

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.

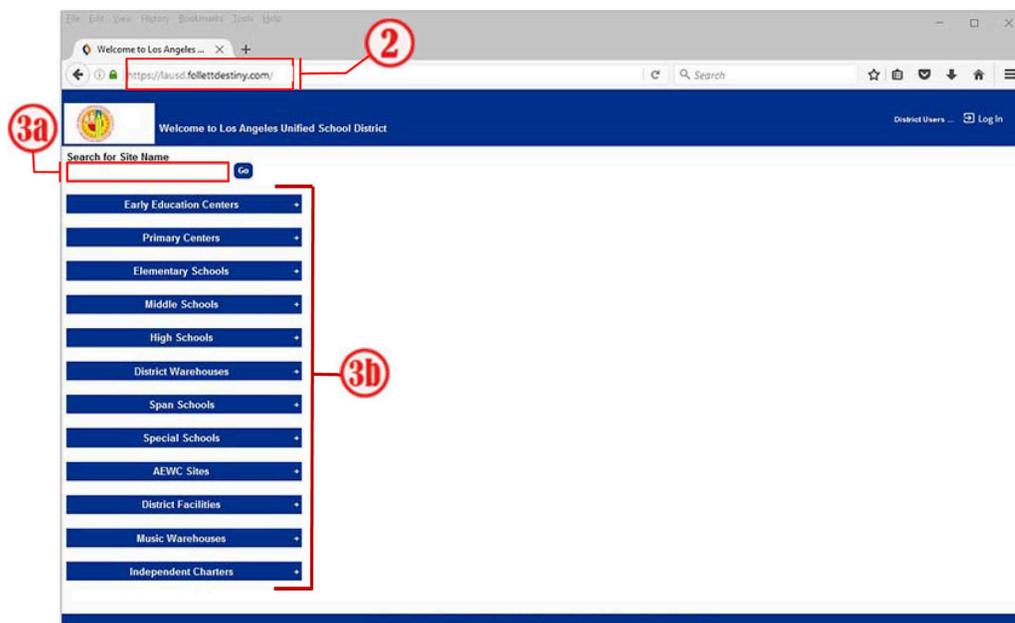
Requirements:

- * 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)

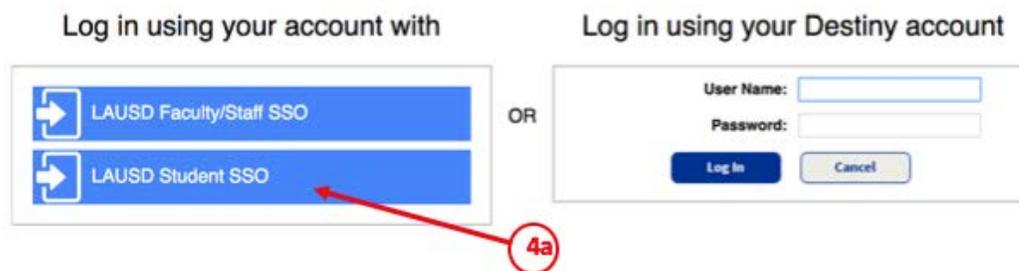
METHOD ONE: STUDENTS LOGIN TO DESTINY VIA THE FOLLETT URL

(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.

