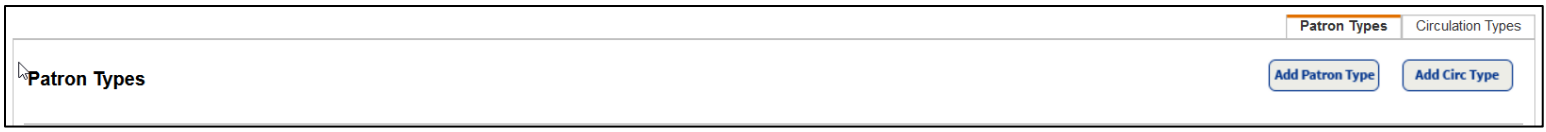
Destiny Finish the School Year

Ceiling Date

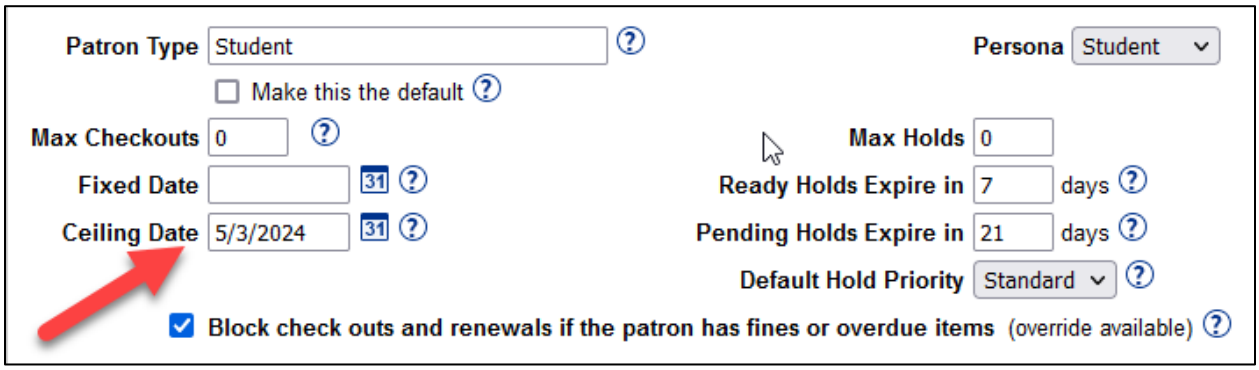
Destiny's Ceiling Date is a due date for a patron type that overrides the normal loan period's calculated due date, when this date is earlier. You can set a ceiling date to help you get items back before the end of the school year.

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. With the ceiling date in place, you can continue to check out items as the end of the school year approaches, and their due date will be automatically assigned to the ceiling date. Destiny does automatically update them ceiling dates each year, but you may want to check them to make sure that they work for you.

To set your ceiling dates, go to Admin, then Library Policies. Then click on the Patron Types tab.

