D.L.M: PLACING HOLDS ON LIBRARY BOOKS



Destiny Library Manager allows students to place holds on library books. Library staff with full-access is able to view and manage holds.

In this tutorial you will learn how students can place holds on books and how an individual with full access to Destiny Library Manager can manage the holds.

Requirements:

- * PC or MAC
- * A web browser such as:
 - 🌀 Chrome
 - Explorer/Edge
 - 🥑 Firefox
 - 🎯 Safari
- Full-access to Destiny Library Manager (library staff)
- * An Internet connection
- An LAUSD Single-Sign_On (SSO) (both students and library staff)

METHOD ONE: STUDENTS LOGIN TO DESTINY VIA THE FOLLETT URL

(NOTE: Students need to have an active email in order for their SSO to work.)

- 1. Open a web browser.
- 2. In the address bar, students type the following URL and press the Enter key on the keyboard: http://lausd.follettdestiny.com
- 3. There are two ways to find their school:
 - a. In the **Search for Site Name** field, students type in the name or location code of their school. Then they press the **Enter** key on the keyboard or click on the **Go** button, OR
 - b. Students click on the blue bar associated with their school group (e.g. Middle School) then find and click on their school's link.



- 4. On the school's home screen, students click the **Log In** link located on the upper-right corner.
 - a. They click on LAUSD Student SSO and use their LAUSD SSO credentials to login.



METHOD TWO: STUDENTS LOGIN TO DESTINY VIA SCHOOLOGY

- 1. Students first need to login to their Schoology account.
- 2. Once logged in, students click on the drop down menu icon that has four small squares.
- 3. From the drop down menu, students will select LAUSD Destiny. This will take them directly to the Destiny home page for their school.

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	LMS App Center		6				
	Gradebook Reports		2				
Folle	LAUSD Destiny		-3				
٠	LAUSD Digital Library						
*	MyMail PIN						
	Teaching Matters	_					

METHOD ONE: PLACING A HOLD ON A LIBRARY BOOK THROUGH DESTINY CLASSIC

- 1. Students perform a Library Search in Destiny Classic.
- 2. From the search results, the students identify a book they want to place on hold.
- 3. They either click on the title or the **Details** icon.

	Home Catalog My Info	
	Library Search > Search Results	
Library Search		
Destiny Quest		How do I (?)
Destiny Discover		Titles Web Sites One Search
WebPath Express	Searched for (ghosts).	Printable
Standards Search	[Not what you're looking the Refine your search? Browse Subjects?]	Selected List: My Personal List Add Page
Resource Lists	Titles: 1 - 25 of 165 Sort By Relevance 😳 👩	1 2 3 4 5 7 🕨 [Show All]
Español	Ghosts Details Call #: 741.5 Tel Telgemeier, Raina, Sublocation: On Shelf Published 2016 Accelerated Reader® Level: 2.6 / 1.0 pts. Lexile: GN300L	3 of 3 available (Add to This List)
	Call #: Fic Tur Turnage, Sheila. Published 2014 Accelerated Reader® Level: 4.2 / 10.0 pts. Lexile: 550L	1 of 1 available (Add to This List)

4. Students click on the Hold It button.

	Home	Catalog	My Info						
	Library Se	arch > Search Re	esults > "Ghost	s"					
Library Search									
Destiny Quest									How do I
Destiny Discover								Title Details	Reviews Copi
WebPath Express	*****	RAINA TELGE	MEIER	Ghosts / [l	Book]				Hold It
Standards Search	0	HO	46	Raina Telgen	neier ; wit	th color by Braden	Lamb.	/	*
Resource Lists	G			Call #:	741.5 Tel			\sim	
Español				Sublocation:	On Shelf	available: 3 of 3.	See all	4	
		P	A	Catrina and her fa her little sister, Ma move when she is heart on meeting	mily have ya, who h told that one. wiews: 1)	moved to the coast as cystic fibrosis-ar her new town is inha	of Northern Ca Id Cat is even I bited by ghost	lifornia for the sake of ess happy about the s , and Maya sets her	
	_ Exp	TitlePer	ik™	Selected List: My	Personal	List Add to This L Explore! Quiz Info	ist Additional Info I	Publication Info I Award	ls

