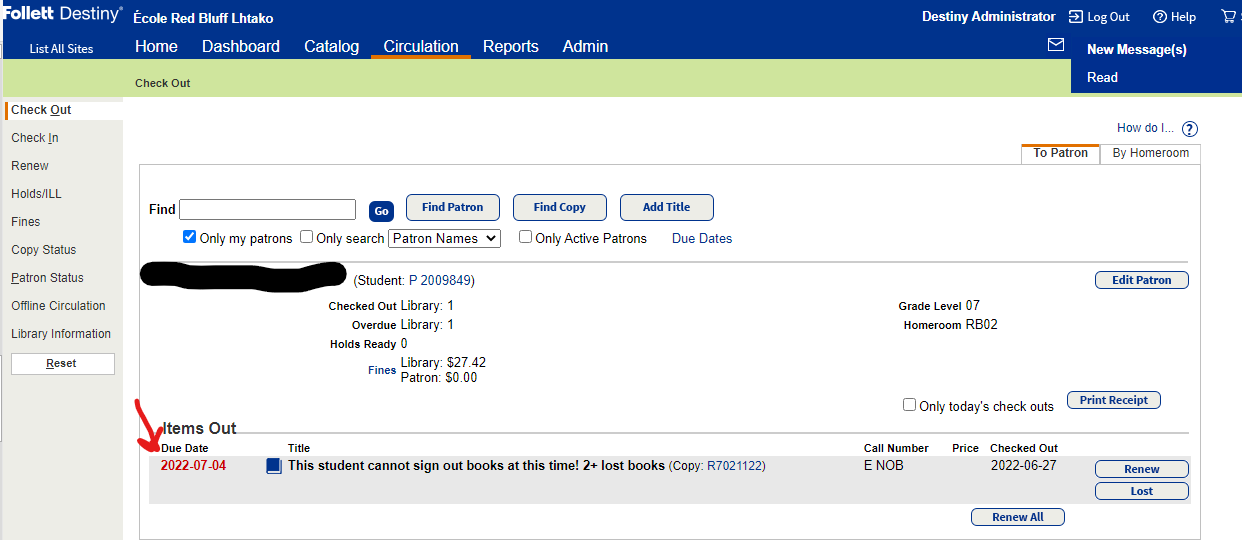
1. Click on the “Login” button in the upper right hand corner of the page:

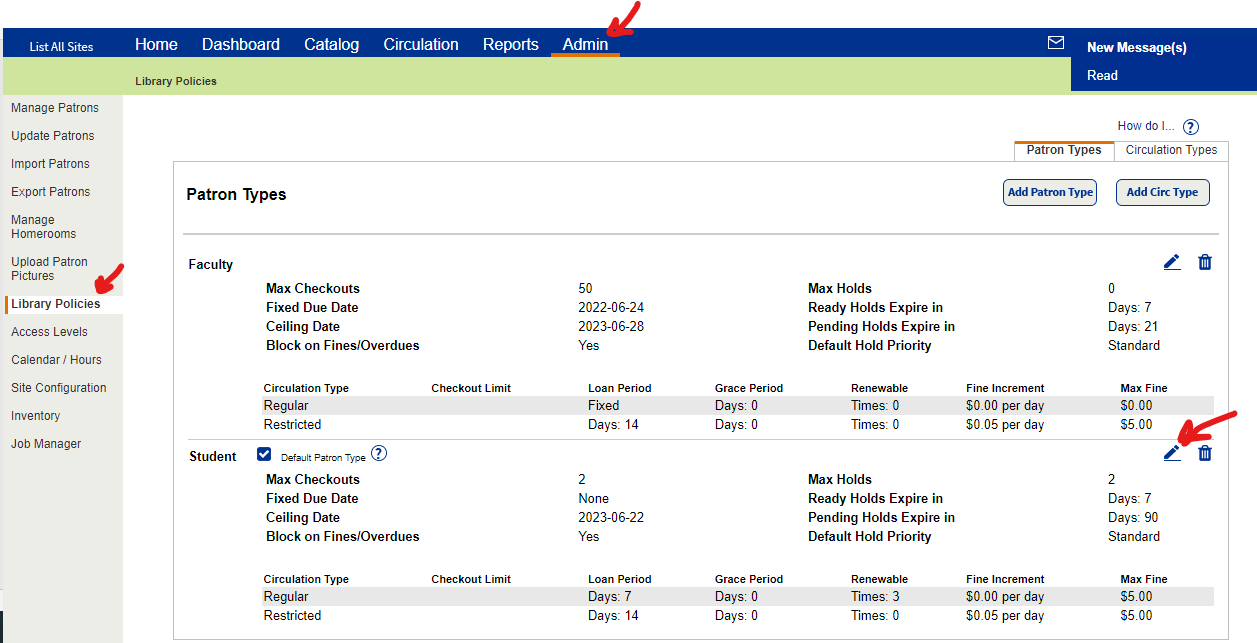
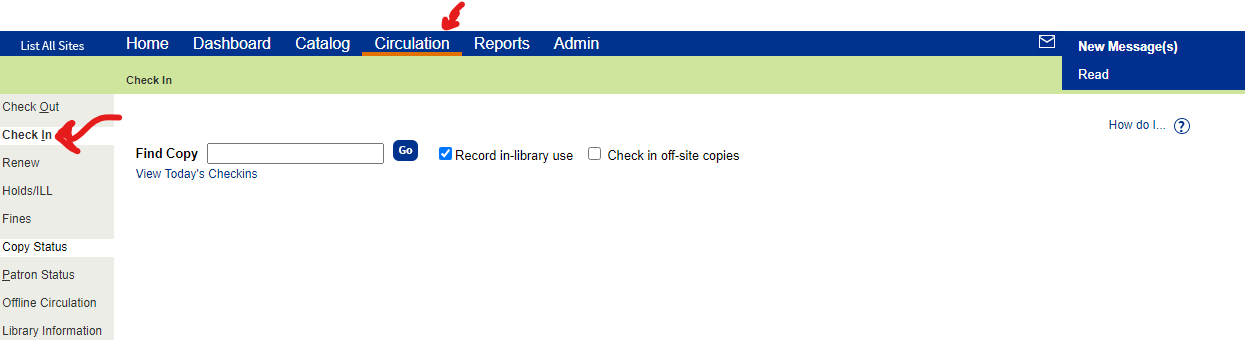
|  |  |
| --- | --- |
|  | Login with these credentials:  Username: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Password: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. **How to look for books in the Library:**
2. After you login to Destiny, click on the “Catalog” tab along the top of the screen
3. Type in the topic you wish to search for and hit “Enter”. From the results, use the call number to locate the book in the Library!
4. **How to check out books**
5. After logging into the Destiny, click the “Circulation” tab along the top of the screen
6. The page will open to the “Check out “section, so you can simply scan the barcode on the library card. Make sure it comes up with the correct name. Type in the first few letters of their last name in the “find” textbox and click “Find patron”. Select the student that you’re searching for.



