Setting Up a Self-Checkout Station

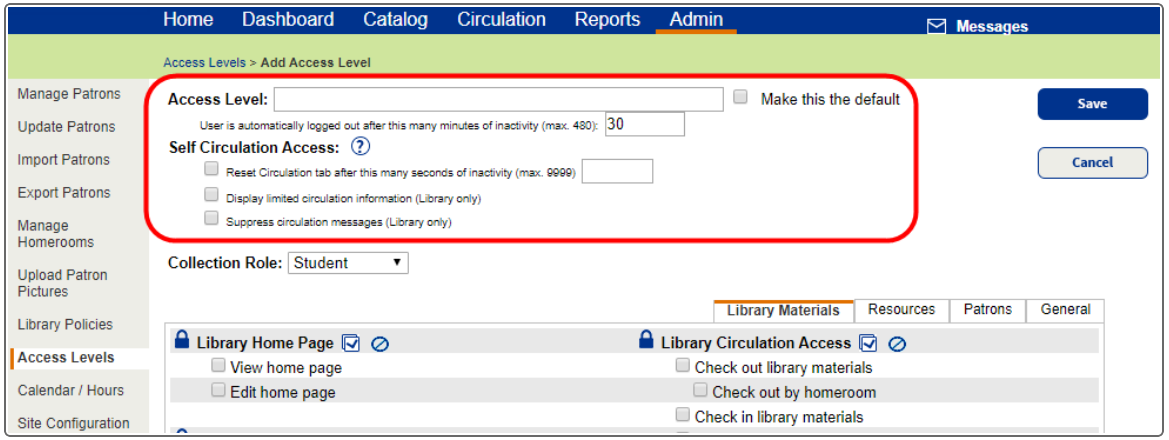
Library self-checkout stations let students check out the materials and resources they need, freeing you up for other tasks. With Destiny Library Manager, a self-checkout station can be set up that protects student information and privacy in just a few steps.

Create a Self-Checkout Station Login

To let students check out their own materials, first you need to create a new access level. Then, create a patron record to use as a login for the self-checkout station.

To create a new access level:

1. Select **Admin > Access Levels**.
2. At the bottom of the page, click **Add Access Level**.
3. In the **Access Level** field, type a name, such as Self-Checkout.



4. In the **User is automatically logged out after this many minutes of inactivity (max. 480)** field, type **480** to set the inactivity log-out time to the maximum.

5. Do any or all of the following:
   - Select the **Reset Circulation tab after this many seconds of inactivity (max. 9999)** checkbox, and type the number of seconds of inactivity before the **Circulation** tab resets. In Destiny, this is the preferred method for resetting the **Circulation** tab.
   - If you want only patron first name, picture and last item checked out to show during checkout, select the **Display limited circulation information (Library only)** checkbox.
   - If you want the hold and block messages to direct patrons to talk to their librarian during checkout and checkin, select the **Suppress circulation messages (Library only)** checkbox.
   - If you want to let students check out materials, from the **Library Circulation Access** section, select the **Check out library materials** permission. If you want to let students check in materials, select the **Check in library materials** permission.
6. Click **Save**.

Notes:

- This Self-Checkout access level requires students to enter or scan their barcode number. If you want to let them find their record by searching with a keyword or browsing a patron list, select **Admin > Access Levels > Patrons** sub-tab. In the **Patron Circulation Info Access** section, select the *Barcode not required to find patrons* permission. Keep in mind that this method lets students access other students' patron records without entering a barcode.
- You can hide the student's barcode for confidentiality. Select **Admin > Access Levels > Patrons** sub-tab. In the **Patron Circulation Info Access** section, make sure the *View patron barcodes* permission is not selected.

Once the Self-Checkout access level is created, create a patron account with that access level:

1. Select **Admin > Manage Patrons**.
2. Click **Add New Patron**.
3. Type a name, such as Checkout, and a barcode number.
4. From the **Access Level** drop-down, select the access level you created.
5. Type a **User Name** and **New Password** to use for the self-checkout station.
6. In the **Confirm Password** field, type the same password.

To set up the self-checkout station each day, log in as the Self-Checkout user you created.

Helpful Hints for Self-Checkout Station Setup

- To hide the browser menu, task and button bars, press **F11** on your keyboard. This action also brings you back to the original view.
- Set up a self-checkout access level. Make sure to select the **Reset Circulation tab after this many seconds of inactivity (max. 9999)** checkbox, and set the inactivity to an appropriate number. Consider how many students are typically at the checkout station and how many books a student can check out.

  Note: Students can click the **Reset** button when they are done using the station if they want. Or, you can print the Reset command code, available in Destiny Help, and students can scan it when they are done.

- If you want to require students to scan a barcode rather than type it, consider removing the keyboard.
- Self-checkout stations can be set up using any device. You might set up a tablet with the Follett Destiny mobile app.
- If you let students check in materials, you can instruct them to select **Check Out** or **Check in** in Destiny, or you can provide Check In and Check Out command codes for them to scan.

Circulation Commands (Library Manager)

Circulation command codes are barcodes that indicate the type of transaction you are performing.

In order for Destiny to receive the first barcode scan, the cursor must initially be active (blinking) in a **Find** field. This only applies to the first scan.

> **Important:** For best scan results, print this document in gray-scale (black ink/toner) only. If you print this document using a color option, you may introduce colors that can affect the ability of the scanner to read the code(s).

Library Manager uses the following command codes:

- Check Out
- Check In
- Patron Status
- Reset

Check Out

%C123H

Check In

%C127L

Patron Status

%C159E

Reset

%C167I

Destiny Discover - Promote Access

Promote Access to Destiny Discover

Destiny Discover makes it easy to help students and teachers find library resources from the places they go everyday.

Option	When to use
Destiny Discover as your homepage	In the library, do you have computers or devices students access? Set the browser homepage to go directly to your Destiny Discover homepage.
Desktop shortcut	Do you have school-issued tablets, desktops in the library, or computer labs? Work with your IT team to deploy Destiny Discover as a desktop shortcut.
Link or widget on your school, library or class webpage	Do your students and teachers frequently visit your school, library or a class webpage? Do they access a learning management system on a regular basis? A link or widget from those locations lets you guide students to the library catalog from a place they are used to accessing.
Destinydiscover.com	Guide students to an easy-to-remember URL, where they pick your school from a list to access the library catalog.
Destiny Discover app	The Destiny Discover app lets you quickly search for all library content. Open, read, check out, download and return eBooks – all from the convenience of your iOS or Android device. You can also see all the library materials you have checked out, along with the due dates.
Destiny Discover Google Chrome™ extension	Where do students already go to search for information? Google! The Destiny Discover Google Chrome extension lets you see Destiny resources alongside Google search results (when you use the Chrome browser to perform a Google search). Encourage students to install the extension to make finding your valuable library resources as easy as a Google search.
Access to a specific Destiny Discover resource with QR codes and permalinks	Do you want to let students know about a new, popular eBook you just got in? Why not get creative – hang posters in the cafeteria with a Quick Response (QR) code that lets them use their phone to go right to its Title Details page in Destiny? Do you want to give students a direct link to the title details of a specific resource? Do that with a permalink.