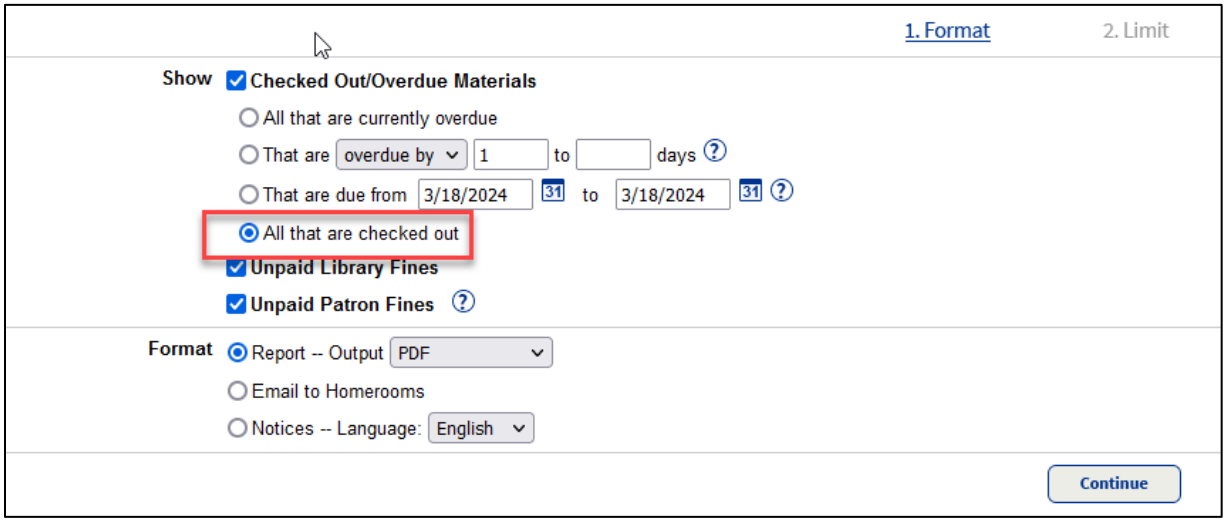


Find the patron type that you want to edit and click on the pencil icon. Then you can set your ceiling date for that patron type.



Current Checkouts/Fines Report

The Current Checkouts/Fines report can be used to generate a list of all items that are checked out to help you get items back before the end of the year. You will find this report in Reports, Library Reports, Circulation.

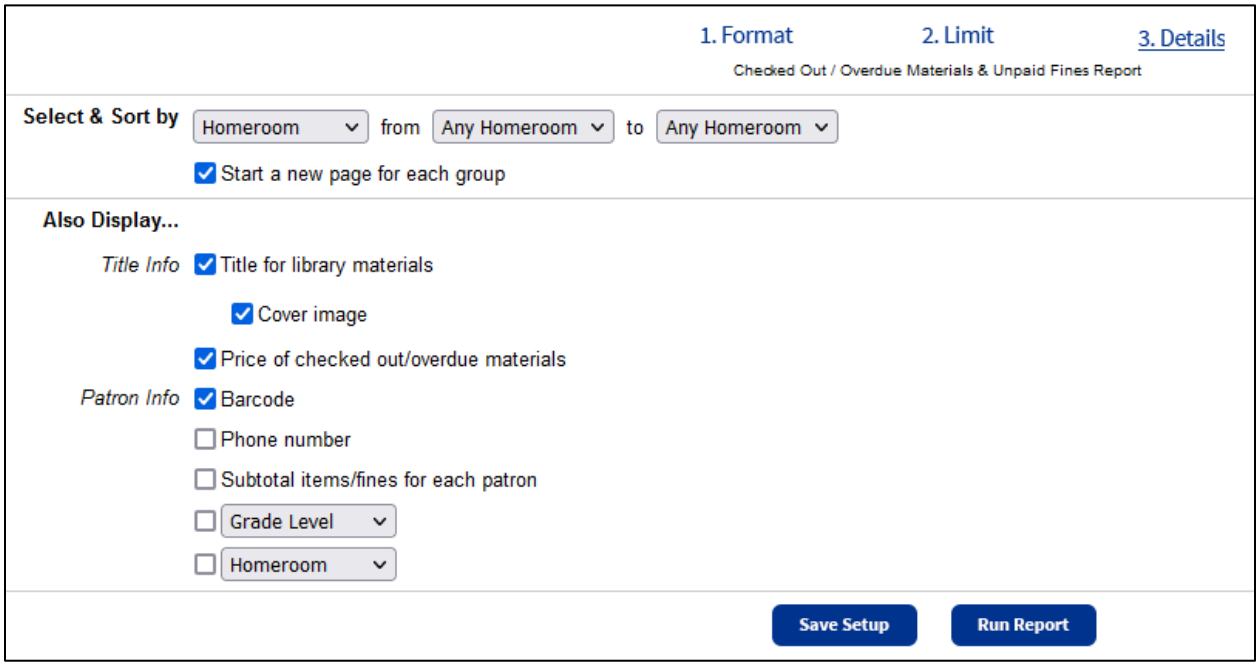


To get a list of all items currently out, select All that are checked out. Then select report for the format and choose either pdf or Excel for the output. This will get you a list that you can print and distribute to teachers or use yourself to remind students what they need to bring back to the library. You could also select to Email to Homerooms to email a list to each homeroom teacher. This would require having email setup already in your Destiny system.

