

Destiny® Library Manager

Setting Up a Self-Checkout Station

Library self-checkout stations let students check out the materials and resources they need, freeing you up for other tasks. With Destiny Library Manager, you can set up a self-checkout station in just a few steps.

Create a Self-Checkout Station Login

To let students check out their own materials, you need to set up an access level and patron record to use as a log in for the self-checkout station.

To create a new access level:

1. Select **Back Office > Access Levels**.
2. At the bottom of the page, click **Add Access Level**.
3. In the **Access Level** field, type a name, such as "Self-Checkout."
4. In the **User is automatically logged out after this many minutes of inactivity (max. 240)** field, type **240** to set the inactivity log-out time to the maximum.
5. Select the **Reset Circulation tab after this many seconds of inactivity (max. 9999)** checkbox, and type the number of seconds of inactivity before the Circulation tab resets.
6. From the Library Circulation Access section, select the **Check out library materials** permission. If you want to let students check in materials, select the *Check in library materials* permission.

Note: If you want to let students renew their own materials, select the *Renew library materials* permission.

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Access Levels > Edit Soup Access

Manage Patrons

Update Patrons

Update Classes

Import Patrons

Export Patrons

Manage Homerooms

Upload Patron Pictures

Resource Policies

Library Policies

Access Levels

Calendar / Hours

Site Configuration

Home Dashboard Catalog Circulation Reports Back Office Messages

Access Level: Self-Checkout Make this the default **Save**

User is automatically logged out after this many minutes of inactivity (max. 240): 30

Reset Circulation tab after this many seconds of inactivity (max. 9999)

Cancel

Collection Role: Student

Library Materials Resources Patrons General

Library Home Page **Library Circulation Access**

View home page Check out library materials

Edit home page Check out by homeroom

Check in library materials

Renew library materials

Change library due dates

Override library blocks

Library Catalog Search Access

Use Library Search **Setup**

Basic search **Setup**

Power search Add temporary titles during checkout

Visual search View library item status

Copy categories search Mark library copies "Lost"

7. Click **Save**.

Notes:

- This "Self-Checkout" access level requires students to enter or scan their barcode number. If you want to let them find their record by searching with a keyword or browsing a patron list, go to the Patrons sub-tab, Patron Circulation Info Access section, and enable the *Barcode not required to find patrons* permission. Keep in mind that this method lets students access other students' patron records without entering a barcode.
- You can hide the student's barcode for confidentiality. Go to the Patrons sub-tab, Patron Circulation Info Access section, and make sure the *View patron barcodes* permission is not selected.

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Once the "Self-Checkout" access level is created, create a patron account with that access level:

1. Select **Back Office > Manage Patrons**.
2. Click **Add New Patron**.
3. Type a name, such as "Checkout," and a barcode number.
4. From the **Access Level** drop-down, select the access level you created.
5. Type a **User Name** and **New Password** to use for the self-checkout station. In the **Confirm Password** field, type the same password.

To set up the self-checkout station each day, log in as the "Self-Checkout" user you created.

General Address Picture

Save Cancel

* Required Field

Patron Information Last Saved: 12/17/2018 11:18 AM

* Last Name Self First Name Checkout

Middle Name Nickname

District ID

Gender Unspecified

Birthdate

Grad Year

Grade Level

User Name selfcheckout

New Password

Confirm Password

Manages Reading Paths No

Currently Teaching Yes

Password Assigned Clear Password

Site Information

* Barcode P 1020517 Nickname

Patron Type Student Homeroom

Access Level Self Checkout User Defined 3

Status Active Primary Language

Card Expires Lexile Measure

Acceptable Use Policy on File? Yes

Homeroom -- Select a Homeroom -- Other

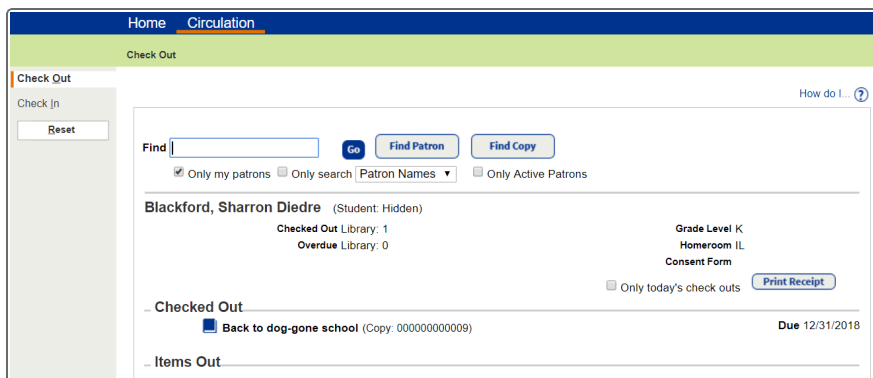
Print Label on Save Save Cancel

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Helpful Hints for Self-Checkout Station Setup

- To hide the browser menu, task and button bars, press **F11** on your keyboard. Pressing F11 also brings you back to the original view.
- Set up a self-checkout access level. Make sure to select the **Reset Circulation tab after this many seconds of inactivity (max. 9999)** checkbox, and set the inactivity to an appropriate number. Consider how many students are typically at the checkout station and how many books a student can check out.

Note: Students can click the Reset button when they are done using the station if they want. Or, you can print the Reset command code, available in Destiny Help, and students can scan it when they are done.



- If you want to require students to scan a barcode rather than type it, consider removing the keyboard.
- Self-checkout stations can be set up using any device. You might set up a tablet with the Follett Destiny mobile app.
- If you let students check in materials, you can instruct them to select Check Out or Check In in Destiny, or you can provide Check In and Check Out command codes for them to scan.