Follett Destiny®

What's New in Destiny Version 12.5

Follett

Contents

Destiny 12.5 Features

Welcome to Destiny® 12.5. This new version incorporates many of your suggestions, and we're confident you'll find that the enhanced features and functions of Destiny 12.5 meet your needs. This document introduces you to the Destiny 12.5 features available in Destiny® Library Manager™, Destiny® Textbook Manager™, and Destiny® Asset Manager™. We know you'll want to start using these enhancements right away.

Important: Customers who want to update to the latest version of Destiny must be on Destiny v12.0. If you have a version of Destiny earlier than v12.0, you must first update to Destiny v12.0 before you can update to v12.5.

Important: Microsoft announced that Windows Server 2003 Extended Support will end in July, 2015. Follett anticipates that future Destiny releases will not support Windows Server 2003. Follett recommends that customers upgrade Windows servers to a minimum of Windows Server 2008 before July, 2015.

Library Manager

WebPath Express Limiter Update: The search results limiter 'Topic' is now 'Related topics'.

Universal Search Updates: Universal Search continues to empower your students by including their reading history in the Universal Search Bookbag. Students also have more search limiters to find resources with.

Note: As part of the end-of-life migration process, all Catalist Media audio books will be removed from your Destiny library collection and replaced by the Follett Audiobook equivalent.

Resource Manager

Overview of new Destiny Resource Manager: With all the capabilities of Destiny® Asset Manager™, Destiny® Resource Manager™ includes several new features that let you catalog, circulate, and report on your textbook resources.

Resources Template Textbooks Group: The resource template helps you organize your resources so you can find, inventory, and report on them easily. The template now has a default textbooks group to accurately account for your textbooks throughout the school year.

Cataloging Textbook Resources: Cataloging and tracking your print and digital textbooks ensures your students have the textbooks they need and that you get the most out of your textbook investment.

Search Resources: Additional search options for textbooks and detailed information in the search results make it easy to find your textbook records.

Fine Types: In addition to more Fine Types to choose from, you can create new Fine Types for your site.

Textbook Manager

"Lost Textbooks and Fines" Report Enhancement: You can now limit the report to textbooks that currently have a status of Lost. Also, generate the report—which includes new fields—in Microsoft® Excel® format.

Note: The addition of limited textbook functionality to Destiny Resource Manager does not affect Destiny Textbook Manager. Districts which have both Destiny Textbook Manager and Destiny Resource Manager will **not** see the textbook functionality in Destiny Resource Manager.

Destiny 12.5 Automatic Update Features

All Destiny

🆕 _Username Enhancement:_ Destiny now accepts the single quote/apostrophe in patron usernames.

🆕 _Processing Needed Flag Update_: The Processing Needed flag is larger and more visible, helping you know when a hold or transaction needs your attention.

🆕 _Login Enhancements_: Site-level users can now log in at the district Welcome page. Additionally, the site Login page has been simplified for patrons.

🆕 _British Region Format Support:_ Destiny now supports British currency, date, and time formats.

🆕 _Follett Messages_: Destiny staff users can receive important messages and news directly from Follett.

Library Manager

🆕 _Check In Enhancements:_ A new check in method, Ready Scan, lets you check in materials even faster. You also see the 20 most recent checkins in the Most Recently Checked In list.

🆕 _Daily Checkins Report_: You can now see an HTML report of today's checkins right from the Check In page.

🆕 _One Search Database Usage Report Enhancement_: To give you the exact information you need, you can limit your One Search Database Usage report to a specific date range.

🆕 _Searching for ILL Materials Enhancement_: You now receive all search results when conducting a Holds/ILL search.

🆕 _Packing List for ILLs_: You can now print a packing slip to put with library materials being loaned to another library.

🆕 _Email Notifications for Holds/ ILL Requests_: You can now receive a daily email notification of any new holds or ILL requests that need to be processed.

🆕 _Delete Pending ILL Requests_: Library staff at the requesting school and the requesting patron can now delete pending ILL requests.

🆕 _View Unapproved ILL Requests_: Requests on a library patron's MyInfo page can now display as status of 'Unapproved'.

🆕 _Provide a Note for Declined ILL Requests_: Library staff at a lending library can now provide a reason for declining an ILL request.

NEW *Audiobook Support:* Library Manager reverted to displaying the material type, Sound Recording (non-musical), instead of Audiobook, with the one exception of Follett Audiobook.

NEW *Universal Search Update:* Universal Search has several new features to make it even easier for your patrons to keep track of resources used and create citation lists by integrating with EasyBib.

Resource Manager

NEW *Report Builder for Textbook Resources*: You can now generate 'Names 'and 'Items' reports for textbooks in Report Builder.

Media Manager

NEW *Ceiling Date for Bookings*: You can now configure a ceiling date for all bookings to end, even if the due date is after the ceiling date.

Destiny 12.5
Features

Destiny Library Manager

Library Manager

WebPath Express Limiter Update

Feature Description:

The search results limiter 'Topic' is now 'Related topics' in WebPath Express.
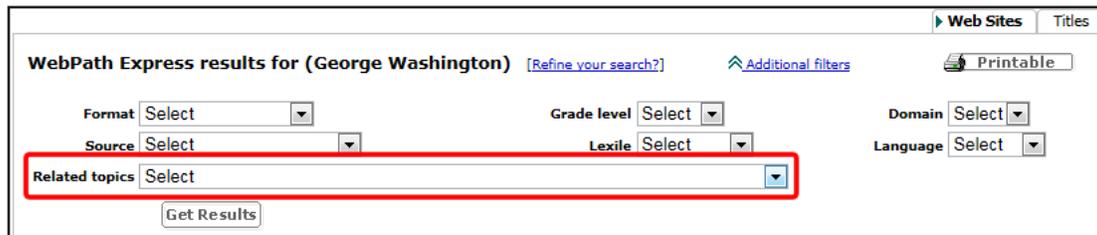
Importance:

Your patrons easily know where to go to find topics related to their original search in WebPath Express.

Library Manager

Universal Search Update

Feature Description:

From the Reading History section of your Universal Search Bookbag, you can view your previous checkouts and any Follett eBooks you have opened.

Feature Information:

The new updates to Universal Search include the following:

- Patrons can access their reading history—including any Follett eBooks they opened or checked out, as well as checked-out print books—in their Universal Search Bookbag.
- Patrons can limit search results by reading level, interest level, or reading program.

Note: Library Manager shows the status only for Follett digital materials (eBooks and audiobooks).

Importance:

Finding a resource is even easier for your patrons, and they can keep better track of resources they have accessed and checked out.

Destiny Resource Manager

Resource Manager

Overview of Destiny Resource Manager

Feature Description:

Destiny Resource Manager includes several new features to let you catalog, circulate, and report on your textbook resources.

Feature Information:

In addition to the features revolving around cataloging and tracking textbook resources, all instances of the word "asset" are now "resource". Additionally, the resource template tree now has Textbooks nested as the first group under Resources.

Note: If your district has *any* Destiny® Textbook Manager™ licenses, Destiny Resource Manager hides all textbook-related features in Destiny Resource Manager.

To handle textbooks, Resource Manager has the following new pages:

- **Catalog > Add Resource > Textbooks** (from "Find all" drop-down), **Edit Textbook**, **Add Teacher's Edition**, and **Add Resource kit pages**
- **Catalog > Add Resource > Textbooks**

    Note: This page includes T2 search results. T2 is an online database, managed by Follett. It contains thousands of textbook resource description records for you to import to your catalog anytime.

