Destiny® Library Manager™
On-Site Essentials Training

Participant Guide

Version 12.0
Course Description

Welcome to the Library Manager Essentials training. This training introduces you to Library Manager and the fundamentals of using the product.

During the training, please do not hesitate to ask questions. Your trainer may take notes to respond to questions later in the training when the related topic arises.

We want you to be confident in your ability to use Destiny Library Manager, and we know that this Essentials training simply opens the door to some of the power of this product. Because we know that you’ll want to explore other features and functionality as you grow more confident, we provide a number of videos and quick reference guides for your product that are available through the Videos and more... link in Destiny Help, as well as on Follett Community. If you can’t find what you’re looking for, please don’t hesitate to contact your Follett representative as additional trainings not yet posted may be available to you and your school or district.

We’re delighted that you are a Follett customer, and we look forward to providing you with the training, professional development, and services you need to achieve success.

Who Should Take This?

Librarians, information technology personnel, and others assigned a role using Library Manager.
## Agenda

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| Library Manager Overview: This module highlights the benefits of Library Manager, describes how to navigate the software, and explains how to access the Destiny Help system. | • Access and navigate Destiny Library Manager.  
• Use on-page and online Help systems to locate additional information. | • Practice logging in to the Destiny system.  
• Document navigation paths to several basic areas of the program and share responses with the class.  
• Work with a partner to explore and discuss the Destiny Help system. |
| Catalog Searches: The search features in Library Manager accommodate all types of users in your school, from early learners to power users, through the Destiny Classic and Destiny Quest® search interfaces. This module describes Library Manager’s Basic, Power, and Visual search options. | • Execute Basic and Power searches.  
• Conduct a Visual search.  
• Perform a search in Destiny Quest. | • Practice conducting a Basic and Power search. Document the results and share with the class.  
• Use Visual search to locate a specific item the facilitator designates. Report how many items display.  
• Practice conducting an Advanced search in Destiny Quest. Discuss results in a small group. |
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<td>and book rating. It also explores using</td>
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<td>assess overdue fines automatically. This</td>
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<td>library calendar in the small group and plan changes for post-class implementation.</td>
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### Circulation Basics:
In addition to enabling you to check materials out and in with ease, Library Manager’s circulation features allow you to set special due dates and generate overdue notices. This module also explores features that allow you to gather information on individual copies and patrons.

- Circulate materials.
- Change due dates.
- Explore patron and copy information.

#### Assessed Activities
- Work through hands-on activities to check in and check out library materials.
- Explore patron type information and copy information. Be prepared to discuss findings with the class.

### Collection Management:
One of the primary tasks in collection management and development is adding resources to the collection. This module explores methods for adding and importing title and copy records to avoid creating duplicate records, ensure accurate collection reports, and enable patrons to find the materials they need easily.

- Import title records without creating duplicates.
- Add titles by using resource databases, such as the Alliance Plus® Online database.
- Add copies to existing title records.

#### Assessed Activities
- Work with a partner to take turns explaining the process for avoiding duplicate records.
- Practice adding titles to the database.
- Practice adding copies to title records.
- In a class discussion, compare the various methods for adding titles/copies.
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<tr>
<td><strong>Reports Overview:</strong> Library Manager’s Reports feature offers several options for gathering circulation information and tracking fines and other policy-related data. This module describes how to create circulation statistics summaries and historical reports as well as generate overdue notices.</td>
<td>• Generate the most common reports, including the Current Checkouts/Fines report and notices and Collection Statistics reports. • Explore other preconfigured reports that provide valuable information about library resources and patrons. • Configure the Dashboard tab.</td>
<td>• Work with a partner to practice creating a <strong>Current Checkouts/Fines</strong> report and <strong>Current Checkouts/Fines</strong> notices for patrons. • In small groups, generate current and historical <strong>Collection Statistics</strong> reports, and answer questions from the Participant Guide. Discuss answers in your groups and be prepared to share with the class. • Identify additional reports to run after class.</td>
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<tr>
<td><strong>Digital Content and eBooks:</strong> Patrons can use Destiny Library Manager to access digital content and eBooks. They can use the One Search feature to search multiple resources — including the library collection and online free and subscription databases — simultaneously. In addition, Follett offers various Digital Content Subscriptions. This module reviews these features and discusses setting up and circulating Follett eBooks with Follett Shelf™, a virtual bookshelf that gives your patrons 24/7 access to eBooks.</td>
<td>• Describe how to set up and use One Search. • Identify the purpose of Digital Content Subscriptions. • Discuss how to search for and access Follett eBooks. • Understand how to set up FollettShelf for your site.</td>
<td>• In small groups, discuss how your library will set up and use One Search. • Participate in a class discussion about Digital Content Subscriptions. • Participate in a class discussion on the benefits of eBooks. Also, discuss how your library will set up Follett eBooks.</td>
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**Wrap-Up and Q&A**
Training Policies

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You also need to be actively involved in the training event, completing all hands-on activities and participating in any other activities designed to reinforce learning.
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- Whether you participated satisfactorily in and completed the training event.

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If you have any questions or concerns, please send an email to Follett School Solutions Learning Services at LearningServices@FollettSoftware.com or call Customer Service at 800.323.3397.
Learning Objectives
As a result of completing this module, you should be able to:
● Access and navigate Destiny Library Manager.
● Use on-page and online Help systems to locate additional information.

Getting Started
This module highlights the benefits of Library Manager, describes how to navigate the software, and explains how to access the Destiny Help system.

Library Manager is a web-based program that:
● Integrates circulation, cataloging, searching, and reporting.
● Centralizes and streamlines library management across all schools in the district.
● Strengthens the library–classroom connection with digital content subscriptions that simplify searching and information access.
● Supports district literacy programs for all students and parents by providing 24/7 web-based access.
● Provides a familiar technology interface for students, making them more comfortable and more likely to use the library.
Logging in

You may want to make a note of Destiny’s URL, or web address, and create either a bookmark or shortcut for future access.

To log in, select your site name hyperlink. Then click the Log in button in the upper right corner. When the login screen appears, enter your username and password. If Destiny Library Manager is the only Destiny product your site uses, the login screen appears immediately.

Any user of Destiny Library Manager is a patron. The patron who logs in to the system has access to a range of features and functionality. A patron who does not log in to the system is called a guest and has access to basic functionality, such as searching.
Navigating

Tabs identify the five major functional areas of Library Manager: **Dashboard**, **Catalog**, **Circulation**, **Reports**, and **Back Office**:

- The **Dashboard** provides a quick graphical or textual view of the most current circulation statistics, as well as holds and overdue materials information.
- The **Catalog** tab allows you to search for, add, and update item records.
- The **Circulation** tab allows you to check items out and in, place holds and request interlibrary loans (ILLs), and assess fines.
- The **Reports** tab provides access to report templates with which users can generate preconfigured and customized reports.
- The **Back Office** tab enables administrative tasks such as setting up loan policies, managing patron records, and conducting inventory.

Options are the functions associated with each tab. The list of options changes as the user selects a different tab.

