

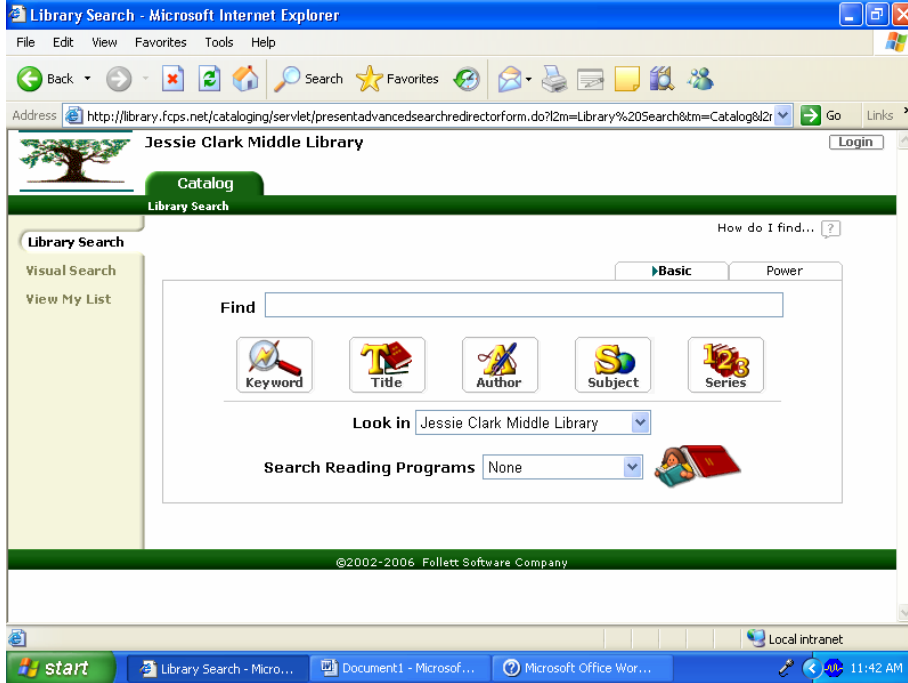
Directions for Using Destiny

This is the icon on the desktop to access the Circulation Desk.

