

# MARKING TEXTBOOKS LOST & ADDRESSING FINES






*Destiny Resource Manager allows users with full access to mark textbooks lost and address textbook fines.*

## **In this tutorial you will learn how to:**

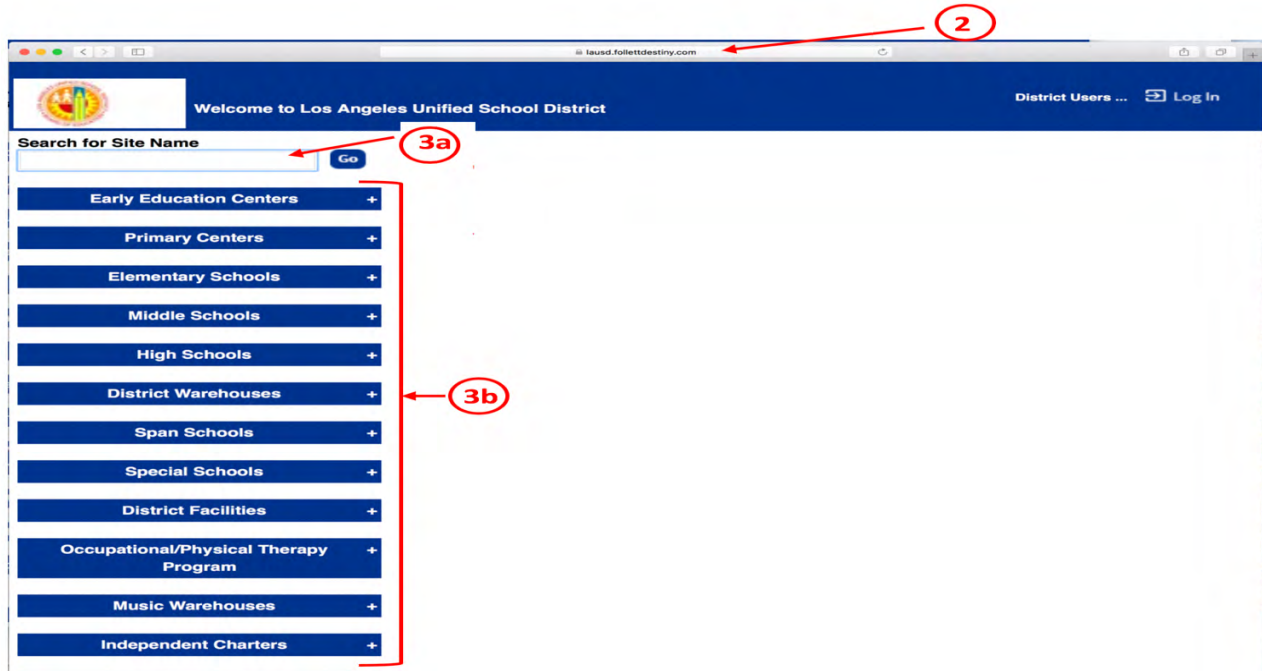
- *Mark textbooks lost and address fines.*

## **Requirements:**

- PC or MAC
- A web browser such as:
  - Google Chrome 
  - Mozilla Firefox 
  - Safari 
- Full access to Destiny Resource Manager
- An Internet connection
- An LAUSD Single-Sign-On (SSO)