Subtabs are additional functions of a particular option. Some options have multiple subtabs. Selecting a subtab takes the user to a new screen and a different function.

Breadcrumbs indicate the path of tabs and subtabs the user has navigated. It is important to use the breadcrumbs to back out of a function because using the browser back arrow may log the user out of Destiny.
Evidence of Learning

Log in to your site and locate the following tasks by using the **Catalog**, **Circulation**, **Reports**, and **Back Office** tabs. Write down the navigation path you took to find each task.

*Example*: Performing a search

*Expected Answer*: **Catalog** tab, **Library Search** option

1. Checking out materials
2. Generating a **Current Checkouts/Fines** report
3. Adding a title record
4. Performing an inventory

Using the Destiny Help System

The Destiny **Help** system helps you locate information on hundreds of topics. The real-time information hosted on a Follett server is updated regularly.

On-page **Help** allows users to locate information regarding the screen/page or a specific field that displays currently.

Online **Help** allows users to locate information on any topic, regardless of which screen or page displays currently.
In addition to Library Manager’s **Help** system, eLearnings on many topics are available when you log in to the Customer Portal on Follett’s Home page. Instructions for accessing the eLearnings are at the back of this guide.

**Evidence of Learning**

Working with a partner, spend a few minutes exploring both online and on-page **Help**. Discuss how these features and the eLearnings might help you as you learn the software.
Learning Objectives

As a result of completing this module, you should be able to:

- Execute Basic and Power searches.
- Conduct a Visual search.
- Perform a search in Destiny Quest.

Getting Started

The search features in Library Manager accommodate all types of users in your school, from early learners to power users, through the Destiny Classic and Destiny Quest search interfaces. This module describes Library Manager’s Basic, Power, and Visual search options.

Basic Searches

The default Basic search function allows patrons to use simple search terms or phrases to locate materials and to set limiters to narrow their search results. Its buttons provide the ability to perform five types of searches: Keyword, Title, Author, Subject, and Series.

A Keyword search displays the largest number of titles in the search results as it searches all title, author, subject, series, and note tags (fields of information) in the district’s MARC (title) records.
Power Searches

A Power search is a more complex search interface that allows patrons to use Boolean operators and additional limiters to perform a more precise search.

Boolean operators are words that link search terms to broaden or narrow search results. These operators are AND, OR, and NOT.

A limiter is a means of limiting a search to a particular field or fields in the MARC (title) record.

Limiting Your Search

Both the Basic and Power search options let patrons limit their search to a particular Location, Material Type, Reading Level, and other limiters.

Library Manager limiters:

- **Location** (available in Basic and Power search) allows patrons to narrow the search to materials owned by their school, the entire district, or a group of schools (such as all elementary, middle, or high schools).

- **Material Type** (available in Basic and Power search) allows patrons to narrow the search to a specific material type, such as Book or Video.
• **Publication Year** (available in Power search) allows patrons to narrow the search to any material published during a specific year or range of years.

• **Call Number** (available in Power search) allows patrons to narrow the list of search results to a specified call number range.

• **Circulation Type** (available in Power search) allows patrons to narrow the search to materials that share a particular circulation type. The default is All Circulation Types; click the **Update** button to limit the search to one or more of the eight types listed, such as **Reference**, **Audiovisual**, and **DVDs**.

• **Award Winner** (available in Basic and Power search) allows patrons to narrow the search to award-winning materials by selecting the Literary Prizes option or a specific state from the drop-down list. Once patrons select one of those options, they refine the search further by selecting a specific award. The Destiny Administrator must enable this limiter on the **Edit District** screen. Destiny updates the list of award winners automatically once a month.

• **Reading Level** (available in Basic and Power search) allows patrons to narrow the search for books that are not too easy or too hard for them to read. Patrons can enter values between 0.1 and 20.0 in one or both fields.

• **Interest Level** (available in Basic and Power search) allows patrons to narrow the search to books that should interest students in a particular grade level. Patrons must select grade levels in both the **From** and **to** fields.

• **Reading Programs** (available in Basic and Power search) allows patrons to narrow the search to books that match particular reading levels from the Accelerated Reader®, Reading Counts!® , Lexile®, or Fountas and Pinnell Reading Programs based on reading levels and point values. This feature is available only with a Reading Program Service Digital Content Subscription.

The Online Resources checkbox (available in Power search) allows patrons to include the library’s online resources in a search. Selecting this function opens a list of available resources to choose from. Online Resources are automatically included in a Basic search. This function is available if One Search is enabled. One Search is discussed in a later module.

**Evidence of Learning**

The following activities will help you practice performing **Basic** and **Power** searches.

1. Perform a keyword search for Oceans. Click on the **Browse Subjects?** link.

2. Perform a subject search for lions OR tigers in material published after 2000.
**Visual Search**

Destiny’s Visual search feature allows patrons to click on a series of pictorial buttons to search for resources instead of entering search terms.

Visual searches use two types of buttons: group and search (or URL) buttons. Click on the **Visual** subtab to display the group buttons. Group buttons represent broad topics to help guide patrons toward a particular area of interest. Clicking on a group button displays the search buttons. When patrons click a search button, the Search Results screen opens and shows a list of the resources in the library’s collection that match the search topic.

**Evidence of Learning**

Using **Visual** search, locate materials in your collection on weather. How many items display in the search results?
Search Results

Search results are organized by material types on subtabs on the Search Results screen.

The **Titles** subtab lists materials in your library that match the search term. This includes Follett ebooks.

The **Digital Resources** subtab lists videos, pictures, or sound files from a digital provider.

The **Web Sites** subtab lists the websites that have information about the search term. This tab is only available to sites with a subscription to WebPath Express.

The **One Search** subtab lists resources in your online databases.

**Searching with Universal Search**

Universal Search, an interface in Destiny Library Manager, makes it easy to find resources in your library’s entire catalog with one quick search. You can do one search and find everything from eBooks to print materials to digital resources from One Search, Webpath Express, and your subscription databases. See the Videos and more... link in Destiny Online Help for more information.
In this activity, you will practice searching in Universal Search.

Navigate to your site’s Universal Search page and search for all your library’s resources on animals. Compare your search results with those of someone sitting near you.

**Searching With Destiny Quest**

Destiny Quest is a highly graphical searching interface included with Destiny Library Manager. It engages K–12 students and helps them easily locate appropriate library materials that meet their classroom needs and personal interests.

Access Destiny Quest by clicking on the **Destiny Quest** option on the **Catalog** tab. The Destiny Quest Home page contains The Top 10 Books, Resource Lists, and New Arrivals.

![Destiny Quest Home Page](image)

To access Destiny Quest, a workstation must have the following:

- One of these browsers—Microsoft Internet Explorer version 7 or higher, Apple Safari, Mozilla Firefox, or Google Chrome.
- Monitors with a minimum screen resolution of 1024 x 768.