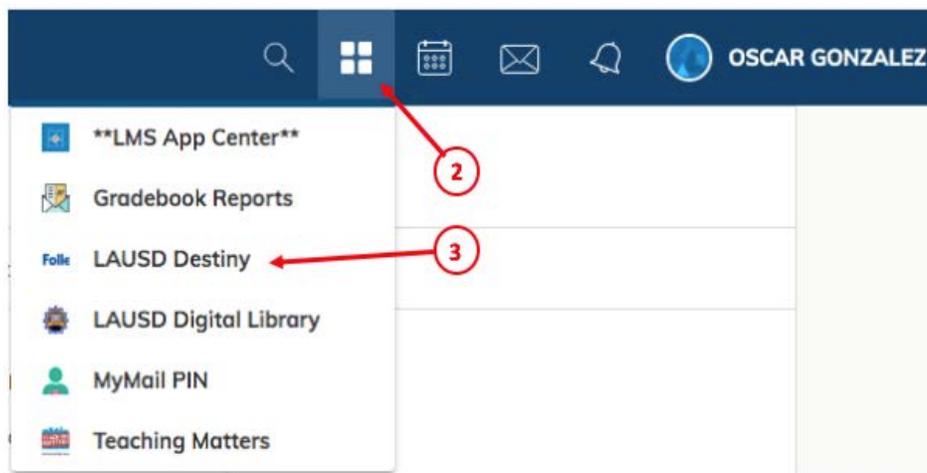


4. On the school's home screen, students click the **Log In** link located on the upper-right corner.
 - a. They click on **LAUSD Student SSO** and use their LAUSD SSO credentials to login.



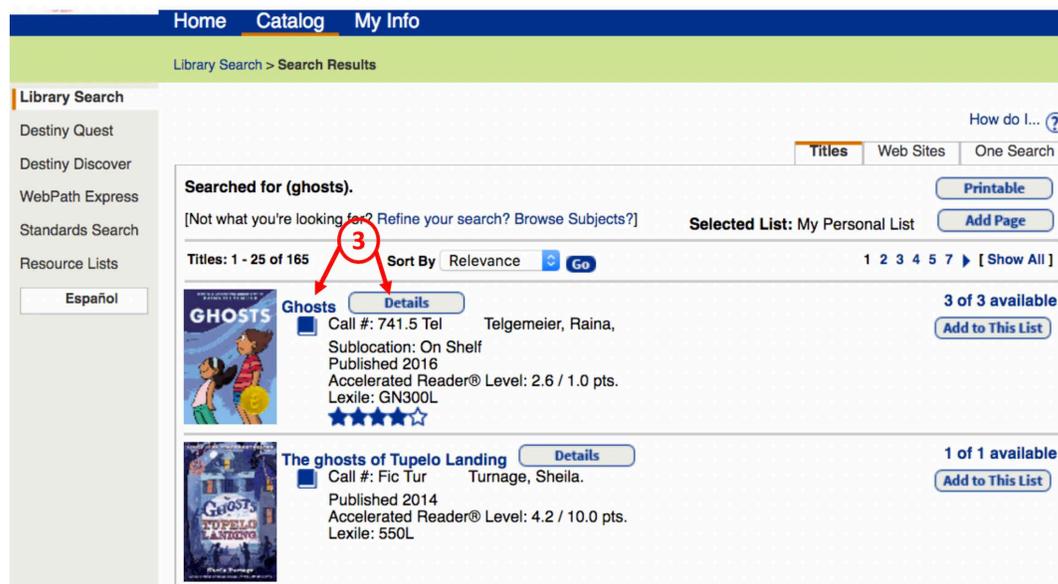
METHOD TWO: STUDENTS LOGIN TO DESTINY VIA SCHOOLGY

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.