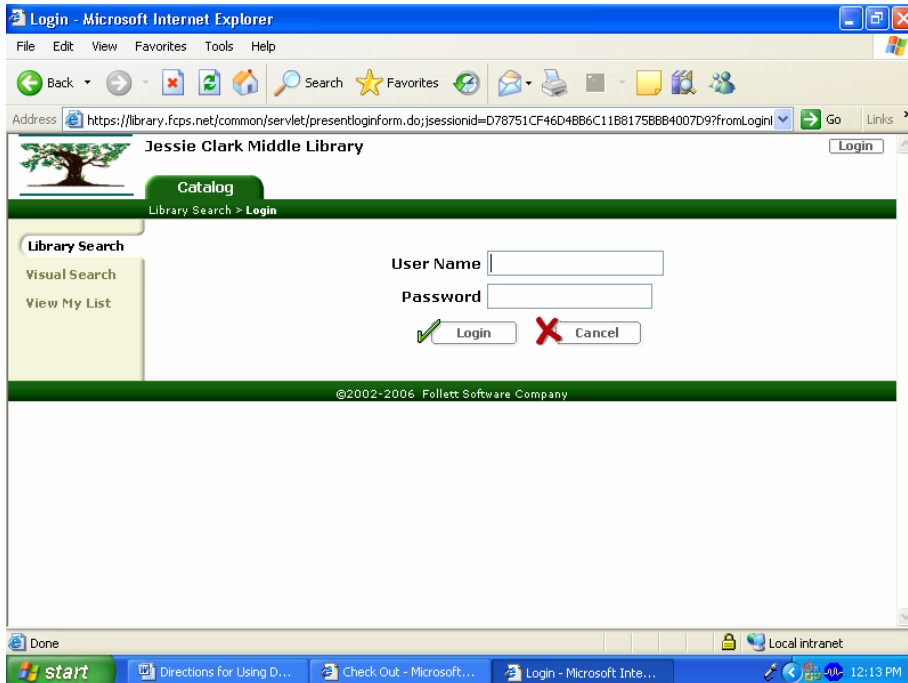


Library Search.url

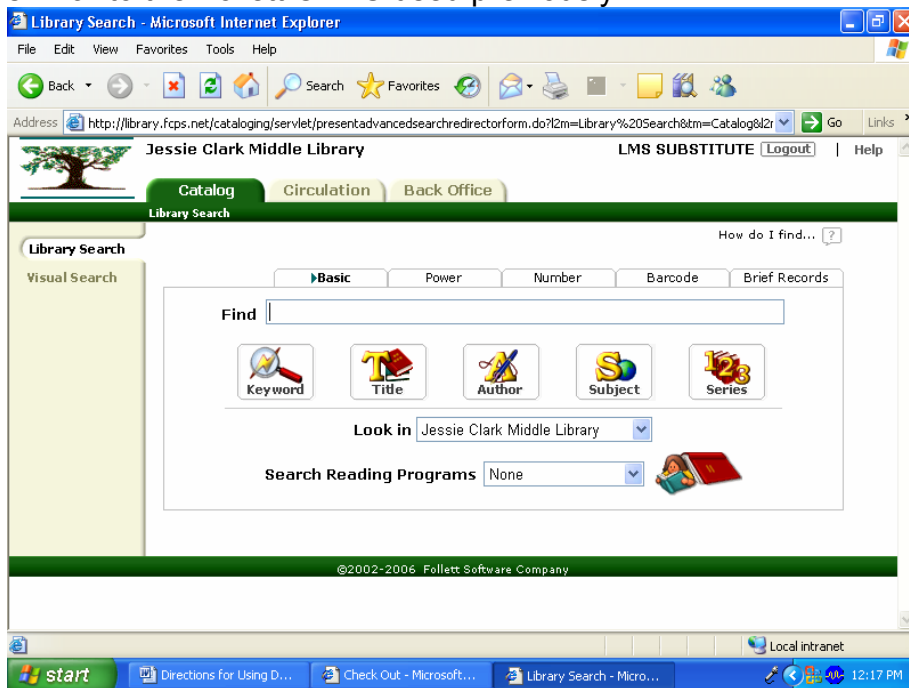
The main home screen is below. In the top right corner there is a login button. Click on it to login. After 30 minutes of inactivity, the program will ask you to login with password again.



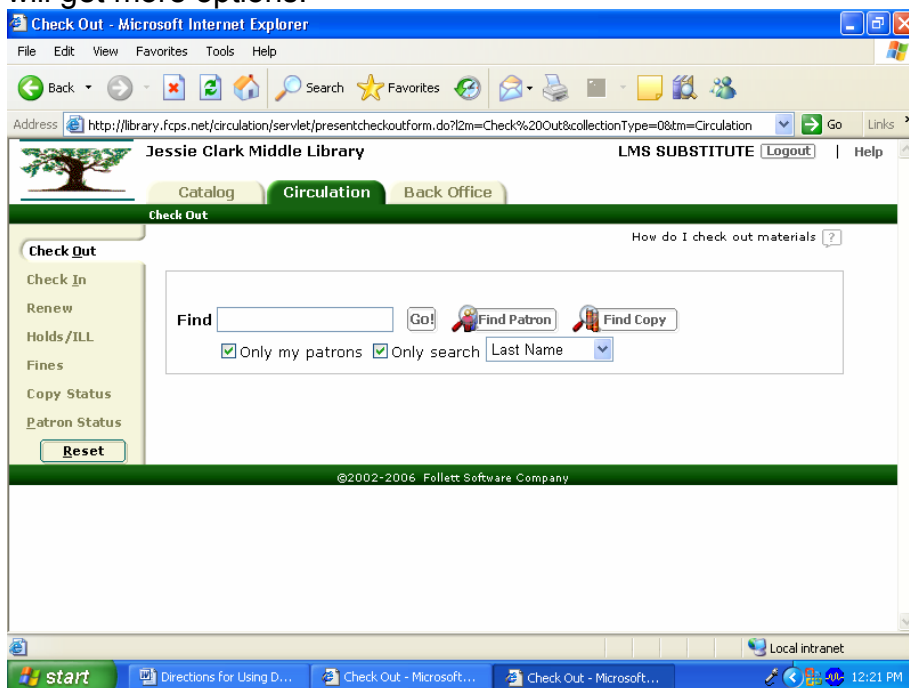
Here is the login screen. Your username is *jcmsub* and you will find your password in the sub folder from the office.