Give Access to Destiny Discover from a Widget

A Destiny Discover widget gives you access to Destiny via a webpage or learning management system in one of two ways:

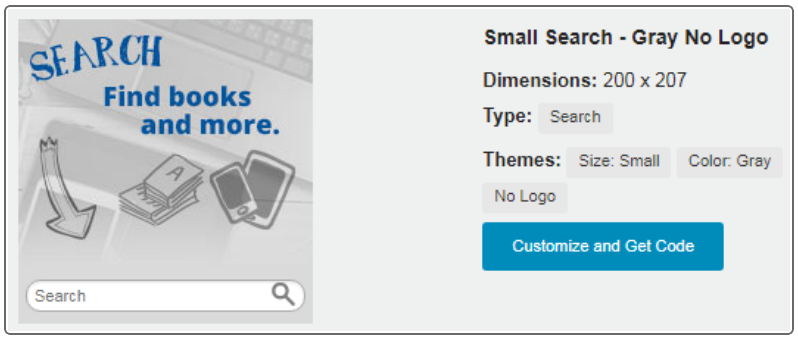
- When you click a Badge widget, it takes you to the Destiny Discover homepage.

- Use a Search widget to put a Destiny Discover keyword search field right on any webpage. Enter a search to go directly to the Destiny Discover search results.

Note: When you access Destiny Discover using a widget, you enter as a Guest. Once in Destiny Discover, you can log in.

To create a widget:

1. Go to the Destiny Discover homepage.
2. Select ☰ **> Widgets**.
3. To narrow your search by widget type or theme, use the filters.
4. Next to the widget you want to use, click **Customize and Get Code**.



5. If you are creating a Search widget, use the drop-down to select the type of resources you want the user to search: **All**, **Books**, **Digital** or **Databases**.

   Note: The widget's search box shows if you are conducting a Books, Digital or Databases search.

6. To copy the HTML code, highlight the text and use your device's Copy shortcut.
7. Do one of the following:
   - To return to the Browse Widgets page, click **Done**.
   - To return to the Destiny Discover homepage, click **Close**.

Destiny Discover - Promote Access

8. Use the code to add the widget to a webpage, LMS or portal.

> **Note:** If you do not have access to add it to a webpage, LMS or portal, copy the code into an email or text editor to give to the webmaster or appropriate person.

Access the Destiny Discover App

The Destiny Discover app lets you quickly search for all library content. Open, read, check out, download and return eBooks – all from the convenience of your iOS or Android device. You can also see all the library materials you have checked out, along with the due dates.

Download

The app is available for:

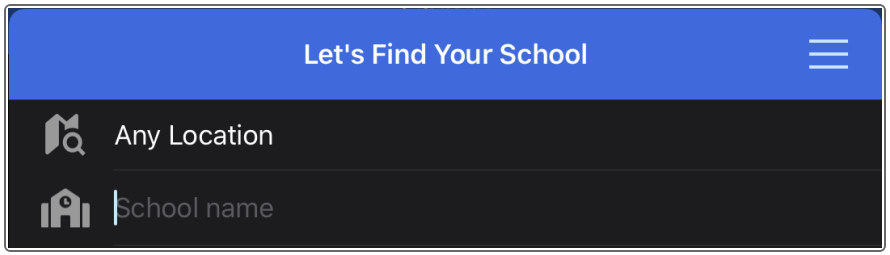
- iOS 12 and later
- Android v6 and later

To download it, visit your device's app store and search for "Destiny Discover."

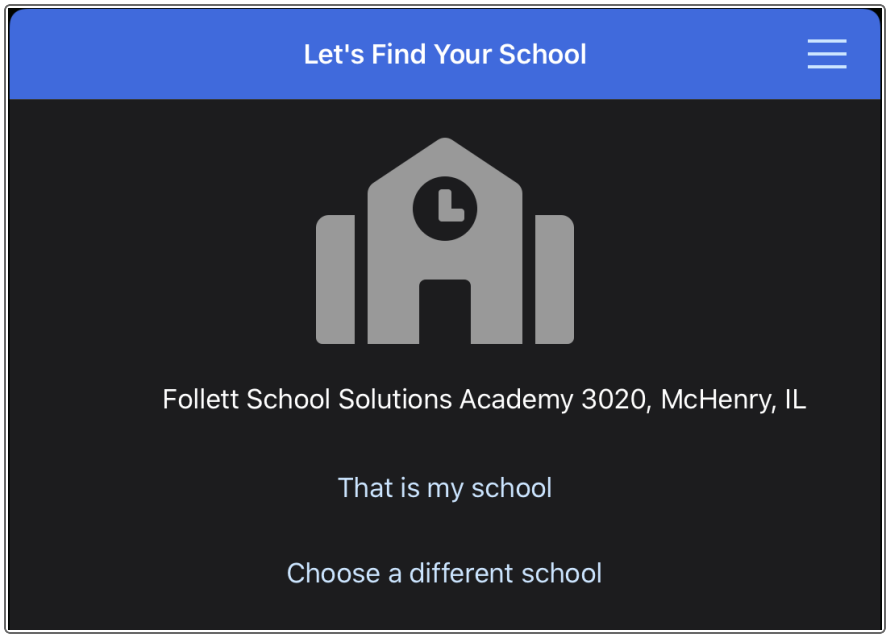
> **Note to librarians:** The Destiny Discover app requires Destiny v18.0 or later.

Log in

1. Use the **Location** drop-down to select your state or province.
2. In the **School name** field, type the first few letters of your school's name. When your school shows in the suggestions, select it.



3. Tap **That is my school**



> **Note:** If a pop-up appears, review it, and then tap **Continue**.

Destiny Discover - Promote Access

4. Type your **Username** and **Password**, and then tap **Submit**.

Once you log in, you will stay logged in until you log out.

Use the app

To see how to use the app, visit Destiny Discover Help.

Set Up and Install the Destiny Discover Google Chrome Extension

Install the Destiny Discover Google Chrome™ extension to see Destiny resources alongside Google search results when you use the Chrome browser to perform a Google search.

