How to Check In and Check Out a Book Using Destiny

1. Go to SNELA School Home Page

- 2. Click <u>Media Center</u> at the top
- 3. Click on <u>Destiny</u>
- 4. Click log In at the top right then type user name and then password.
- 5. Click on *Circulation*

6. Then click <u>Check in</u> button at the left corner if you want to check in or return a book or books then scan the books or write the material number (if you have the wrong barcode number, an error message will appear so you need to find the correct number inside the book at the back cover next to the last page of the book then type the number of the book then click go or enter.)

7. Then click <u>Reset</u> button for every student to finish checking in books.

8. Then click <u>check out</u> button at the left corner if you want to check out or borrow a book then <u>write your last name</u> then click go or enter and then find and <u>click on your name</u> in the those names that come up.

9. Make sure you have *your name up* or on the screen before you scan or enter the barcode of

the books you are going to borrow or check out.

10. Click <u>Reset</u> whenever you or student is finished checking out books.

11. Check the title of the book under check out or items out if you have the correct title of the books in your records. (Note: if the barcode is not scanning right, you have to find the material number inside the back cover next to the last page and type it in then click enter. Please call for assistance of the librarian if you did not get it right).

12. In order to save time, <u>students should hold on to their old books to return</u>, while they pick their new books up from the shelves so that when they are ready with their old and new books on hand, they can check in their old books first: click check in, scan all old books to return then click check out then check if your name is up, then scan all your new books to check out or borrow then click <u>Reset</u>.