

## Library Training Information

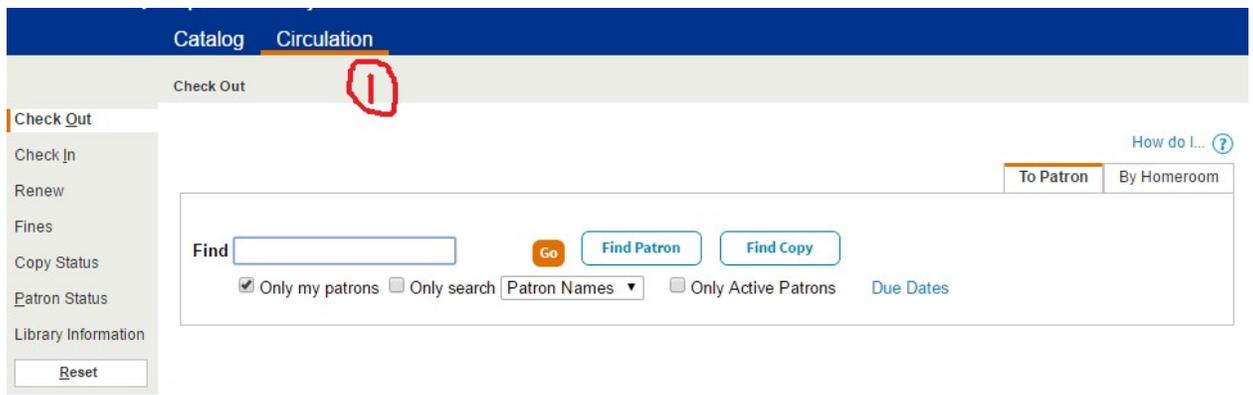
Go to <http://ccsoh.follettdestiny.com>

FIRST-**Select the school** you are subbing at from the list of schools on the left.

THEN-Login with your user name and password in the top right corner.

### To CHECK OUT MATERIALS-

1. Go to the Circulation Tab



Catalog **Circulation**

Check Out

Check Out

Check In

Renew

Fines

Copy Status

Patron Status

Library Information

Reset

How do I... ?

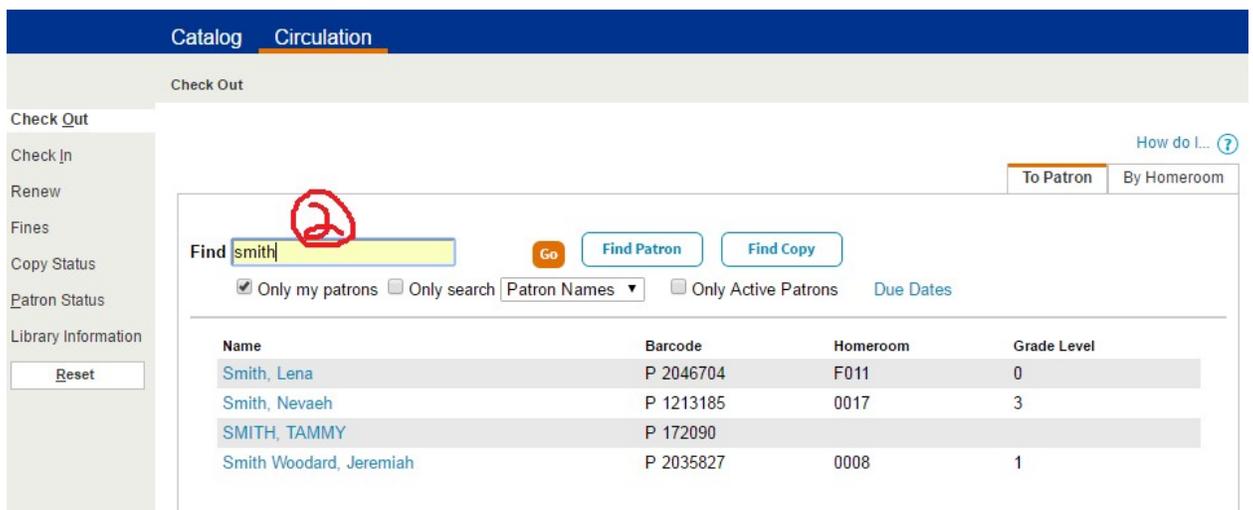
To Patron By Homeroom

Find

Go Find Patron Find Copy

Only my patrons  Only search Patron Names  Only Active Patrons Due Dates

2. To Check Out-Type in the Patron's last name and press Go.



Catalog **Circulation**

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How do I... ?