To install Destiny Discover as a Google Chrome extension:

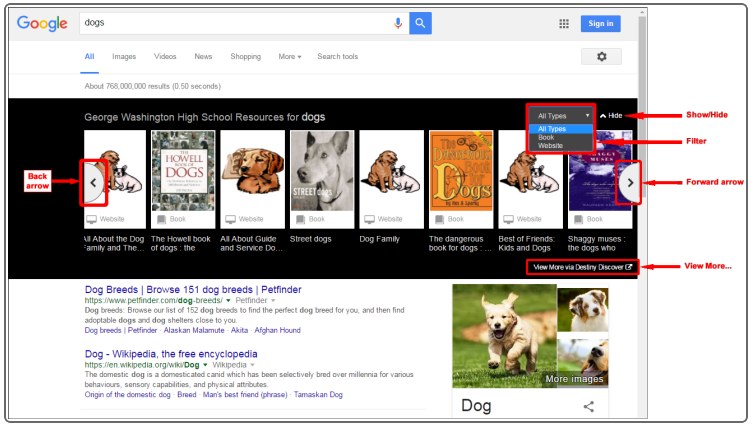
1. From your Chrome browser, go to the Chrome Web Store (https://chrome.google.com/webstore/category/extensions), and search for the Destiny Discover extension.
2. Click **Add to Chrome**. A pop-up appears.
3. Read the pop-up, and then click **Add extension**. A Destiny Discover icon is added to the Google Chrome toolbar.
4. Configure the extension to search a specific school in your district by opening your school's Destiny Discover homepage. An easy way to do that is via destinydiscover.com.

   Note: To see the school that is currently configured, from the Google Chrome toolbar, click .
5. Use the Destiny Discover Google Chrome extension..

Note to librarians: To install the Destiny Discover Google Chrome extension, you must be on Destiny v13.5 AU1 or higher and have Destiny Discover configured for your school.

Use the Destiny Discover Google Chrome extension

Once the Destiny Discover Google Chrome™ extension is set up, when you perform a Google search, you see Destiny Discover search results in a ribbon above the Google search results.



Do any of the following:

- Scroll through Destiny Discover resources using the forward and back arrows.
- Narrow your search to a specific material type using the **Filter** drop-down.
- Click **View More via Destiny Discover** to open the full Destiny Discover search results page.
- Click **hide/show** to collapse/display the Destiny Discover search results.

Destiny Discover - Promote Access

Note: To set whether Destiny Discover search results show or are collapsed with a new search, click and then . From the **Starting search ribbon state** drop-down, select the view you want a new search results page to default to: **Show more**, **Show less** or **Remember last**.

In the search results, click a website search result image to open that site. For all other resources, click a search result image to open its Title Details page in Destiny Discover.

Note to librarians: Guest access to Destiny Discover is required.

Share Library Resources with Permalinks and QR Codes

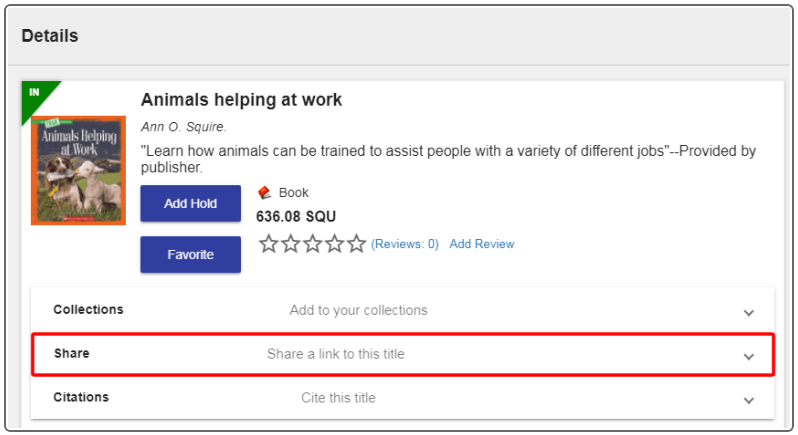
Librarians and teachers can use permalinks and QR (Quick Response) codes to share a specific Title Details page.

For example, put a permalink on your library webpage to give students one-click access to a new book. Or, insert a QR code into a flyer, and post it in the school lobby. Students can scan the code with their mobile device to go directly to that item's Title Details.

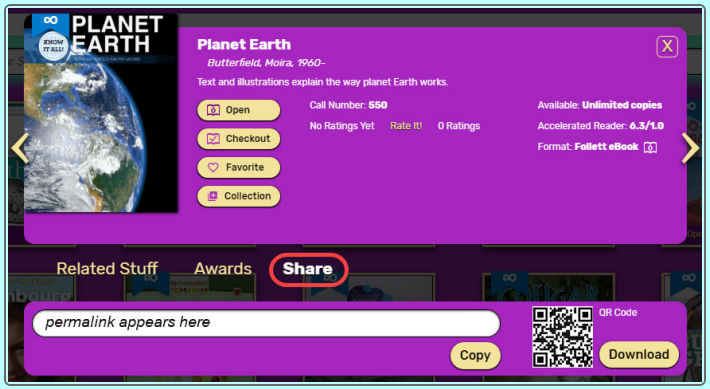
Note: Permalinks and QR codes are available in the Standard version of the user interface and can be enabled in the Simplified version.

To access and copy a permalink or QR code to a resource:

1. From a title's details page, click the **Share** drop-down.



Note: If you use the Simplified version of the user interface, click the **Share** tab.



Destiny Discover - Promote Access

2. Use the following table to choose what you want to do:

If you want to...	Then...
Share a permalink to a Title Details page	a. To copy the permalink text, click **Copy**. b. Paste the permalink to the document or webpage.
Download a QR code	a. To save a file with the QR code image, click **Download**. b. Insert the file into a document.

Note: Permalinks and QR codes are not available for One Search™, WebPath Express™ and Digital Resource Link resources.

Assigning Access Levels, Usernames and Passwords

When the Destiny or Site Administrator has set the permissions for each access level, the next step is to assign the appropriate access level to each user. Assigning appropriate access levels, usernames, and passwords ensures that users have access to the features in Destiny they need. You can make these assignments manually, globally or using a combination of both methods.

