

TEXTBOOK CHECK-OUT & CHECK-IN



Destiny Resource Manager allows users with limited and full access to check-out and check-in textbooks.

In this tutorial you will learn how to:

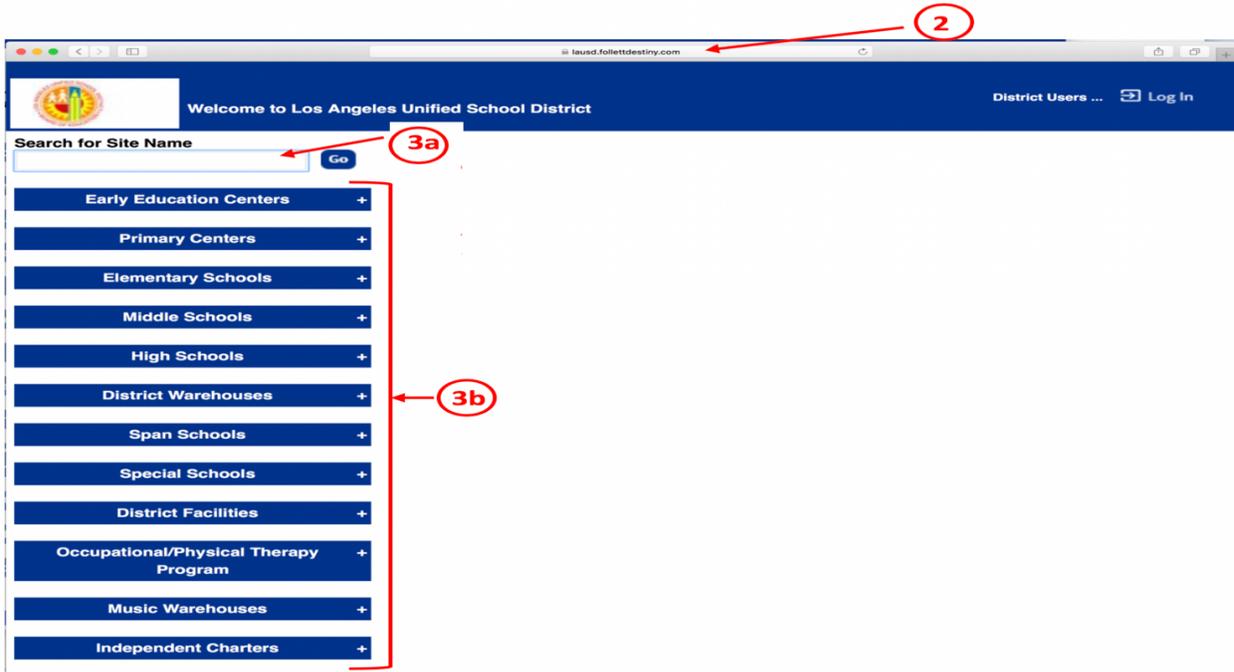
- Check-out textbooks to patrons
- Check-in textbooks

Requirements:

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

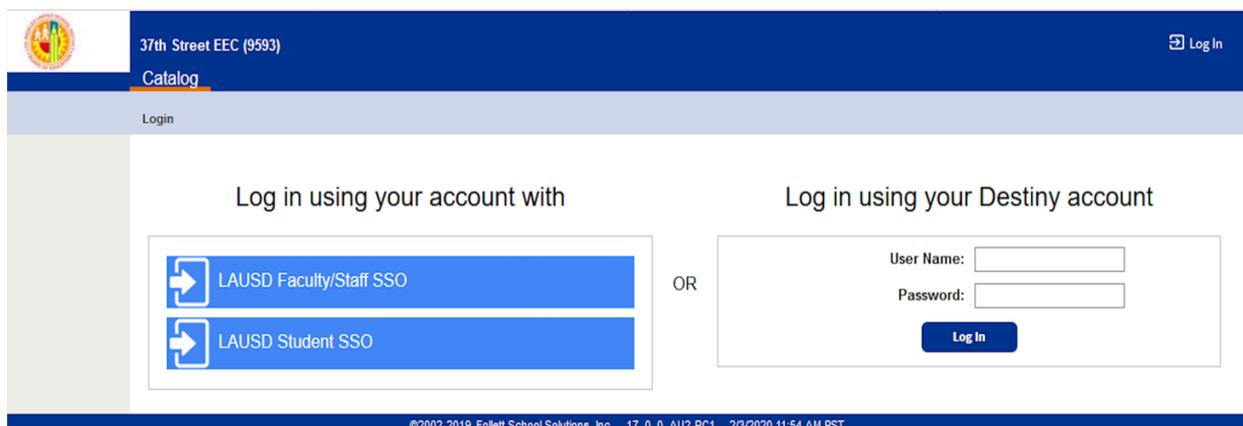
STEP ONE: LOG IN TO DESTINY

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.