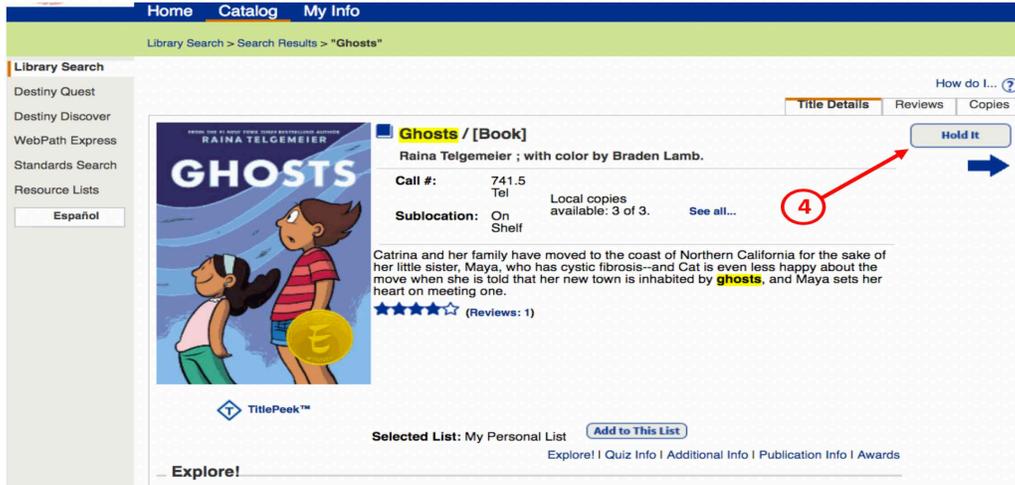


METHOD ONE: PLACING A HOLD ON A LIBRARY BOOK THROUGH DESTINY CLASSIC

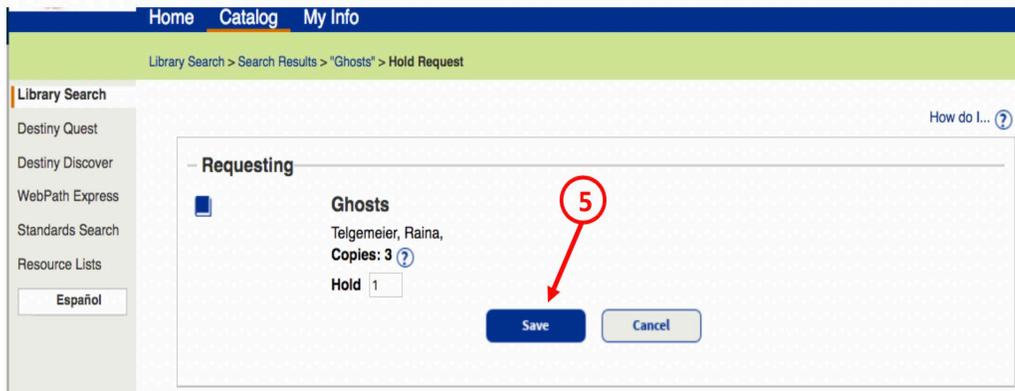
1. Students perform a Library Search in Destiny Classic.
2. From the search results, the students identify a book they want to place on hold.
3. They either click on the title or the **Details** icon.