On the next screen, you can limit the report by patron type or circulation type if you wish, and also choose to include patrons and items from other schools.

On the Details screen, you can select how to sort the list, by patron name, homeroom, or grade level. Sorting by homeroom or grade level and then checking the box for Start a new page for each group can be helpful to organize your results.

Then, you can choose what to display on the report. Including the Cover Image for younger students can be helpful.



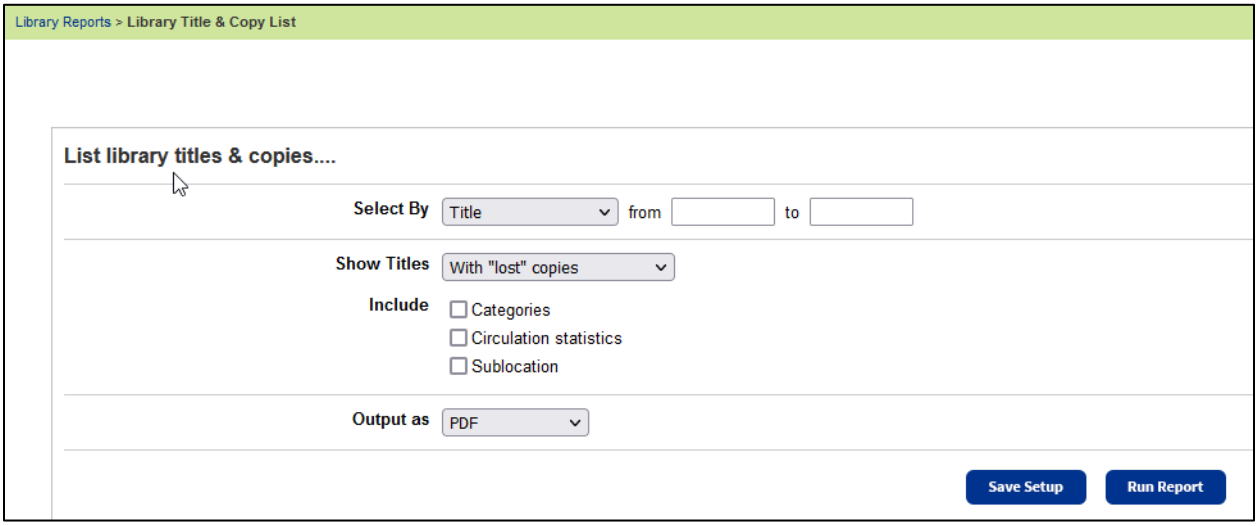
After making your selections, you can run the report, or save it to use again. Saving it and naming it can be helpful at the end of the year so that you can easily run the report multiple times as items are returned.

This report can also be used to create and send individual overdue notices to students (more information about notices here: https://www.sckls.info/services/continuing-education/video-recordings/follett-destiny-notices-experience-the-power-of-communication).

Lost Copies Report

Running a report to identify Lost Copies can be helpful at the end of the year to get a list of materials that are considered Lost in the Destiny system. In Destiny, copies can be automatically marked as lost if they are long overdue. This is set for each Circulation Type. You will find this setting in Admin, Library Policies, Circulation Types. Here you will see the Overdue to Lost setting, which you can set to a certain number of days.

To generate a Lost Copies Report, go to Reports, Library Reports, and select Title & Copy List.



For Show Titles, choose With “lost” copies. This report will give you a list of Titles that have a status of Lost, with the date that they were lost as well as the patron account they are attached to. You can use this report to try to find these lost items on the shelves or in classrooms, order replacements if desired, and delete long lost materials from the system.

Inventory

Another end of the school year task to consider is completing an Inventory with Destiny. Conducting an Inventory can help identify missing materials. Information about how to do an Inventory can be found here: https://www.sckls.info/services/continuing-education/video-recordings/power-up-your-inventory-with-destiny.

Weeding

The end of the year is also a good time to contemplate weeding materials from your collection. Information about weeding in Destiny is available here: https://www.sckls.info/services/continuing-education/video-recordings/weed-smarter-not-harder-with-destiny-285.