Destiny Quest’s Simple Search function allows patrons to enter a keyword search term in the **Find** field and select **Go!** to locate library materials. Patrons can access Simple Search within every main link in Destiny Quest; the Find field appears at the top of each screen.
The Advanced search feature in Destiny Quest is comparable with the Power search in Destiny Classic. It allows patrons to use Boolean operators (AND, OR, NOT) to narrow or expand searches, but in Destiny Quest patrons add another limiter line to indicate AND and fill in a **But I don’t want** field to indicate NOT.

Visual Search in Destiny Quest functions in the same manner as it does in the Classic Catalog and uses the same predefined groups and searches. Clicking the Visual Search link opens the Visual Search window.

**Note**: You have the option to set up your catalog so it defaults to Destiny Quest. The Site Administrator sets this option by access level. The associated access level permission is **Use Destiny Quest by default**.

**Evidence of Learning**

In this activity, you will practice searching in Destiny Quest.

Navigate to your site’s Destiny Quest Home page and search for all titles that include lions AND tigers. Compare your search results with those of someone sitting near you.
MyQuest

MyQuest gives patrons their own space to create “shelves” containing the books they have read, the books they are currently reading, and the books they want to read. They can also request and accept friends with whom they can share ratings and reviews, recommendations, and comments. MyQuest is available to patrons only if granted the appropriate permissions by the Destiny or Site Administrator based on school policies.

Specific access level permissions allow you to manage patrons’ recommendations and MyQuest conversations.

More information on MyQuest is available in online Help.

Mobile Quest App

A free Mobile Quest application is available for download in the Apple App Store and the Google Play Store.

The app is available to students, teachers, and librarians and allows remote access to Destiny Quest to:

- Browse the catalog.
- Place an item on hold.
- Save and view items on a Resource List.
- View a detailed summary of their account.

Refer to the Destiny Mobile Application eLearnings for more information on the features and setup of the app.
Learning Objectives
As a result of completing this module, you should be able to:

- Create and use Resource Lists.
- Create title ratings and reviews.
- Customize the catalog in Site Configuration.

Getting Started
This module outlines advanced catalog features such as creating and sharing a resource list and a book rating. It also explores using Library Manager’s Site Configuration option to customize the catalog.

Resource Lists
A Resource List is a group of library titles that you organize for a specific purpose. Destiny’s Resource Lists function makes it easy for you to organize titles you locate through searches and other Destiny functions.

Use Resource Lists to:

- Store titles you want to locate or materials you used for a project.
- Share resources with other users.
- Create citation lists and bibliographies.
- Print barcodes for new materials.
- Merge duplicate titles.

Based on your access level permissions, you can:

- Create either a private or public Resource List.
- Publish Resource Lists across the district.
- Share a Resource List by adding co-owners.
- Copy your own or someone else’s public Resource List.
- Reassign the ownership of a public Resource List to another local user.
Access a resource list by selecting the Catalog tab, Resource Lists option. The My Lists subtab contains all of your Lists, both public and private. The Public Lists subtab contains all users’ public lists.

You can also access a Resource List in Destiny Quest:

- On any page, above the Drag + Drop widget
- In Quick Details
To create a Resource List:

1. Navigate to the Catalog tab, Resource Lists option.

2. On the My Lists tab, click Add List.

3. Enter a Name and Description. You can always change either one.

4. If you want other patrons to be able to view the List, select the Make this list Public locally checkbox or the Make this list Public across the District checkbox. Clearing these checkboxes makes the List private.
5. Click **Save**.

To add titles to a Resource List:

1. Search for a title.

2. From the **Search Results** or **Title Details** page, click **Selected List**.

3. Select the appropriate List.

4. Click either **Add Page** to add all titles that came up in the search results or **Add to this list** next to a single title to add that title.

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**Evidence of Learning**

Take a few minutes to practice creating and using a resource list by completing the following activities:

5. Create a new personal resource list.

6. Add a few items to the list.

7. Create a citation list of the materials in the resource list you created.

**Title Ratings and Reviews**

Reviews offer students a way to share their opinions of their favorite (or least favorite) titles. A 1- to 5-star average rating appears on the Search Results and Title Details screens of the **Catalog** tab. In Destiny Quest, patrons can narrow their initial Search Results based on the review ratings. Patrons may also include a written comment about the title.

Ratings and reviews display on the **Reviews** subtab on the Title Details screen.
The ability to add ratings and reviews and upload digital content is controlled by permissions. Consider the following questions and then ask your Site Administrator to enable the appropriate permissions for each access level:

- Which groups of patrons can provide ratings?
- Which groups of patrons can provide ratings and write reviews?
- Which groups of patrons can upload digital content with a review?
- Which groups need review approvals?
- Do you want reviewer names or initials to appear, or do you want patrons to post reviews anonymously?

Evidence of Learning

Practice adding a rating and review on a title in your collection.

Catalog Configuration Options

You can customize the way your catalog displays through the use of the Site Configuration option on the Back Office tab. The customization options are on the Catalog subtab.

The customization options include the following:

Destiny Quest Options...

- Default theme for Destiny Quest: You can select the default theme for Destiny Quest. Guests and logged-in patrons still have the ability to change the theme they see. If a logged-in patron selects a different theme, the last theme they selected appears when they log in again.
- Show patron pictures in MyQuest: If pictures are attached to patron records, your choice in this setting displays or hides them when patrons use the Friends feature in MyQuest.
Language Support...

- **Allow guests and patrons to view select pages in**: This option allows patrons to view select screens in Destiny in French or Spanish. After saving the configuration, the option(s) appear as buttons on the **Catalog** tab under the option menu.

- **By default, display select pages in**: In this section, you can choose the default language for select pages.

Library Title Display Settings...

**Library Reviews**: Select the format for displaying the reviewer’s name on reviews, or choose to hide the reviewer’s name.

Quiz/Level Based Searches...

These settings allow your patrons to limit their searches by a particular reading program and reading/interest level, if this information is in the MARC record.

Search Settings...

- **Enable search suggestions in Destiny Quest**: This setting turns on the **Auto-suggest** feature in Destiny Quest.

- **Filter search suggestions**: This setting allows you to enter specific words that you do not wish to appear in the Auto-suggest drop-down list. It does not stop the patron from using the word as a search term, but it does prohibit others from seeing it in the list.

- **By default, show limiter options in Basic Search**: When enabled, this setting displays all the limiter fields on the Basic search screen.

Top Ten Titles

This setting displays the top 10 titles that circulated in your library. You may choose to have Library Manager count only titles checked out by students, particular material types, or call number ranges.

Evidence of Learning

In your site groups (if applicable), enable the catalog settings that are appropriate for your library.
Learning Objectives
At the end of this module, you should be able to:
● Create new and edit existing circulation types.
● Create new and edit existing patron types.
● Edit the library calendar.
● Explain and set up appropriate Site Configuration circulation settings.