Assigning Access Levels to Patron Records Manually

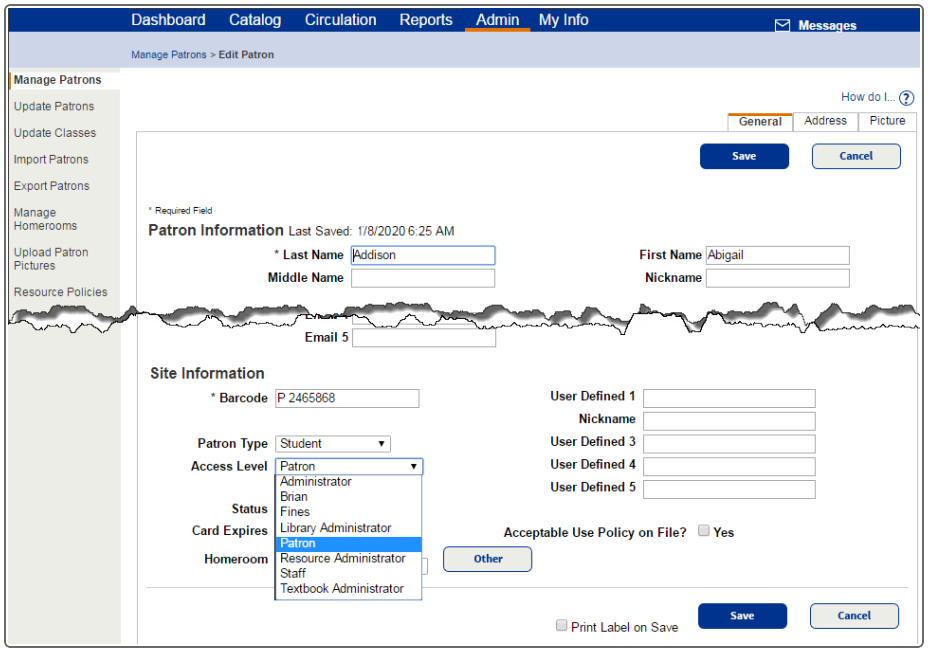
Only a Destiny Administrator, Site Administrator or the district patron manager can assign access levels to patron records. First find an existing patron record, or add a new patron record, to assign access levels and usernames/passwords manually.

To find an existing patron record:

1. Log in as the Destiny Administrator, Site Administrator or district patron manager.
2. Select **Admin > Manage Patrons**.
3. In the **Find** field, scan the patron's barcode number or type in patron information, such as the patron's last name.
4. From the search results, find the appropriate patron and click **Edit** next to his or her name.
5. In the Site Information section, use the **Access Level** drop-down to choose the appropriate access level.
6. Click **Save**.

To add a new patron record:

1. Log in as the Destiny Administrator, Site Administrator or district patron manager.
2. Select **Admin > Manage Patrons**.
3. Click **Add New Patron**.
4. Enter the new patron's information.
5. In the Site Information section, use the **Access Level** drop-down to choose the appropriate access level.



6. Click **Save**.

Assigning Access Levels to Patron Records

You can use exportable fields from the Student Information System (SIS) to assign access levels to patron records. The standard method for updating patron records is an XML (extensible markup language) file format at the district level. You can use the Patron Import Converter to change patron data in a comma-delimited format to an XML file that conforms to the Destiny patron file format.

Assigning Access Levels to Patron Records Globally

If an access level field does not exist in your SIS, the recommended approach is to make the group with the most users in the district the default access level. Most often, the Patron group has the most users and contains students. Assign access levels globally to this group. Then you just change the Access Level field manually for each patron record that falls outside the default group (for example, teachers, staff, etc.).

To perform batch and global updates to patron records, select **Admin > Update Patrons**.

One of four methods can be used to assign access levels globally. When you make your initial selection from the "Based on" drop-down list, the other fields change to match your selection.

In the **Based on** drop-down, do one of the following:

- Select **Individual patron**, and from one of the **Change** drop-down, select **Access Level**. Then scan or type each individual patron barcode into the **Patron** field.
- Select **Barcode list or file**, and in the **Change** drop-down, select **Access Level**. Then scan or type patron barcode numbers into the **Create a barcode list** field to create a patron barcode list, or use the **Select a barcode file** option to upload a file of patron barcode numbers.
- Select **Global criteria**. Then from the **Whose** drop-down list, select the specific **Patron Type**, **User Defined** field value, **Graduation Year**, **Grade Level**, **Homeroom**, **Card Expiration Date** or **Patron Status**, and fill in the corresponding criteria in the second, **is**, field. From the **Change** drop-down, select **Access Level**.
- Select **List of patrons**, and from one of the **Change** drop-down lists, select **Access Level**. If you want to specify another field to update, select the correct option in the drop-down list(s). Then scan barcode numbers or enter a keyword in the **Find patron records with** field, and select the correct limiter from the **in** drop-downs to perform a search for the patrons.

Whichever method you choose, after making your selections, click the **Update Patrons** button. In response to the confirmation message **Are you sure you want to proceed?**, click **Yes**.

Assigning Usernames and Passwords

The method of assigning usernames and passwords to Destiny patron records depends on the information that is available and exportable from other systems within the district or school.

Method 1: Global

As with assigning access levels, you can assign usernames and passwords to patron records using exportable fields from the Student Information System, or performing batch and global updates.

If your district uses an LDAP directory and you want to use network usernames, you can add the username to the patron records via the District XML Patron Update.

Keep the following in mind: You must enter the network username in the appropriate field when authenticating with the LDAP directory. The Password field on the patron record, however, must be blank. This is because if Destiny finds a password in the patron record, it does not look for an LDAP server. When a user logs in, Destiny verifies the username and then looks to the LDAP server to verify their password. Destiny just reads the password; it doesn't add it to the database. If the password is valid, the user is logged into Destiny.

Method 2: Users Manage Their Own Logins

If you do not have network usernames and passwords set up for your students, you can let Destiny users manage their own Destiny login information. Users need to have a record in Destiny that includes a last name and barcode number.

1. Log in as the Destiny or Site Administrator.
2. Select **Admin > Site Configuration> Circulation** sub-tab.
3. Select the **Allow patrons to create their user name and password** checkbox.
4. Click **Save**.
5. Next, select **Admin > Access Levels**.
6. Next to an access level, click .
7. In the **Patrons** sub-tab, scroll to the bottom right side.
8. Select the **Able to create own login and modify password** checkbox.

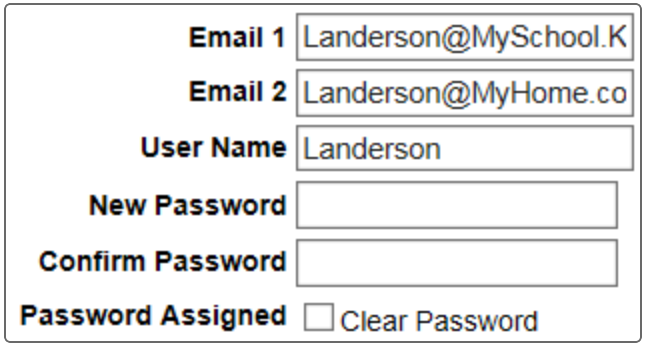
   Note: If you don't want users to manage their own username and password, make sure this checkbox is not selected.
9. Click **Save**.

Method 3: Manage Individual Patron Records

This method allows you to manage the user name and password on individual patron records manually.

To manually assign a username and password to a patron record:

1. Select **Admin > Manage Patrons**.
2. Find the existing patron, or create a new patron record.
3. Next to the patron's name, click **Edit**.



4. In the **New Password** field, type a password.
5. In the **Confirm Password** field, retype the password.
6. Click **Save**.