1. Then you scan the barcode of the book that the student wishes to sign out. The barcode should be on the back of the book, or on the inside of the front cover. The book will appear under “checked out”
2. Sometimes a student may have an overdue book. It will appear in red under “Items Out”. If a book is checked out, you can “Add hold”



1. Generally, if a student has an overdue book, they will not be allowed to check out another until the overdue is returned. However, in this case, the student’s overdue book is from the previous year so the student was allowed to check out another. When this happens, you must override the checkout:
2. You can adjust the length of time that books can be checked out in top tab “Admin” and left side tab “Library Policies”. Click on the pencil icon to make changes:
3. **How to check books in:**
4. Along the left-hand side of the screen under the “Circulation” tab, click on “check in”
5. Scan the barcode of the book that has been returned. The barcode may be located on the back of the book or on the inside cover. Alternatively, you can type in the letter and number found under the barcode.
6. Check that it is the right book and put it into the pile for being re-shelved. Then scan the next one!
7. **How to Add Books to the Library**

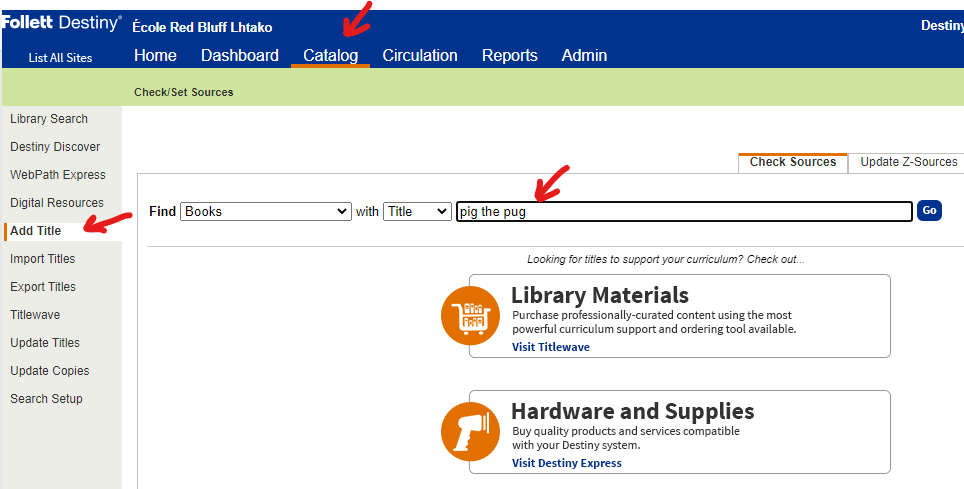
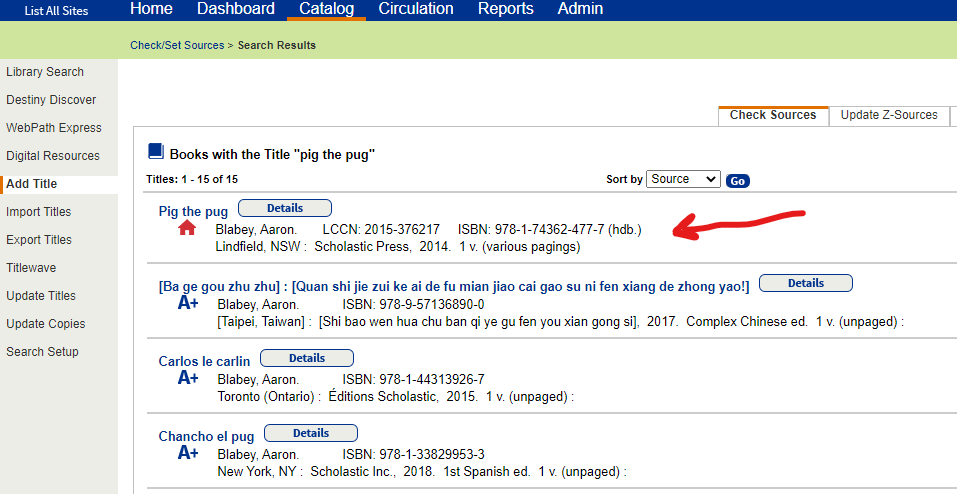
When you get new books on the Library, add them to the system. This requires two parts:

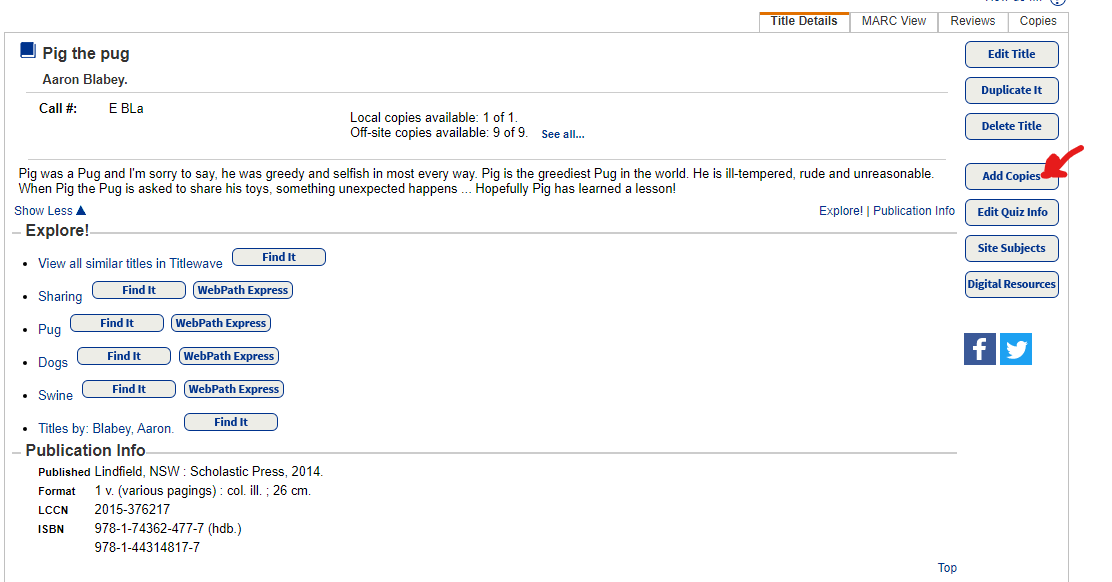
* 1. Putting barcodes on books and getting them ready to shelve. New labels can be requested from the D.A.O. (email [kevinsturt@sd28.bc.ca](mailto:kevinsturt@sd28.bc.ca))
  2. Add them into Follett Destiny

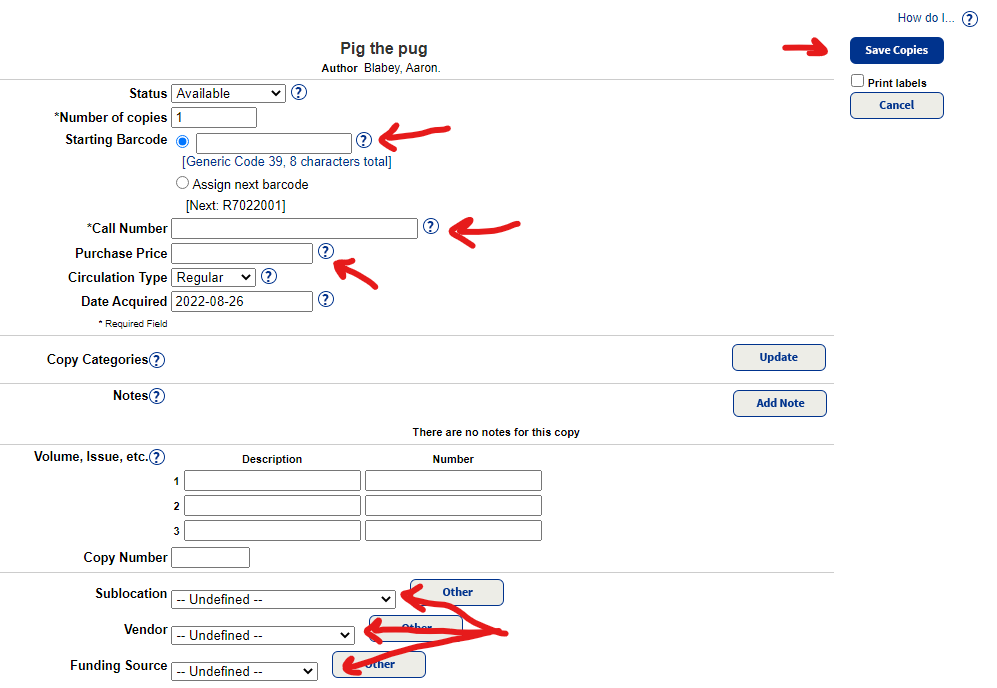
**Part a.** Getting the book physically ready for the shelf