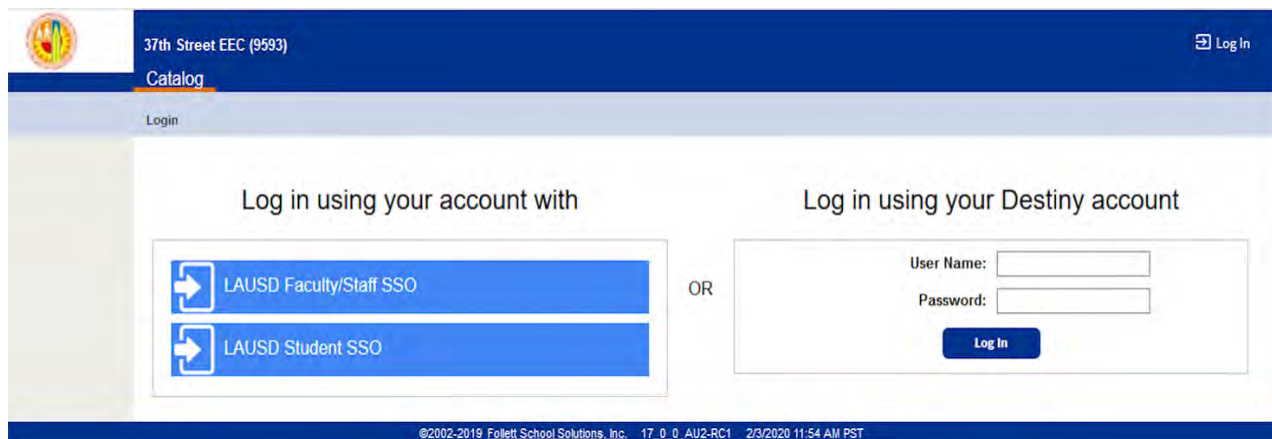
## LOGGING IN TO DESTINY

1. Open a web browser
2. In the address bar, type the following URL: <http://lausd.follettdestiny.com>
3. There are two ways to find your school:
  - a. In the **Search for Site Name** field, type in the name or location code of your school. Press the **Enter** key on the keyboard or click on the **Go** button, OR
  - b. Click on the blue bar associated with your school group (e.g. Middle School) then find and click on your school's link. You will be taken to your site's home page. Click on **Log In**, located on the top right side of the window.



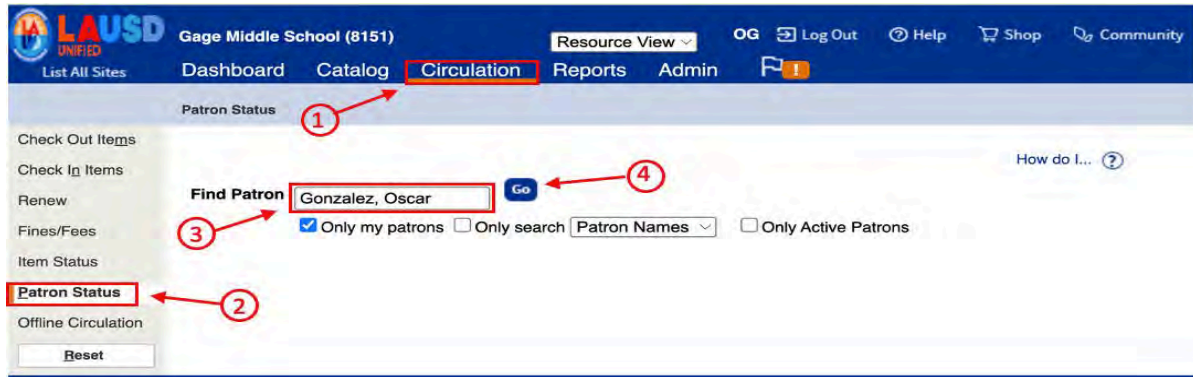
Select the **LAUSD Faculty/Staff SSO** to login. Enter your full LAUSD email (e.g. jane.doe@lausd.net) and password to log in.

Individuals granted access to Destiny for a specific site(s) or District level access and assigned a specific User Name and Password, use the Destiny account log in on the right.