- **Catalog > Resource Lists**
- **Reports > Used resource item barcodes > Textbooks**

The following pages have new fields in Resource Manager:

- **Catalog > Add Resource > Edit Templates > Edit "Resources" Template** has a new data type: Year.
- **Catalog > Add Resource > Edit Templates > Edit "Textbooks" Template** gains an additional data type: ISBN.
- **Catalog > Resource Search** has many more options and filters.
- **District Setup > Edit <school name>** gains the ability to define and assign Alternate Site Types.
- **Back Office > Resource Policies > Textbook Loan Policies** now contains new conditions for all your resources.
- **Back Office > Resource Policies > Textbook Loan Policies** lets you auto-condition your textbooks based on the number of circulations, but textbook resources cannot be conditioned as Damaged, Usable, or Unusable.
- **Back Office > Site Configuration > Circulation** lets you set the fine policies for resources.
- **Circulation > Fines > Add Fine** lets you add a fine for overdue resources and patron fines.

Permission:

See **Appendix** for more information on permissions in Destiny Resource Manager.

Importance:

You can easily manage *all* your resources in Destiny Resource Manager, including your print and digital textbook resources.

Resource Manager

Resources Template Textbooks Group

Feature Description:

The Resources template now has a default textbooks group. Use it to accurately track, inventory, and report on your textbook resources.
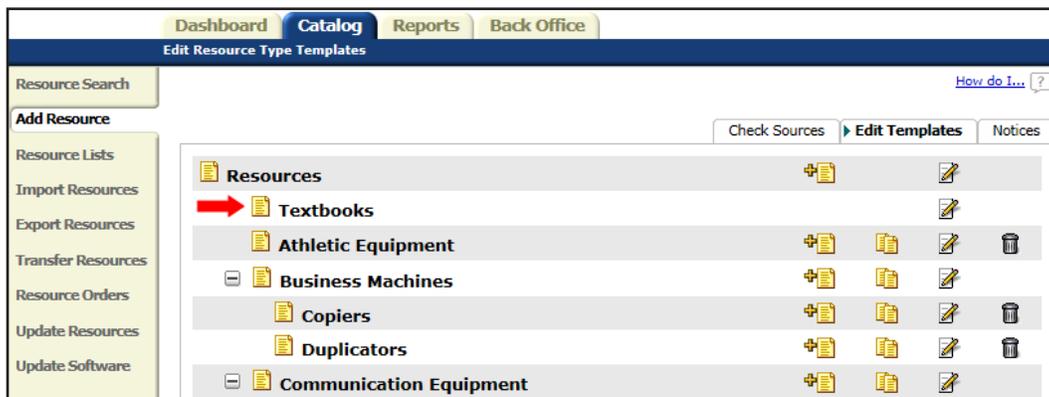
Feature Information:

The textbook group is always the first resource group listed on the template. It has several options and rules that do not apply to other templates. The textbook-specific options and rules are:

- The template name cannot be edited.
- The Represents Textbooks option cannot be deselected, nor can it be used with any other resource template.
- The "Represents software…" option is unavailable for textbooks.
- The Displayable Name is the title field of the textbook description record.
- Child templates cannot nest under the textbooks group on the Resource Template.
- The default fields in the Textbooks template cannot be edited or deleted.
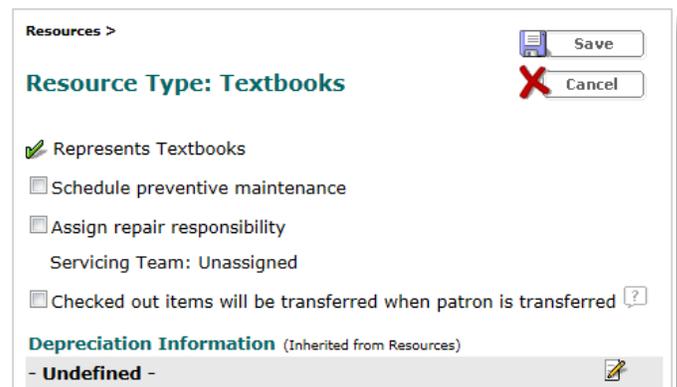
Importing a template does not overwrite the new default Textbooks template. Also, the import automatically creates all permanent fields in the Textbooks template. Note that the Textbooks template is included when you export a resource type template.

Importance:

School districts can now track, inventory, and report on one of their most expensive resources, textbooks.

Resource Manager

Cataloging Textbook Resources

Feature Description:

Destiny Resource Manager makes it easy to catalog and track your textbook resources with all of your other resources in one spot.

Feature Information:

Cataloging your textbook resources helps you account for each and every one. Like other resources, each textbook title has a resource description record in your catalog with corresponding item records for each of the textbook copies.

Adding Textbook Description Records

Use the following steps to add a new textbook description record to your catalog:

1. Select **Catalog > Add Resource > Check Sources**.

   Note: If you do not have the 'Manage resource templates' access level permission, you only need to select **Catalog > Add Resource**.

2. Click the **Find all** drop-down to select **Textbooks**.

3. The second drop-down defaults to Books. You can choose a different option based on the material type you are adding to your catalog, such as electronic books or kits.

4. Click the **with** drop-down to select your search criteria.

   Note: Follett recommends you search by ISBN to ensure you get an exact match.

5. Select the option to limit T2 database records to only those adopted by your state.

6. Enter your search term in the field, and click **Go!**.

7. From the search results, select the title of the textbook you want to add to your catalog.

   Note: Search results with the 🏠 icon are already in your district's catalog. You should not re-add a description record already in your catalog; simply add textbook item records to the pre-existing textbook description record.

8. From the title details, click 💾 **Save Title**. The textbook description record is saved to your district's catalog.

9. Click ✏️ **Edit** to update the textbook description record with the instructional classification, publisher and vendor names, adoption years, and other information.
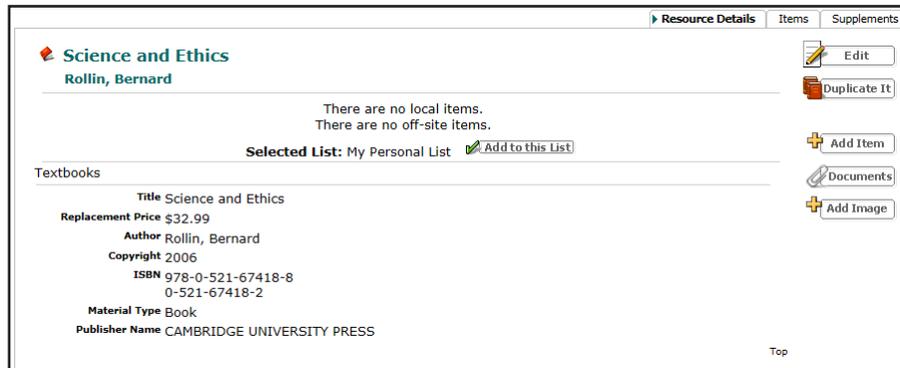
10. After completing the fields, click 💾 **Save**. You can now add textbook item records to the textbook description record.

Adding Textbook Item Records

Once you save the textbook description record in your district's catalog, you need to add textbook item records for each textbook copy you own. Use the following steps to add textbook item records to your catalog:

1. Select **Catalog > Add Resource > Check Sources**.

   Note: If you do not have the 'Manage resource templates' access level permission, you only need to select **Catalog > Add Resource**.

