## DESTINY CIRCULATION SYSTEM REMINDERS

## Fall 2017

**Patron records will be updated as soon as possible, but you may need to search all district patrons by unchecking the “only my patrons” box on the checkout screen at the beginning of the year. Also, we will still be manually entering staff and have started that procedure. After school gets started, you will have to let Diane Leupold know if staff records need to be added/changed. Student records are updated nightly but staff records have to wait for manual entry.**

**Be sure to get the rest of your Destiny program set up correctly by going through these steps.**

**1. Check your “Back Office” settings.** Most things will stay the same, but there are critical changes that need to be made.

**In *Calendar/Hours*:**

Set weeks or days your library will be closed. Use the school calendar and accommodate school holidays and breaks. Closed days impact “due dates”.

**In *Library Policies***: **So very important for Chromebook management**

Check and edit your Patron Types, setting new “fixed” and “ceiling” dates.

Check and edit your Circulation Types. These define the amount of time items circulate.

Check that your “Max fines” are set to $5.00.

Check to make sure that your default Patron Type is “student” and your default Circulation Type is “regular”.

**In *Site Configuration***:

Review settings under the “Catalog”, “Circulation”, and “Receipts” tabs. Do not change any of these ” unless you check with Diane first except:

Destiny Quest Options

Quiz/Level Based Searches allowable

Settings under the “receipts” tab and

The “Circulation sounds” at the bottom of the “Circulation” configuration information.

**2. Check your “Reports” settings**

Click “Library” in the navigation column and review the *Current Checkouts/Fines* reports you have set up. Remember when your schedule is established to edit these reports to run at the correct times and add any new ones you will need to accommodate new teachers. Delete reports that you no longer need.

Edit your overdue notice text.

**3. Review your Categories under the “Copy Categories” tab in Catalog**

Check and edit your Categories. If you are not using specific categories, please delete them. They build up unnecessary statistics. Let Diane know if you are not using Categories so that that tab can be eliminated from your search screen.

**4. Check your system to make sure that your inventory from last year is finalized.** If you did not print a list of missing volumes, both the total list and the list for this last year after your inventory finalized, please do that now.

**5. Clear old *Reports* from your Job Manager in “Back office”.** If your inventory is finalized, you should delete the saved inventory information uploads lists. You should also delete most of the everyday transaction reports and overdue notice runs from last year.

**6. Make sure that your Bluetooth CCD scanner is correctly connected to the computer.** The scanner base should be attached via USB to your computer and also plugged in to an electrical outlet.

**7. Check your cataloging system while verifying the cataloging and copy information on just-received items.** This activity is something that you need to do anyway and will ensure that your system is functioning as it should. If you encounter any problems, call the Media Services office.

**Edit the “copy record” at any time.** This is the time to set materials circulation types.

**Do NOT alter the MARC record data in your library catalog.**

Your system should be set to automatically **delete the entire MARC record**, if the District has no copies of an item left. (Setting is in Back office/Site Configuration/Catalog, near the bottom of the page.)

**8. You wiil be getting new “Pocket Scanners” that work like any USB plug-in device.**

**If you have a “Panther” remote barcode scanner,** charge your scanner for 24 hours before using it.

**9. Decide how you want to use patron barcodes for circulation and gather supplies.**  You can print barcodes in a variety of ways, cards and lists, in Reports/Patron/Print Patron Barcodes. Those wanting to use patron barcode cards will need to investigate adjusting settings to print correctly with your particular printer.

**10. Make sure you have enough item barcodes for the year.**  You are responsible for making sure that you have enough item barcodes for temporary items you barcode at the school. If you need item barcodes, request them from the Media Services office.

11. Make sure that your (look-up) library catalog station login is working. These are used for “look-up stations” and generic logins for library users. Contact Diane Leupold for log-in information if you don’t have it.

12. Remember that there is a “Circulation Desk” login to Destiny designed for the Circulation Desk. This login limits the user to circulation activities and information, and was developed for student assistants’ use. Contact Diane Leupold for log-in information if you don’t have it.

13. Remember that there is a “Circulation Only” login to Destiny designed to allow specific people to check out and in items (iPads).

**If you have a question about your circulation system that Destiny Help doesn’t answer, please contact Diane Leupold.** We have developed several “step-by-step” guides for common activities and will work to remedy the problem. This also will alert us to universal problems, if we know that several systems are experiencing the same problem.

If Diane Leupold is unavailable, call Follett Technical Support. You need to have your “Follett account number” and the help desk telephone number – 1-800-722-7424.

**If you have a problem with your circulation computer, please call Diane Leupold.** If she is unavailable you should have your building “TA” record the problem on Web Trackit. Ask them to report that this is a “Library Circulation Computer” so that request can be prioritized.