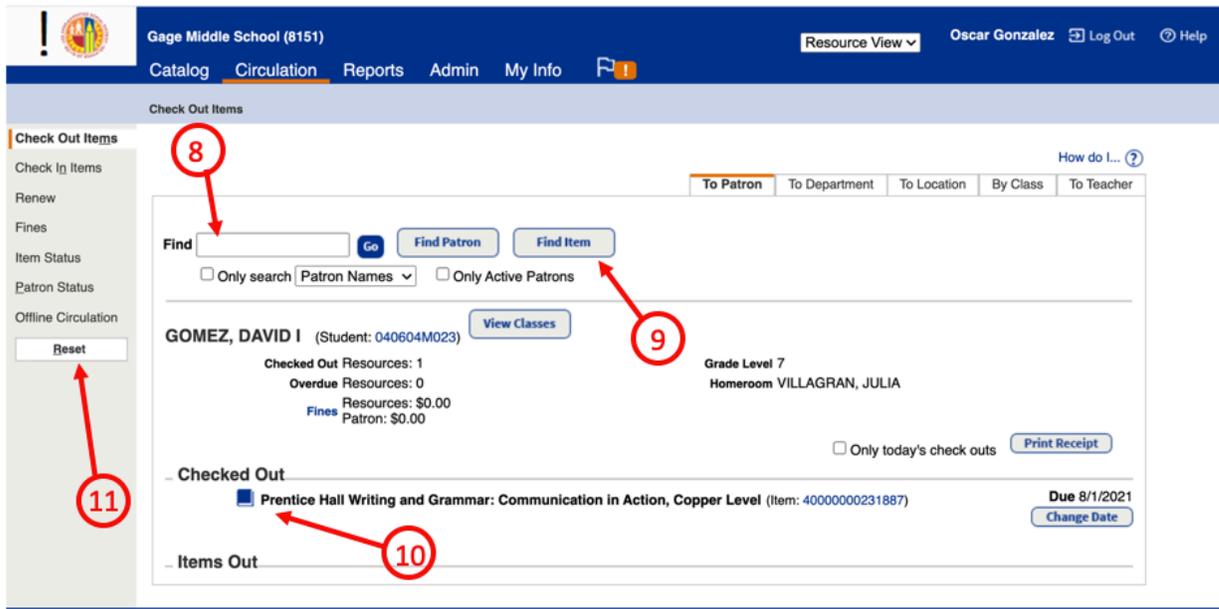


STEP TWO: CHECKING-OUT TEXTBOOKS TO A PATRON (STUDENT/TEACHER)

1. Click on the **Circulation** tab.
2. Click on the **Check Out Items** option.
3. Make sure the **To Patron** subtab is selected.
4. Make sure the box for **Only Search** is not checked.
5. Make sure the box for **Only Active Patrons** is checked.
6. Click inside the **Find** field and either type the last and first name of the patron or scan the patron's ID.
7. If you type the name and or patron ID, click the **Go** button. (**Note: If you type the patron's name it is possible that multiple students may show in the search results, you will need to select the correct student and click on the patron's name link before proceeding.**)

The screenshot shows the library system interface for Gage Middle School (8151). The user is logged in as Oscar Gonzalez. The 'Circulation' tab is selected, and the 'Check Out Items' subtab is active. The search area is annotated with red circles and arrows indicating the steps for checking out items to a patron. The search results for 'GOMEZ, DAVID I' (Student: 040604M023) are displayed, showing 'Checked Out Resources: 0', 'Overdue Resources: 0', and 'Fines Resources: \$0.00 Patron: \$0.00'. The page also includes a 'View Classes' button and a 'Print Receipt' button.

8. Click inside the **Find** field and scan or type the textbook's barcode.
9. If the barcode was typed, click on the **Find Item** button.
10. The textbook will be displayed under the **Checked Out** section. The textbook is now checked out to the patron. **NOTE: Always make sure that as you scan textbooks and or type the textbook barcodes and click on "Find Item," that the textbooks appear down under the "Checked Out" section.**
11. To check-out textbooks to other patrons, click the **Reset** button to clear the screen and repeat steps 6-9.



STEP THREE: CHECKING-IN TEXTBOOKS

1. Click on the **Circulation** tab.
2. Click on the **Check In** Items option.
3. Click inside the **Find Item** field and scan or type the textbook's barcode. If you type in the barcode, click on **Go**.
4. The book will be checked in and will appear under the **Most Recently Checked In** section. **NOTE: ALWAYS check to make sure that the textbook and the person's name displayed is that of the person turning it in.**

