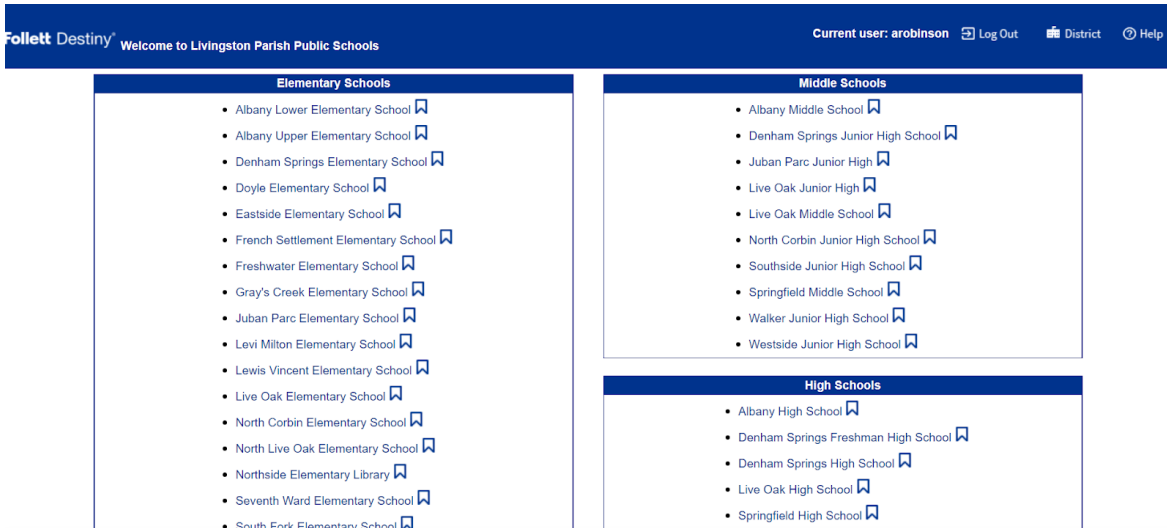


How to ADD COPIES of laptops, hotspots, and other pieces of technology to your school's Destiny library for student check-out
ALL loaned technology items should be checked out using Destiny.

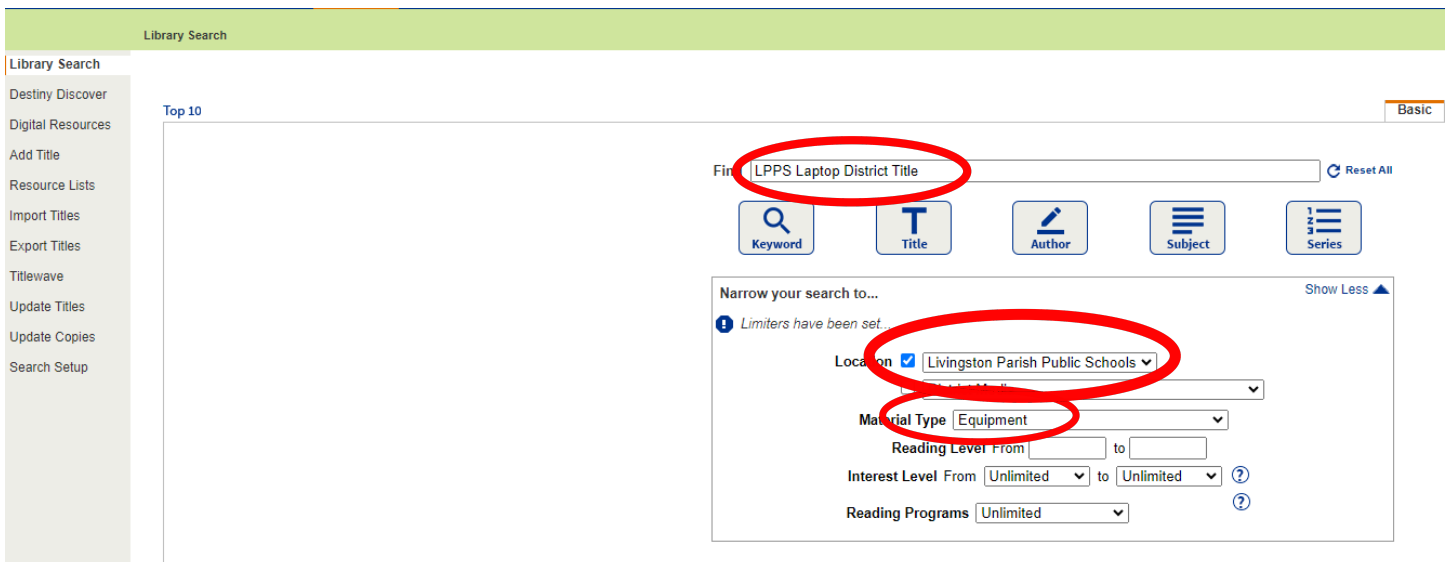
Choose your school after logging into your Destiny account.