Getting Started
Before you set up the loan policies and circulation settings for your library, you should gather the following information:
● A list of patron groups, such as students, faculty, staff, parents, and volunteers. This is the list of patron types.
● A list of circulation periods for the different types of materials in the library collection. This is the list of circulation types, which in some cases may be based on patron type. Your list might look something like this:

<table>
<thead>
<tr>
<th>Material</th>
<th>Students</th>
<th>Faculty</th>
<th>Substitutes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular</td>
<td>2 weeks</td>
<td>90 days</td>
<td>2 weeks</td>
</tr>
<tr>
<td>Overnight</td>
<td>1 day</td>
<td>2 weeks</td>
<td>1 day</td>
</tr>
<tr>
<td>Audiovisual</td>
<td>1 week</td>
<td>30 days</td>
<td>2 weeks</td>
</tr>
</tbody>
</table>

● A copy of the library policy handbook or a list of the circulation policies for the library.
● The library calendar.
Circulation Types

Once you identify your patron types and the loan policies for the types of materials in your collection, you are ready to set up those policies in Library Manager. To do so, select the Back Office tab and the Library Policies option. Select the Circulation Types subtab to edit these policies.

Library Manager assigns the default circulation type to any newly added copies. Click the Edit icon to make any changes to a circulation type. To add a new circulation type, click the Add Circulation Type button. Make decisions on the following options:

**Loan Period**: period of time patrons are allowed to keep library materials. You can customize these for different patron types.

**Grace Period**: number of days past the due date before a checkout is considered overdue and a fine is calculated.

**Renewable**: number of times a patron can renew a particular item before Library Manager blocks the transaction.

**Fine Increment**: amount incurred for each open day that a checkout is overdue.

**Max Fine**: upper limit or cap of a fine. In addition, Library Manager can automatically charge a fine to a patron based on the purchase price in the copy record when a checked-out copy is marked lost. If a purchase price is missing, Library Manager assesses the max fine.

**Overdue to Lost ___ Days**: number of days library material can be overdue before the copy status changes automatically to lost.
Patron Types

After editing the settings for circulation types, select the Back Office tab, Library Policies option, Patron Types subtab to edit these additional library loan policies.

The Library Manager installation provides two default patron types. They are faculty and student (the latter is the default patron type). To edit the policies for one of the patron types, select the Edit icon to its right and make decisions on the following options:

Max Checkouts: number of copies of all circulation types a person of this patron type can check out at any time.

Max Holds: maximum number of holds a patron can place at one time.

Ready Holds Expire in ___ days: number of days an available copy is held for a patron until it is released for the next patron in the hold queue or placed back on the shelf for circulation to others.

Pending Holds Expire in ___ days: number of days a patron hold remains active in the hold queue.

Default Hold Priority: order of patrons in the hold queue.

Block check outs and renewals if the patron has fines or overdue items: Library Manager alert that blocks checkout of additional items when a patron owes fines or has overdue materials. An override is available.
Evidence of Learning

Work with your site groups to complete the following activities. Have only one person in each group make changes in Library Manager:

1. Discuss and edit your default circulation types.
2. Discuss and edit your default patron types.
3. Discuss how you will add any additional circulation and patron types when you return to your library.

Circulation Site Configuration Options

You can customize your circulation options using the Site Configuration option on the Back Office tab. The customization options below appear on the Circulation subtab.

![Circulation Options](image)

**Allow library materials to circulate to all patrons in the district:** This setting enables interlibrary loans with other sites or schools (for district installs only).
Calculate library loan periods based on calendar/open days (offers two options):

- Calendar: This setting calculates due dates according to the calendar, including weekends, holidays, and any other library closed days in the loan period. This setting works hand-in-hand with the Loan Period setting in Library Policies.

- Open: This setting calculates due dates based on open days in the Library Manager calendar only. It does not count closed dates such as weekends and holidays as part of the loan period. The patron has a due date of x number of open days. For example, if your library is open five days a week and you want to set a two-week loan period, set the loan period to ten days, not fourteen days.

Please note: If a calculated due date falls on a closed day, the due date moves to the next open day.

**Display patron pictures**: This option displays patron pictures by default in circulation functions, such as checking materials in and out.

**Preferred Barcode Symbologies**: This option defines your library’s symbology. Destiny assigns barcode numbers to library materials and patrons automatically, and this options tells Destiny the symbology your library uses or plans to use.

**Customize User-Defined Patron Field Names**: These options allow you to name the user-defined patron fields and select whether any user-defined fields display during circulation functions.

---

**Evidence of Learning**

*Make a note to complete this setup when you return to your site.*

In your site group, discuss the **Site Configuration** options on the **Circulation** subtab. Decide which choices you can make now and which may require further discussion.
Library Calendar/Hours

It is important to update the Library Manager library calendar regularly as Library Manager uses it to assign due dates, calculate fines, manage holds, and report circulation statistics. To ensure that Library Manager’s calculations are accurate, it is ideal to mark closed dates for the entire school year, either at the end of the previous school year or the first day library staff return at the beginning of the new school year.

Closed dates are marked “Closed” and highlighted in gray. If an unscheduled closed day occurs (due to bad weather, for example), you can mark the date closed retroactively when school opens again. Upon return to school, simply select the Back Office tab, Calendar Hours option and click on all dates the school was unexpectedly closed. While the due dates for checked-out items do not change, Library Manager does not assess fines for items due on the dates you close retroactively. Library Manager counts only open days when calculating fines.

Evidence of Learning

In your site groups, determine a few days that you know the library will be closed and have one person mark those dates as closed. Make sure to have someone at your site complete the rest of the calendar when you return to your library.
Module 5

Circulation Basics

Learning Objectives
At the end of the module, you should be able to:

- Circulate materials.
- Change due dates.
- Explore patron and copy information.

Getting Started
In addition to enabling you to check materials out and in with ease, Library Manager’s circulation features allow you to set special due dates and generate overdue notices. This module also explores features that allow you to gather information on individual copies and patrons.

Checking Out
To check out library materials to patrons, click the Circulation tab. By default, the Check Out option is selected.

You have two checkout choices:

- To Patron subtab: Use this subtab to check out items to individual patrons.
- By Homeroom subtab: Use this subtab to check out items to students using the library during class time.
**Note**: You can use the following wildcard tools when you are unsure of an exact spelling of a patron’s name. You can also use these tools in catalog searches:

- Asterisk (*): The * replaces any number of letters at the end of a word; however, it cannot replace a word’s first or last letter, and it cannot have any letters after it.
- Question Mark (?): The ? wildcard replaces single letters; however, it cannot replace the first or last letter of the word.

**Checked Out and Items Out Sections**

Checked Out section—identifies the last copy checked out during a circulation session.

Items Out section—lists all copies checked out to a particular patron.

**Changing Due Dates**

To change due dates, select the **Change** icon under the Checked Out section on the **Check Out** screen.
Checking In

The Check In option looks similar to the Check Out option, but, unlike the Check Out option, you do not check in items by patron. You check in by item only. Recently checked-in items appear in the Most Recently Checked In section. This section is helpful for confirming items were checked in. The list holds the 10 most recent checkins.

The Record in-library use checkbox counts in-library use of materials that are not officially checked out (Ex. reference books).