Set Up Holds and Reserves

To enable and customize your school's holds and reserves settings, review the following:

- Hold settings by patron type
- Site configuration settings
- Access level permissions

Hold Settings by Patron Type

You can define the maximum number of holds, expiration dates and default priority for each patron type.

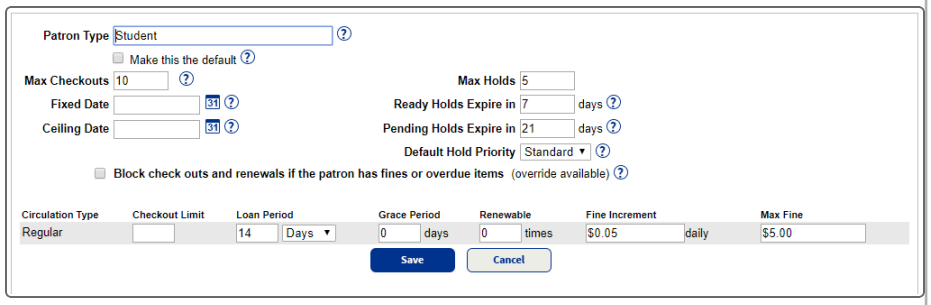
Note: Holds policies for Follett Digital resources are managed in Destiny Discover Admin.

To review or edit the settings:

1. Select **Admin > Library Policies > Patron Types** sub-tab.

   Note: If you are logging in as a Destiny Administrator, select **Setup > District Options**. Next to **Patron Types and Library Circulation Types**, click **Edit**. Click the **Patron Types** sub-tab.

2. Click  next to the Patron Type you want to edit.



3. Review the holds-related loan policy setting fields, and make any changes:

Setting	Description
Max Holds	Maximum number of holds a patron can place at one time.
Ready Holds Expire in__ day(s)	A ready hold is the length of time an item is held by the library once a copy becomes available. Enter the number of days the copy will be held for the patron to pick it up. **Note:** Closed calendar dates are counted in the calculation process. However, if the expiration date will fall on a day marked as closed, it moves to the next open date. For example, if the expiration is on day 5 and that is marked as closed, Destiny uses the next open date. If the patron does not pick up the book in time, the hold expires. When a ready hold expires, Destiny makes it available for the next patron in the queue.

Setting	Description
Pending Holds Expire in_ _day(s)	A pending hold is a request that is waiting to be fulfilled with an available copy. The **Pending Holds Expire in** setting identifies how many days a hold is kept pending for the Patron Type. After the pending hold has expired, the hold is no longer active. **Note:** Closed calendar dates are counted in the calculation process. However, if the expiration date will fall on a day marked as closed, it moves to the next open date. For example, if a copy does not become available on day 30 and that date is marked closed on the calendar, Destiny uses the next open date.
Default Hold Priority	When creating a patron type, use the drop-down to select the default hold priority. The hold priority helps determine who gets the first available copy of an item. Choose from: • Lowest • Low • Standard • High • Urgent When you are placing a hold, you can change the default priority.

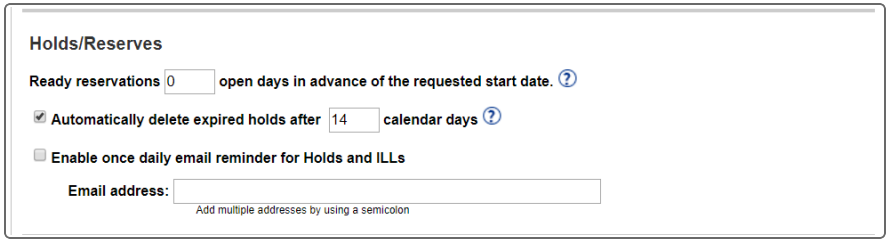
4. If you made changes, click **Save**.

Note: A Destiny Administrator can click **Push** on the Library Policies page to push the library policies to a single site, a site type or the entire district.

Site Configuration Settings

You can define when you want expired holds to be deleted, the number of days to prepare materials, and reminders for holds and ILLs.

1. Select **Admin > Site Configuration > Circulation** sub-tab, and then scroll to the **Holds/Reserves** section.



2. Select settings:

Setting	Description
Ready reservations <#> open days in advance of the requested start	Enter the number of days you need to prepare materials being requested by a start date. Destiny calculates the lead time based on your Calendar settings and assumes that you will be preparing the materials on Open days only. **Example:** If you specify a lead time of two days and your library is closed on Saturday and Sunday, Destiny moves requests that are wanted on Monday from **Local Materials Pending** to **Local Materials to be pulled** on the preceding Thursday.
Automatically delete expired holds	Select this checkbox to have Destiny automatically delete expired holds when the Daily Holds Processor runs, usually each night. Any holds that are deleted are listed on the Daily Holds Processor job summary, which is available each morning in **Admin > Job Manager**.
	Note: You can: • Revive expired holds, but not deleted holds. • Edit the expiration date of a hold either before or after it expires. • Edit the priority of a hold.
Enable once daily email reminder for Holds and ILLs	Select this checkbox to have Destiny automatically send a reminder for holds and interlibrary loans. In the **Email address** field, enter email addresses; use a semicolon between each recipient. **Note**: The Daily Holds Processor job that runs each night sends out the email(s) when there are hold and ILL requests that need processing. To view the Daily Holds Processor job, select **Admin > Job Manager**.

Access Level Permissions

There are several access level permissions related to holds that let you define the functions different groups of patrons can access.

Note: Refer to the Destiny Help topic, *Access Levels and Permissions,* for more information.

Library Materials sub-tab > Holds Management section

- View any patron's holds
- Add/edit/delete holds for patrons
  - Place multiple holds for patrons

Patrons sub-tab > Self-Empowered Patron Access section

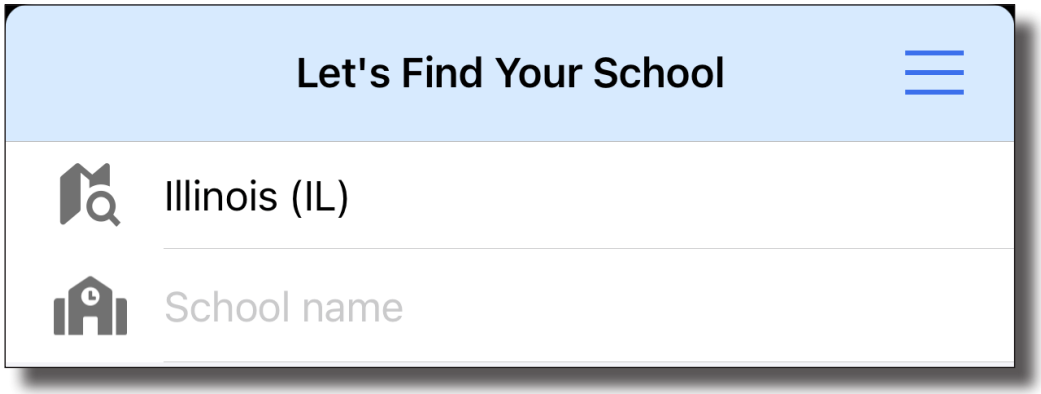
- Place hold for self from Catalog (Library)
  - Place multiple holds for self
  - Delete holds and reserves for self from Catalog
  - Place reserve for self from Catalog
  - Place holds on available copies
  - Place ILLs for self from Catalog

Destiny Discover App Quick Start Guide for iOS Users

The Destiny Discover app gives you a quick and easy way to find resources and read Follett eBooks on-the-go!