Using Library Search, search for one of the following titles, depending on your piece(s) of equipment:

“LPPS Laptop **District Title**”, “LPPS Hotspot”, or “LPPS Technology Other”

The location of your search should be set to “Livingston Parish Public Schools” and the material type should be set to “Equipment”.



If you do not see this district title, please contact Amanda Robinson.

Do not add titles for loaner devices. Please use the title that was set up by the district.

Do not edit the district's title for loaner devices.

The title for "LPPS Laptop District Title" should have over 9,000 copies. The call number for this title may be different for your site. Even though the Call# does not match your model of laptop, your site's Dell models can be added to this list.

Searched for (LPPS Laptop District Title). Limited to "Equipment". Searched in: Livingston Parish Public Schools.
[Not what you're looking for? Refine your search?]

Titles: 1 - 1 of 1

Sort By: Relevance

LPPS Laptop District Title
Call # : Dell 3120

460 of 466 available locally
8,224 of 9,053 available off-site

Printable Add Page

If you do not have any local copies for the district title, click on "No local copies".

Library Search > Search Results

Library Search
Destiny Discover
Digital Resources
Add Title
Resource Lists
Import Titles
Export Titles

Searched for (lpps laptop district title). Limited to "Equipment". Searched in: Livingston Parish Public Schools.
[Not what you're looking for? Refine your search?]

Titles: 1 - 1 of 1

Sort By: Relevance

LPPS Laptop District Title
Call # : Dell 3120

No local copies
8,224 of 9,053 available off-site

Printable Add Page

Click on "Add Copies"

Library Search > Search Results > "LPPS Laptop"

Library Search
Destiny Discover
Digital Resources
Add Title
Resource Lists
Import Titles
Export Titles
Titlewave
Update Titles
Update Copies
Search Setup

LPPS Laptop [[realia] :]. District Title

Copies at Maurepas High School
There are no local copies of this title.

Off-site Copies
Copies: 1 - 25 of 9,519

Call #	Barcode	Status	Description	Site
Dell 3190	T 2080478	Available		Albany High School
Dell 3190	T 2099643	Available		Albany High School
Dell 3190	T 2099644	Available		Albany High School
Dell 3190	T 2099645	Available		Albany High School

1 2 3 4 127 253 381 [Show All]

Add Copies

If you do have local copies for the district title, click on "Details" to add more copies.

Library Search > Search Results

Library Search
Destiny Discover
Digital Resources
Add Title
Resource Lists
Import Titles
Export Titles
Titlewave
Update Titles
Update Copies

Searched for (lpps laptop district title). Searched in: Albany High School.
[Not what you're looking for? Refine your search? Browse Subjects?]

Titles: 1 - 1 of 1

Sort By: Relevance

LPPS Laptop District Title
Call # : Dell 3190

188 of 189 available
In This List

Details

Click on "Add Copies".

LPPS Laptop [[realia] :]. District Title

Call #: Dell 3190

Local copies available: 188 of 189.
Off-site copies available: 8,496 of 9,330. See all...

Selected List: My Personal List In This List

Edit Title
Duplicate It
Delete Title
Add Copies
Edit Quiz Info
Site Subjects

For Mass Additions: Make sure the Status is set to "Available", enter the number of devices (copies), and use the barcode scanner to add the **first device**. Remaining devices should have barcodes in ascending order. Enter the "Call Number" as the type of device (examples include Dell 5910, Dell 5310, Dell 3120). Purchase price for *computers* should be set at *300*. Purchase price of *hotspots* should be set at *60*. Circulation Type should be "STUDENTS". If you do not have a "STUDENTS" circulation type, please see the additional instructions sheet.

