Textbook Checkouts and Check-ins Using Destiny for Mira Costa English Teachers
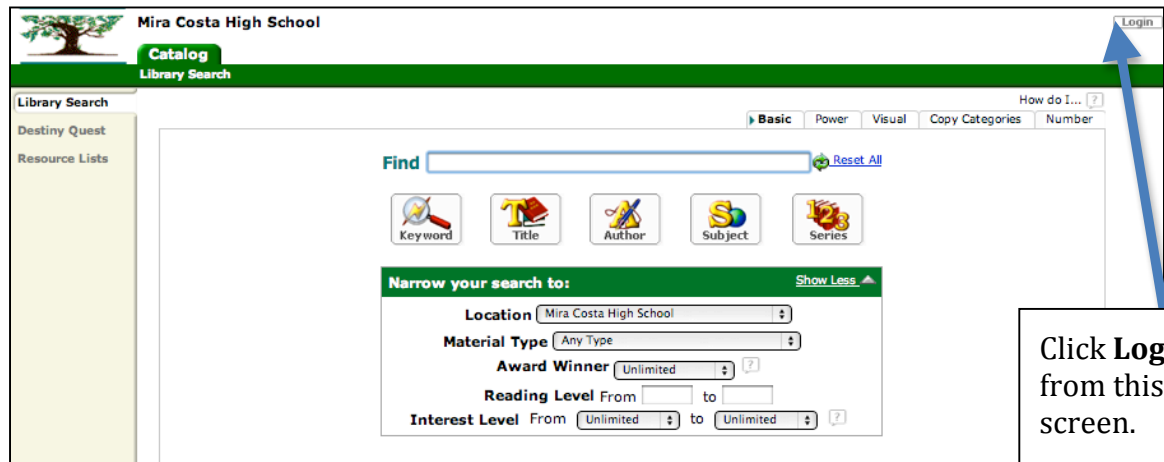
Getting Started

1. Start your browser, and enter **destiny.mbusd.org** in the URL (Address) field at the top of your browser, or follow the Library Catalog link from the library webpage (mchslibrary.org).

2. You will see this screen:

Don't click Login on this screen! It won't work.

Click the **Mira Costa High School** link.

3. You will see this screen:

Tip: Bookmark this page on your computer.

Click **Login** from this screen.

This screen is the library materials catalog, which both students and staff can use to search for library materials. Remember that you can use it to search for our library books (print and ebook) or for videos for your class (even from home!), and you don't need to login to do that.

When you want to check textbooks in or out, *do* click **Login** on this screen.
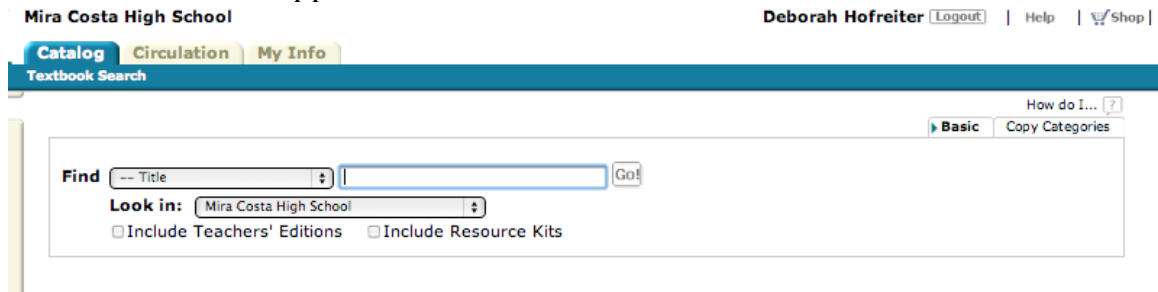
4. You will see this login display:

User Name: _____

Password: _____

✓ Login   ✗ Cancel

Your username is made up of your first initial and full last name. For example, you would enter **jlofton** for Jane Lofton. Your password is **miracosta**.
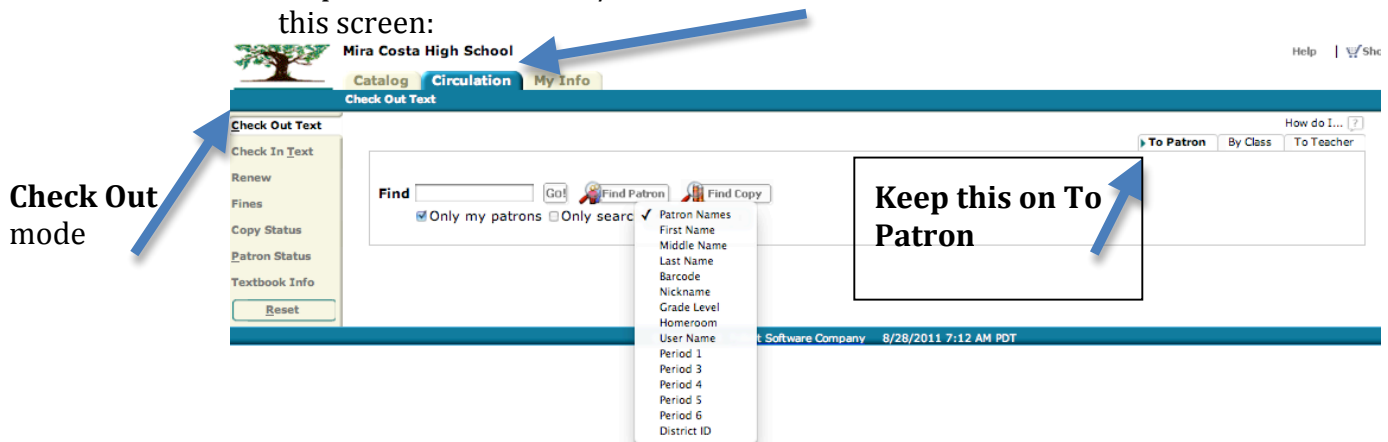
5. This screen will appear:

Mira Costa High School   Deborah Hofreiter [Logout] | Help | 🛒 Shop |

Catalog Circulation My Info
Textbook Search

How do I... [?]
▶ **Basic** Copy Categories

Find [-- Title ▾] [_____] [Go!]
Look in: [Mira Costa High School ▾]
☐ Include Teachers' Editions ☐ Include Resource Kits

You can use this screen whenever you want to search our textbook collection and check the number of available copies of a given title. Type a keyword from the title to find the book you want to display.

Checking Books Out

1. To proceed to checkout/checkin mode, click the **Circulation** tab. You will see this screen:

Mira Costa High School   Help | 🛒 Sho

Catalog **Circulation** My Info
Check Out Text

Check Out Text   How do I... [?]
Check In Text   ▶ **To Patron** By Class To Teacher
Renew
Fines   **Find** [_____] [Go!] 🔍Find Patron 📕Find Copy
Copy Status   ☑ Only my patrons ☐ Only searc ✓ Patron Names
Patron Status   First Name
                                                         Middle Name
Textbook Info   Last Name
                                                         Barcode
[Reset]   Nickname
                                                         Grade Level
                                                         Homeroom
                                                         User Name   Software Company   8/28/2011 7:12 AM PDT
                                                         Period 1
                                                         Period 3
                                                         Period 4
                                                         Period 5
                                                         Period 6
                                                         District ID

Check Out mode

Keep this on To Patron

Note the options on the left. You are in **Check Out Text** mode by default. Also note the tabs on the right. You are in **To Patron** mode by default. Do not change this. From this screen you can check out to students in two different ways. The first way is the best and most accurate method if you have a scanner available.

Please use this method if possible. It is far more accurate.

▪ Option 1: If you have a barcode scanner, choose **Barcode** from the drop-down box, make sure you have the **To Patron** tab selected, and scan the student's barcode in the **Find** box.

▪ Option 2: If you don't have a scanner, you can choose **Patron Names** from the drop-down and type a student first or last name. You will probably see a list of students, such as in this example:

Tip: Truncate long names, but you must add an asterisk * at the end to find truncated items.

Find [   ] Go! 🔍Find Patron 🔍Find
☑ Only my patrons ☐ Only search [Patron Names]

Name	Barcode
Bath, Michelle	P 13736
Frederick, Amber	P 14412
Lofton, Gabriel Rashad	920006763
Lofton, Jane	P 92134
North, John	P 14260

Then, *carefully* choose and click the correct student from the displayed list.

For *both* these methods, make sure that the correct student's name and record is active before you proceed to check out a book.

2. Once you have the correct student selected, scan the barcode of the book in the **Find** field, or type the barcode number and press Enter. The barcode is inside the front cover of the book. The title of the book and its barcode number will appear as in this example:

VERY IMPORTANT STEP:

Checked Out
📕 Lord of the Flies PAP (Copy: X 11227)   Due 6/21/2012
                                                                       Change

3. Select the **Change** box underneath the **Due** date. **It is very important to set a logical due date so that we can easily notify students who have late books.**

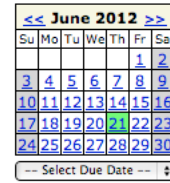Click **Change**.

3. Click **Save**

Change the due date for checkout to patron...

Save

Cancel

2. Leave this at **Until logout t**o keep the same date for all students.

until logout

1. Change date on the calendar.

<< June 2012 >>

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

-- Select Due Date --

4. Use the calendar on the right to select the due date you want to set. Leave the **until logout** default option if you are changing to the same date for all students. Then be sure to click **Save**. The new date will apply until you logout or change it again.