5. Students then click on **Save.**

	Home	Catalog	My Info
	Library Searc	h > Search Re	sults > "Ghosts" > Hold Request
Library Search			
Destiny Quest			How do I 🕐
Destiny Discover	- Re	equesting	
WebPath Express			Ghosts 5
Standards Search			Telgemeier, Raina,
Resource Lists			Copies: 3 ()
Español			
			Save

METHOD TWO: PLACING A HOLD ON A LIBRARY BOOK THROUGH DESTINY DISCOVER

- 1. Students perform a search in Destiny Discover.
- 2. From the search results, the students identify a book they want to place on hold and click on the **Hold** button.

⊟ Destiny Discover	Search	ghosts			9	©, Search Options
	Books	Collections	Websites	Databases	Open Edu	icational Resources
Filters		The ghos	sts of Kerfol			
Availability	~	Chord & Book	orah.	Published: 2008		Accelerated Reader®: 6.4 / 6.0 pts.
Author	~	Call Numb Sublocatio	er: PIC NOY n: On Shelf			Lexile: 980L
Subject	~	Hold	Favorite			
Genre	× 6	Ghosts	f the Civil War			
Format	~	Harness, Ch	eryl.	Published: 2002		Accelerated Reader®: 4.9 / 1.0
Sublocation	~	€ Book Call Numb	er: FIC HAR	Reading Level: RL 5-	-6 9	pts.
Accelerated Reader®	~	Sublocatio	on: On Shelf			
Lexile	~	Hold	Favorite			

METHOD ONE: STUDENTS CAN CHECK THEIR HOLDS FROM DESTINY CLASSIC

1. While in the Destiny Classic view, students can check their holds by clicking on the **My Info** tab. **NOTE:** A Status of Ready refers to a book that was already available when the hold was placed. A Status of Pending refers to a book that was checked out when the hold was placed. The status will change from Pending to Ready when the book is returned and checked in.

	Home	Catalog My Info				
	Status for C	oscar Student				
Patron Status						
Resource Lists			(1)			How do I ?
	Item	s Out				
Español	Library	Materials				
			There are no library materials checked out for this patron.			
	Textbo	oks				
			There are no textbooks checked out for this patron.			
	Resou	rces				
			There are no resources checked out for this patron.			
	- Fine	S				
			There are no fines for this patron			
	- Hold	ls				
		Title	Requested	Quantity	Status	
		The ghosts of Kerfol	38151000104818	1	Ready	
		Ghosts	38151X00000139	1	Ready	
		The ghost's child	Any Copy	1	Pending	Û
	Rec	ommended Titles				
			There are no recommended titles for this patron			
						Printable

METHOD TWO: STUDENTS CAN CHECK THEIR HOLDS FROM DESTINY DISCOVER

1. While in the Destiny Discover view, students can check their holds by clicking on the drop down menu at the top left hand corner.

2. From the slide out menu, students select the Holds option.

3. NOTE: The number next to the menu icon refers to the number of Holds that are ready. If any holds were placed on books that were checked out, they will appear here, (e.g. the book The Ghost's Child) but the status will show Hold Pending. Once the book is returned and checked in, the status will show Hold Ready.



LIBRARY STAFF: SETTING UP POLICIES FOR LIBRARY HOLDS

The library staff can modify the default policy settings for library holds specific to their school.

- 1. Click on the **Admin** tab.
- 2. Select the Library Policies option.
- 3. Click on the **pencil** icon to edit the settings for the Student Patron Type.