4. Students click on the **Hold It** button.

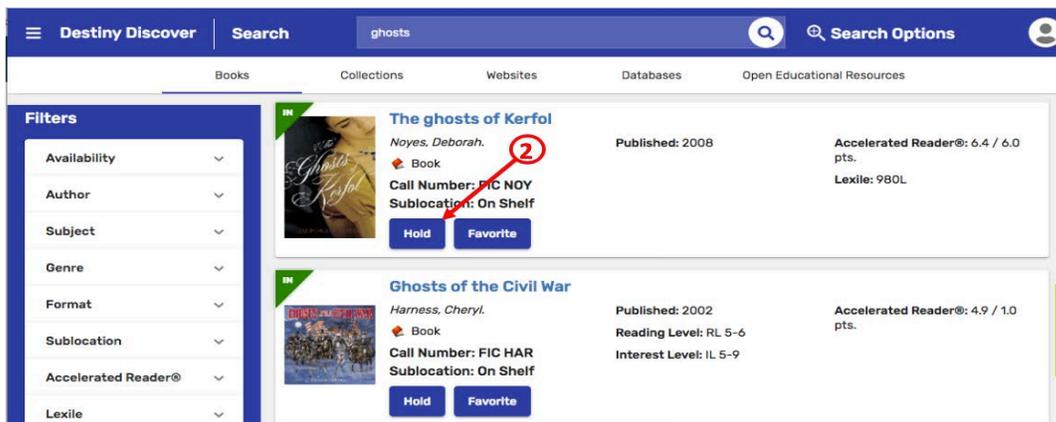


5. Students then click on **Save**.



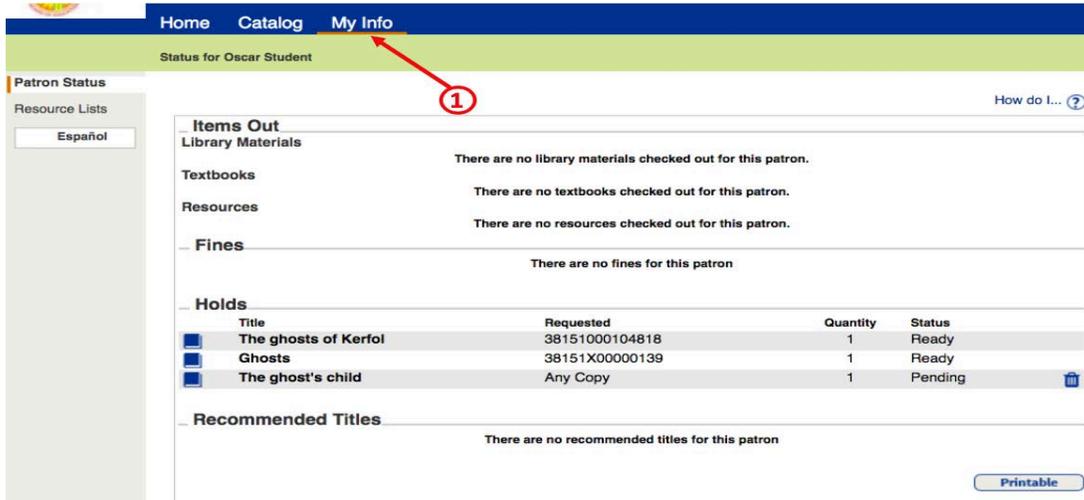
METHOD TWO: PLACING A HOLD ON A LIBRARY BOOK THROUGH DESTINY DISCOVER

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.



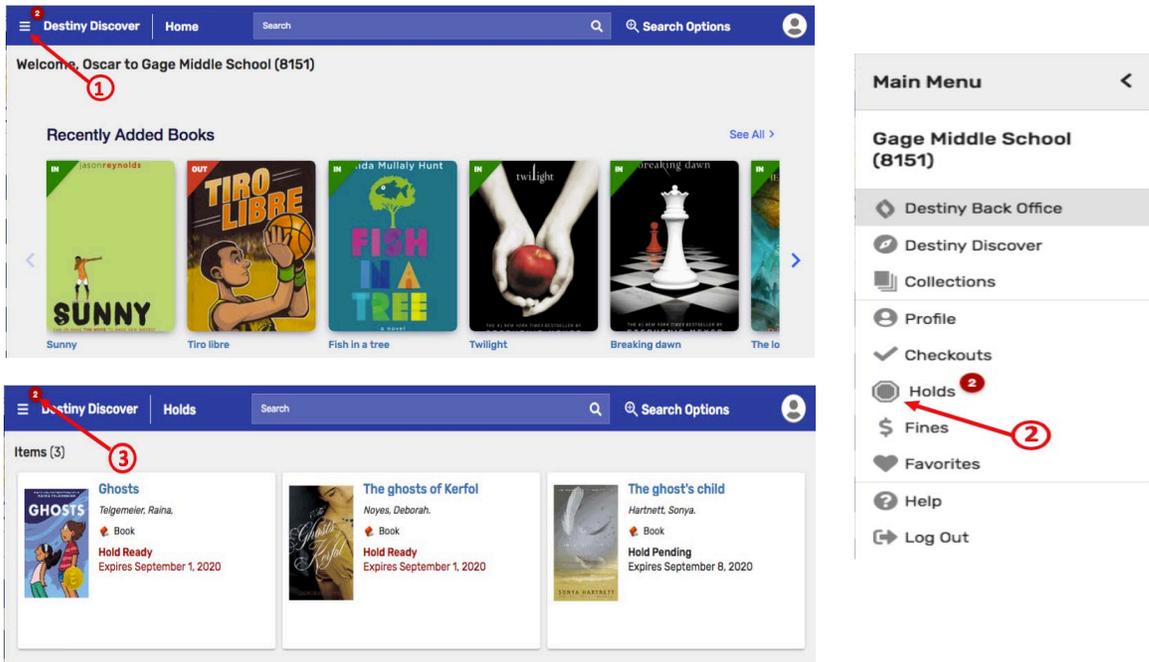
METHOD ONE: STUDENTS CAN CHECK THEIR HOLDS FROM DESTINY CLASSIC

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.