1. Find Your School

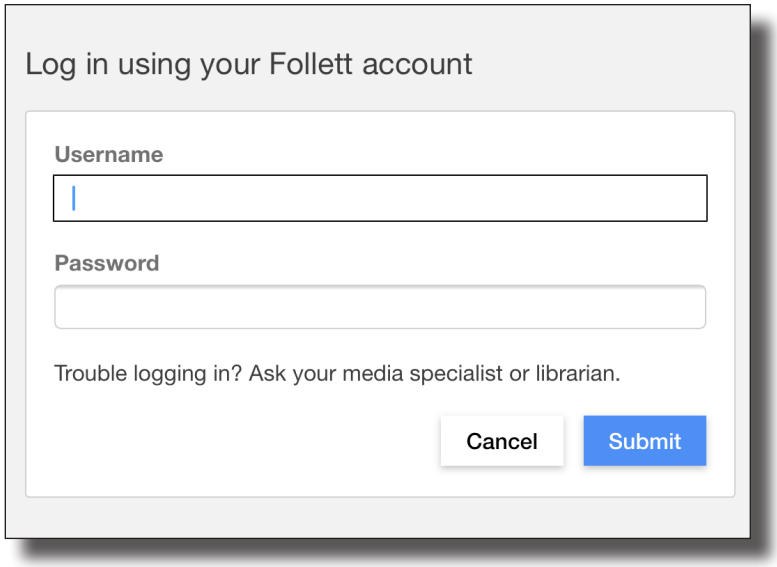
Select your location, and then start typing your school's name to find it.



2. Log In

After you log in once, you will stay logged in until you log out.

If you don't know your username and password, contact your librarian or teacher.



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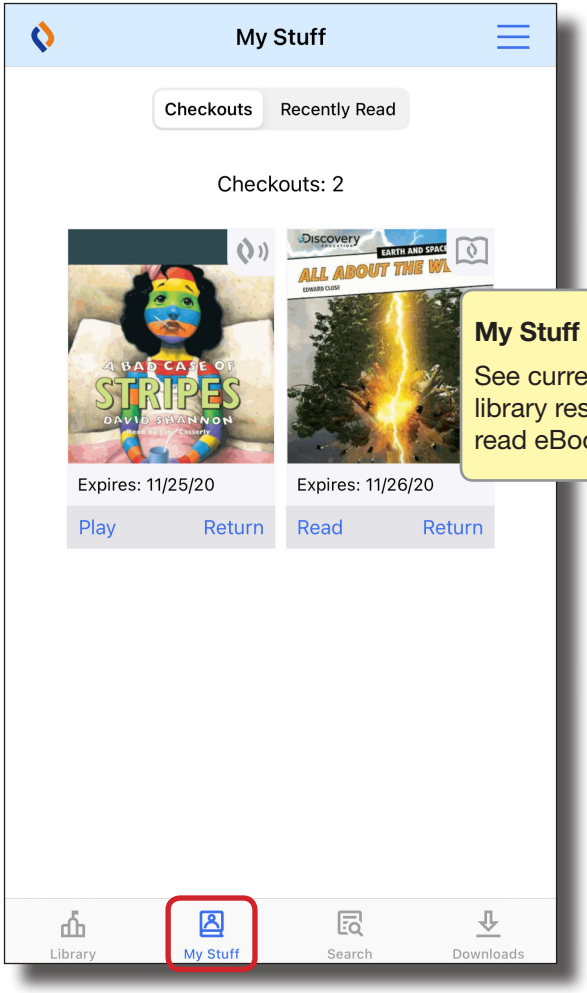
3. Search and Read

There are four pages in the app: **Library**, **My Stuff**, **Search** and **Downloads**. Switch back and forth using the options at the bottom of the screen.

Library

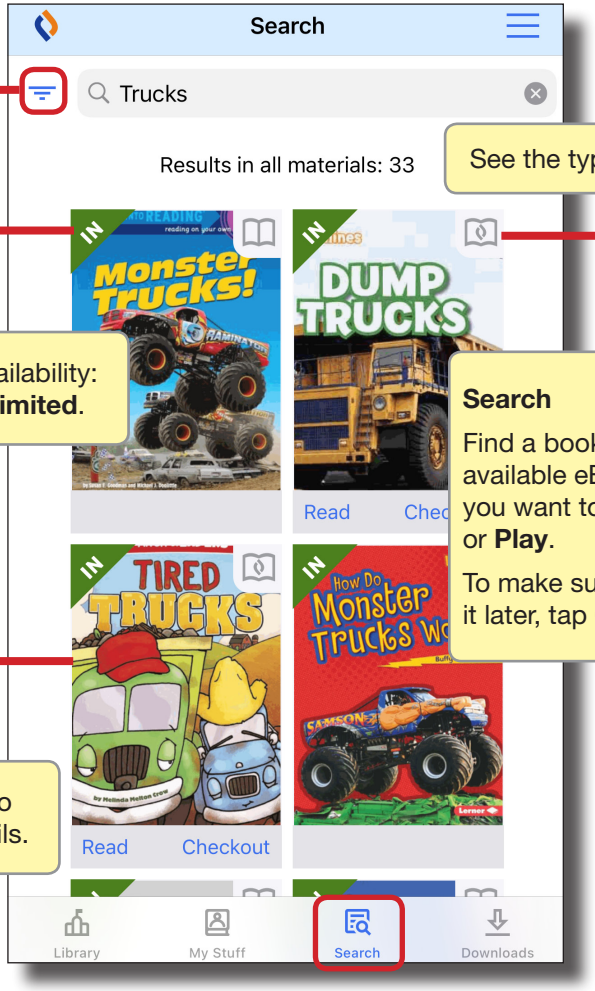
Browse digital titles. Switch between eBooks and Audiobooks.



My Stuff

See currently checked-out library resources and recently read eBooks and audiobooks.

Choose the type of resources to include.



See the type of resource.