	Home Ca	talog Circu	lation Repo	orts Admin	My Info	- F2				
	Library Policies			1						
Update Patrons	6									
Library Policies	E			(1)				How do I	?
Calendar / Hours								Patron Types	Circulation	Types
Site Configuration	Patro	Types						Add Patron Type	Add Circ Ty	pe
Inventory									(
Job Manager								3		
	Studer	t 🔽 Default Pat	ron Type 🕐						-1	ŵ
		Max Checko	uts	2		Max Ho	olds		5	
		Fixed Due Da	ate	No	one	Ready	Holds Expire	olds Expire in		
		Ceiling Date		No	None Pending Holds Expire in				Days: 21	
		Block on Fin	es/Overdues	No)	Default Hold Priority			Standard	
		Circulation Type	e Checkou	t Limit Loan	Period Gr	ace Period	Renewable	Fine Increment	Max Fine	i.
		AV		Days	: 0 Da	ays: 0	Times: 2	\$0.00 per day	\$5.00	
		BOOK		Days	: 14 Da	ays: 0	Times: 2	\$0.00 per day	\$5.00	
		EASY		Days	: 14 Da	ays: 0	Times: 0	\$0.00 per day	\$5.00	
		ELECFILE		Days	: 14 Da	ays: 0	Times: 0	\$0.00 per day	\$5.00	
		LIB_SERV		Days	: 14 Da	ays: 0	Times: 0	\$0.00 per day	\$5.00	
		REF-BOOK		Days	: 0 Da	ays: O	Times: 0	\$0.00 per day	\$5.00	
		VIDEO		Days	s: 14 Da	ays: 0	Times: 0	\$0.00 per day	\$5.00	

4. The library staff is able to modify the Max Holds, Ready Holds Expire in, Pending Holds Expire in, and the Default Hold Priority. It is recommended that the Default Hold Priority remain as Standard. (Click on the question marks with a circle around them for details on that topic)

Patron type	Student				0						
	Default Patro	on Type	e 🕐								
Max Checkouts	2		6						Max Holds	5	
Fixed Date	3	1 ?	4			_	Re	eady Hol	ds Expire in	4 da	ays 🕐
Ceiling Date	8	1 ?				1	Pen	ding Hol	ds Expire in	1 da	avs ?
							-	Dofault L	lold Briority	Ctandard	00
0	Block check ou	te and	ronowale	if the	nat	ron has f	ines	or overd	itome (ovo	rrido avai	labla)
	DIOCK CHECK OU	anu	renewals	in the	pau	un nas i	nica i	or overu	ac items (ove	nuc avai	
Circulation Type	Checkout Limit	Loon	Pariod		Grac	e Period	Rone	owablo	Eine Ineremen		
circulation type	Checkout Linnt	LUdii	Fellou		anuo	erenou	Tiern	ewable	Fille incremen		Max Fine
AV		0	Days	0	0	days	2	times	\$0.00	daily	\$5.00
AV BOOK		0 14	Days	0	0	days days	2	times times	\$0.00 \$0.00	daily daily	\$5.00 \$5.00
AV BOOK EASY		0 14 14	Days Days Days	0	0 0 0	days days days	2 2 0	times times times	\$0.00 \$0.00 \$0.00	daily daily daily	\$5.00 \$5.00 \$5.00
AV BOOK EASY ELECFILE		0 14 14 14	Days Days Days Days Days	0	0 0 0 0	days days days days	2 2 0 0	times times times times	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00	daily daily daily daily daily	Max Fine \$5.00 \$5.00 \$5.00 \$5.00
AV BOOK EASY ELECFILE LIB_SERV		0 14 14 14 14 14	Days Days Days Days Days Days	0 0 0 0	0 0 0 0 0	days days days days days days	2 2 0 0 0	times times times times times	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	daily daily daily daily daily daily	Max Fine \$5.00 \$5.00 \$5.00 \$5.00 \$5.00
AV BOOK EASY ELECFILE LIB_SERV REF-BOOK		0 14 14 14 14 14 0	Days Days Days Days Days Days Days		0 0 0 0 0 0	days days days days days days days	2 2 0 0 0 0	times times times times times times	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	daily daily daily daily daily daily daily	Max Fine \$5.00 \$5.00 \$5.00 \$5.00 \$5.00 \$5.00
AV BOOK EASY ELECFILE LIB_SERV REF-BOOK VIDEO		0 14 14 14 14 14 0 14	Days Days Days Days Days Days Days Days		0 0 0 0 0 0 0	days days days days days days days days	2 2 0 0 0 0 0 0	times times times times times times times	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	daily daily daily daily daily daily daily daily	Max Fine \$5.00 \$5.00 \$5.00 \$5.00 \$5.00 \$5.00 \$5.00
AV BOOK EASY ELECFILE LIB_SERV REF-BOOK VIDEO		0 14 14 14 14 0 14	Days Days Days Days Days Days Days Days		0 0 0 0 0 0 0	days days days days days days days days	2 2 0 0 0 0 0	times times times times times times times	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	daily daily daily daily daily daily daily daily	Max Fine \$5.00 \$5.00 \$5.00 \$5.00 \$5.00 \$5.00 \$5.00