1. Each school has a set of barcode stickers for books added to the Library. Each sheet of barcodes has 2 copies of the same code. Each book gets both of those codes:
   1. Take one of the barcodes and stick it on the back cover of the new book.
   2. Take the other barcode of the same number and add it to the title page on the inside of the book as a back-up.
2. Once that is done, put clear tape over the barcode on the back-cover jacket to protect it.
3. Add the spine label to the book. There are little stickers to create spine labels. On the spine label, there should be either a number (non-fiction), an F (fiction books like chapter books and graphic novels, or an E (easy fiction/ picture books) as well as the first 3 letters of the author’s name.
4. Put clear tape over the spine label to protect it

**Part b.** Adding the new book to Destiny

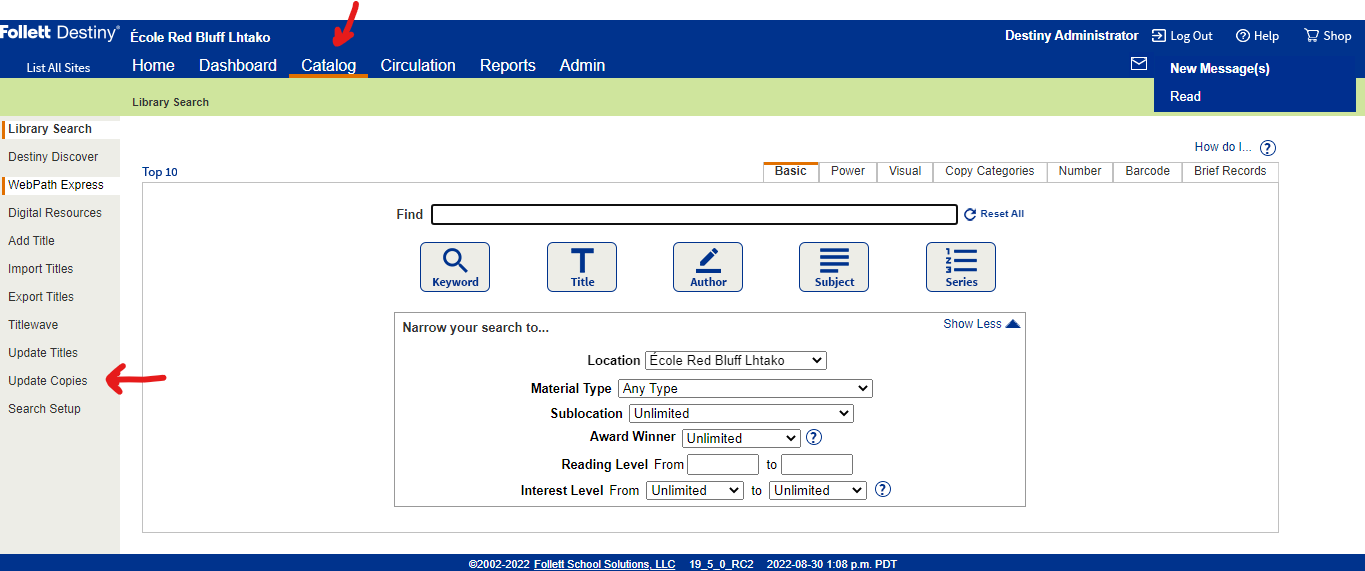
1. From the top tab “Catalog”, select “Add title” from the left side menu: 
2. Search for the book using title, author or ISBN number. You can potentially use “**Get Z results**” to get more results.
3. A search results page should come up and you can select the title that most closely resembles the book that you have. Match the ISBN numbers or the number of pages or publisher.
4. Click the title that you’re looking for and a page will pop up with further details about the book. Verify that many of the details match and select “Add Copies”



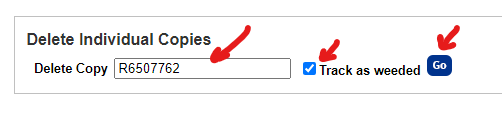
1. This will open up a page with fillable textboxes. Add information to:
   1. **Starting Barcode**: scan one of the codes that you have already attached to the book. Ensure that the barcode is correct.
   2. **Call Number**: Type in the call number that you put on the spine of the book (e.g., E, F, number)
   3. **Purchase Price**: How much you paid for the book
   4. **Optional**: specify “Sublocation”, “Vendor” and “Funding Source” 
2. Select “**Save Copies**” The next screen will confirm that the copy has been added and show the number of copies. Double check that it’s in the inventory by running a “check in” test (Circulation & Check In)
3. **How to delete books from the library catalog**

This process is important for getting rid of books that are in bad condition.