Evidence of Learning

In this activity, you will practice checking out materials and changing due dates:

1. Check out one of the two books you brought with you to yourself.

2. Check out the second book you brought with you to yourself. After checking out the second book, change the due date to a date in the past, making it overdue.
Copy Status

The **Copy Status** option displays information about a particular copy, including current and previous checkout information. In addition, on this screen you can edit the copy record, add a hold, mark the copy lost, print new barcode labels, or add a note to the copy record.

From the **Check In** screen, click the copy barcode number of an item recently checked in to open the **Copy Status** screen. You can also access **Copy Status** information by clicking on the **Copy Status** option and scanning the barcode or typing the name or barcode of a title.

Evidence of Learning

In this activity, you will explore the **Copy Status** screen and practice checking books in:

1. Explore the status of the two books you brought with you.

2. Check in the two books you checked out to yourself in the earlier activity.
Patron Information

The patron information section is in the top portion of the Check Out screen. In the patron information section of the Check Out screen, you can perform the following tasks.

- View patron information
  
  Click the patron’s barcode hyperlink to display the **Patron Status** screen.

- Manage fines
  
  Click the **Fines** link to display any fines for this patron, create or waive fines, or mark them as paid.

- Print a patron transaction receipt
  
  To print a receipt showing all transactions, select the **Receipt** button. To print just the daily transactions, click on the **Only today’s check outs** checkbox. After you make your selection, a new window containing the transaction information opens.

You can also view the patron’s homeroom from the patron information section of the **Check Out** screen.
Evidence of Learning

Explore your patron record by performing the following tasks:

1. Locate your patron record.

2. Click on your patron barcode link. After viewing your Patron Status screen, return to the Check Out screen by using the breadcrumbs at the top of the screen.

3. Click on the Fines link. After viewing your Fines screen, return to the Check Out screen by using the breadcrumbs at the top of the screen.

4. Click the Receipt button. Click Cancel to return to the previous screen.
Learning Objectives
At the end of this module, you should be able to:

● Import title records without creating duplicates.
● Add titles by using resource databases, such as Follett’s Alliance Plus Online database.
● Add copies to existing title records.

Getting Started
With Library Manager, you can add resources to your online catalog two ways: electronically (which is faster and easier) or manually (which is slower but sometimes necessary). Whichever method you use, you should add records to the Library Manager database in a consistent fashion that avoids creating duplicate records, ensures accuracy in collection reports, and enables patrons to find the materials they need easily.

Importing Title Records
When your library receives a book order from a publishing firm that provides MARC and copy records, performing a title import is the most efficient way to add the title and copy records to Library Manager.

To import the records, select the Catalog tab, Import Titles option. The Import Titles screen contains four sections.
Title Matching

Before importing a title record, Library Manager checks to see whether it is a duplicate (or match) of a record already in the district’s collection. In the Title Matching section, librarians set up how they want Library Manager to handle a match: either retain the existing record or replace it with the incoming record.

The Strict option (recommended) performs the most comprehensive check to avoid creating duplicate MARC or bibliographic records. When using the strict matching rules, Library Manager determines that an incoming record is a duplicate of an existing record if the two records share all the following information:

- A standard number—LCCN, ISBN, or ISSN
- First 150 characters of the title (Field 245_a)
- Material type (e.g., video, book, sound recording)
- Material type subtype (if present)
- First 20 characters of the author’s name (Fields 100, 110, or 111, if present)

Note: Library Manager ignores the author field if the Remove the author requirement checkbox is selected
- Publication date (if present)

Copy Matching

Library Manager next determines whether an incoming copy is a duplicate of one in the library’s collection by comparing barcode numbers and site names:

- Skip the incoming copy if its barcode matches an existing copy’s barcode—The Import Summary report provides information you need to investigate why a barcode number in the vendor import file matches one already in the collection.
- Replace the existing copy with the incoming copy if the barcodes and the titles match—updates the information in the existing copy records.
- Always add the incoming copy record and assign it the next available barcode—ignores barcode numbers in incoming records and assigns new ones to every incoming copy. Use this option when the vendor hasn’t assigned barcode numbers.

Assign Copy Information

If all the imported copy records are for one site (library), the following information can be added to copy records if it is missing: circulation types, copy categories, sublocations, vendors, and funding sources.

Import File

The Import File section provides options to select the import file, add the imported titles to a resource list, limit the Job Summary, and preview the import before completing it.
Importing MARC Records From Follett Titlewave®

Titlewave is a collection development and curriculum support tool available from Follett. It offers access to purchase more than 1 million K–adult books, eBooks, and high-quality, curriculum-focused audiovisual materials for PreK–12 schools.

Titlewave is integrated in Destiny and is accessible to the Site Administrator by default. Access is controlled by the Access to Titlewave permission.

You can access Titlewave order history by navigating to the Titlewave option, Order History subtab.

Clicking the Import button on the Order History screen takes you through the import process just discussed. Destiny selects the correct file based on which Import button you clicked. Once you import the file, the Import Date and Download Date columns are populated on the Titlewave Details screen.

For more information on Titlewave, visit the Titlewave website at http://www.titlewave.com/.
Adding Titles With Records From Resource Databases

If the title you wish to add does not have a district record, it may have a title record in Follett’s Alliance Plus Online database, which contains more than eight million MARC records. Using an Alliance Plus Online database record saves time by eliminating the need to create a record manually. To avoid duplication, it is important to search for the item before adding a new title to the database.

The house icon represents a title record that already exists in the district’s collection in Library Manager.

The A+ icon represents a title record in Follett’s Alliance Plus Online database. If no matching title exists in Library Manager, use this source.

The lightning bolt icon represents a title record located in a library database that was set up as a Z-Source in your software.
Adding a Title Record Manually

When electronic sources don’t provide the correct record or any record at all for an item you are adding to your collection, you may need to create a record manually by using Library Manager’s Easy Editor or MARC Editor.

Evidence of Learning

Work with a partner to complete the following tasks:

1. Explain the process you would use to add a title and avoid adding duplicates.

2. Discuss how you would decide what record to use if a district record is not available.

Adding Copies

To add copies to an existing district record, click on the title or its Details button. The Title Details screen opens with additional information about the item. Select the Add Copies button to add a copy to this record.
The steps for using resource databases to add copies are basically the same as the steps for adding a copy to an existing district record.

When electronic sources don’t provide the correct record, or any record at all, for an item you are adding to the collection, you may need to create a record manually by using Library Manager’s Easy Editor or MARC Editor. For more information on manually adding a title record, refer to on-page Help.

Evidence of Learning

If you brought a book that has not been cataloged yet, add the title and/or copy record to Library Manager. If you do not have a book with you, discuss how you would add a copy to Library Manager.
Learning Objectives

At the end of the module, you should be able to:

- Generate a **Current Checkouts/Fines** report and notices.
- Generate a **Collection Statistics—Historical** report.
- Generate a **Collection Statistics—Summary** report.
- Explore other preformatted reports that provide valuable information about your library resources and patrons.
- Configure the **Dashboard** tab.

