

## Destiny Start the School Year

### Updating the Calendar

Your Destiny Calendar, along with your Library Policies, controls when items will be due. When starting the year, you can mark days in your Calendar when your library will be closed.

To view and edit your Calendar, go to Admin, then Calendar/Hours.

Clicking on a day in the calendar changes it from Open to Closed.

Today << September 2023 >>						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3 Closed	4	5	6	7	8	9
10 Closed	11	12	13	14	15	16
17 Closed	18	19	20	21	22	23
24 Closed	25	26	27	28	29	30

To close a day of the week for every week of the year, click the link in the lower-left corner. If no days of the week are set to Closed, the link will say Edit Default Closed Days. If any days have already been selected, it will say Closed:< Day(s) closed>. After clicking the link you will be able to select the days of the week that you want to close and then Save.

Select the days on which your site is normally closed.

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Individual closed dates will need to be set up every year, but days of the week that are closed will carry over year to year.

## Updating Library Policies

Library policies define the circulation rules for your library materials. You can customize the policies to make changes to checkout periods, renewals, fine calculations, refunds, and holds. These policies can be set at the district level, so your district may determine these and you may not have access.

To view and edit your Library Policies, go to Admin, then Library Policies. You will see Patron Types and Circulation Types.



**Circulation Types:** Set policies based on the type of library material. For example, you might have different loan policies for professional development resources, DVDs, and the rest of your collection. A Circulation Type is assigned to each copy in your catalog.

**Patron Types:** Define a group of patrons that share loan policy settings. For example, many schools use Faculty and Student. A Patron Type is assigned to each patron in Destiny.

<b>Staff</b>			 
Max Checkouts	30	Max Holds	99
Fixed Due Date	None	Ready Holds Expire in	Days: 7
Ceiling Date	None	Pending Holds Expire in	Days: 30
Block on Fines/Overdues	Yes	Default Hold Priority	Standard

**Ceiling Date:** The due date for a patron type that overrides the normal loan period's calculated due date, when this date is earlier.

A commonly used ceiling date is a week or two before the last day of school. All items are due on the ceiling date – no matter what their calculated due date. As you prepare to start the school year, you will want to check your ceiling dates. Destiny does automatically update them each year, but they may not be correct.

**Fixed Date:** Use a fixed date for materials that do not follow normal loan periods, such as for equipment checked out to teachers for an entire semester or year. The Fixed Date is not updated automatically and must be set each year if you wish to use it.

## Printing Library Cards or Barcodes

You can find two options for printing student barcodes in Reports, Patron Reports, Labels/Cards.

### Patron ID Cards Report

This report will generate student ID cards that you can print with scannable barcodes. There are many options for what information to include on the cards as well as how to select the student accounts. There are only a few options for the card stock sizes for printing.

**Patron ID Cards**

Select by    
From  to

Limit to **Patron Types & Statuses**  
All Patron Types   Active  
 Inactive  
 Restricted

Graduation Year    
Card Expires From   to

Format Name

Include the following  Patron picture  
 Barcode for scanning  
 Barcode number

Optional Line 1    
Optional Line 2    
Optional Line 3

Use card stock    
Start on label   
Printer offset - Horizontal:  Vertical:

Export to Excel®

You can include a scannable barcode, the student's name, homeroom, grade, and more.



## Patron Barcodes Report

This report can be useful for printing a list of student barcodes by homeroom or grade level for easy checkout by class.

Print used patron barcodes...

Select by

From  to

Sorted by  Patron Name  
 Grade Level and then by

Limited to patrons Of these types All Patron Types  ...with these statuses  
 Active  
 Restricted  
 Inactive

Include the following  Barcode number

Formatted for  Barcode labels  
 Export to Excel®  
 Use label stock

Start on label

Printer offset - Horizontal:  Vertical:

Use at the circulation desk  
 Start a new page for each group  
 Include Circulation command barcodes

In addition to adjusting your printer offsets, you must also configure Adobe Reader so that your labels are properly aligned.  
For assistance configuring Adobe Reader or the printer offsets, see [Troubleshooting](#)

The report will print a scannable barcode for each student with their name. If you select Use at Circulation Desk, the barcodes will be grouped on the same page.



You can also choose to include circulation command barcodes so you can easily checkout the whole class using the scanner without having to click with your mouse.

### Command Barcodes



Check Out



Check In



Patron Status



Reset