2. Click the **Find all** drop-down to select **Textbooks**.

3. The second drop-down defaults to Books. You can choose a different option based on the material type you are adding to your catalog, such as electronic books or kits.

4. Click the **with** drop-down to select your search criteria.

   Note: Follett recommends you search by ISBN to ensure you get an exact match.

5. Select the option to limit T2 database records to only those adopted by your state.

6. Enter your search term in the field, and click **Go**.

7. From the search results, select the title of the textbook items you want to add to your catalog.

8. Click ➕ **Add Item**.
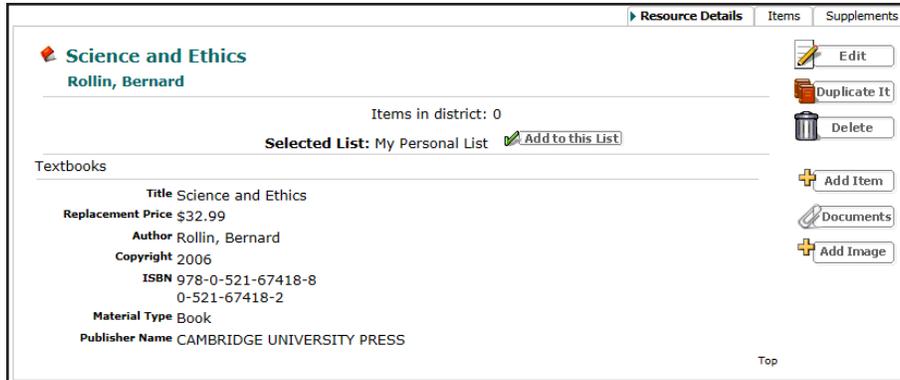
9. On the Add Item page, select whether you are adding a certain number of items, have items from a barcode list, or have items from a barcode file.

   Note: If you are a district-level user, you can select the site type and site name when adding textbook items.

10. If you are adding a certain number of textbook items, enter the lowest barcode in the **Starting Barcode** field. You can also select to have Destiny Resource Manager assign the next available barcode to the first textbook item.

    Note: You cannot add textbook items without assigning them barcode numbers.

11. After you complete all the fields, click **Save**.

    Note: You can print barcodes by selecting **Reports > Resource Reports > Barcode Labels**.

Completing an Individual Update for Textbook Resources

There are times when you need make the same update to multiple textbook item records in your catalog. For example, you might need to update the home location of textbooks after you move them from a storage room to a classroom. Use the following steps to update a textbook resource individually:

1. Select **Catalog > Update Resources > Individual Update**.

2. Select a field to update.

3. Then, select or enter the new contents of the field in the list or box that appears.
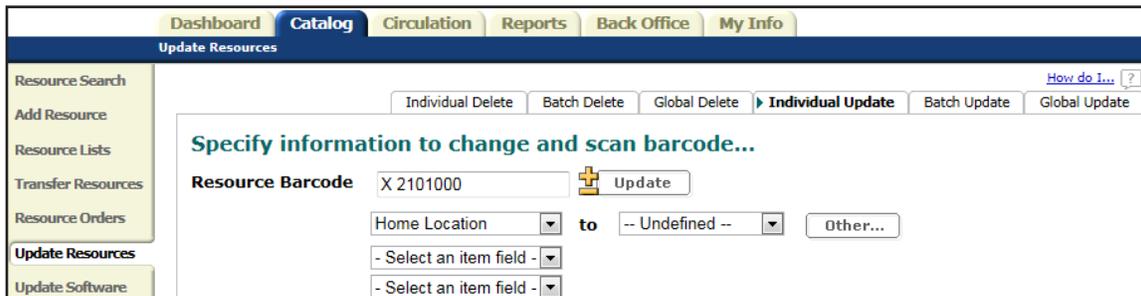
Note: You can update up to 14 fields by repeating steps 2 and 3. To clear a field, select it from the list and leave the adjacent list at "-- Undefined --", if available, or the box blank. You can also enter a historical note that is permanently added to the textbook item's Transaction History.

4. Scan or enter each textbook resource's barcode in the **Resource Barcode** field.

The items you scanned or entered are updated. Any historical note is added to the item's permanent Transaction History.

Importance:

Accurately cataloging and updating your textbook resources helps control costs while ensuring students and teachers have the resources they need to succeed.

Resource Manager

Search Resources

Feature Description:

There are additional Resource Search options in order to include textbooks.

Feature Information:

Search

Resource Search was expanded to include the following fields for textbooks only: Title, Author, Instructional Classification, Subject, (Default) Budget Category, Additional Information, Publisher Name, Vendor Name, and Note.

Note the following:

- An ISBN search validates the ISBN and accepts both 10- and 13-digit numbers.
- A State/Textbook ID search is a Starts With search.
- New checkboxes let you include Teacher's Editions or Resource Kits, or both.

When you select Resources from the "Find all" drop-down, the search options and limiters are the same as they were in Asset Manager.
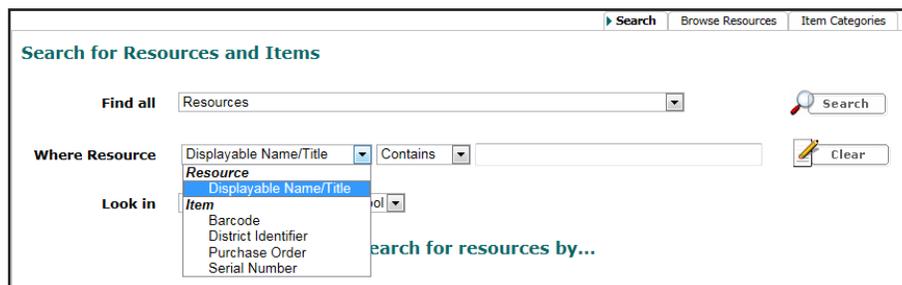
When you select Textbooks from the "Find all" drop-down, the search options increase, while the limiters stay the same. The first time you select Textbooks from the "Find all" drop-down, Title is selected in the Where Resource drop-down. Note that the "Find all" and Where Resource drop-down selections default to the last options a specific user selected.

View Search Results

Searching Resources will return all resources that match the specified criteria, including textbooks. For example, the search term "calc*" returns the textbook, *Calculus*, and calculators.

Resource Manager Search Results display more information for textbooks than for other resources. Depending on how complete your textbooks' resource description and item records are, Resource Manager shows the following information for textbook resources on the specified page(s):

Catalog > Add Resource

> Row 1: Material Type icon; Author; ISBN: (only the first if there are multiples), Replacement Price
>
> Row 2: Publisher Name; Copyright year; Edition
>
> Row 3: State Adopted:; District Adopted:; Adoption Ends:
>
> Row 4: State/Textbook ID:; Grades (From and To)
>
> Row 5: Additional Information

Catalog > Resource Search > Browse Resources
Catalog > Resource Search > Search
Catalog > Resource Lists

> Row 1: Material Type icon; Author; ISBN: (only the first if there are multiples), Replacement Price
>
> Row 2: Publisher Name; Copyright; Edition
>
> Row 3: State/Textbook ID:; Grades (From and To)
>
> Row 4: Additional Information

Circulation > Check Out Items
Catalog > Resource Search > Item Categories

> Row 1: Material Type icon; Author
>
> Row 2: Publisher Name; Copyright year; Edition

Permissions:

'Use Resource Search' or access to any of the pages listed

Importance:

With the increased Resource Search options and information in search results lists for textbooks, you can easily find textbook records in Resource Manager.