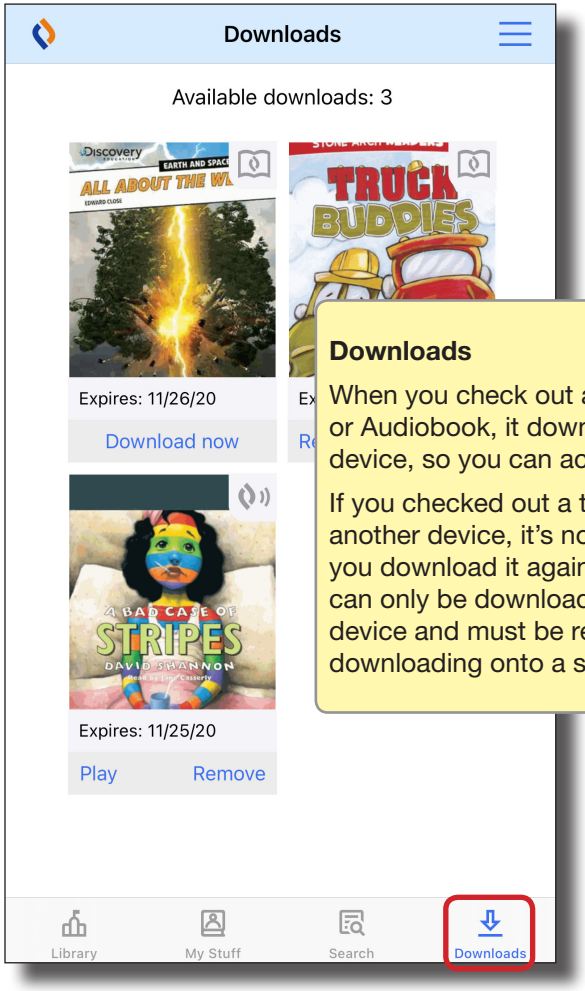
See a book's availability: **IN**, **OUT** or **Unlimited**.

Search

Find a book. If you find an available eBook or audiobook you want to open, tap **Read** or **Play**.

To make sure you can access it later, tap **Checkout**.

Tap a cover to see more details.



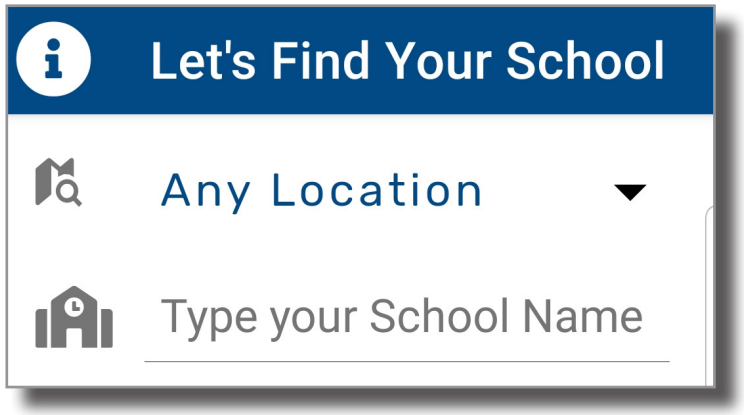
Downloads

When you check out a Follett eBook or Audiobook, it downloads to that device, so you can access it offline.

If you checked out a title using another device, it's not available until you download it again. Some books can only be downloaded on one device and must be removed before downloading onto a second device.

Destiny Discover App Quick Start Guide for Android Users

The Destiny Discover app gives you a quick and easy way to find resources and read Follett eBooks on-the-go!



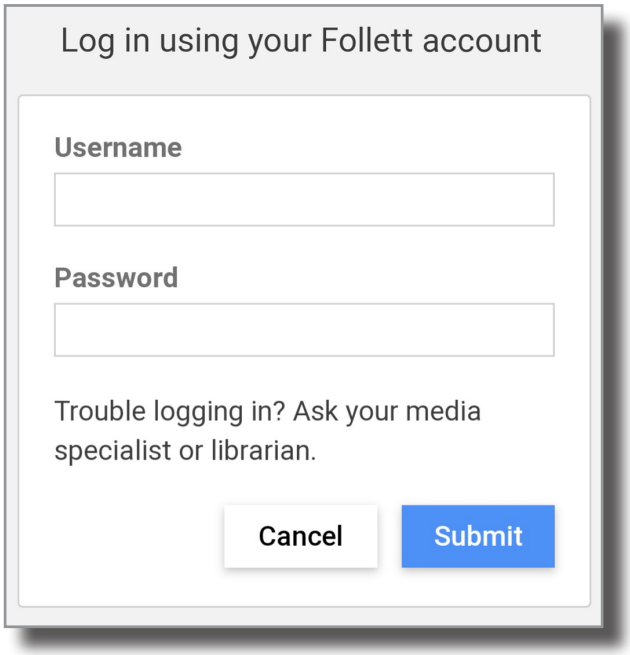
1. Find Your School

Select your location, and then start typing your school's name to find it.

2. Log In

After you log in once, you will stay logged in until you log out.

If you don't know your username and password, contact your librarian or teacher.