Library Search

- Destiny Discover
- Digital Resources
- Add Title
- Resource Lists
- Import Titles
- Export Titles
- Titlewave
- Update Titles
- Update Copies
- Search Setup

LPPS Laptop

Status: Available

*Number of copies: 10

Starting Barcode: 2089368 (Folett Classic)

Assign next barcode: [Next: T 9026801]

*Call Number: Dell 5310

Purchase Price: 300

Circulation Type: STUDENTS

Date Acquired: 8/2/2021

* Required Field

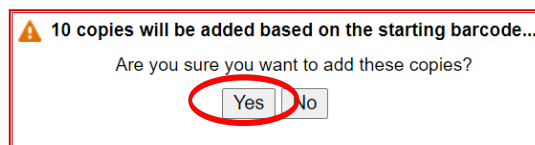
How do I... ?

Save Copies

Print labels

Cancel

Destiny will notify you that your specified amount of copies will be added based on the starting barcode. Click "Yes".



You will receive a notice that the copies were successfully added.

Library Search

- Destiny Discover
- Digital Resources
- Add Title
- Resource Lists
- Import Titles
- Export Titles
- Titlewave
- Update Titles
- Update Copies
- Search Setup

How do I... ?

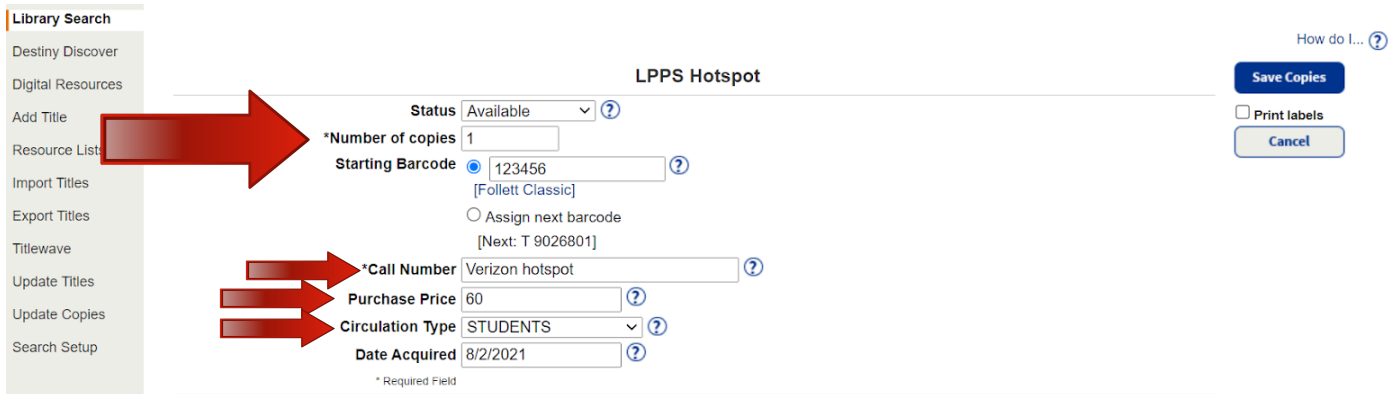
⚠ 10 copies were added starting with barcode T 2089368.

LPPS Laptop [realia]

Add Copies

Copies at Doyle Elementary School				
Call #	Barcode	Status	Description	Sublocation
Dell 5310	T 2089368	Available		
Dell 5310	T 2089369	Available		
Dell 5310	T 2089370	Available		
Dell 5310	T 2089371	Available		
Dell 5310	T 2089372	Available		
Dell 5310	T 2089373	Available		
Dell 5310	T 2089374	Available		
Dell 5310	T 2089375	Available		

For Single Additions: Make sure the Status is set to "Available", enter "1" as the number of devices (copies) and use the barcode scanner or type the barcode in the "Starting Barcode" box to add the device. Enter the "Call Number" as the type of device (examples include Chromebook, Verizon hotspot). Purchase price for *computers* should be set at *300*. Purchase price of *hotspots* should be set at *60*. Circulation Type should be "STUDENTS". If you do not have a "STUDENTS" circulation type, please see the additional instructions sheet.