1. Go to top tab “Catalog” and left menu “Update Copy”



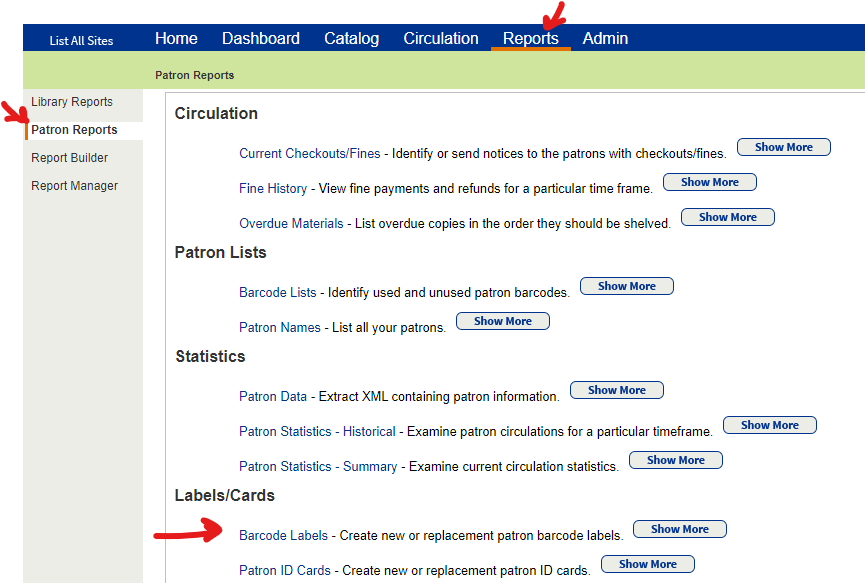
1. This will then open a page prompting you to scan the barcode and remove the book from the catalog. Make sure that the barcode shows up properly, tick the box “Track as weeded” and select “Go”



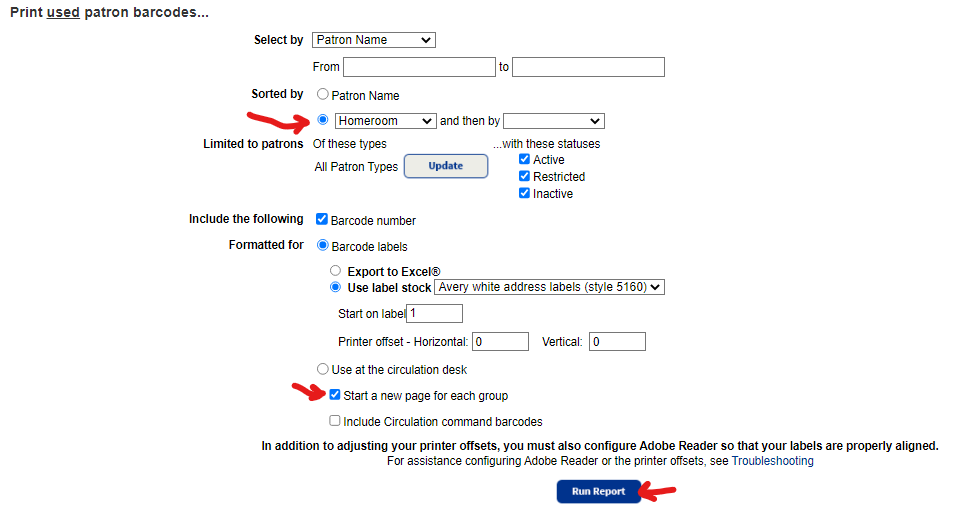
1. A confirmation will show up with the book being “Most Recently Deleted”
2. **How to print barcode labels for each student**

At the start of the year, it’s a good idea to print a list of barcodes for students enrolled in your school to make book checkout easier!

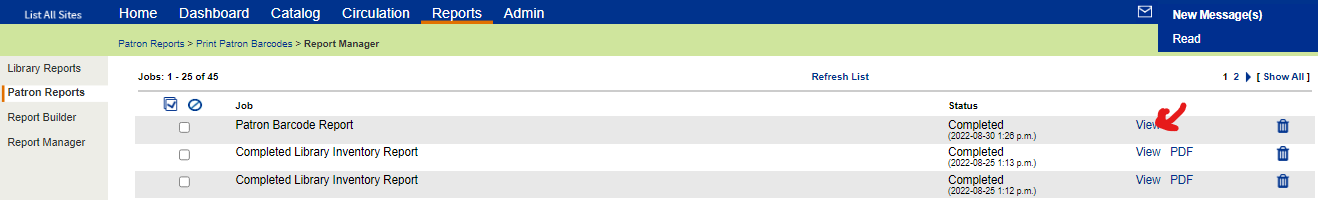
1. Go to top tab “Reports” and select left side menu “Patron Reports”
2. Under the “Labels/Cards” heading, select “Barcode labels”



1. From this screen, notice the many options such as how the labels are sorted or who to include or what kind of labels you want them printed onto. You may wish to try: a) sort by “Grade Level” or “Homeroom” and b) put a checkmark beside “Start a new page for each group”. When ready, select “Run Report”