METHOD TWO: STUDENTS CAN CHECK THEIR HOLDS FROM DESTINY DISCOVER

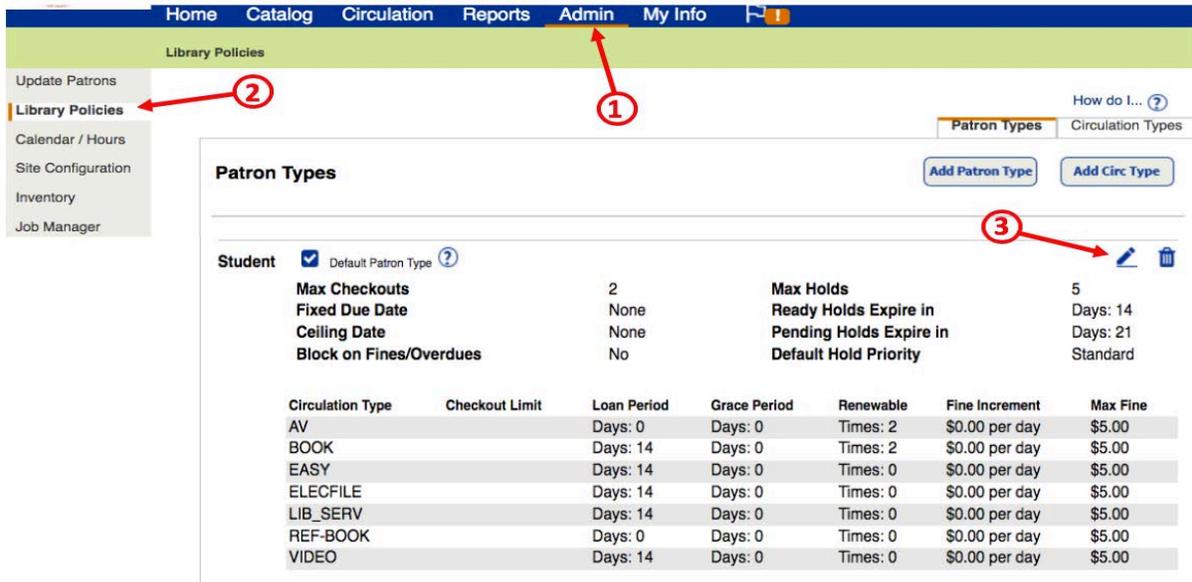
1. While in the Destiny Discover view, students can check their holds by clicking on the drop down menu at the top left hand corner.
 2. From the slide out menu, students select the **Holds** option.
 3. **NOTE:** The number next to the menu icon refers to the number of Holds that are ready. If any holds 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.