After logging in you will see this screen. Notice the top right corner has LMS Substitute showing. This indicates that you are logged into the program. While in the program you have access to the Catalog and Circulation. Please do not enter the Back Office tab. The Library Search and Visual Search options should be self-explanatory. They are similar to the Follett OPAC used previously.



For circulation, click on the Circulation tab and you will see the following screen. Type in the patron's last name and click find patron or enter. If you don't know how to spell the entire name you can do the first few letters with this symbol (*) following it and you will get more options.



The patron names will be blue. Click the name to retrieve the record.

The screenshot shows the 'Check Out' page of the Jessie Clark Middle Library. The page has a navigation menu on the left with options like 'Check In', 'Renew', and 'Fines'. The main content area features a search bar with a 'Find' button and checkboxes for 'Only my patrons' and 'Only search'. Below the search area is a table of patrons with columns for Name, Barcode, User Field 1, and User Field 2. The names in the table are blue and underlined, indicating they are clickable links.

Name	Barcode	User Field 1	User Field 2
Smith, Blake Tyler	1944907193	Linda Wood-Busby	Jack Miller
Smith, Brandon Douglas	1944989449	Cindi Lewis	Cindi Lewis
Smith, Brandon Michael	1947495626	Victoria Aurelius	Sara Chaffin
Smith, Brittany Morgan	1944852878	Rebecca Johnson	Katherine Howells
Smith, Holly Amanda	1949750770	Linda Wood-Busby	Jack Miller
Smith, Jeremy Tyler	1944776259	Cheryl Brown	Rhonda Burgess
Smith, Johnny Lee	1945023966	Rebecca Johnson	Katherine Howells

Below is a sample of a patron record. Students are only allowed to have 2 books at a time and one magazine. To check out books you just need to scan the barcode on the book. For a magazine you will click the "add title" button on the far right.

The screenshot shows the 'Check Out' page with a detailed view of a patron record for 'ABSHEAR, APRIL'. The record includes fields for 'Checked Out Library', 'Overdue Library', 'Holds Ready', and 'Fines Library'. There is also a 'Receipt' button. Below the patron information is an 'Items Out' section with a table listing checked-out items, including 'The Church of dead girls : a novel'.

Due Date	Title	Call Number	Price	Checked Out
11/14/2006	The Church of dead girls : a novel (Copy: 30024000309322)	P F Dob	\$23.00	6/2/2006 Renew