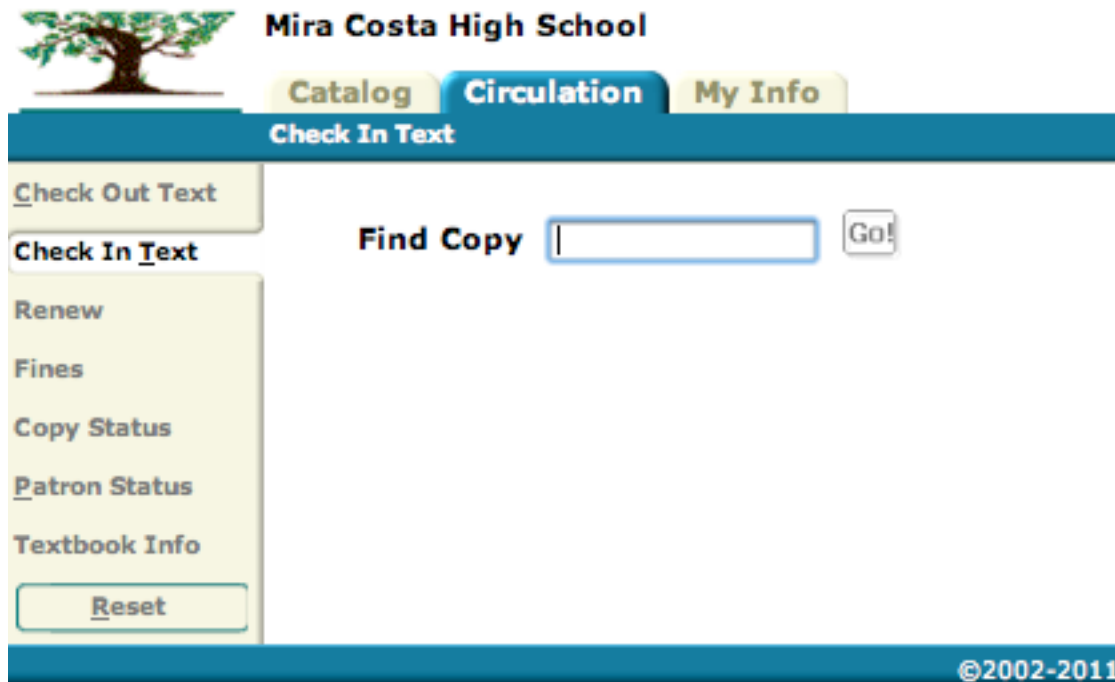5. **VERY IMPORTANT**: Once you have completed the checkout to a

   Reset

   student, be sure to click _____ on the left to avoid accidentally having this student the active student for your next checkout.

6. Repeat Step 1, 2, and 5 to checkout to the next student.

Checking Books In

1. Select **Check In Text**, to display this screen:

Mira Costa High School

Catalog **Circulation** My Info

Check In Text

Check Out Text

Check In Text

Renew

Fines

Copy Status

Patron Status

Textbook Info

Reset

Find Copy [   ] Go!

©2002-2011

2. Now, scan or carefully type the barcode number of the book to return.

3. Confirm that the book title appears, as in this example:

4. Continue to scan the remaining books to return, confirming that the correct book appears each time. You don't need to Reset between check-ins, but you do want to be sure that each and every book is entered and recognized by the software.

Sequential Check In/Check Out for Each Student

Once you have a set of books checked out, and you are planning to check one set in the same day you check another out, you may prefer this method of checking in and then out to each student in turn. This method keeps typing to a minimum if you don't have a scanner available:

1. Start with **Check In Text** and scan or type a barcode to check a book in for the first student. This student now becomes the "active" patron.

2. Click **Check Out Text**. You will note that the student whose book you just checked in is now the active student.

3. Type or scan the barcode of the book you want to check out. Check to be sure that the new book displays as checked out.

4. Change the due date to the appropriate date for the new title.

5. Click Reset, then click on **Check In Text**, and proceed with the next student.

Checking the Status of a Book

To check the status of a book:

1. Select the **Copy Status** option on the left.

2. Scan or type the barcode of the book. The book's status will display.

Things to remember

- Let the library do the checkouts provided that I have volunteers available, and return books to the library as soon as students are done. I am happy to have my volunteers check them in.
- Make sure when checking books out to set a reasonable deadline – **not** the end of the year default - so that students will start to get late notices once the books are overdue. That way, we will have the books for the next class, and we aren't waiting until the end of the year to deal with their missing book issues.
- Please don't write down books to check out and enter later. A lot more errors happen when it is done that way.
- Try to always use a barcode scanner. Typing in numbers leads to more errors.

8/24/15

Please contact Jane Lofton if you have any questions or problems.