LIBRARY STAFF: MANAGING LIBRARY HOLDS

- 1. If there are books on hold to be pulled (from the shelf), you will see a red exclamation point next to the flag to the right of the tabs. Click on the exclamation point (Note: When there is no flag use the next method, Library Staff: How To View All Holds.)
- 2. Clicking on the title or **Details** button will give you the book's information.
- 3. Clicking on the icon next to the copy's barcode will provide you with information about that particular hold.
- 4. Clicking on the icon next to the student's name will display the Patron Status view.
- 5. Clicking on the **Pull Copy** button will create a status of **Ready** and set the priority to **Standard** or whatever priority you have set up in the policy settings. (Perform this task as you pull the books from the shelf to get them ready for students to pick up.)
- 6. Any books that were checked out when the hold was placed will show Pending.
- 7. Holds that are pending could be deleted from this view.
- 8. You are able to customize the view for the requested items.

	Home Catalog Circulation Reports Admin My Info R
Check <u>O</u> ut Check <u>I</u> n	1 How do I
Renew Holds/ILL Fines	Local Requests () Local Materials to be Pulled () (Customize View) Printable
Copy Status Patron Status	Call Number Title Patron Priority FIC NOY The ghosis of Kerfol Details (Copy: 38151000104818) Oscar Student Standard Pull Copy
Offline Circulation Library Information	Local Materials Pending (2) Status Patron Title Requested Expires Priority Pending Oscar Student (*) The ghost's child Details (Copy: Any / Call #: FIC HAR / #1 in Queue) (*) 8/18/2020 9/8/2020 Standard Delete
	6 Customize View ? Use the following senders to create a customized holds transaction list. View the details for items requested after the date 2
	Include: © Local Pending © Local Ready © Local Expired © Local Reserved © Unapproved Requests © ILL Requests Update

LIBRARY STAFF: HOW TO VIEW ALL HOLDS

- 1. To view all of the holds, click on the **Circulation** tab.
- 2. Select the Holds/ILL option.
- 3. Click on View Requests button.

	i ionio	Catalog	Circulation	Reports	Admin	My Into	
1	Holds/ILL						
Check Out	~			6		0	
Check In	2)					3	How do I (?)
Renew	Find Pat	ron		Go			View Requests
Holds/ILL		Only	my patrons 🗆 O	nly search Pa	atron Names	Only Active Patron	IS
Fines							
Copy Status							
Patron Status							
Offline Circulation							
Library Information							
Reset							

OPTION ONE: GENERATING NOTICES TO NOTIFY STUDENTS THAT THEIR BOOKS ARE READY TO BE PICKED UP.

- 1. Click on the **Reports** tab.
- 2. Select the Library Reports option.
- 3. Under the Holds section, click on the Hold Notices link.
- 4. Use the drop down menu to choose how you want to sort the notices.
- 5. Make sure the boxes for **Print Homeroom** and **Display title for library materials** are checked.
- 6. Customize the message (this should be generic as it will be sent to multiple patrons.) Note: This message will be saved once you click on Run Report.
- 7. Select the radial button for **Internally**.
- 8. Click on **Run Notices.** The notices can printed then be given/sent to students.