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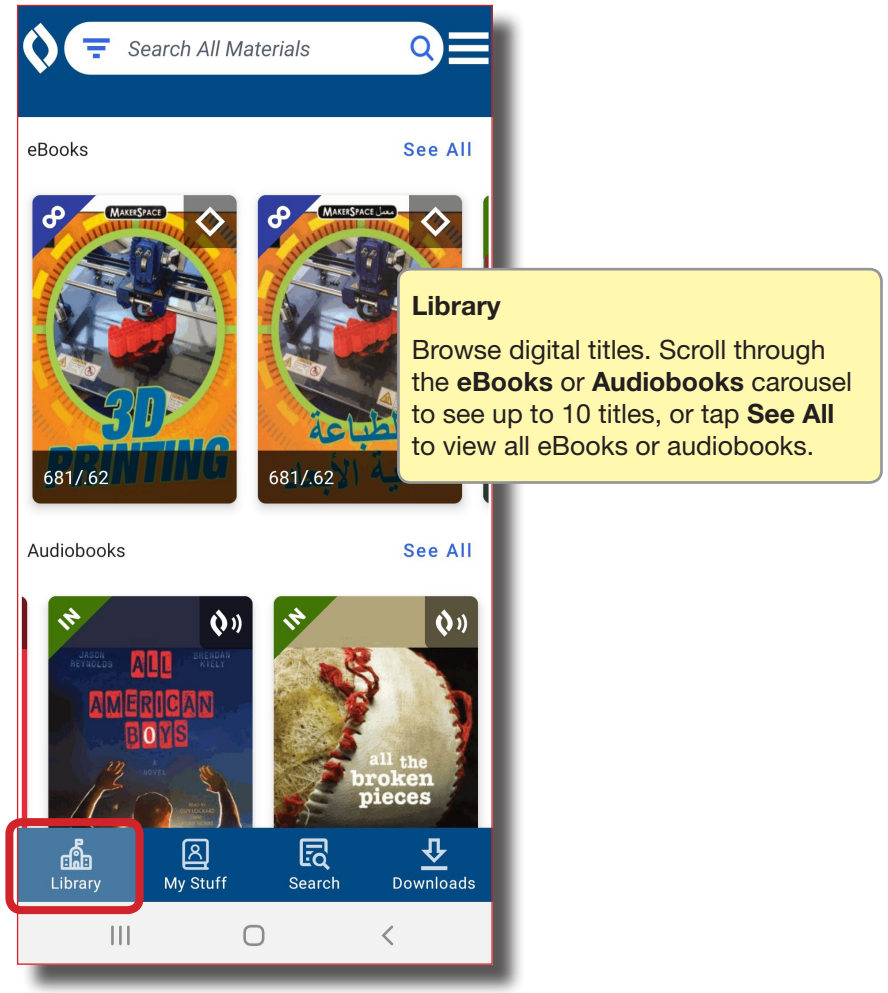
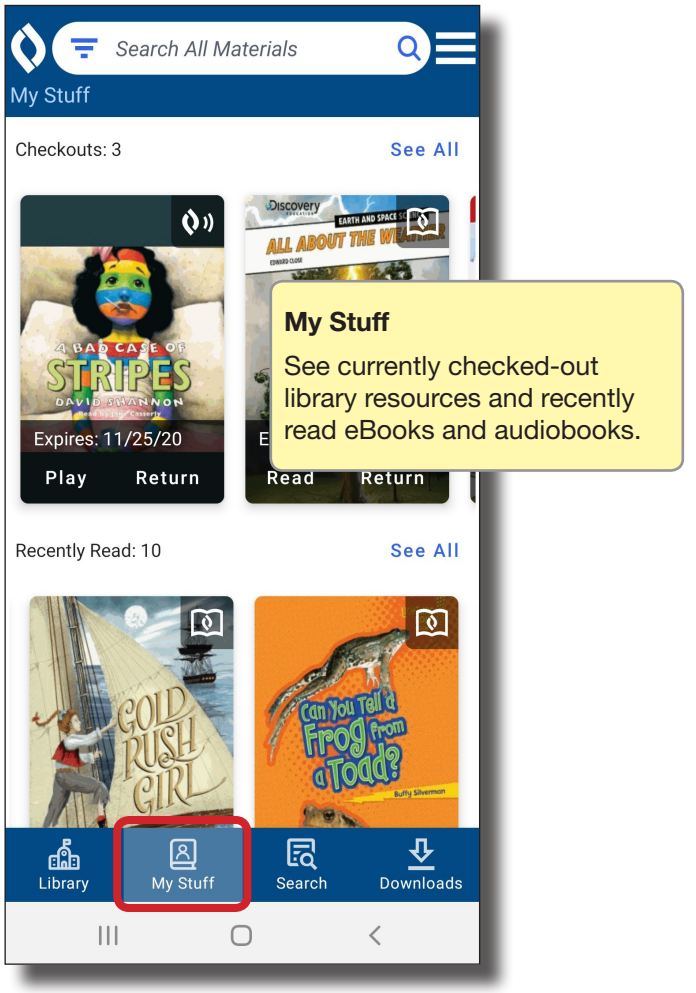


Library

Browse digital titles. Scroll through the **eBooks** or **Audiobooks** carousel to see up to 10 titles, or tap **See All** to view all eBooks or audiobooks.



My Stuff

See currently checked-out library resources and recently read eBooks and audiobooks.

Choose the type of resources to include.

See the type of resource.

See a book's availability: **IN**, **OUT** or **Unlimited**.

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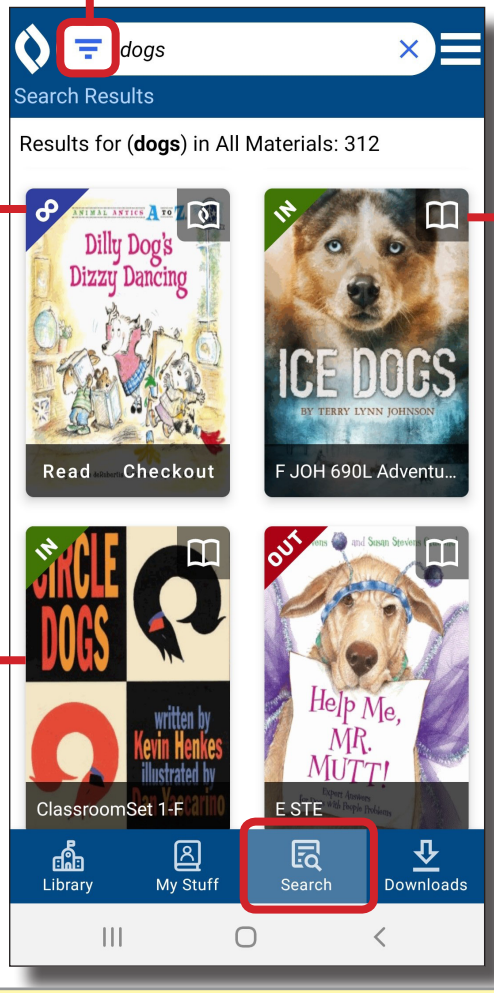

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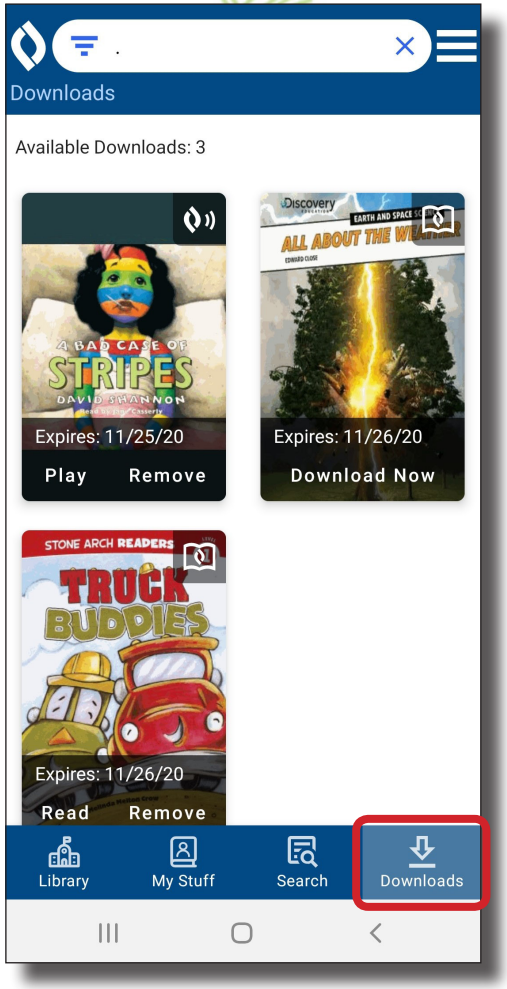

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