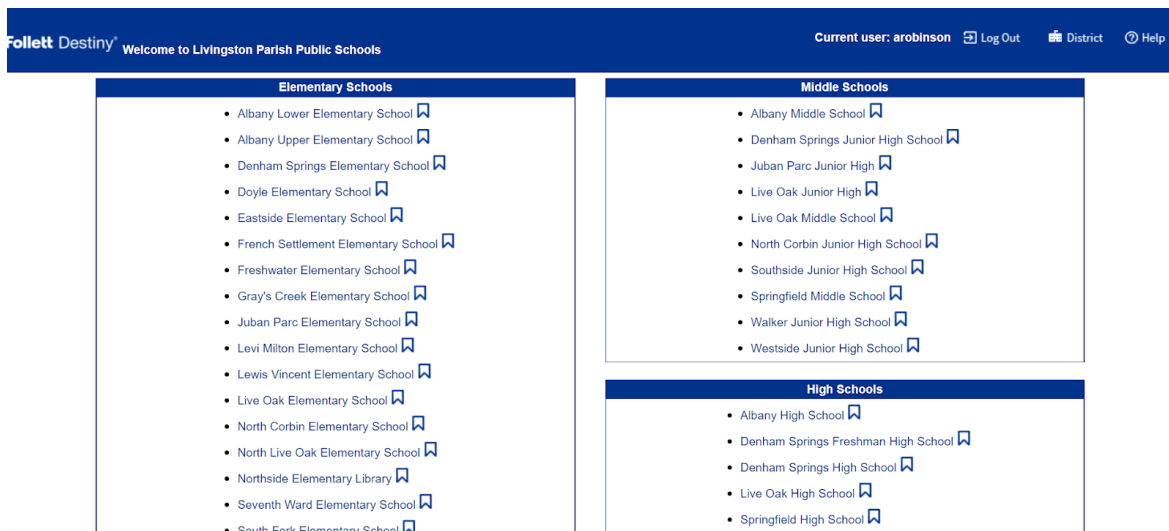
The screenshot shows a web form titled "LPPS Hotspot" with a sidebar on the left containing navigation options: Library Search, Destiny Discover, Digital Resources, Add Title, Resource List, Import Titles, Export Titles, Titlewave, Update Titles, Update Copies, and Search Setup. The form fields are: Status (dropdown menu set to "Available"), *Number of copies (text input set to "1"), Starting Barcode (radio button selected for "123456" with "[Follett Classic]" below it, and an unselected radio button for "Assign next barcode" with "[Next: T 9026801]" below it), *Call Number (text input set to "Verizon hotspot"), Purchase Price (text input set to "60"), Circulation Type (dropdown menu set to "STUDENTS"), and Date Acquired (text input set to "8/2/2021"). A red arrow points from the "Add Title" option in the sidebar to the "Starting Barcode" field. Three red arrows point from the left to the "Call Number", "Purchase Price", and "Circulation Type" fields. On the right side of the form, there are buttons for "Save Copies", "Print labels" (with an unchecked checkbox), and "Cancel". A "How do I..." help link is also present.

You will receive a notice that the copy was successfully added.

Questions? Contact Amanda.Robinson@lpsb.org or Carlos.Williams@lpsb.org

How to create a check-out report of laptops, hotspots, and other pieces of technology from your school's Destiny library

Choose your school after logging into your Destiny account.



Select the "Reports" tab at the top of the screen and "Library Reports" on the left side of the screen. Click on "Current Checkouts/Fines".



Select "All that are checked out". Unclick "Unpaid" options. Select "Microsoft Excel" as "Report Output". Click "Continue".

Set up a new report or notice

Show **Checked Out/Overdue Materials**

- All that are currently overdue
- That are overdue by to days [?](#)
- That are due from to [?](#)
- All that are checked out**
- Unpaid Library Fines**
- Unpaid Textbook Fines**
- Unpaid Patron Fines** [?](#)

Format Report -- Output [?](#)

- Email to Homerooms
- Notices -- Language:

You have the option to update the patron type by grade level or other field. If needed, click "Update" next to "My Patrons", select patron types, and press "OK".