NOTE: Notices will be generated for all holds on books that are available in Destiny. No notices will be generated for pending holds, (books that are still checked out.)

	Library Reports > Hold Notices
My Favorites	Select & sort by Potron Name
Library Reports	
Patron Reports	Print Homeroom Q Disolay title for library materials
Report Builder	Message Dear Patron's Name:
Report Manager	6 One or more of the copies you placed a hold on is available in the library. You can pick them up this Friday between the hours of 8a.m. and 12 noon.
	Distributed Internally Via email
	Run Notices

OPTION TWO: GENERATING EMAILS TO NOTIFY STUDENTS OF THEIR BOOKS WHEN THEY ARE READY TO BE PICKED UP.

- 1. Perform steps 1-6 as described above.
- 2. Select the radial button for Via email.
- 3. For Display name, leave as Destiny or you can choose a name the email will display.
- 4. For Email, it is recommended that you leave **do_not_reply@follett.com**, however, if you choose to, you can use your email address.
- 5. For Send to, check the box for **Student Email**. If you have holds ready for faculty/staff members, you can check the box for **Faculty/Staff Email**. You can check the box for Homeroom to send an email to the Homeroom teacher(s) with an attached PDF of the notices for their students who have books ready to be picked up. It is recommended that email to Homeroom be sent separate.
- 6. Click on **Run Notices**. This will send the emails and take you to the job manager. When the Ready Hold Notice job is complete, click on **View** to see the summary.

10.00	Home	Catalog	Circulat	tion Report	ts Admin	My Info	P <mark>II</mark>		
	Library Rep	ports > Hold N	lotices						
My Favorites	Select	& sort by			1	1			
Library Reports			Patron Name	trom	to				
Patron Reports			Print Home	eroom	diala (
Report Builder		Message	Display title	Patron's Name:					
Report Manager			One or mor hold on is can pick t hours of 8	e of the cop available i hem up this a.m. and 12	ies you pla n the libra Friday betw noon.	ced a ry. You een the			
	0	Distributed	 Internally Via email Provide send 	ler information					
	0	2	Display name	Destiny					
			Email	do_not_reply@fo	llett.com		Test Email ?		
		5 6-	Send To	Student Email Faculty/Staff Email 3 Email 4 Email 5 Homeroom Run N	ail f Email otices				

CHECKING IN A BOOK THAT HAS A HOLD PLACED ON IT

- 1. When a book that has a hold on it is checked in, a note will be displayed to notify the library staff that the copy is being held for, and the student's name and ID will be displayed.
- 2. The option to print or email a hold notice to the patron is available. Clicking "**here**" will print the notice.
- 3. Clicking "email" will send the email notice.

Note: In order for this message to be displayed, you will first need to setup and generate hold notices "Internally" and "Via email" at least once. Also note that whatever message you set up, for the Hold Notices, is the message that will be used for the options described in step 2 & 3.

	Check In			
heck Qut			Ð	
heck In			1	How do I (?)
enew olds/ILL nes opy Status atron Status ffline Circulation brary Information Reset	Find Copy User entered: 00101372	 Record in-library use Check in off-site copies Please note This copy of African stories" should be held for JOSE A MED Please notify the patron that this hold is ready to be picked up Click here to print a hold notice for the patron. Note: To print a notice AND send an email, click on the above opti Click here to email a hold notice to the patron. 	DINA (Barcode: 060208M066, Homer	oom: COGUOX, CAROLINA) w to email the notice.
	- Most Recently Ch	ecked In African stories (Copy: 00101372)	Due 9/1/2020	Hold Create Fine
	State of	Checked out 8/18/2020 to GONZALEZ, OSCAR (Faculty: 00583120) Library copies still checked out: 0		