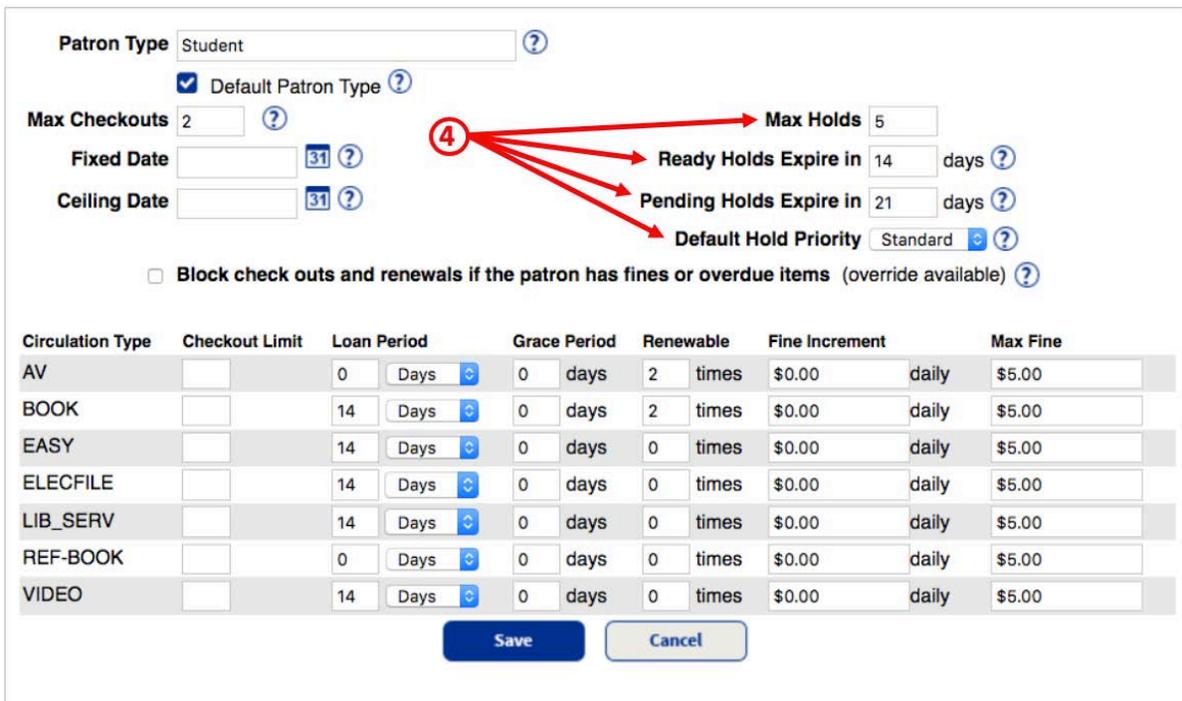
LIBRARY STAFF: SETTING UP POLICIES FOR LIBRARY HOLDS

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.

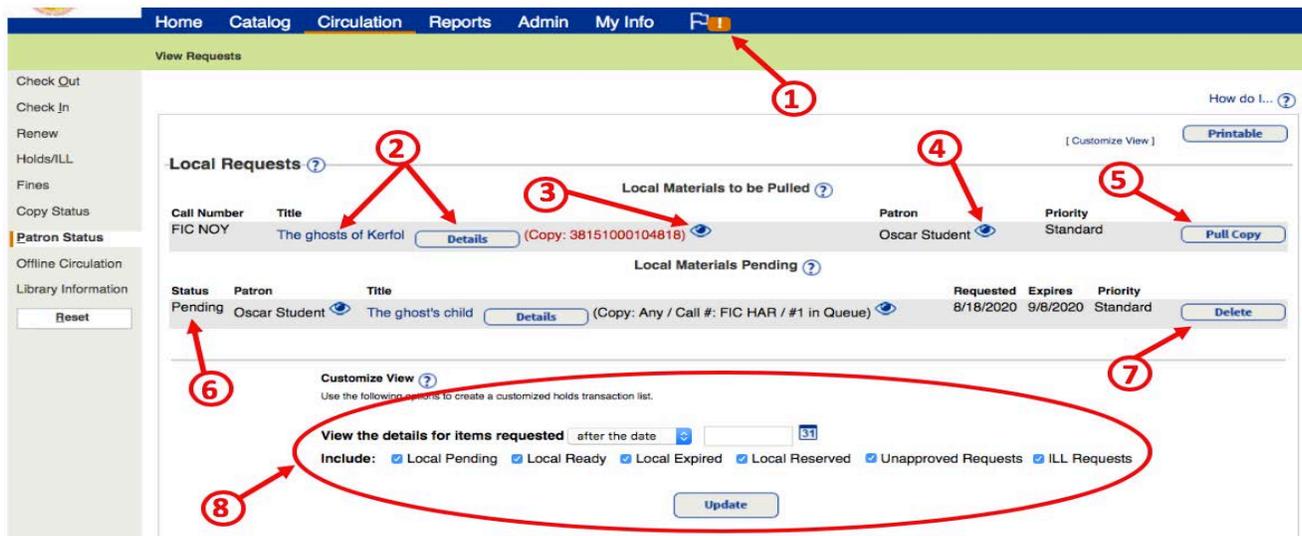


4. The library staff is able to modify the **Max Holds**, **Ready Holds Expire in**, **Pending Holds Expire in**, and the **Default Hold Priority**. It is recommended that the **Default Hold Priority** remain as **Standard**. (Click on the question marks with a circle around them for details on that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