1. Format 2. Limit 3. Details

Checked Out / Overdue Materials Report

Limit the results to...

My Patrons All Patron Types

Graduating in

Also Include Patrons of other sites that have my materials and/or that owe fines to Doyle Elementary School. [?](#)

My Materials Library - All Circulation Types

Textbooks

Also Include The materials my patrons have and/or the fines they owe that belong to other sites in the district. [?](#)

Select Patron Types...

- 1st - Grade Administrator
- 2nd Grade Faculty
- 3rd Grade Kindergarten
- 4th Grade Student
- 5th Grade

Leave "My Materials" as "Library - All Circulation Types" but deselect other none equipment types underneath, such as "Textbooks". Deselect "Also Include" option if checked. Click on "Continue"

1. Format 2. Limit 3. Details
Checked Out / Overdue Materials Report

Limit the results to...

My Patrons Faculty Status Active
 Inactive
 Restricted

Graduating in 2021

Also Include Patrons of other sites that have [my materials](#) and/or that owe fines to Doyle Elementary School. ?

My Materials **Library - All Circulation Types** Textbooks

Also Include The materials [my patrons](#) have and/or the fines they owe that belong to other sites in the district. ?

Click on "Run Report".

1. Format 2. Limit 3. Details
Checked Out / Overdue Materials Report

Select & Sort by Patron Name ▼ from [] to []

Also Display...

Title Info Title for library materials
 Price of checked out/overdue materials

Patron Info Barcode
 Phone number
 Grade Level ▼
 Homeroom ▼

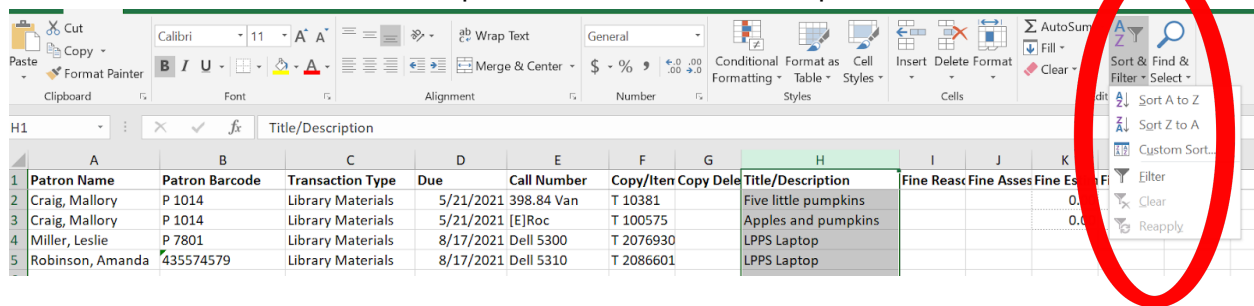
After the report has completed its run, click on "View". This will force you to download and save the Excel Spreadsheet. After saving, open Spreadsheet.

Jobs: 1 - 1 of 1 Refresh List

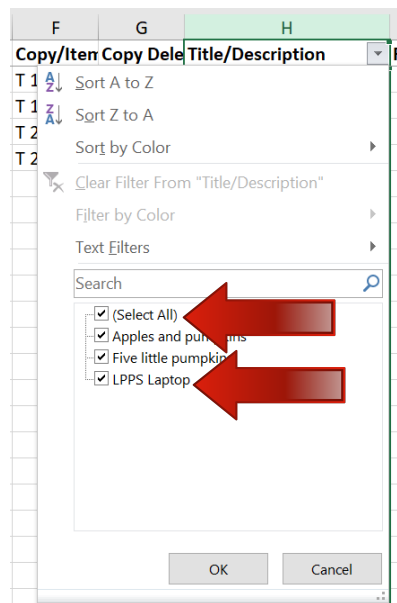
Job	Status
<input type="checkbox"/> Checked Out Materials, Overdue Materials.	Completed (7/28/2021 1:24 PM) <input type="button" value="View"/>

Jobs: 1 - 1 of 1 Refresh List

Click on "Sort & Filter". Click on "Filter". This will add a drop down button on the "Title/Description" column of the spreadsheet.