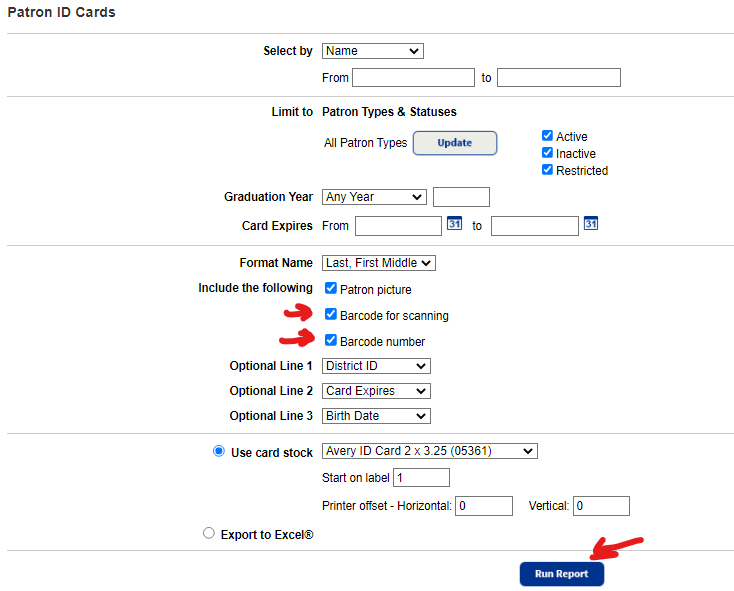


1. Refresh page (Ctrl r) or wait for the report to get completed. Click view to see the report:



1. **How to Print ID cards**

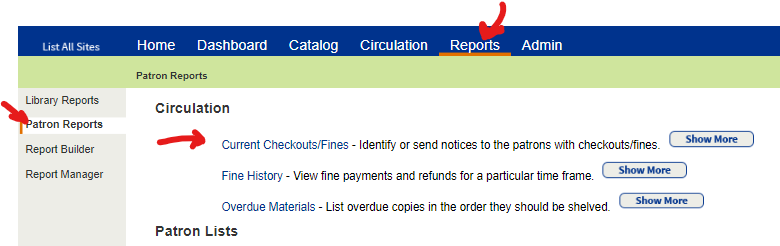
From top tab “Reports” and left menu “Patron Reports”, select “Patron ID Cards”. Specify the parameters and “Run Report”. These will be individual library cards for students. Include barcode for scanning and barcode number.



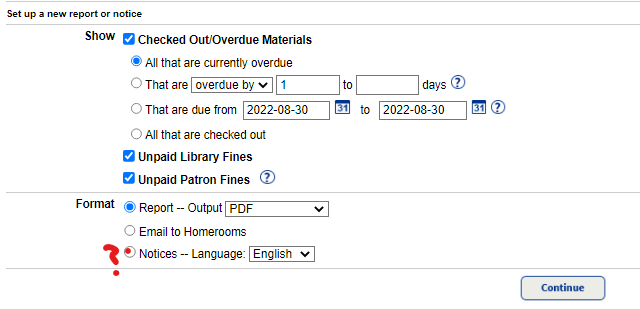
1. **How to Print Overdue Book Lists**

Through the year, print out a list of students that have overdue books. The list of the books can then be sent home with students. This is a good idea prior to extended holidays.

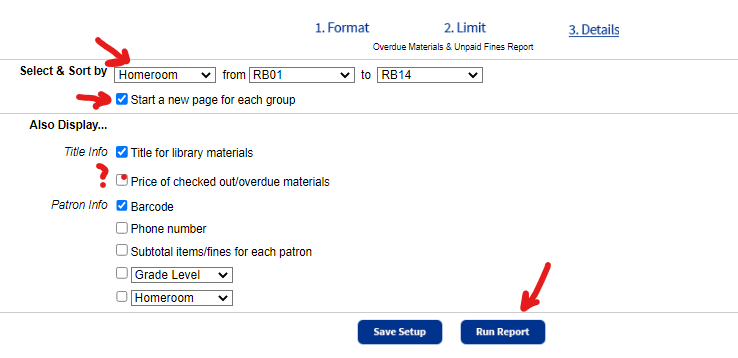
1. Go to top tab “Reports” and “Patron Reports”
2. Under the “Circulation” heading, select “Current Checkouts/ Fines” option



1. The “Format” features with several options, including a) whether to include unpaid fines, b) print it out in a or as full-page notices. Selecting “Notices” will allow for multiple reports per page. Select “Continue” to proceed



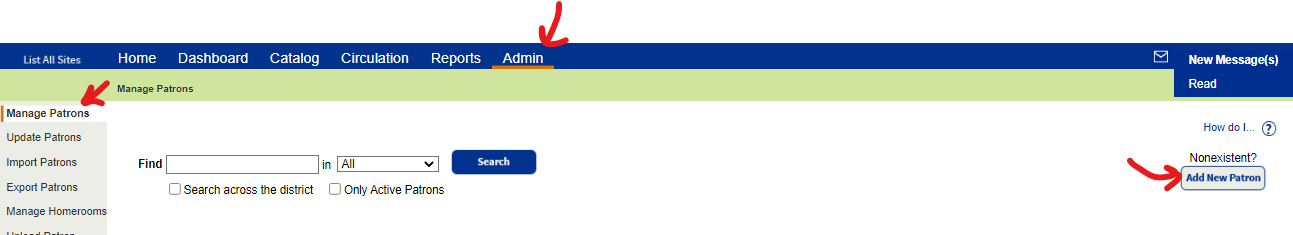
1. The “Limit” features give you the options to adjust who to include. Select “Continue”. Finally, the “Details” page provides options to sort by “Patron Name” or “Homeroom”. You can also choose to display the cost of the overdue book.