Getting Started

Library Manager offers a multitude of preconfigured Library and Patron reports. This module covers some of the most common reports libraries use. We encourage you to explore all the reporting options. Access reports on the **Reports** tab, and for more information on reports, access on-page and online **Help**.
Current Checkouts/Fines Report

The Current Checkouts/Fines report helps you track unresolved transactions in your library. The report can include checkouts, overdue materials, and fines. You have the option to run reports or notices.

Depending on how you format, limit, and sort a report, you can generate reports on the following:

- Patrons with overdue copies and outstanding fines, grouped by homeroom
- Graduating patrons with any checkouts, grouped alphabetically by patron name
- Only patrons with outstanding fines

Depending on how you limit the patrons and materials, you can generate the following notices:

- Overdue notices
- Fine notices
- Bills for books presumed lost

---

**Notice: Checked Out Materials, Unpaid Fines.**

Dear Victoria Green:

The following items are overdue. Please return them as soon as possible.

<table>
<thead>
<tr>
<th>Library Materials</th>
<th>Due Date</th>
<th>Call Number</th>
<th>Title</th>
<th>Barcode</th>
<th>Est. Fine</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/29/2011</td>
<td>813/.54</td>
<td>T 379</td>
<td>F. Scott Fitzgerald: The Great Gatsby</td>
<td>$0.05</td>
<td>($0.05/day)*</td>
</tr>
</tbody>
</table>

Item Overdue

Total Est. Fines: $0.05
You can distribute notices internally, mail them, or send them via email. You also have the option to address the notice To the Parent or Guardian of: Patron’s Name.

### Evidence of Learning

Work with a partner to complete the following activities:

1. Run a **Current Checkout/Fines** report.

2. Run **Current Checkout/Fines** notices.

### Collection Statistics—Historical Report

A **Collection Statistics—Historical** report helps you identify low circulation areas of the collection that need weeding, promotion, or enhancement, as well as any section that is highly used and may need more resources.

To access this report, select the **Reports** tab, **Library** option, and the **Collection Statistics—Historical** link.

On the **Create New Report** subtab, you can customize the report to fit your individual library’s needs. For example, you can:

- Obtain circulation statistics by date.
- Generate a summary of circulation counts or report individual title and copy circulation counts.
- Organize data by call number prefix, Dewey Decimal number, or copy category.
- Limit reports to one or more copy categories, a call number range, titles assigned to a resource list, or a particular circulation type.
- Save a report to run in the future.
Evidence of Learning

Generate a report that shows a summary of all circulations in the past month.

Collection Statistics—Summary Report

The Collection Statistics—Summary report lets you examine the statistics of your collection for the current day, month, and year. You can view summary information on circulation statistics or the age or value of your collection.

<table>
<thead>
<tr>
<th>Range</th>
<th>Today</th>
<th>This Month</th>
<th>This Year</th>
<th>Total</th>
<th>Copy Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>000 – 099</td>
<td>0 [0.0%]</td>
<td>0 [0.0%]</td>
<td>0 [0.0%]</td>
<td>710 [10.1%]</td>
<td>75 [1.09%]</td>
</tr>
<tr>
<td>100 – 199</td>
<td>0 [0.0%]</td>
<td>0 [0.0%]</td>
<td>0 [0.0%]</td>
<td>140 [1.9%]</td>
<td>62 [0.92%]</td>
</tr>
<tr>
<td>200 – 299</td>
<td>0 [0.0%]</td>
<td>0 [0.0%]</td>
<td>0 [0.0%]</td>
<td>11 [0.16%]</td>
<td>82 [1.19%]</td>
</tr>
<tr>
<td>300 – 399</td>
<td>0 [0.0%]</td>
<td>0 [0.0%]</td>
<td>0 [0.0%]</td>
<td>94 [1.39%]</td>
<td>738 [10.7%]</td>
</tr>
<tr>
<td>400 – 499</td>
<td>0 [0.0%]</td>
<td>0 [0.0%]</td>
<td>0 [0.0%]</td>
<td>140 [1.9%]</td>
<td>98 [1.45%]</td>
</tr>
<tr>
<td>500 – 599</td>
<td>0 [0.0%]</td>
<td>0 [0.0%]</td>
<td>0 [0.0%]</td>
<td>171 [2.37%]</td>
<td>595 [9.05%]</td>
</tr>
<tr>
<td>600 – 699</td>
<td>0 [0.0%]</td>
<td>0 [0.0%]</td>
<td>0 [0.0%]</td>
<td>99 [1.37%]</td>
<td>594 [8.74%]</td>
</tr>
<tr>
<td>700 – 799</td>
<td>0 [0.0%]</td>
<td>0 [0.0%]</td>
<td>0 [0.0%]</td>
<td>99 [1.37%]</td>
<td>457 [6.66%]</td>
</tr>
<tr>
<td>800 – 899</td>
<td>0 [0.0%]</td>
<td>0 [0.0%]</td>
<td>0 [0.0%]</td>
<td>93 [1.29%]</td>
<td>591 [8.55%]</td>
</tr>
<tr>
<td>900 – 999</td>
<td>0 [0.0%]</td>
<td>0 [0.0%]</td>
<td>0 [0.0%]</td>
<td>6123 [84.77%]</td>
<td>1,028 [14.9%]</td>
</tr>
</tbody>
</table>

Evidence of Learning

Explore the Collection Statistics—Summary report and answer the following questions in your site groups:

1. How many copies does your library have in the 700–799 call number range?

2. What is the average age of your collection?

3. What is the estimated value of titles in the 100–199 call number range?
Other Reports

In addition to the preformatted reports, Report Builder enables the creation of custom reports. Visit online Help or the eLearnings for more information on custom reports.

Dashboard

Navigate to the Dashboard tab.

If you have the appropriate access level permissions, you can personalize the Dashboard with graphical, at-a-glance views of data as well as with a variety of your most commonly used reports in Library Manager.

Click the Configure button to add and remove reports from your Dashboard or to rearrange their order. If you have Destiny® Textbook Manager™ or Destiny® Asset Manager™, the Dashboard can integrate those reports as well.

Evidence of Learning

Take a few minutes to explore the other reporting options. As a group, discuss any reports the training did not cover that might be useful in your library.
Learning Objectives

At the end of the module, you should be able to:

- Describe how to set up and use One Search.
- Identify the purpose of Digital Content Subscriptions.
- Discuss how to search for and access Follett eBooks.
- Understand how to set up Follett Shelf for your site.

Getting Started

Patrons can use Destiny Library Manager to access digital content and eBooks. They can use the One Search feature to search multiple resources — including the library collection and online free and subscription databases — simultaneously. In addition, Follett offers various Digital Content Subscriptions. This module reviews these features and discusses setting up and circulating Follett eBooks with Follett Shelf, a virtual bookshelf that gives your patrons 24/7 access to eBooks.

One Search

One Search allows patrons to search multiple resources, including the library collection and online free and subscription databases, simultaneously:

- A Basic search searches these resources automatically. The One Search results are available on the One Search subtab.
- To access One Search results in a Power search, click on the Include Online Resources checkbox. Then select the databases you want to include or choose Select All. Click Search.