Deselect "Select All" and Click on name of title used for piece of technology, such as "LPPS Laptop", "LPPS Hotspot", and "LPPS Technology Other". Click "OK".



You should now have a report of only that specific piece of technology, the student names that still have those items, and the barcode numbers for each of those items.

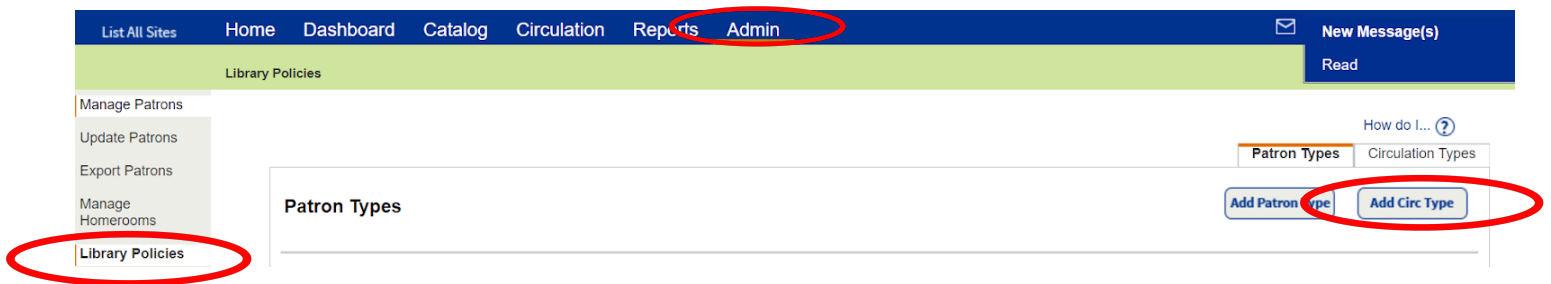
	A	B	C	D	E	F	G	H	
1	Patron Name	Patron Barcode	Transaction Type	Due	Call Number	Copy/Item	Copy Dele	Title/Description	Fine
4	Miller, Leslie	P 7801	Library Materials	8/17/2021	Dell 5300	T 2076930		LPPS Laptop	
5	Robinson, Amanda	435574579	Library Materials	8/17/2021	Dell 5310	T 2086601		LPPS Laptop	
6									

You are able to create reports for individual students as well. If you have any questions on how to create those reports, please contact your site's librarian for assistance.

Adding a "STUDENT" circulation category in Destiny

This category can be used for both students and teachers, as it is just a category name and has loan periods for both faculty and students. The loan period for this category should reflect the amount of days a student or faculty member will have the technological device during the school year (300 days).

Go to the "Admin" tab at the top of your screen. Select "Library Policies" on the left side of your screen. Click on "Add Circ Type".




Enter the following Circulation Type Name: "STUDENTS", set default loan period for 300 days, set loan period for faculty and students to "300" days, set "Overdue to Lost" amount to 300 days. Click on Save.