## MARKING A TEXTBOOK LOST

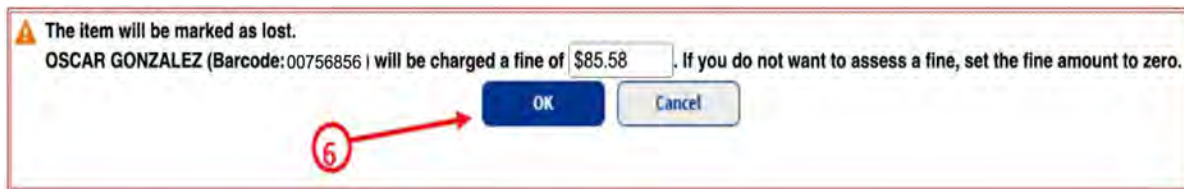
1. Select the **Circulation** tab.
2. Select the **Patron Status** option.
3. In the **Find Patron** field, type the student's name or enter/scan the student's LAUSD ID number.
4. Click on **Go**, if necessary.



5. When the student is displayed, locate the item to be marked lost under the section, **Items Out**. To the right of the item, click on the **Lost** button.



6. Destiny will display a confirmation of the fine to be assessed. Click **OK**. Important...**don't** modify the fine amount.



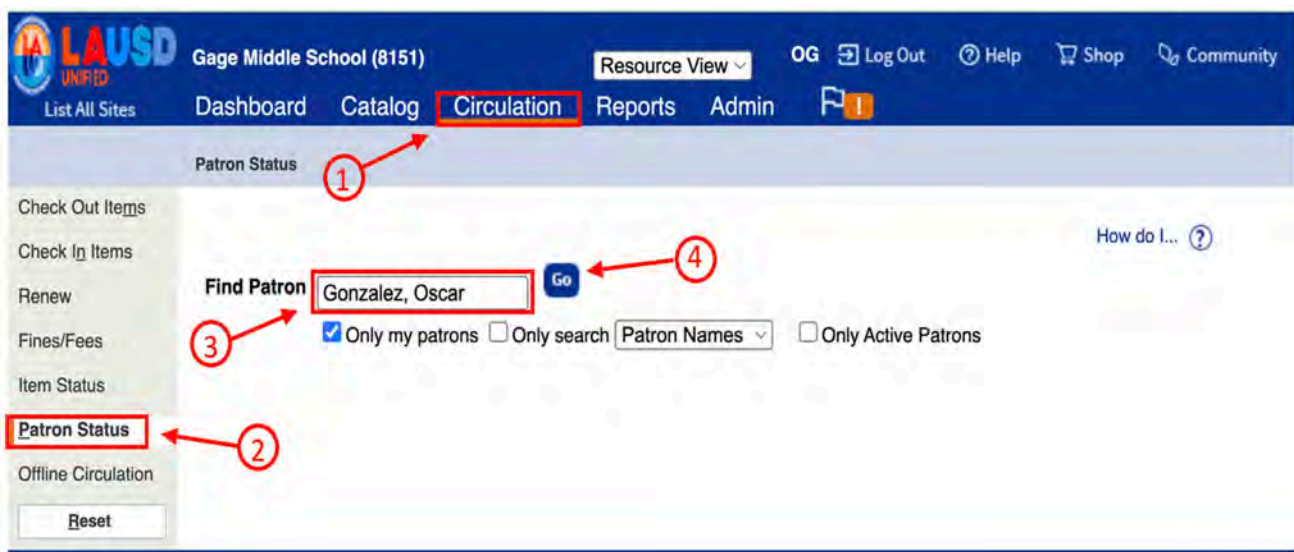
7. You have now marked the book lost and assessed a fine on the patron's account.