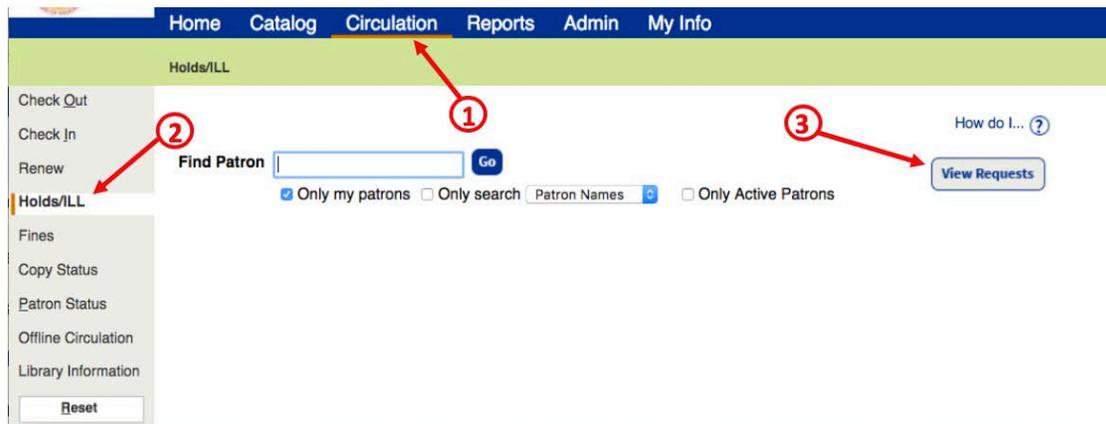
LIBRARY STAFF: MANAGING LIBRARY HOLDS

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.



LIBRARY STAFF: HOW TO VIEW ALL HOLDS

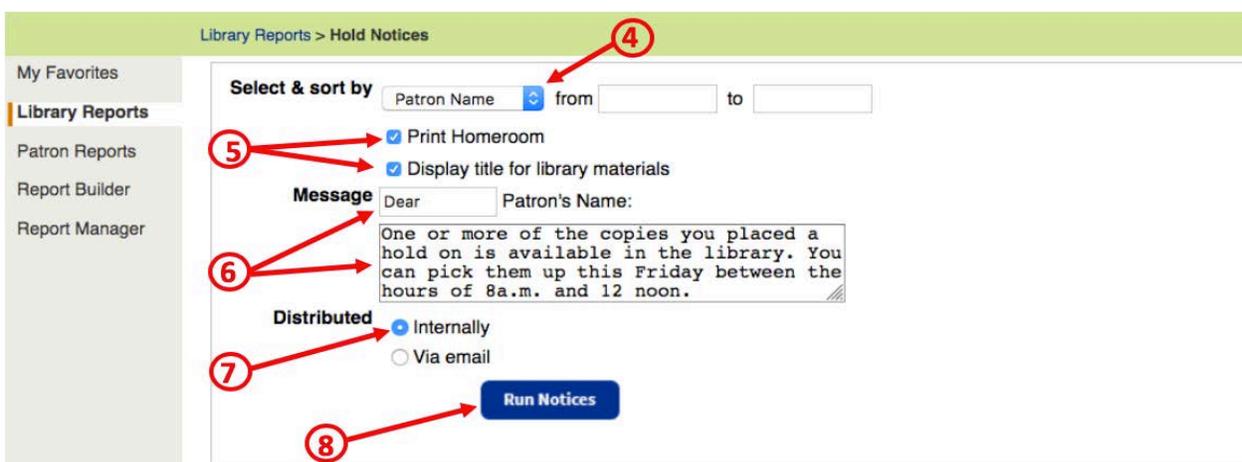
1. To view all of the holds, click on the **Circulation** tab.
2. Select the **Holds/ILL** option.
3. Click on **View Requests** button.



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

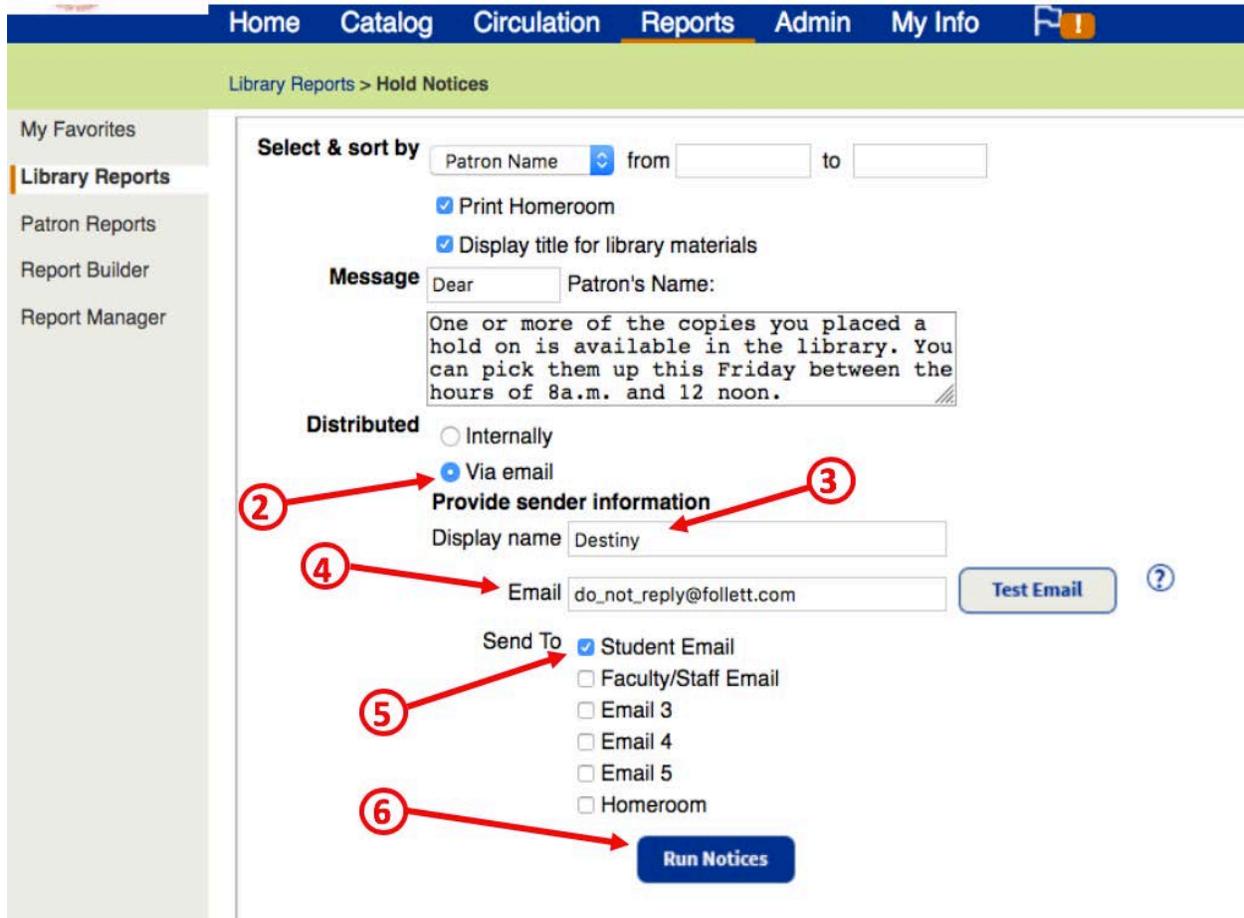
1. Click on the **Reports** tab.
2. Select the **Library Reports** option.
3. Under the **Holds** section, click on the **Hold Notices** link.
4. Use the drop down menu to choose how you want to sort the notices.
5. Make sure the boxes for **Print Homeroom** and **Display title for library materials** 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.)



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.



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.