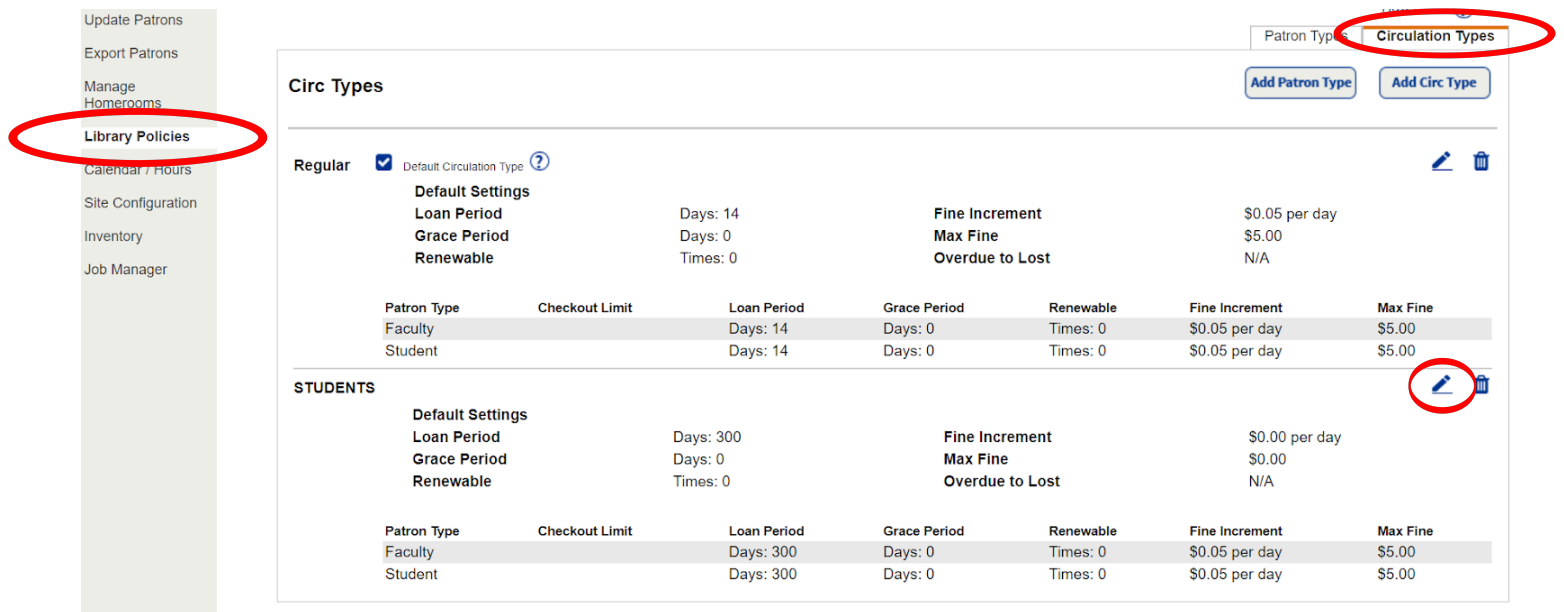
The screenshot shows the "Add Circ Type" form in Destiny. The "Circulation Type Name" field is set to "STUDENTS" and is circled in red. Below it, the "Default Settings" section includes "Loan Period" set to 300 Days (circled in red), "Grace Period" set to 0 days, "Renewable" set to 0 times, "Fine Increment" set to 0 per day, "Max Fine" set to 0, and "Overdue to Lost" set to 300 days (circled in red). At the bottom, a table shows the configuration for "Faculty" and "Student" patron types, with the "Loan Period" for both set to 300 Days (circled in red).

Patron Type	Checkout Limit	Loan Period	Grace Period	Renewable	Fine Increment	Max Fine
Faculty		300 Days	0 days	0 times	\$0.05 daily	\$5.00
Student		300 Days	0 days	0 times	\$0.05 daily	\$5.00

Editing the "STUDENTS" category in Destiny

If you need to edit your "STUDENTS" category in Destiny, please see these directions.

Select the Admin tab at top of the screen. Select Library Policies on the left side of the screen. Click on Circulation Types tab, Click on the Edit button  for that category. Click on Save when you are done editing.



The screenshot shows the Destiny Library Policies interface. On the left sidebar, the 'Library Policies' menu item is circled in red. The main content area is titled 'Circ Types' and has a 'Circulation Types' tab selected, also circled in red. Below the title, there are two buttons: 'Add Patron Type' and 'Add Circ Type'. The interface is divided into two sections: 'Regular' and 'STUDENTS'. The 'Regular' section is marked as the 'Default Circulation Type' and includes a table of settings and a table of patron types. The 'STUDENTS' section also includes a table of settings and a table of patron types. In the 'STUDENTS' section, the edit icon (pencil) is circled in red.

Patron Type	Checkout Limit	Loan Period	Grace Period	Renewable	Fine Increment	Max Fine
Faculty		Days: 14	Days: 0	Times: 0	\$0.05 per day	\$5.00
Student		Days: 14	Days: 0	Times: 0	\$0.05 per day	\$5.00

Patron Type	Checkout Limit	Loan Period	Grace Period	Renewable	Fine Increment	Max Fine
Faculty		Days: 300	Days: 0	Times: 0	\$0.05 per day	\$5.00
Student		Days: 300	Days: 0	Times: 0	\$0.05 per day	\$5.00