## ADDRESSING A FINE IN DESTINY

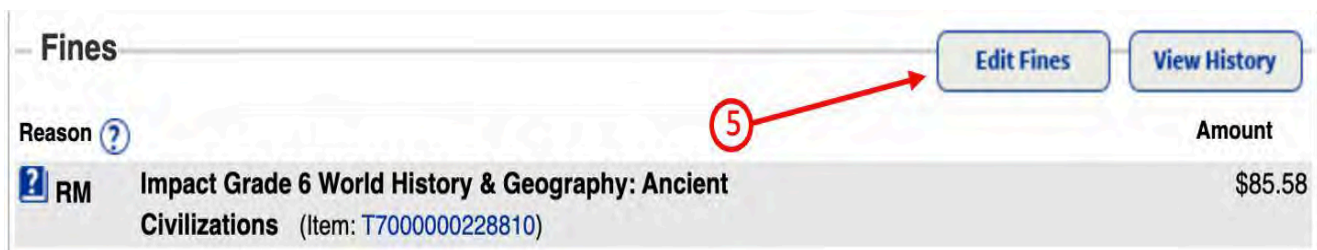
**NOTE:** This section will only cover how to address assessed fines in Destiny in order to clear patron records. Each school may have a protocol as to who will receive the payment for lost/damaged textbooks and provide students/parents with a receipt. It is likely that at secondary schools, a Financial Manager will handle the transactions and at the elementary schools, the SAA. Also, for reference see [BUL-5509.5](#) Restitution procedures for the loss or damage of school property.

To clear a student's fine in Destiny, first search for the student.

1. Select the Circulation tab.
2. Select the Patron Status option
3. In the Find Patron field, type the student's name or enter/scan the student's LAUSD ID number.
4. Click on Go, if necessary.



5. When the student is displayed, go to the Fines section towards the bottom of the page and click on the button, **Edit Fines**.



- Important: on the screen you will see a place to address the fine, DO NOT address the fine here.
- Identify the item to be addressed and to the right of that item, click on the icon of the pencil.

The screenshot shows a fine entry in the Destiny system. At the top, there are buttons for 'Add Fine', 'View History', and 'Print It'. Below this, the fine details are listed: Reason 'RM', Item 'Impact Grade 6 World History & Geography: Ancient Civilizations (Item: T7000000228810)', Amount '\$85.58', and Payable status checked. A red box labeled 'Item to be addressed' points to the item name. To the right, a red circle labeled '7' highlights the pencil icon. Below the fine details, there is a section for 'Fees' with 'Add Fee' and 'View History' buttons, and a message 'There are no fees for this patron'. A checkbox for 'Include off-site fines in totals' is checked. The 'Amount Payable' section shows: '\$85.58 Local', '\$0.00 Off-site', and '\$85.58 Total Payable'. Below this is a 'Pay' field, radio buttons for 'No Receipt' (selected), 'Print Receipt', and 'Email Receipt', and an 'Update' button. A red box labeled 'DO NOT address the fine here' with a red circle '6' points to the 'Pay' field.

After clicking on the pencil icon, you will come to the page where the fine could be addressed.

- If the student/parent is paying the full amount, enter that amount in the field, **Pay**. Before clicking on **Save**, you may want to print the page. This printout can be provided to the person (Financial Manger or SAA) who will take the money and provide the student/parent with a receipt.

**See #10 below, if ANY amount will be waived.**

- Now click on **Save**. This will show the student paid the fine and will clear the student's record in Destiny.
- If for whatever reason, **any** part of the Amount Due, is waived, then an explanation needs to be entered into the **Fine Note** field. ALL tasks performed in Destiny are linked to your SSO and is therefore important to document the rationale for waiving any part of the fine. Once addressed click on **Save**.

**Do not use the print receipt feature in Destiny. The proper LAUSD receipt should be used.**

The screenshot shows the 'GONZALEZ, OSCAR' fine details page. At the top right is an 'Edit Patron' button. The 'Reason' is 'Lost Resource' with a 'Details' button. The fine item is 'Impact Grade 6 World History & Geography: Ancient Civilizations (Item: T7000000228810)'. Below this, there are two columns of financial data: 'Replacement Price \$85.58', 'Fine Assessed 3/27/2024', 'Fined \$85.58', 'Waived \$0.00', 'Paid \$0.00', 'Amount Due \$85.58', 'Waive \$0.00', and 'Pay \$0.00'. A red circle '10' points to the 'Fine Note' field. A red circle '8' points to the 'Pay' field. At the bottom, there are radio buttons for 'No Receipt' (selected), 'Print Receipt', and 'Email Receipt', and buttons for 'Save' and 'Cancel'. A red circle '9' points to the 'Save' button.