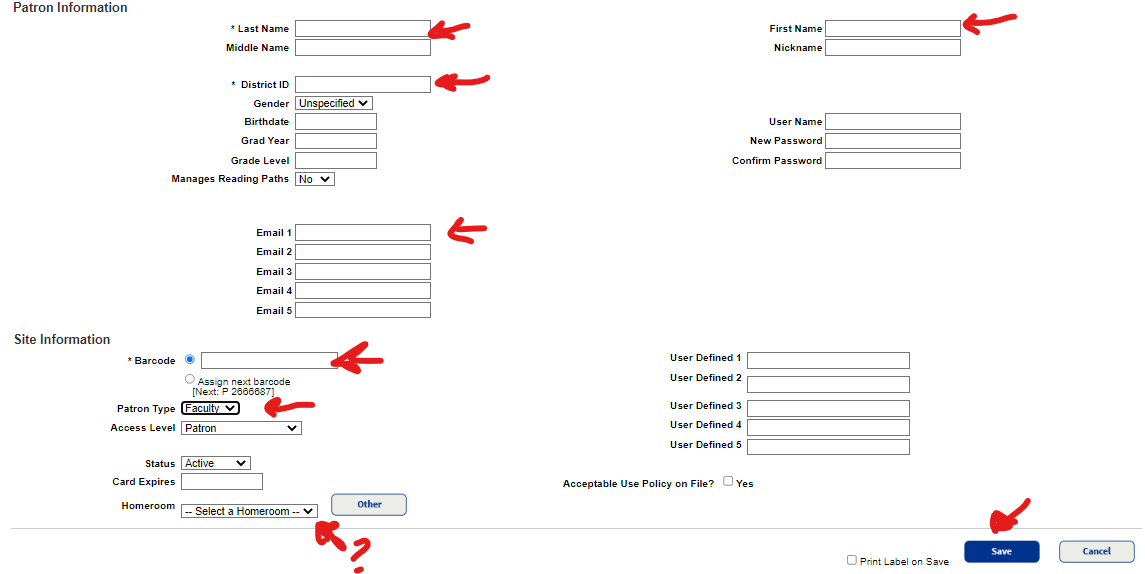
1. **Adding patrons**

New students should automatically get added to your Follett Destiny database through MyEd export updates. Contact Helpdesk (Ctrl Alt H) or [kevinsturt@sd28.bc.ca](mailto:kevinsturt@sd28.bc.ca) if you notice that a student has not been added after a few days of their MyEd records being up to date.

1. To add staff patrons, go to top tab “Admin” and left menu option “Manage Patrons.” Select “Add Patron”



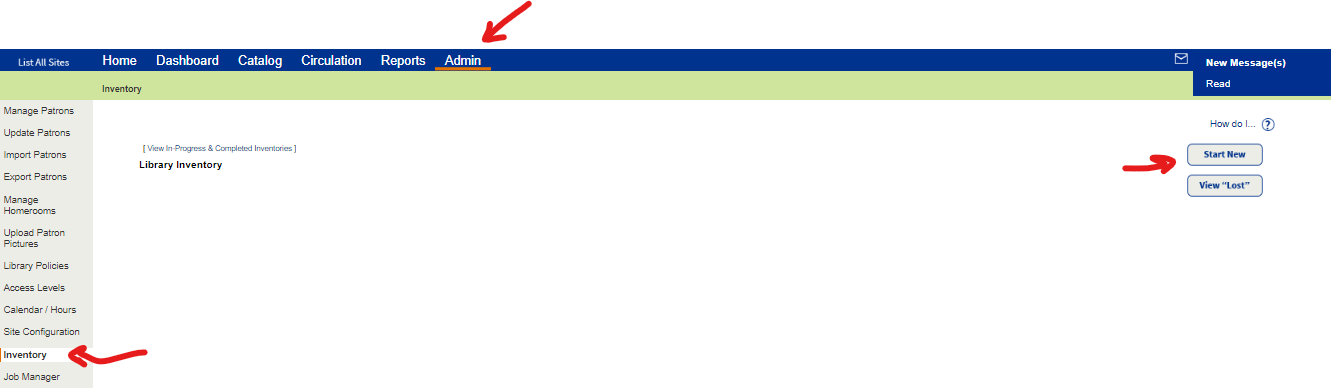
1. Fill out the following fields: a) Last Name, b) First Name, c) District ID and d) Barcode. The District ID and barcode could be the same (e.g., last name and first initial all capitals) or use the district employee number (request this of the educator). Select “Faculty” for Patron Type and add Homeroom if applicable. Save the new patron.