Note: Destiny automatically sets up over 15 preloaded databases for customers who activate One Search for the first time.

Before patrons can access One Search, the Destiny Administrator or Site Administrator must activate the service and assign the appropriate access levels and permissions. On the Follett Customer Portal are eLearnings on setting up and using One Search.
Evidence of Learning

Discuss the following prompts in your site group (if applicable):

1. How might you use One Search in your library? What additional free or subscription databases would you like to add to your site’s database?

2. Discuss a plan for how you will set up One Search after class.

Digital Content Subscriptions

Follett’s Digital Content Subscriptions provide access to curated, standards-aligned content and tools to integrate digital resources with physical materials.

Available Digital Content Subscriptions include the following:

- WebPath Express provides today’s K–12 kids with a safe, fun, and familiar search tool that integrates trustworthy, relevant websites into your library catalog while filtering out questionable content. You can limit WebPath Express website searches to specific grade levels.

- Follett’s Reading Program Service enhances your library records with reading program information for Accelerated Reader, Reading Counts!, Lexile, Fountas and Pinnell and other popular reading programs.

- Follett’s Standards subscription automatically aligns your library resources and educator-reviewed websites with national and state standards, helping you find appropriate materials by using fast and convenient searching options.

- TitlePeek™ is a subscription service that displays the book cover in the search results along with varied additional content, such as the title profile, table of contents, brief summary, author notes, first chapter or excerpt, and published reviews. Books in your collection are matched with TitlePeek by means of their ISBN numbers.

Instructions for activating these Digital Content Subscriptions appear in the Appendix of this guide. More information on these services and other subscription services is available on the Follett website.
Follett Shelf is a hosted virtual bookshelf that provides access to eBooks purchased through Follett. Destiny Library Manager has a seamless interface with Follett Shelf, allowing users to search for eBook titles in the same manner as any other titles in Library Manager.

With Destiny Library Manager and Follett Shelf, you can:
● Discover Follett eBooks from within Destiny, including Destiny Quest on mobile devices.
● Share Follett eBook content across your Destiny district.
● Provide direct single sign-on access to Follett Shelf from Destiny.
● Access Follett Shelf administration functions, including comprehensive usage reporting, from within Destiny.

Searching for and Accessing Follett eBooks
You can search for Follett eBooks in the same way you search for other library materials. To use a Basic or a Power search to search for eBooks in Destiny Classic:

1. Navigate to the Library Search screen.
2. Enter a search term in the Find field.
3. Select any limiters to narrow your search.
   ● To limit your search to Follett eBooks, select Electronic Book (eBook) from the Material Type drop-down list. Select the Limit to Follett eBooks checkbox that appears.
   ● To search for all types of materials, including eBooks, select Any Type from the Material Type drop-down list.
4. Select one of the following search buttons to begin your search: Keyword, Title, Author, Subject, or Series.
After performing a search, Follett eBooks display on the **Titles** subtab of the **Search Results** screen. The green **eBook** icon indicates that the Material Type is a Follett eBook.

In a search results list, Follett eBooks display as **In**, **Out**, or **Unlimited Copies**. If an eBook is **Out**, you cannot open or check it out. Users with the appropriate permissions can place a hold on the eBook once they open it in Follett Shelf.

Clicking the **Details** button brings you to the **Title Details** screen in Destiny.

Clicking the **Open** button from the search results list or from the Destiny **Title Details** screen opens the eBook.
Patrons can read the eBook online or check out the eBook. The options available depend on the configuration of access levels in Follett Shelf:

- **Reading the book online is real time. It compares with a student taking a reference book off the shelf. When a patron closes the eBook, it is immediately available for other students to use:**
  
  - Patrons can read Follett eBooks online for short-term use (e.g., research, preview a title).
  
  - The patron has exclusive use of the eBook as long as it is in active use. When the patron closes the eBook, it becomes available to other patrons. If the eBook allows unlimited access, multiple patrons can access the book simultaneously.
  
  - If another patron wants to access an open eBook and no other copies are available, this patron gets a message that the eBook is not available.
  
  - If a patron does not perform any activity within the book for 15 minutes, the eBook is made available to other patrons.

- **Checking out the eBook allows access to eBooks for an extended period anywhere patrons have access to Destiny. It provides patrons with exclusive use of the eBook for the duration of the loan period or until it is returned:**
  
  - When a patron selects the **Checkout** option, the book is placed in the patron’s Bookbag in Follett Shelf and in **My Info** in Destiny.
  
  - If a patron does not return the book, the book is automatically checked in at the end of the loan period.

To check out an eBook, click the **Checkout** button on the **Information** screen.

Once a patron checks out an eBook, he or she can continue to read the eBook or close it and access it later from the **My Info** tab in Destiny or the Bookbag icon in Follett Shelf.

The BryteWave™ K-12 Edition eReader delivers one consistent reading environment, whether you or your students are reading from a desktop, tablet, or smartphone. It also allows students to highlight and make notes.

More information about the functionality of BryteWave K-12 Edition and accessing Follett eBooks from a mobile device is available in the Destiny **Help** system and from www.follettsshelf.com.

You can also search for and access eBooks from Destiny Quest and the Destiny Quest Mobile app.
Setting Up Follett Shelf

Before patrons can access Follett Shelf from Library Manager, it must be set up at your site. If you want your patrons to access your Follett eBooks from Destiny, you can set up your Follett Shelf to authenticate patrons with patron information in Destiny. If you do so, you do not have to maintain a separate set of patron accounts in Follett Shelf. Detailed instructions for setting up your site can be found in the Destiny Help system by clicking the Follett Shelf button and selecting the Set up Follett Shelf link.

You can change guest and patron access levels in Follett Shelf by clicking the Tools button, Setup option. Then click the Access Levels option.

To access Follett eBook loan policies, click the Tools button, Setup option. From this screen, select the Policies option. As patrons access Follett eBooks, the patron type assigned to them in Destiny is added to Follett Shelf, and the default setting for the eBooks Circulation Type is assigned. You can limit access to certain eBooks by setting up the appropriate Patron Types and Circulation Types.
Evidence of Learning

Participate in a class discussion with the following prompts:

1. What are the benefits of students being able to search for and access eBooks directly through Destiny?

2. If your district currently owns Follett eBooks, how you will set them up at each site after the training?
Appendix A - Setting Up WebPath Express

WebPath Express
Enabling WebPath Express (Site Administrator must complete)

1. From the Back Office tab, select the Site Configuration option.
2. Click the Site Info subtab.
3. Confirm that the Site Customer Number is entered and correct.
4. Select the Use WebPath Express checkbox, and then click Save.
Setting Up Access Levels

Once WebPath Express is activated, you need to enable the appropriate permission for your patrons to search WebPath Express:

1. From the Back Office tab, select the Access Levels option.

2. Click the Edit button next to the access level you are editing.

3. Select the Search WebPath Express option under the Library Catalog Search Access section.

4. Select the Submit WebPath Express permission to allow the access level to submit suggestions on the types of topics they want to include in WebPath Express. It is advisable to enable this permission only for librarians, staff, and teachers.