Resource Manager

Fine Types

Feature Description:

When assessing a fine, you can select any Fine Type, default or customer-created, for any Resource Type; or create a new type.

Feature Information:

Assessing a Fine

With a variety of Fine Types to choose from, you can assess a fine for a specific resource that best fits the situation. Use the following steps to assess a fine to a particular resource:

1. Select **Circulation > Fines**.

2. Find the appropriate patron by entering your search criteria in the **Find Patron** field and clicking **Go!**.

   Note: Follett recommends searching by barcode to ensure you find the correct patron.

3. Click .

4. From the **Reason** drop-down, select the appropriate reason for the fine.

5. Scan or type the resource's barcode in the **Resource Item** field.

6. In the **Amount** field, enter the amount of the fine.

7. If you are waiving part or the entire fine, enter the amount to be waived in the **Waive** field.
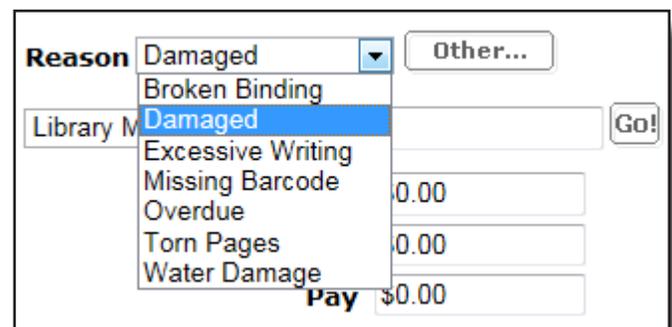
8. If the patron is paying part of the entire fine now, enter the amount paid in the **Pay** field.

9. You can enter a relevant note or description in the **Fine Note** field.

10. Click [Save].

Adding A Fine Type

If your site needs a Fine Type that is not already in Resource Manager, you can add it. Use the following steps to add a Fine Type:

1. Select **Circulation > Fines**.

2. Find the appropriate patron by entering your search criteria in the **Find Patron** field and clicking **Go!**.
   Note: Follett recommends searching by barcode to ensure you find the correct patron.

3. Click [Add Fine].

4. To add a new Fine Type, click [Other...].

5. In the **Fine Type** field, type the name of the new Fine Type.

6. Select if it this is a Copy Specific or Patron Specific fine from the drop-down.
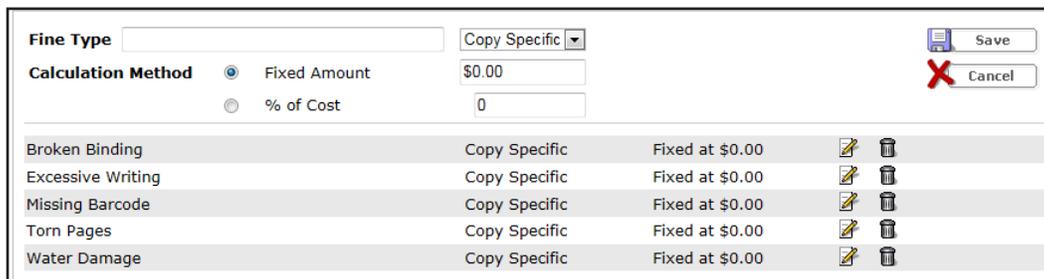
Fine Type		Copy Specific ▾			Save
Calculation Method	⦿ Fixed Amount	$0.00			Cancel
	○ % of Cost	0			
Broken Binding		Copy Specific	Fixed at $0.00	✏ 🗑	
Excessive Writing		Copy Specific	Fixed at $0.00	✏ 🗑	
Missing Barcode		Copy Specific	Fixed at $0.00	✏ 🗑	
Torn Pages		Copy Specific	Fixed at $0.00	✏ 🗑	
Water Damage		Copy Specific	Fixed at $0.00	✏ 🗑	

7. Select the calculation method for the fine.
   Note: If the fine is based on the cost of the resource, Destiny starts with either the replacement price or purchase price, depending on the setting in **Back Office > Site Configuration > Circulation > "Create fines using…"**.

8. If this is a fixed amount fine, enter the amount.

9. Click [Save].

Importance:

You can more accurately assess a fine with new default and self-created Fine Types.

Destiny Textbook Manager

Textbook Manager

"Lost Textbooks and Fines" Report Enhancement

Feature Description:

You can now limit the report to textbooks that currently have a status of Lost, and generate the report in Microsoft® Excel® format. The report includes information on the patron and fines associated with the textbook.

Feature Information:

To generate the "Lost Textbooks and Fines" report in Excel format:

1. Select **Reports > Textbook Reports > Lost Textbooks and Fines**.

2. Enter the date range you want the report to cover.
   Note: The date range defaults from the first day of the current loan period to today's date.

3. To limit the report to Lost textbooks, select the **Limit to textbooks currently in lost status** checkbox.

4. Click [Run Report] .

5. When the Report Manager opens, click **View** next to the completed Lost Textbook Fines Report Job.

Importance:

You can more accurately determine replacement needs with specific data for how many textbooks have been lost and how much has been collected in fines.

Destiny 12.5
Automatic Update
Features

All Destiny

Username Enhancement

Feature Description:

Destiny now accepts apostrophes in patron usernames. For example, the usernames *jobrian* and *jo'brian* are considered unique patrons.

Importance:

When you upload patron records from your SIS, Destiny recognizes usernames that contain apostrophes.

All Destiny

![NEW] Processing Needed Flag Update

Feature Description:

The Processing Needed flag is now right next to the last tab on every page. This flag appears anytime:

- Holds are ready to be pulled from your shelves.
- Transactions, such as recommendations, library review comments, MyQuest comments, digital content uploads, need to be approved.
- Transfers need to be received.

Importance:

The new positioning and larger size of the Processing Needed flag helps you to know when there is a hold or transaction that is ready for your attention.

All Destiny

🏅 Login Enhancements

Feature Description:

In addition to an easier-to-navigate site Login page, site-level users can log in to their site from the district Welcome page.

Feature Information:

To log in as a site-level user on the district Welcome page:

1. On the district Welcome page, click **Login**.

2. Enter your username and password.

3. Click **Login**.

After a successful login, your site opens.

On the site login page, the 'Log in to Destiny' tab and the Create New Account tab are merged into one panel. The functionality is still the same, but the navigation is more streamlined for you and your patrons.
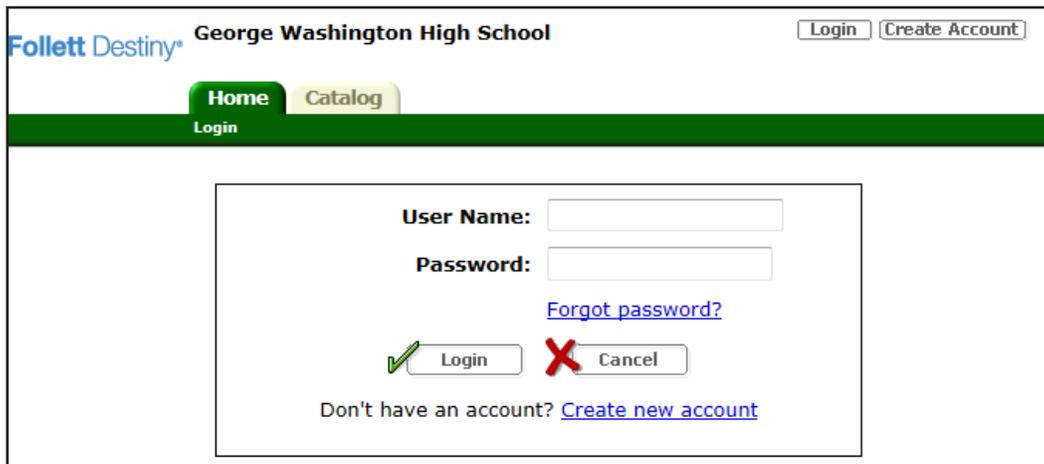
Importance:

Logging in is easier than ever before for site-level patrons.

All Destiny

🆕 British Region Format Support

Feature Description:

To better serve international customers, Destiny supports British currency, date, and time formats.

Feature Information:

To configure the region format:

1. Select **district Welcome page > Setup > Update District Sites > Edit <district name>**.

2. From the **Region Format** drop-down, select **English (United Kingdom)**.

3. Click **Save**.

In addition to the date format changing to dd/mm/yyyy, the currency symbol for the British pound, £, appears in the following places in Destiny:

- Library Copy Purchase Price
- Library Copy Estimated Value
- Resource Replacement Price
- Resource Item Purchase Price
- Resource Item Salvage Value
- Textbook Replacement Price
- Textbook Copy Purchase Price
- Textbook Copy Conditioned Price

Importance:

Customers in Great Britain can generate reports displaying their native currency symbol.

All Destiny

🏅 Follett Messages

Feature Description:

Destiny staff users receive messages directly from Follett regarding important news, updates, and training opportunities.

Feature Information:

When a new message is available for you, an alert icon and box appear next to the tabs in Destiny upon login. The alert box persists until you open it. When you close the message, a link remains until the next new message is available. When you click the link, the message opens to display the latest news.

To access Follett news:

1. Log in to Destiny.

2. If you are a district user, click **District** or, depending on your permissions, click a school.

3. To open the message, click **Read**.

4. After you've read the message, click **X** to close the message.

5. To re-open the message, click **Messages**.
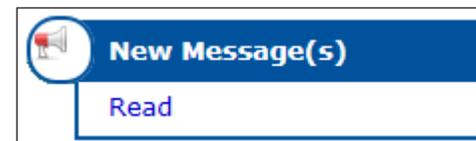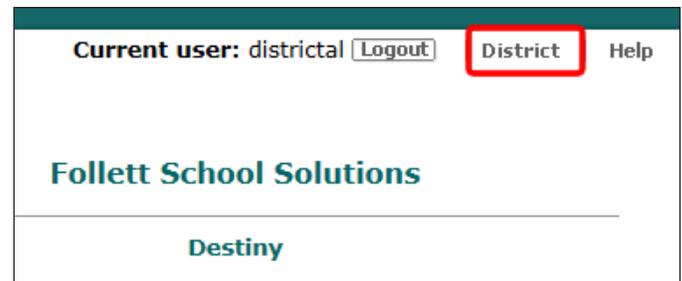
Permissions:

View Follett news

Importance:

Destiny staff users can receive important information from Follett, such as new releases and features.

Library Manager

🆕 Check In Enhancements

Feature Description:

To avoid a backlog of returns when an entire class comes to the library, Ready Scan lets you check in materials faster than ever before. Additionally, you see the 20 most recent checkins in the **Most Recently Checked In** list.

Feature Information:

By default, Ready Scan is enabled in Library Manager. To disable Ready Scan, use the following steps:

1. Select **Back Office > Site Configuration > Circulation**.

2. In the Library Options section, deselect the '**Turn on Ready Scan Check In functionality**' checkbox.

3. Click **Save**.

Importance:

The checkin enhancements save you time when scanning a large number of returns at once, and help ensure you check all the materials in.

Library Manager

🔴 Daily Checkins Report

Feature Description:

You can generate a report of today's checkins to quickly see a list of the day's checkins.

Today's Library Checkins (2/5/2015)

Time	Call Number	Barcode	Title	Patron Name	Patron Barcode	Scanned By
10:49 AM	636.7 LUD	T 7860	The nature of dogs : photographs	Lee Anderson	LANDERSON	Site Administrator
10:51 AM	636.7 MIL	T 2051	Be the pack leader : use Cesar's way to transform your dog-- and your life	Lee Anderson	LANDERSON	Site Administrator
10:52 AM	332.64 DAV	T 2565	The bull and the bear : how stock markets work	Sue Christensen	P 6326	Site Administrator
10:54 AM	629.222 HOL	T 1009	The A-Z of cars	Walter Payton	2110205062	Site Administrator
10:56 AM	Fic McC	T 12056	Dragonsong	Stefan Bellows	2010001688	Site Administrator
Total Circulations: 5						

Report generated on 2/5/2015 at 10:56 AM

Feature Information:

There are three ways to access the report:

- **Circulation > Check In > View Today's Checkins**

- **Circulation > Library Information > Statistics**
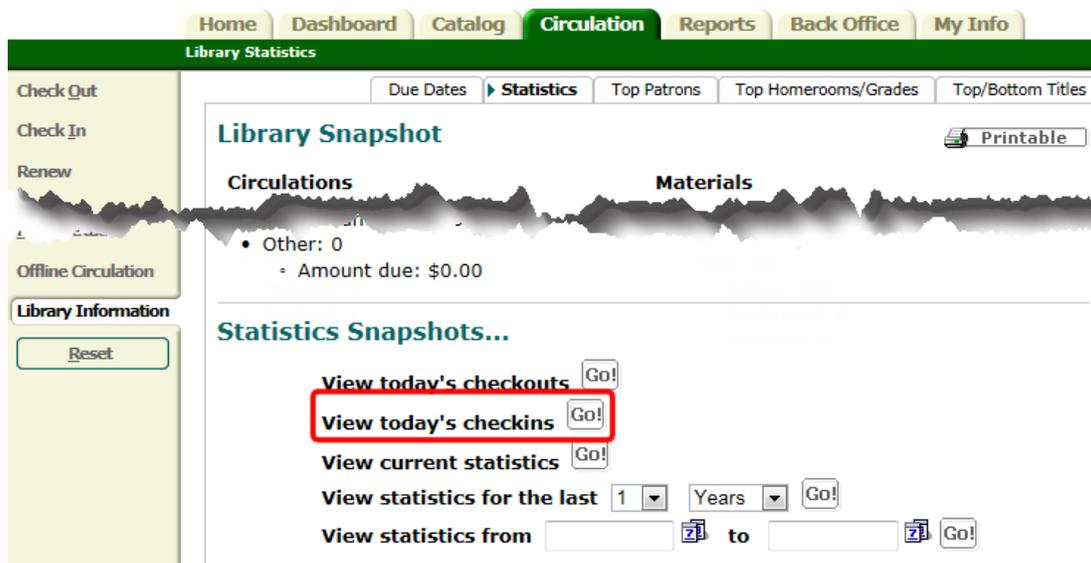
- **Reports > Library Reports > Library Statistics**

The Daily Checkins report lists the following information for each checkin:

- Time of transaction
- Copy call number
- Copy barcode number
- Title
- Patron name
- Patron barcode number
- Circulation desk staff member checking in the copies

The list does not include checkins uploaded in Offline Circulation.
If you need a report on checkins from a prior day, you can run a Copy Transaction Data report

Importance:

Library administrators can quickly access a list of the day's checkins.

Library Manager

🆕 One Search Database Usage Report Enhancement

Feature Description:

You can limit the One Search Database usage report to a specific date range.

Feature Information:

To generate the One Search Database Usage report:

1. Select **Reports > Library Reports > One Search Database Usage**.

2. Select the date range for the report from the **From** and **to** drop-downs.
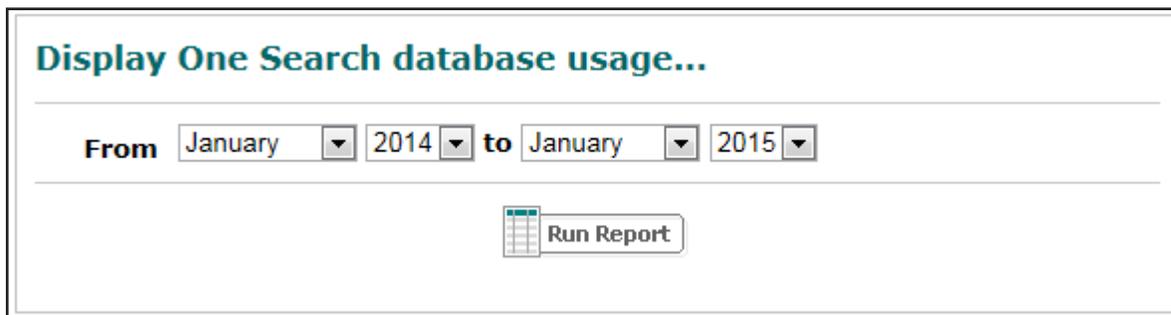
3. Click **Run Report**.

The report opens in a new tab or window.

Importance:

Library administrators have more data to support database subscription renewals and to bring more attention to their databases available through Destiny.

Library Manager

🏅 Searching for ILL Materials Enhancement

Feature Description:

When you conduct a Holds/ILL search for an item, you now receive all search results. Destiny shows 25 results per page, or you can click **Show All** to view all the results on one page.

Feature Information:

To view all search results in **Circulation > Holds/ILL**:

1. Select **Circulation > Holds/ILL**.

2. Scan or type the patron's barcode in the **Find Patron** field.

3. Click **Add Hold**.

4. In the **Find Title** field, type a title keyword.

5. Select **All Participating Libraries** from the **in** drop-down.

6. Click **Go!**.

7. Click **Show All**.

8. Finish placing the ILL as usual.

Importance:

Library staff can conduct a more complete search for items they need when conducting a Holds/ILL search.

Library Manager

Packing List for ILLs

Feature Description:

To help library staff members identify the patron who requested the material, you can print a packing slip listing the title, barcode, and call number of the requested item, and the patron's name and barcode.

Feature Information:

To print a packing list for an ILL:

1. Select **Circulation > Holds/ILL > View requests**.

2. In the 'To be filled by [local school name]' section, click **Packing List**.

3. The Job Manager opens. When the Packing List is complete, click **View**.

4. On the PDF that opens, click 🖨.

5. Place the printed packing list with the item being sent to the requesting library.

Importance:

Packing lists let staff at the requesting library easily identify which patron requested each ILL.

Library Manager

🏅 Email Notifications for Holds/ILL Requests

Feature Description:

Site administrators can enter one or more email addresses so that staff can receive notification about holds and ILLs that need to be processed.

Feature Information:

To set up email notifications for holds and ILLs:

1. Select **Back Office > Site Configuration > Circulation**.

2. In the Holds/Reserves section, select the **Enable once daily email reminders for Holds and ILLs** checkbox.

3. In the **Email address** field, type one or more email addresses of the recipients of the notifications, separated by a semi-colon.

4. Click **Save**.

   Note: You can stop the emails, but preserve the addresses, by deselecting the checkbox. You might do this to ensure staff are not getting emails over school breaks.

The Daily Holds Processor job that runs nightly sends out the email(s) if there are hold or ILL requests that need processing. You can review the Daily Holds Processor job summary in the **Back Office > Job Manager**.

Importance:

ILL requests will be processed quickly and transfers in the district can occur in a timely manner.

Library Manager

🏅 Delete Pending ILL Requests

Feature Description:

Staff members at the requesting library, and their patrons with access to My Info, can cancel a pending ILL request.

Feature Information:

To delete a pending ILL request from My Info:

1. Select **My Info**.

2. Next to the pending ILL request you want to delete, click 🗑.
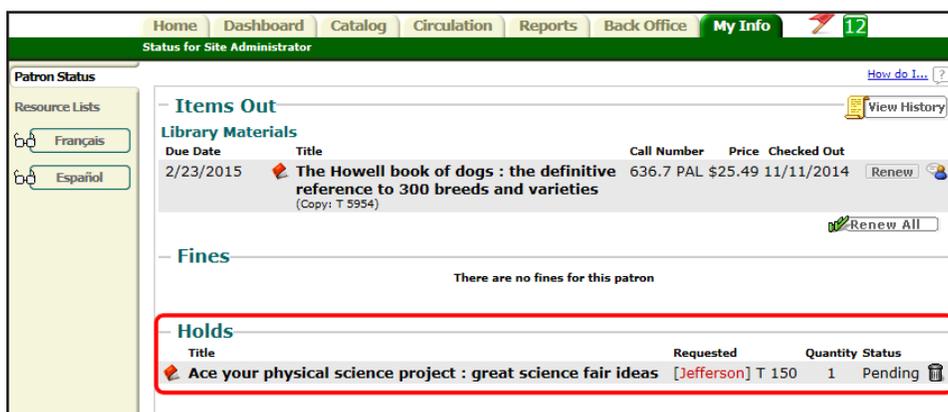
3. When the confirmation message appears, click **Yes**.

Library staff members at the requesting school can delete a pending ILL request for a patron. Use the following steps to delete a pending ILL request:

1. Select **Circulation > Holds/ILL > View Requests**.

2. Next to the request you want to delete, click **Delete**.
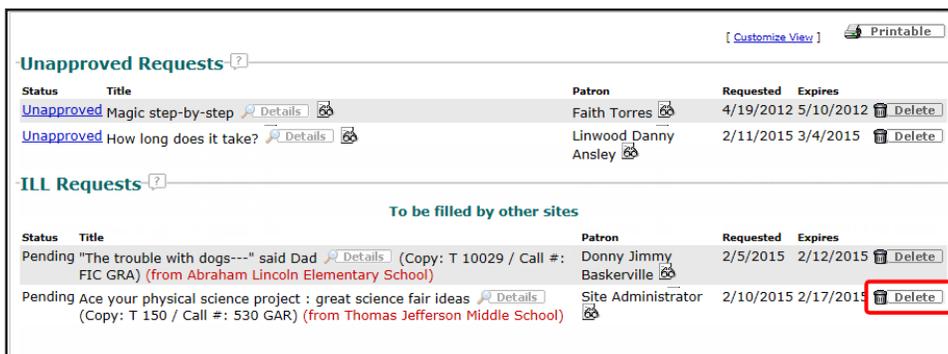
3. When the confirmation message appears, click **Yes**.

Importance:

Library staff and your patrons can cancel a pending request before the lending school processes the request, saving the district any unnecessary transfers.

Library Manager

View Unapproved ILL Requests

Feature Description:

Your patrons see a status of 'Unapproved' in MyInfo for any ILL requests that are not yet approved.

Importance:

Your patrons know the exact status of their request from the beginning of the process.

Library Manager

🌟 Provide a Note for Declined ILL Requests

Feature Description:

When declining an ILL request, staff members at the lending library can provide an explanation to the requesting library.

Feature Information:

To provide a note when declining an ILL request:

1. Select **Circulation > Holds/ILL > View Requests** or 🚩 ❗ **> View Hold Requests** (if you have other items that need processing, such as requests or recommendations) **> Unapproved Requests**.

2. Next to the ILL request you want to decline, click **Decline**.

3. When the message box appears, type an explanation for declining the request.

4. Click **Yes**.

Importance:

Library staff at a requesting library can now see why the other libraries declined their ILL request.

Library Manager

 Audiobook Support

Feature Description:

Library Manager displays the material type, Sound Recording (non-musical), instead of Audiobook. Follett Audiobooks still appear as Follett Audiobooks.

Follett Audiobook and publisher-hosted audiobook Material Type Icon	Recorded Sound (non-musical) Material Type Icon

Feature Information:

To search for non-musical sound recordings:

1. Select **Catalog > Library Search > Basic** or **Power**.

2. From the **Material Type** drop-down, select **Sound Recording (non-musical)**.

3. If you are looking for just Follett Audiobooks, select the **Limit to Follett Audiobooks** checkbox.

4. Set any other limiters you want.

5. Type your search term, and then click the appropriate search button.
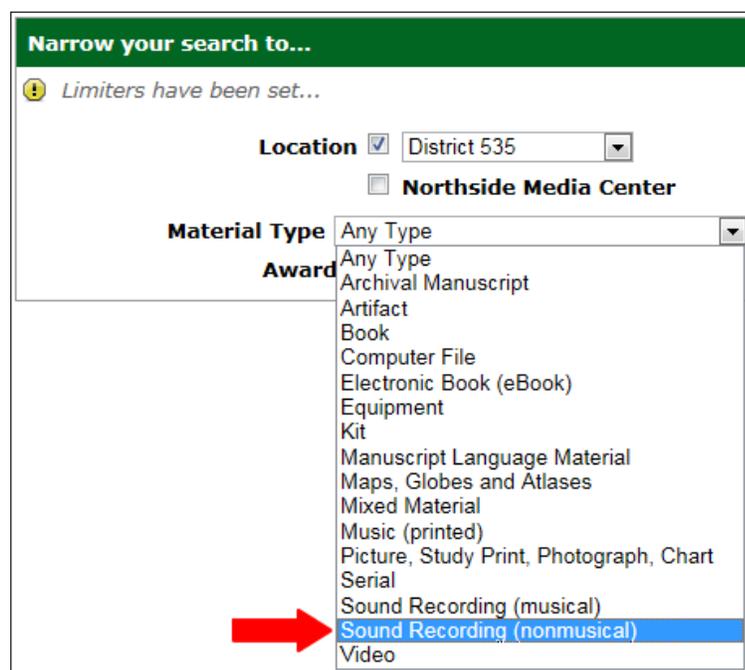
The search results appear, limited to the material type you chose. Click **Play** next to a Follett Audiobook to open it.

Importance:

To more completely and accurately catalog your materials, Library Manager uses the material type Sound Recording (non-musical) for audiobooks.

Library Manager

🆕 Universal Search Update

Feature Description:

Universal Search made it easier for your patrons to track the resources they use and create citation lists by integrating with EasyBib, all while maintaining access level permissions from Destiny.

Feature Information:

The new updates to Universal Search include the following:

- Patrons need the 'Access library checkout history' permission to view their History in their Bookbag.
- Patrons who log in to Universal Search can now have a resource list, Favorites, in their Bookbag.
- Universal Search integrates with EasyBib, an online citation tool, to let patrons generate a citation for an individual item from its Title Details page or a citation list for their Favorites list.
- The material type Sound Recording (non-musical) is listed as Recorded Sound if it has no subtype. If it does have a subtype, it is listed as Nonmusical - <subtype> in the Narrow By list.

For more information about the Universal Search updates, please view the *What's New in Universal Search* video.

Importance:

Your patrons can now add resources to a Favorites list in their Bookbag, and then use that list to create a citation list.

Resource Manager

🏅 Report Builder for Textbook Resources

Feature Description:

You can now generate 'Names' and 'Items' reports for textbooks in Report Builder.

Feature Information:

To build a Names report on textbook resources:

1. Select **Reports > Report Builder > New Report**.
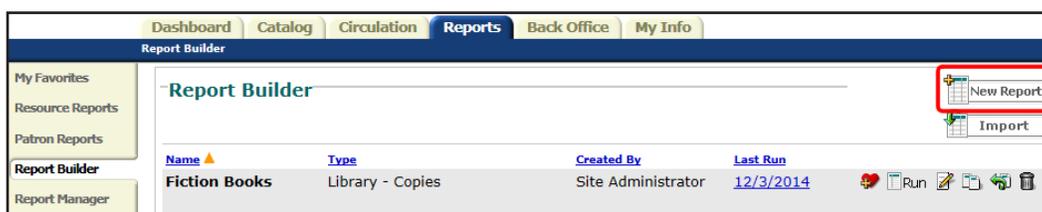
2. On the New Report page, select **Resource** from the drop-down.

3. Select **Names**.

4. Click the **Next** arrow.

5. From the Template drop-down, select **Textbooks**.

6. Select the fields you want on your report.
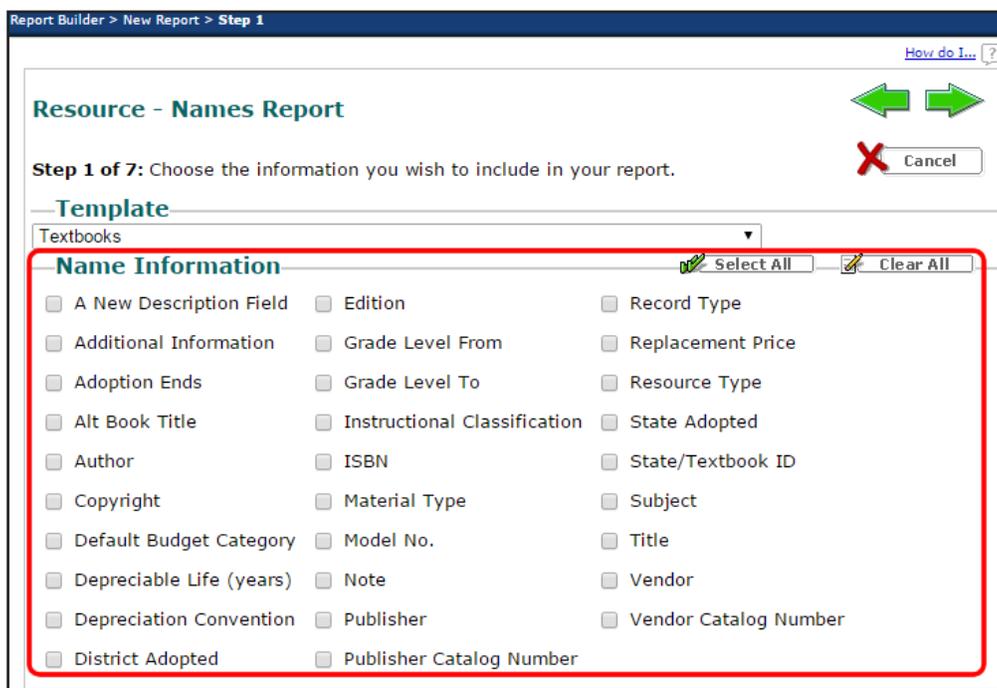
7. Complete the remaining Report Builder steps as usual.

8. Click **Save** or **Save & Run** to generate the report.

To build an Items report on textbook resources:

1. Select **Reports > Report Builder > New Report**.

2. On the New Report page, select **Resource** from the drop-down.
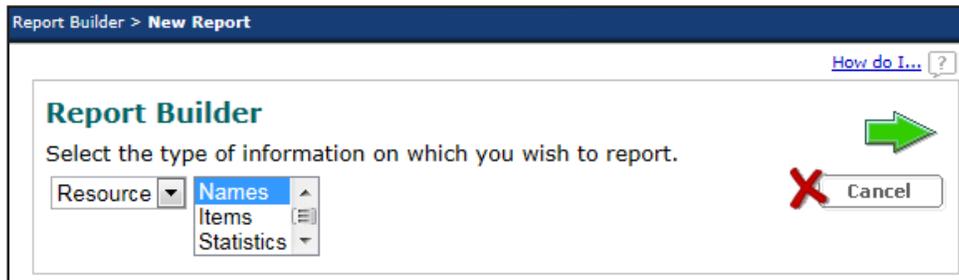
3. Select **Items**.

4. Click the **Next** arrow.

5. From the Template drop-down, select **Textbooks**.

6. Select the fields you want on your report.
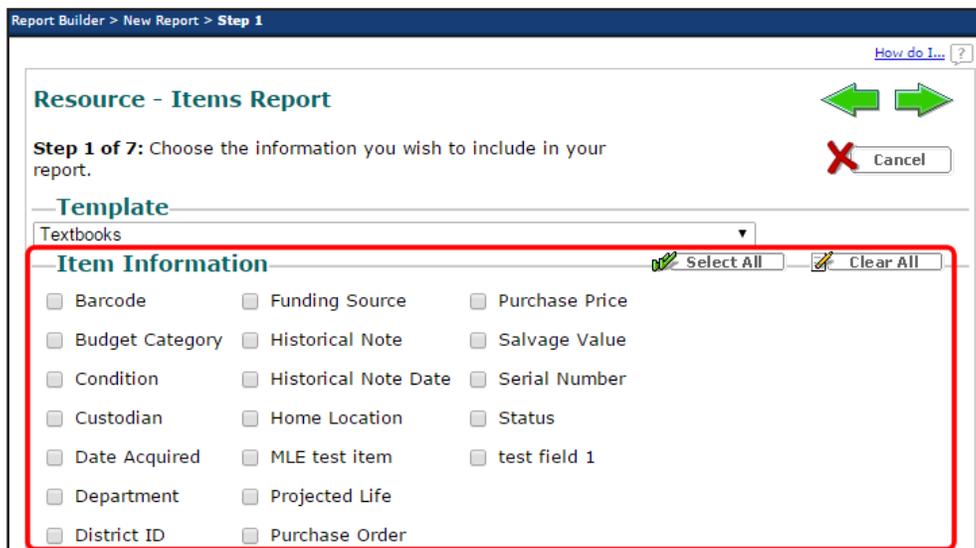
7. Complete the remaining Report Builder steps as usual.

8. Click **Save** or **Save & Run** to generate the report.

Importance:

The new options in Report Builder let you include the default system-generated fields in the textbook description and item records in your reports.

Media Manager

🌟 Ceiling Date for Bookings

Feature Description:

To ensure materials are not booked out after a specific date, Media Manager administrators can configure a ceiling date.

Feature Information:

A ceiling date overrides the due date if the ceiling date is earlier than the due date. For example, you might set a ceiling date for the last day of the school year so all items are due by the end of the school year. Destiny automatically increments the year but not the month or day, so you need to verify the ceiling date each year.

To configure a ceiling date:

1. Select **Back Office > Site Configuration > Circulation**.

2. Select the **Enable ceiling date** checkbox.

3. Type the ceiling date in the field. Or, click the 🗓 and select the date.

4. Click **Save**.

Once you set a ceiling date, patrons and staff members can no longer select a date that is after the ceiling date when booking materials.

Importance:

Media administrators can now ensure all booked materials are returned by a specific date, such as the last day of the school year.

Appendix

With the transition to Destiny Resource Manager, there are some changes to the names of access level permissions and a few new permissions. The following table details the changes, permission by permission.

Key
Section heading
Subheading
Textbook permission added to Resource Manager
AM only permission
1:1 Asset/Resource permission

Asset Manager	Resource Manager
Tab: Assets	**Tab: Resources**
Asset Search Access	**Resource Search Access**
Use Asset Search	Use Resource Search
>Access My Lists for assets	>Search all resource sites
>>Add assets to My List by range or number	>Always show all resources in the district
>Search all asset sites	>Access My Lists for resources
>Always show all assets in the district	>>Add resources to My List by range or number
Asset Management	**Resource Management**
Manage asset descriptions	*Manage resource descriptions*
>Add/duplicate	Add/duplicate
>>Add without searching	>Add without searching
>Edit	Edit
>Delete	Delete
	Globally remove resources
Manage asset description documentation	*Manage resource description documentation*
>View asset description documentation	View resource description documentation
>>Add/Edit asset description documentation	>Add/edit resource description documentation
>>Delete asset description documentation	>Delete resource description documentation
Manage asset items	*Manage resource items*
>Add/duplicate	>Add/duplicate
>Edit	>Edit
>Delete	>Delete
Manage asset item documentation	*Manage resource item documentation*
>View asset item documentation	>View resource item documentation
>>Add/Edit asset item documentation	>>Add/edit resource item documentation
>>Delete asset item documentation	>>Delete resource item documentation
Add/edit/delete/assign item categories	Add/edit/delete/assign item categories
Manage software assignments	Manage software assignments
	Merge items from duplicated resources
Import assets/items	Import resources/items
Export assets/items	Export resources/items

Asset Manager	Resource Manager
Manage asset templates	Manage resource templates
Transfer/Receive asset/items	Transfer/receive resources/items
>Receive asset items without barcodes	>Receive resource items without barcodes
Approve assets for disposal	Approve resources for disposal
Add "On Order" asset items	Add "On Order" resource items
View Historical Notes	View Historical Notes
>Add historical notes	>Add historical notes
Add/edit/delete circulation notes	Add/edit/hide/delete item notes
Merge items from duplicated assets	
Asset Circulation Access	**Resource Circulations Access**
Check out assets	Check out resources
Check in assets	Check in resources
Renew assets	Renew resources
Change asset due dates	Change resource due date
Override asset blocks	Override resource blocks
View asset item status	View resource item status
Mark asset items "Lost" or "Stolen"	Mark resource items "Lost" or "Stolen"
Fine Management	**Fine Management**
View asset fines	View resource fines
>Add asset fines	>Add resource fines
>Pay asset fines	>Pay resource fines
>Waive asset fines	>Waive resource fines
>Delete asset fines	>Delete resource fines
Administrative Access	**Administrative Access**
Generate asset reports	Generate resource reports
>Add/edit/delete Report Builder - asset reports	>Add/edit/delete Report Builder - resource reports
Add/edit/delete asset polices	Add/edit/delete resource polices
Change asset site preferences	Change resource site preferences
Inventory assets	Inventory resources
>Start new/finalize asset inventory	>Start new/finalize resource inventory
>Transfer assets through inventory	>Transfer resources through inventory
Manage Help Tickets	Manage Help Tickets
Display Asset Dashboard	Display Resource Dashboard

Asset Manager	Resource Manager
Tab: Patrons	**Tab: Patrons**
	Patron Circulation Info Access
> View asset items out	> View resource items out
Tab: General	**Tab: General**
Historical Info Access	**Historical Info Access**
Access asset history	Access resource history