



Library Services
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 303-326-1864



Library Services

Directions for Library Staff Coverage

Please call Library Services at x28451 with questions or problems.

Turn on the circulation desk computer. The button on the CPU looks like this:
 The button is green when it is on.



Please check with your office to log into the library computer, as procedures vary at each school.

The computer desktop will appear with the icon for Destiny. It may say “(School name) – home”. If you do not see it, open the Internet Explorer icon:



The Destiny URL is <http://destiny.aps.k12.co.us/>

Choose your location and click on it to open the Destiny homepage for that school.

Login as the circulation desk by clicking on the small Login button in the upper right hand corner. If you cannot see the login button, use the sliding bar at the bottom to move the screen over.

The screenshot shows a login interface with a green header bar. Below it are two input fields: "User Name" and "Password". Under the "Password" field is a small green checkmark icon and a red "X" icon. Below these are two buttons: "Login" and "Cancel". At the very bottom, a small status bar reads "2002-2007 Follett Software Company 11/19/2007 12:32 PM MDT".

At this screen, type in for your
User Name: XXXCIRCDESK
Password: your school's mascot

Destiny will open with a Home tab, a Catalog tab, and a Circulation tab and in some schools a Back Office tab. Choose Circulation.

On the left side of Circulation are check-in and check-out tabs. Make sure you are on the right one.

To Check Out

Many schools use a numeric keypad and the students type their lunch number into the system. You will have to click on the student's name when it appears on the screen in

blue. In middle and high schools, ID cards are often used. After the ID card is scanned you may scan books.

You may also type in the first three letters of the student's last name and then a * to find the patron and all of the students with that last name or something similar will come up. Find the child's first name, click on it and you may then check them out.

Check out by running the barcode with the school name on it under the scanner. If there is a problem with the book or student, a message box will appear.

Types of messages: *Student has exceeded checkout limit.* If you haven't checked in books before this, the student may have books in the drop box. Check them in and you may continue to check out for this student. Ask the student where any other books are if all books are checked in.

Renewal limit reached. You may override this and choose Yes to continue.

Overdue materials. Tell the student they have overdue materials and you cannot check out more library materials to them. (It is possible to override this at your discretion.)

At the secondary school levels you may have to de-magnetize the book by running it over the scanner. Be sure it is set to de-magnetize.

To Check In

Choose the "Check In" tab in Circulation. Scan books after a quick check for damage. If you discover writing or other damage, put a sticky note on it for the regular staff. When scanning in, there may be messages that pop up. You must stop when a message pops up.

Types of messages: *This item was marked as lost.* By checking it in the item is no longer marked as lost. Choose to continue.

This is on hold for... Put a sticky note on the book with the name to take care of later.

Barcode not recognized. Rescan. If this comes up again, put a sticky note on it.

Please watch the screen as you are checking items in.

In secondary schools, books are re-magnetized before re-shelving.

Most libraries have book carts near the check in desk on which the books are placed for re-shelving. Usually the carts have an area for Fiction, Easy and Nonfiction. Putting the books in order on the carts makes it easier to take a few at a time and re-shelve them.

Computers in the library

Lookup stations should be turned on and Destiny opened to the homepage for the school. It is important to supervise students who are using computers in the library.