

Library self-checkout stations let students check out the materials and resources they need, freeing you to help students and collaborate with teachers. With Destiny Library Manager, it is easy to set up a self-checkout station in your library.

Setting Up a Self-Checkout Station Login

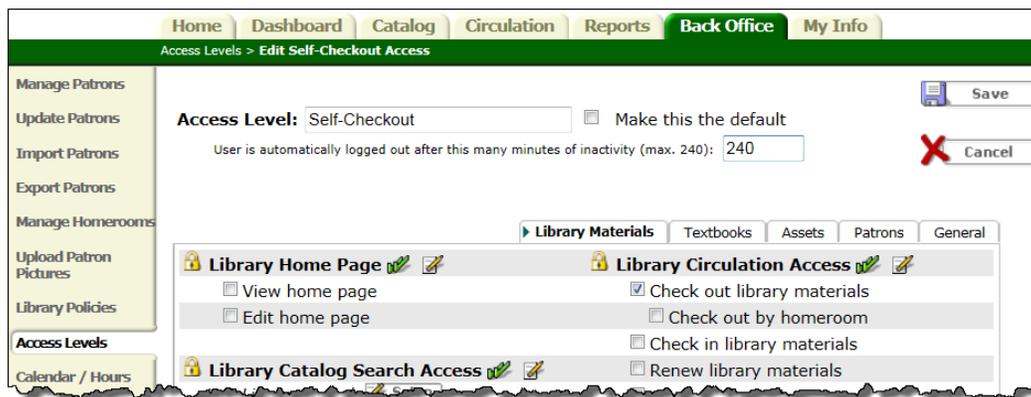
To let students and teachers check out their own materials, you first need to set up a special login for the self-checkout station. Start by creating a new Access Level:

1. Go to **Back Office** tab, **Access Levels** option.
2. Click the **Add Access Level** button.
3. Enter a name, such as "Self-Checkout," for the Access Level.
4. Set the inactivity log-out time to the maximum by entering 240 in the **User is automatically logged out after this many minutes of inactivity (max. 240)** field.
5. Confirm that you are on the **Library Materials** subtab. In the **Library Circulation Access** section, select the **Check out library materials** permission.

Note: If you want to let students renew their own materials, enable the **Renew Library materials** permission.

6. Click **Save**.

Note: This Access Level requires students to enter or scan their barcode number. If you want to let users find a patron record by searching with a keyword or by browsing a patron list, enable the **Barcode not required to find patrons** permission on the **Patrons** subtab. Keep in mind that this method lets students access other students' patron records without entering a barcode.



Once the "Self-Checkout" Access Level is created, you need to create a patron account with that Access Level:

1. Go to the **Back Office** tab, **Manage Patrons** option.
2. Click the **Create a New Patron** button.
3. Enter any name and barcode number in the appropriate fields.
4. From the **Access Level** drop-down list, select the Access Level that you created.
5. Enter a User Name and Password that you want to use for the self-checkout station.
6. Click **Save**.

Setting Up a Self-Checkout Station

General | Address | Picture

* Required Field

Patron Information Last Saved: 2/17/2014 9:39 AM

* **Last Name** **First Name**

Middle Name **Nickname**

District ID **Email 1**

Gender **Email 2**

Birthdate **User Name**

Grad Year **New Password**

Grade Level **Confirm Password**

Currently Teaching Yes **Password Assigned** Clear Password

Site Information

* **Barcode** **User Defined 1**

Patron Type **User Defined 2**

Access Level **User Defined 3**

Asset Group: **Primary Language**

Status **Lexile Measure**

Card Expires **Acceptable Use Policy on File?** Yes

Homeroom

Setting Up the Self-Checkout Station for Daily Use

To set up the self-checkout station each morning, log in to the station as the "Checkout" user. You may want to instruct the students to click the **Reset** button when they are done using the station. Another option is to print the Reset command code and instruct students to scan it when they are done.

Tip: To hide the browser menu, task, and button bars, press **F11** on your keyboard. Pressing F11 also brings you back to the original view.

Circulation

Check Out

Check Out
[How do I... ?](#)

Find

Only my patrons

Derry, Chester Jamel (Student: 2010300655)

Checked Out Library: 1
Overdue Library: 0

Grade Level 5
Homeroom Ms. Perry
User Defined 3
Primary Language 4
Lexile Measure 776L



Only today's check outs

Items Out

Due Date	Title	Call Number	Price	Checked Out
3/3/2014	Ancient Greece and the Olympics : a nonfiction companion to Hour of the Olympics (Copy: T 398)	796.48 OSB	\$9.66	2/17/2014