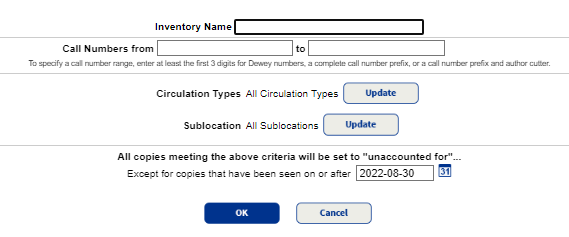
1. **Inventory**

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

1. Go to top tab “Admin” and left side menu “Inventory”. Select “Start new”

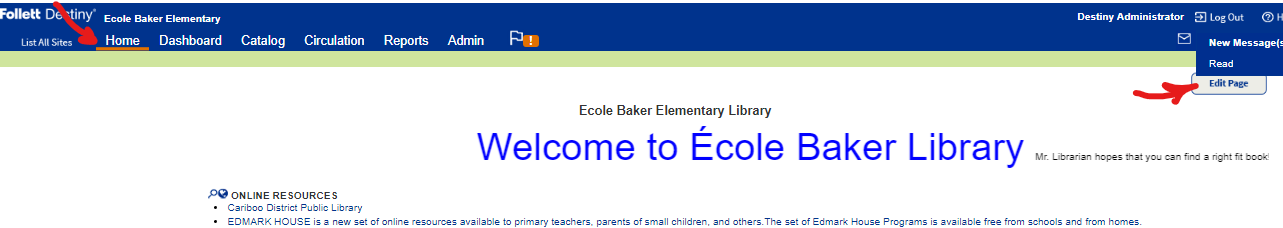


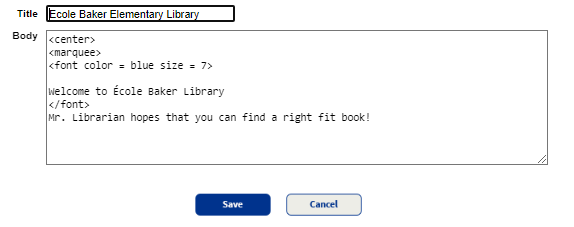
1. Define the parameters of your inventory to include a specific collection (e.g., Easy Reading Fiction)



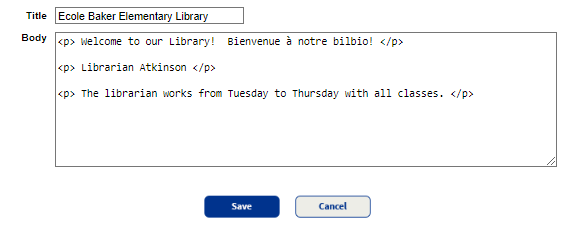
1. **Editing your Welcome page**

The Library welcome page can include notices and links to digital resources (e.g., Focused Education digital classroom)

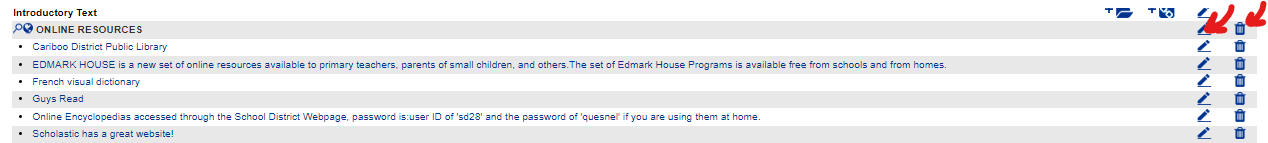
1. Go to top tab “Home” and select “Edit Page”
2. Edit the welcome message by clicking on the edit pencil for “introductory text”. 
   1. Note the options to have a scrolling message with this code text:



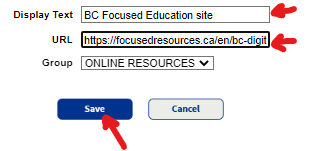
* 1. Or a stationary message with this code text:



1. Add weblinks to your page (or folders to group weblinks).



1. Copy and paste URL addresses, clicking on the icon and save the link.



1. **Quick Commands**

Use your barcode scanner to get quick entry for checking in or checking out books, etc.:



1. **Help/ Support**

For Librarian support, contact:

1. Teresa McCart

[teresamccart@sd28.bc.ca/](mailto:teresamccart@sd28.bc.ca/) 250-747-2634

1. Destiny Help Center: <http://destinyhelp195en.follettsoftware.com/Default.htm>

For technical assistance, contact:

1. Kevin Sturt (or for more bar code labels)

[kevinsturt@sd28.bc.ca/](mailto:kevinsturt@sd28.bc.ca/) 250-992-0421

1. Follett Destiny technical support

[techsupport@follett.com/](mailto:techsupport@follett.com/) 1-888-511-5114 (Option **2**)

They are very helpful but you will need to provide your “site customer number,” from “Admin” and “Site Configuration” area… “Site info”:

