

Destiny

Beginning of Year Checklist

1. Run and review report of current checkouts to determine what action to take (send overdue notices, change an item's status to LOST, etc.)

Path: Reports>Patron>Circulation>Current Checkouts/Fines

2. Delete patrons no longer at your school by uploading the file sent by the District Media Coordinator.

Path: Back Office>Delete Tab>Delete: Patrons, Based On: Barcode List or File, Select a Barcode File: Choose File and Navigate to File> Click Delete All

3. Run a report of all teachers in Destiny. Compare with current list of teachers at your school obtained from the school office. For teachers new to your school, enter their names on the Google Spreadsheet shared by the District Media Coordinator who will make the necessary changes in Destiny.

Path: Reports>Report Builder>New Report>Choose Patron, General Information> Click Blue Arrow>Under Patron Information, choose First Name, Last Name, and Patron Type> Click the Blue Arrow until Step 6. At Step 6, Report Limiters, choose Patron Type = Faculty>Click Blue Arrow> Name Report> Save and Run

4. Check the open/closed days and hours of operation

Path: Back Office>Calendar/Hours

5. Review and verify your library policies

Path: Back Office> Library Policies

Note: Fines should be set to \$0.00 for all patron types

6. Delete old and/or unnecessary reports in Job Manager

Path: Back Office> Job Manage> Show All

Patron data will be automatically updated via our student information system

7. Evaluate books marked as "Lost". Books lost more than 2 years can be deleted.

Path: Library Reports> Reports>Title & Copy List> Select By: Title> Show Titles: With Lost Copies> Output As: Your Choice Here

8. Clean up homerooms. Delete them all. Homerooms will be added back when the first patron update comes from PowerSchool.

Path: Back Office>Manage Homerooms>Click Trash Can icon beside each homeroom