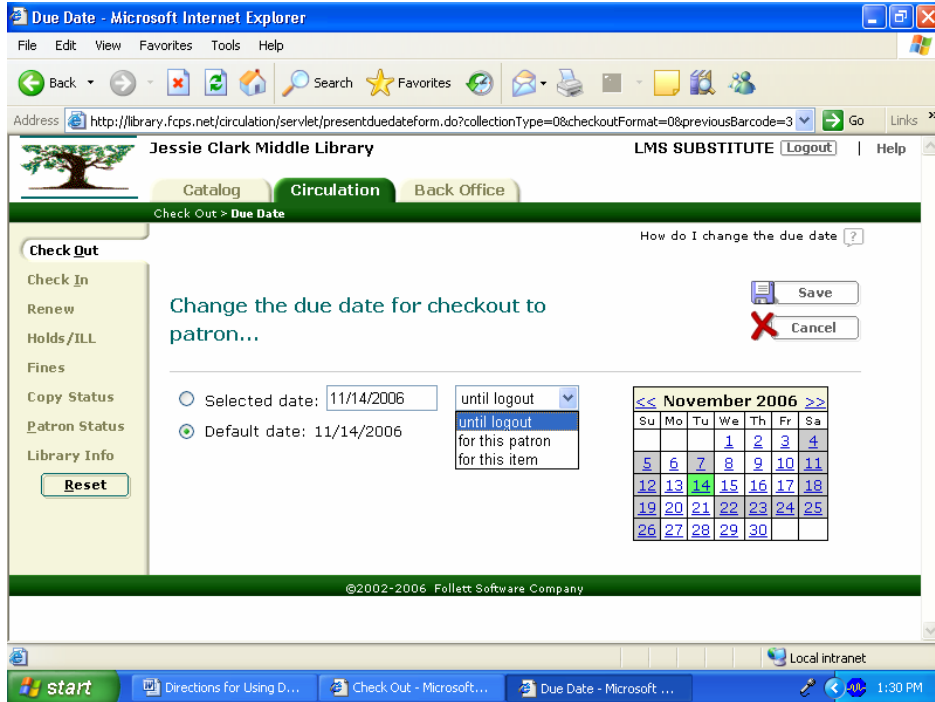
The following screen will appear. Scan the barcode, type the title & date of the magazine, enter \$2.50 for the price, and select "Serial" for material type. Then click save.

The screenshot shows a web browser window titled "Add Title - Microsoft Internet Explorer". The address bar shows the URL: <http://library.fcps.net/circulation/servlet/presentaddtempitleform.do>. The page header includes "Jessie Clark Middle Library" and "LMS SUBSTITUTE" with "Logout" and "Help" links. The navigation menu has "Catalog", "Circulation", and "Back Office" tabs. The "Circulation" tab is active, and the "Check Out > Add Title" page is displayed. On the left, a sidebar contains links for "Check Out", "Check In", "Renew", "Holds/ILL", "Fines", "Copy Status", "Patron Status", and "Library Info", along with a "Reset" button. The main form area contains the following fields: "* Barcode" (text input), "* Title" (text input), "Circulation Type" (dropdown menu set to "Regular"), "Author" (text input), "Standard Number" (dropdown menu set to "LCCN" and a text input), "Price" (text input set to "\$0.00"), and "Material Type" (dropdown menu set to "Book (monograph)"). Below the form are "Save" and "Cancel" buttons. A note above the form states "Title is deleted when checked in".

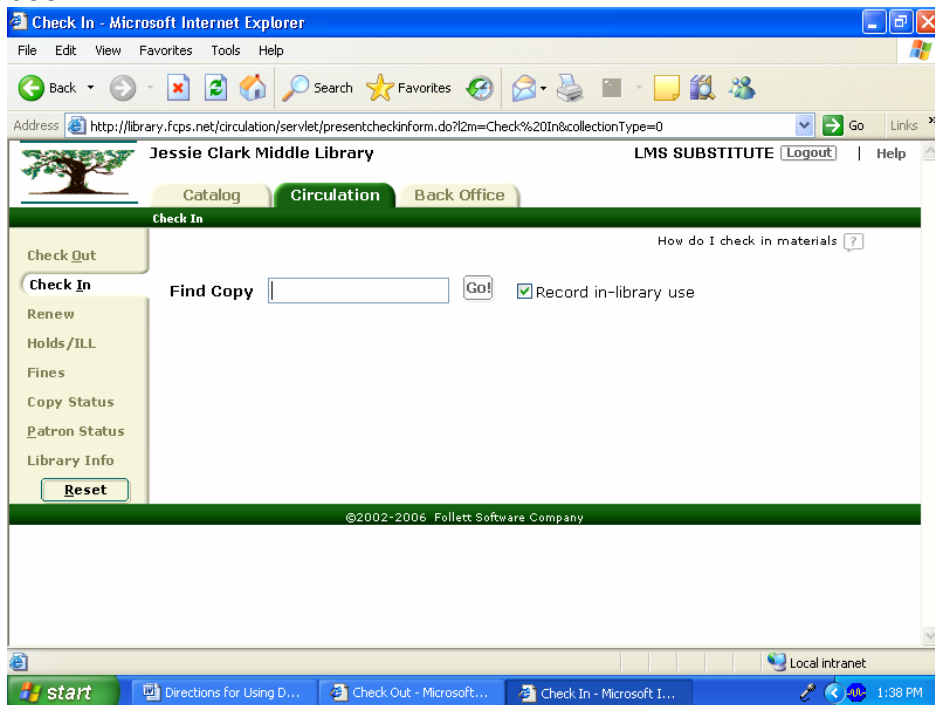
Now you will have to change the date since magazines may be only checked out for one night. To the right of the due date for this item, there is a calendar icon. Click on this icon.

