

Montville Public Schools

Using Follett Destiny to Manage Book Room Resources

Contents:

How books are [labeled](#) and [organized](#)

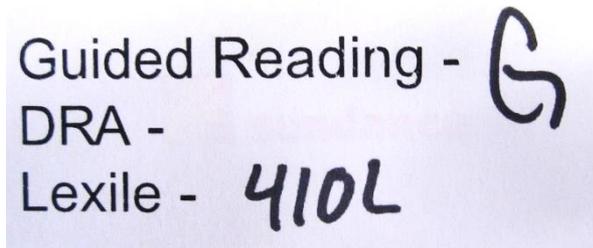
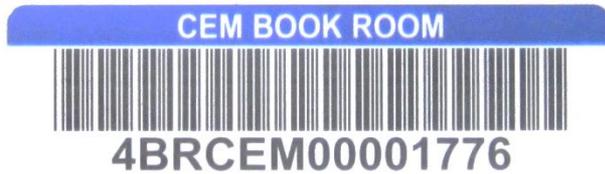
How to [search](#) by [reading level](#)

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How are books labeled?



- Barcodes on back upper right
- Reading labels back lower left
- Colored dot usually in the upper right hand corner

How are books organized?



- Fiction and Nonfiction
- Guided Reading Level (GRL)
- Each bin is color coded to match the dot usually in the upper right hand corner of the book
- Some books are organized by grade level instead of GRL, indicated by a number in the colored dot

For example, Goldilocks would be found on the fiction shelves, in the red F level bin. Catwings would be found in the fiction shelves in the Green 5 bin.

Searching the Catalog

Find [Reset All](#)



Narrow your search to... [Show Less ▲](#)

Limiters have been set...

Material Type

Award Winner [?](#)

Reading Level From to

Interest Level From to [?](#)

Reading Programs [?](#)

Fountas and Pinnell From to

Keyword: Searches all title, author, subject, series, and note tags in record.

Title: Searches for the term anywhere in a title.

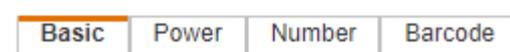
Author: Searches for authors and illustrators.

Subject: Searches for titles about a particular subject, topic, person, or place.

Series: Searches for titles in a particular series of books.

Search Instructions

1. Select **Catalog** from top menu, **Library Search** from left menu and **Basic** from right tabs



2. Enter a search term in the **Find** field if desired.



3. Select **Location Montville Book Room**



See **Searching Reading Programs** video for a demonstration:



[VIDEO] Printing Reading Program Labels **NEW!**

<https://resources.folletlearning.com/support/destiny-library-manager/training/lm-reading-programs/lm-setting-up-and-using-reading-programs>

Reading Programs

4. Select Reading Programs

Lexile or **Fountas and Pinnell** from drop down menu

Reading Programs

5. Select the target level range (for example A to C) from drop down menu

Reading Programs

Lexile Measure L

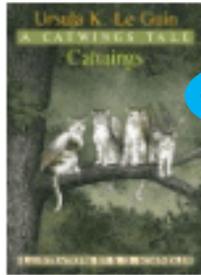
Range L to L

Reading Programs

Fountas and Pinnell From to

6. Hit enter to search by keyword, or select the best button for your search (Keyword, Title, Author, subject or Series)

Reading the Results



Catwings

Details



Call #: BR MOH F N Red Le Guin, Ursula K., 1929-

Location: MOH Bookroom

Series: Catwings

Published 2003

Reading Level: 4.3 Interest Level: 3-6

2 of 2 available

Add to This List

Location Fields will only list first location. Click title to open record to see all locations.

Call #: Gives the book's location

BR MOH = Mohegan Book Room

F = Fiction (NF = Nonfiction)

N = Guided Reading Level

Red = Bin

Location: Bookroom of first record

Availability

Number of copies and how many are available

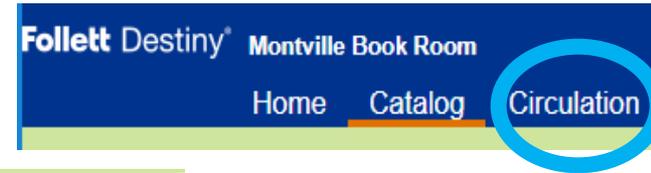
5350 Pocket Scanner Tips

1. Aim at barcode and press the yellow button to scan.
2. If the scanner makes a chirping sound, try restarting it by holding down the white button for 5-10 seconds. You should hear a two short beeps and the lights will turn off.
3. To restart the scanner, press and hold the white button for 3 seconds until a long beep is heard to turn on power or press to scan barcode.

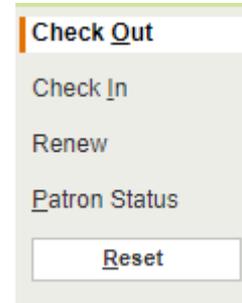
Note: The scanner will charge when connected by USB. The scanner LED flashes green when charging and is solid green when fully charged.

How to check out books to borrow

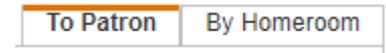
1. Select **Circulation** from top menu



Check Out from side menu



To Patron from tabs on right



2. In the **Find** field,



use the [pocket scanner](#)

to scan the barcode located on the back of your badge OR

enter a name and click **Find Patron**.

Click the patron's name to continue.



How to check out books continued

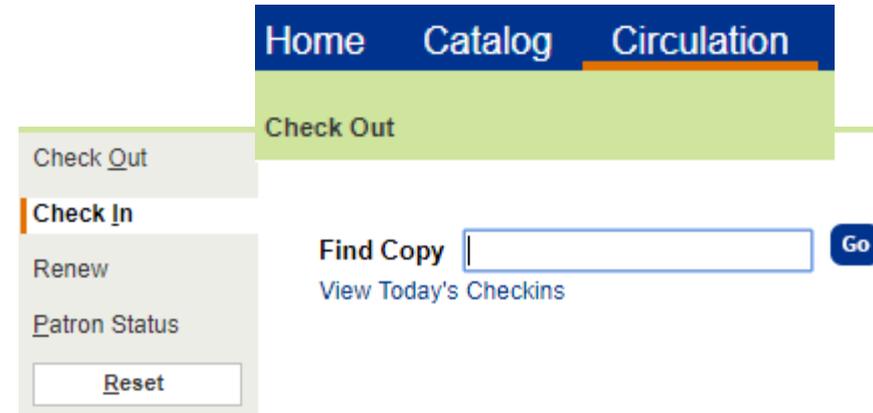
3. Once you select the patron record, scan the first item's barcode in the **Find** field. The item appears in the Checked Out section. Scanning a second item moves the first book to the Items Out section.
4. If desired, click **Print Receipt** to quickly print a list of all the items the patron has checked out and any fines owed (or limit to today's check outs). Only today's check outs [Print Receipt](#)

5. Click **Reset on the side menu** to clear the completed checkout and begin checking out to a new patron.



How to check in returning books

1. Select **Circulation** from top menu
Check In from side menu



2. Scan or type the barcode number of an item in the **Find Copy** field.

Note: In the Most Recently Checked In section, you can see the item's title, barcode number, due date, patron's name, and other information.

To continue checking in books, scan the next item's barcode in the Find Copy field.

3. **Return the books to the appropriate bin.**