Note: Your Destiny administrator must set up the SMTP (mail) server for the submit-a-suggestion link to appear.
Configuring WebPath Express

You can customize WebPath Express to limit the list of websites appropriate for certain grade levels by following the steps below:

1. Log in to the site as the Site Administrator.

2. From the Catalog tab, select the Search Setup option.

3. Select the Enriched Content Searches subtab.

4. Select the Edit icon adjacent to WebPath Express Settings.

5. To limit the websites that appear in the search results to those suitable for a grade level, select the appropriate group checkboxes from the Grade Level list. To allow patrons the option to view all relevant sites regardless of grade level, select the Allow students to view all websites checkbox.

6. Click Save to save your changes.

You can choose to display or hide the monthly themes and Spotlight in WebPath Express:

1. Log in as the Site Administrator.

2. From the Back Office tab, select the Site Configuration option.

3. Locate the WebPath Express Options... section, and select or deselect the Show WebPath Express monthly themes and Spotlight option.

4. Click Save. A dialog box opens confirming the change.
Appendix B - Setting Up Reading Program Subscription Services

Accelerated Reader or Scholastic Reading Counts!

To activate the Accelerated Reader or Scholastic Reading Counts! Reading Program Service (Site Administrator must complete):

1. From the Back Office tab, select the Site Configuration option.

2. Click the Site Info subtab.

3. Confirm that the Site Customer Number is entered and correct.

4. Select the Use Reading Program Service (RPS)—AR/RC checkbox.

5. If you have an Enterprise subscription, select Enterprise subscriber.

6. In the Days between <reading program> updates field, enter a number between 1 and 99.

7. Click the Save button at the top of the screen.
If you have an Enterprise subscription, Destiny adds permanent reading level and quiz information automatically to MARC (title) records that are in the reading program. After that, Destiny updates the information automatically based on the frequency chosen. You can update the information manually by clicking the **Update** button.

If you have a non-Enterprise subscription, you need to upload your quiz files and then download the reading program information to your title records in the catalog.

**Enabling the Search Limiter**

Once you activate the Reading Program Service, you need to enable the search limiter:

1. From the **Back Office** tab, select the **Site Configuration** option.

2. Click the **Catalog** subtab.

3. In the **Quiz/Level Based Searches**... section, select the **Support Accelerated Reader Searches** checkbox and/or **Support Reading Counts! Searches** checkbox.

4. Click the **Save** button.

Your patrons can now limit their searches to the books in the Reading Program(s). When they conduct a search, the quiz number and point value appear in the **Search Results** and **Title Details** screens within the copy description.
Lexile

To activate the Lexile Reading Program Service (Site Administrator must complete):

1. From the Back Office tab, select the Site Configuration option.

2. Click the Site Info subtab.

3. Confirm that the Site Customer Number is entered and correct.

4. Select the Use Reading Program Service (RPS)—Lexile checkbox.

5. Click the Save button.

Once you enable the Lexile Reading Program Service, Destiny updates the Lexile information for your collection automatically on a monthly basis. The frequency can be changed by the Destiny Administrator at the district level. You can update the information manually by clicking the Update button.
Enabling the Search Limiter

Once you activate the Reading Program Service, you need to enable the search limiter:

1. From the Back Office tab, select the Site Configuration option.

2. Click the Catalog subtab.

3. In the Quiz/Level Based Searches... section, select the Support Lexile Measure Searches checkbox.

4. Click the Save button.

Your patrons can now limit their searches to books with a Lexile Measure range or Code or both. When patrons conduct a search, the Lexile information appears in the Search Results and the Title Details screens within the copy description.
Fountas and Pinnell

To activate the Fountas and Pinnell Reading Program Service (Site Administrator must complete):

1. From the Back Office tab, select the Site Configuration option.
2. Click the Site Info subtab.
3. Confirm that the Site Customer Number is entered and correct.
4. Select the Use Fountas and Pinnell checkbox.
5. Click the Save button.

Once you enable the Fountas and Pinnell Reading Program Service, Destiny updates the Fountas and Pinnell information for your collection automatically on a monthly basis. The frequency can be changed by the Destiny Administrator at the district level. You can update the information manually by clicking the Update button.
Enabling the Search Limiter

Once you activate the Reading Program Service, you need to enable the search limiter.

1. From the Back Office tab, select the Site Configuration option.

2. Click the Catalog subtab.

3. In the Quiz/Level Based Searches... section, select the Support Fountas and Pinnell Searches checkbox. Please be sure to read the note on the screen.

4. Click the Save button.

Your patrons can now limit their searches to the books with a Fountas and Pinnell level. When patrons conduct a search, the Fountas and Pinnell information appears in the Search Results and the Title Details screens within the copy description.
Appendix C - Setting Up the Standards Subscription Service

To Activate the Standards Subscription Service (Site Administrator must complete):

1. From the **Back Office** tab, select the **Site Configuration** option.
2. Click the **Site Info** subtab.
3. Confirm that the **Site Customer Number** is entered and correct.
4. Select the **Use Standards** checkbox.
5. Click the **Save** button.
Setting Up Access Levels

Once you activate the Standards Subscription, you need to enable the appropriate permission for your patrons to search based on standards:

1. From the **Back Office** tab, select the **Access Levels** option.

2. Click the **Edit** button next to the access level you are editing.

3. Select the **Search Standards** option under the **Library Catalog Search Access** section.

![Screen shot of Access Levels in Back Office](Image)
Destiny Help System

Destiny’s Help system allows you to locate information on hundreds of topics. This real-time information hosted on a Follett server is updated regularly.

Destiny offers two ways to access the Help system: online Help and on-page Help.

Online Help allows you to locate information on any topic, regardless of which page or screen displays currently.

On-page Help allows you to locate information regarding the page, screen, or specific field that displays currently.

Search for asset items

Search Items lets you find asset items using a number:

1. Select the type of number from the list: Barcode, District Identifier, Purchase Order, or Serial Number.
2. If there is a Look in list, select to search your site, a group of sites, or the whole district.
3. Scan or enter the number in the box.
eLearnings

Did you know that Follett has eLearning modules available to all customers with current support subscriptions? There are a variety of eLearnings available on the topics covered in this training. Access these materials through the Videos and more… link in Destiny Help or through Follett Community at www.follettcommunity.com.

Technical Support

For help with configuration of Destiny, operational issues, troubleshooting, or problems with your peripheral hardware, contact Technical Support via phone at 800.323.3397 or email at techsupport@FollettSoftware.com.
Course Survey

Your comments are very important to us. The feedback you provide helps us to improve current and future courses to better meet your needs. Please take a moment to complete the course survey.

Course Survey:  www.follettsoftware.com/contactdata

Course Task ID (provided by instructor): _____________________________

Zip Code (confirm with instructor): ________________________________