To Patron By Homeroom

Find

Go Find Patron Find Copy

Only my patrons  Only search Patron Names  Only Active Patrons Due Dates

Name	Barcode	Homeroom	Grade Level
Smith, Lena	P 2046704	F011	0
Smith, Nevaeh	P 1213185	0017	3
SMITH, TAMMY	P 172090		
Smith Woodard, Jeremiah	P 2035827	0008	1

- Select the correct patron by clicking on the Name below in the list. Once selected the patron name will show any currently checked out items.

Catalog **Circulation**

Check Out

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How do I... ?

To Patron | By Homeroom

Find

Only my patrons  Only search Patron Names  Only Active Patrons [Due Dates](#)

**Smith, Lena** (Student: P 2046704)

Checked Out Library: 1  
Overdue Library: 0  
Fines Patron: \$0.00

Grade Level 0  
Homeroom F011

Only today's check outs

**Items Out**

Due Date	Title	Call Number	Price	Checked Out
9/29/2016	Brown bear, brown bear, what do you see? (Copy: 31607070251157)	E MAR	\$15.47	9/15/2016

- Once the patron is selected you are ready to enter a book barcode. Scan the barcode in the Find box and click Go. This will check out the book to the patron.

Catalog **Circulation**

Check Out

Check Out  
Check In  
Renew  
Fines  
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How do I... ?

To Patron | By Homeroom

Find

Only my patrons  Only search Patron Names  Only Active Patrons [Due Dates](#)

**Smith, Lena** (Student: P 2046704)

Checked Out Library: 1  
Overdue Library: 0  
Fines Patron: \$0.00

Grade Level 0  
Homeroom F011

Only today's check outs

**Items Out**

Due Date	Title	Call Number	Price	Checked Out
9/29/2016	Brown bear, brown bear, what do you see? (Copy: 31607070251157)	E MAR	\$15.47	9/15/2016

5. The newly checked out title will appear under the Patron's name.

The screenshot shows the 'Check Out' interface. At the top, there are tabs for 'Catalog' and 'Circulation'. Below that, a search bar is present with a 'Go' button and 'Find Patron' and 'Find Copy' buttons. A sidebar on the left contains navigation options like 'Check Out', 'Check In', 'Renew', etc., and a 'Reset' button. The main content area displays the patron's name 'Smith, Lena' and their student ID 'P 2046704'. It also shows 'Checked Out Library: 2', 'Overdue Library: 0', and 'Fines Patron: \$0.00'. A list of checked-out items is shown below, with the first item 'The itsy bitsy spider' circled in red. The second item is 'Brown bear, brown bear, what do you see?' with a due date of 9/29/2016 and a 'Renew' button.

6. Click Reset to begin working with a new Patron.

This screenshot is similar to the previous one but shows the 'Reset' button in the sidebar circled in red. The rest of the page content is the same as in the previous screenshot.

7. You can also check out by Homeroom classes. Switch to By Homeroom tab at top. Then select room.

This screenshot shows the 'Check Out' page with the 'By Homeroom' tab selected. A dropdown menu for 'Homeroom' is open, showing options 103, 101, 102, 103, 104, and 105. A red arrow points to the 'By Homeroom' tab, and another red arrow points to the dropdown menu. The 'Select Patron' button is also visible.

## CHECK IN MATERIALS

8. Enter the barcode in the Find box and click Go.

Catalog Circulation

Check In

Check Out

Check In \*

Renew

Fines

Copy Status

Patron Status

Library Information

Reset

Find Copy 31607030300763 Go  Record in-library use

View Today's Checkins

How do I... ?

## Reshelving Items in the Library-

There are 5 main sections in the library

**R=Reference** – Shelve in Reference section by Dewey Decimal numbers.

**B= Biography**- Shelve in Biography section by arranged by subject's last name.

**Fic=Fiction**-Books are shelved alphabetically by the last name of the author. If an author has several books, within that author's work, the books are arranged alphabetically by title.

**E= Easy**- Books are shelved alphabetically by the last name of the author. If an author has several books, within that author's work, the books are arranged alphabetically by title.

**Non Fiction=Dewey Decimal**- Nonfiction materials will have Dewey Decimal numbers on their spines. Shelve nonfiction books first by numbers, then by the letters under the numbers that stand for the author's last name.

## Online Shelving Game to Play

<http://www.mrs-lodges-library.com/shelver/>