The screenshot shows a web browser window titled "Check Out - Microsoft Internet Explorer". The address bar shows the URL: <http://library.fcps.net/circulation/servlet/handlecheckoutform.do?restoreFromCrumb=1&tm=Circulation&l2m=Check+Out&fo>. The page header includes "Jessie Clark Middle Library" and "LMS SUBSTITUTE" with "Logout" and "Help" links. The navigation menu has "Catalog", "Circulation", and "Back Office" tabs. The "Circulation" tab is active, and the "Check Out" page is displayed. On the left, a sidebar contains links for "Check Out", "Check In", "Renew", "Holds/ILL", "Fines", "Copy Status", "Patron Status", and "Library Info", along with a "Reset" button. The main form area contains a search section with a "Find" input field, a "Go!" button, and buttons for "Find Patron", "Find Copy", and "Add Title". Below the search section are checkboxes for "Only my patrons" and "Only search" (checked), and a dropdown menu set to "Last Name". The item details for "ABSHEAR, APRIL" (Teacher: [P 101155](#)) are shown, including "Checked Out Library: 5", "Overdue Library: 0", "Holds Ready 0", and "Fines Library: \$0.00". A "Receipt" button is located below the details. The "Checked Out" section shows "Girls' Life April, May 2006." (Copy: [30024000324834](#)) with a due date of "Due 11/14/2006" and a calendar icon to its right.

On this screen, choose selected date and be sure to select the option “for this item.” Using the arrows on the calendar, select the month and choose the next school day for the due date. Then click save. After each patron, please click on the reset button on the bottom left of the screen.



For check-in or renew, choose the tab in the left column and scan the barcode on the book.



Please look for holds when checking in books. See below for an example of the screen. If a book is on hold, put a post-it note on the cover with the student's name and I will take care of it when I return. If you have any other questions, use the help feature or click on the question mark to find the answer.

The screenshot shows a web browser window titled "Check In - Microsoft Internet Explorer". The address bar displays "http://library.fcps.net/circulation/servlet/handlecheckinform.do". The page header includes "Jessie Clark Middle Library" and "LMS SUBSTITUTE" with "Logout" and "Help" links. Navigation tabs for "Catalog", "Circulation", and "Back Office" are visible. The "Check In" section features a sidebar with links for "Check Out", "Check In", "Renew", "Holds/ILL", "Fines", "Copy Status", "Patron Status", and "Library Info", along with a "Reset" button. A "Please note..." alert box contains the following text:

- This copy of "Cirque Du freak : killers of the dawn" should be held for Jordan Keith Pruitt (Barcode: 1944908159). Please notify the patron that this hold is ready to be picked up.

Below the alert, there is a "Find Copy" search field with a "Go!" button and a checked "Record in-library use" option. Underneath, the "Most Recently Checked In" section lists a book: "Cirque Du freak : killers of the dawn" (Copy: 30024000413033) with a "Hold" icon. The footer of the application shows "©2002-2006 Follett Software Company". The Windows taskbar at the bottom shows the "start" button, several open "Check In - Microsoft I..." windows, and the system clock at 1:40 PM.