Do you have different circulation policies for different groups of patrons that visit your library? For example, you might have professional development or instructional materials that you only let faculty and staff check out. Or, you might let teachers check out materials for longer than students. Destiny Library Manager lets you set up customized patron types to meet the needs of your school.

**Note:** The Library Manager installation provides two patron types: Faculty and Student (the latter is the default patron type).

### Adding a New Patron Type

1. Select **Back Office > Library Policies > Patron Types > +Patron Type.**

2. In the **Patron Type** field, type in the name of the new patron type.

3. If you want this Patron Type to be the default when you import a patron record that does not have one, select the **Make this the default** checkbox.

4. Review the loan policy setting fields and make any changes:
   - **Max Checkouts:** number of copies of all Circulation Types a person of this Patron Type can check out at any time.
   - **Fixed Due Date:** a specific due date applied no matter when the item is checked out.

**Note:** A fixed due date must be entered here before Fixed Due Date can be selected from the Loan Period drop-down list in the Circulation Type table at the bottom of this page or on the Circulation Type edit page.

- **Ceiling Date:** due date that overrides the normal loan period’s calculated due date when the ceiling date is earlier than the calculated date. A Ceiling Date is normally used for the end of the school year. On this date, checkouts revert back to the normal loan period.
• **Max Holds**: maximum number of holds a patron can place at one time.

• **Ready Holds Expire in ___ day(s)**: 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 ___ day(s)**: number of days a patron hold remains active in the hold queue.

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

**Note**: Library staff can override any of the circulation policies during checkout if they want to waive the existing policy.

5. If you want Library Manager to alert you when you look up a patron in Circulation that has any fines or overdue items, select **Block check outs and renewals if the patron has fines or overdue items (override available)**.

**Note**: You must address the block condition or override it before continuing with the transaction. To override messages, a staff member must have the permission *Override blocks*.

**Note**: For more information on loan policy options, click the on-page Help icon to the right of a field.

6. Fill in the Circulation Type policies in the table at the bottom of the page.

7. Click **Save**.

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<table>
<thead>
<tr>
<th>Circulation Type</th>
<th>Checkout Limit</th>
<th>Loan Period</th>
<th>Grace Period</th>
<th>Renewable</th>
<th>Fine Increment</th>
<th>Max Fine</th>
</tr>
</thead>
<tbody>
<tr>
<td>DVD</td>
<td>14 Days</td>
<td>0 days</td>
<td>0 times</td>
<td>$0.05</td>
<td>daily</td>
<td>$5.00</td>
</tr>
<tr>
<td>Professional</td>
<td>14 Days</td>
<td>0 days</td>
<td>0 times</td>
<td>$0.05</td>
<td>daily</td>
<td>$5.00</td>
</tr>
<tr>
<td>Regular</td>
<td>14 Days</td>
<td>0 days</td>
<td>0 times</td>
<td>$0.05</td>
<td>daily</td>
<td>$5.00</td>
</tr>
<tr>
<td>sdfg</td>
<td>14 Days</td>
<td>0 days</td>
<td>0 times</td>
<td>$0.05</td>
<td>daily</td>
<td>$5.00</td>
</tr>
</tbody>
</table>
Editing a Patron Type

1. Select Back Office > Library Policies > Patron Types Types > Edit next to the Patron Type you want to edit.

2. If you want this Patron Type to be the default when importing titles and adding copies, select the Make this the default checkbox.

3. Edit any of the loan policy setting fields described in Steps 4-5 of the Adding a New Patron Type procedure.

4. Click Save.