

# *Destiny* Library Management Software - Introduction

*Destiny* is the library management software used by all school libraries in Granite School District. It is used to catalog and search for materials, check out materials to patrons, keep track of inventory, and to perform many other library tasks.

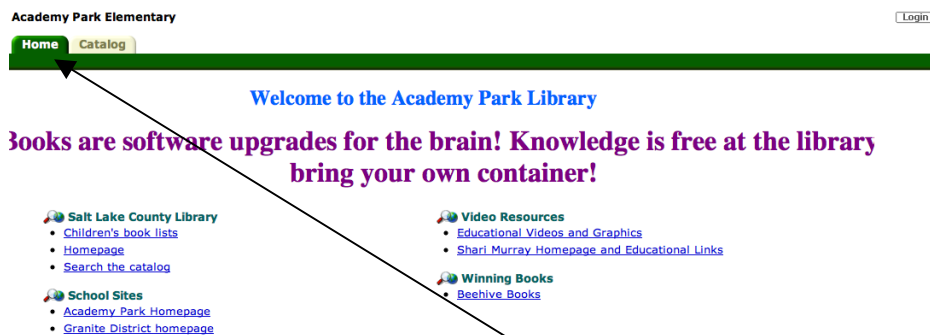
## Accessing Destiny

Destiny is a web-based software service, so it can be used from any computer that is connected to the Internet, both within and without the school district. There are two ways to access Destiny:

**Option 1:** When you log in on a school computer, there will usually be a shortcut icon for Destiny on your desktop or in your launchpad window. Clicking on the icon will open your school's Destiny home page in the default browser for your computer.

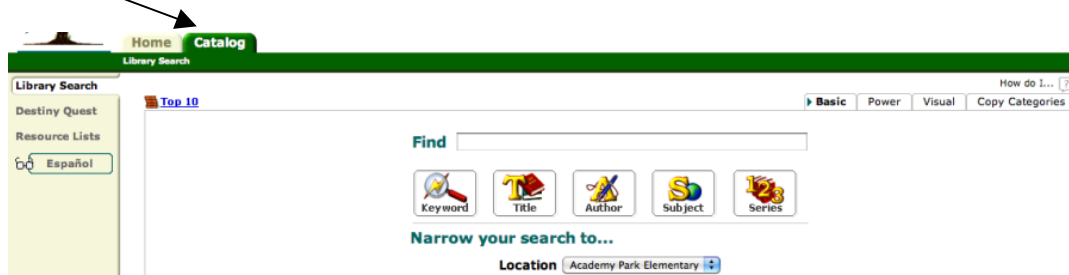


**Option 2:** You can access Destiny from any web browser (Internet Explorer, Firefox, etc.) by entering the URL <http://destiny.graniteschools.org>. This will bring up a list of all schools in the district. Find and click on your school and it will bring up your school's Destiny home page.



## Search Station View

Without logging in, Destiny displays only the **Home** and **Catalog** tabs. The **Home** tab screen usually displays a welcome message, and may have useful web links and information specific to your school. The **Catalog** tab provides various search options so that students and teachers can easily search for library materials without logging in.



## Logging into Destiny

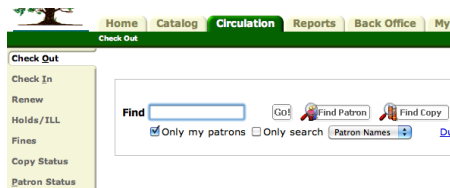
To login, click on the **Login** button in the top right corner of the screen/window. (If you need an account in Destiny or are having any problems with your account, please contact one of the district media specialists in the Instructional Technology department.)

When you log in as an administrator, several other tabs and options will appear:

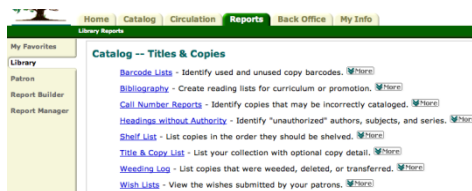
- The **Catalog** tab now has various options for cataloging materials as well as more search options.



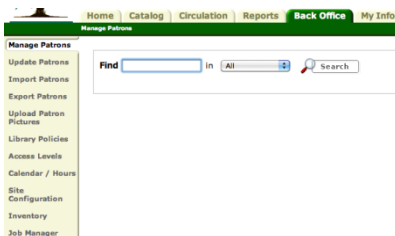
- The **Circulation** tab is where you go to check out/check in items, manage fines, place holds, etc.



- The **Reports** tab allows you to generate reports such as overdue notices, print out barcodes, etc.



- The **Back Office** tab is where you manage patrons, change settings, perform administrative tasks, etc.



- There is also a **My Info** tab, which shows your personal account information such as items you currently have checked out.

## Help

Every screen in Destiny has a **How do I...** button. Clicking this button will bring up a small window with specific instructions about using that screen. In the top right corner of all screens, next to the **Login/Logout** button, there is also a **Help** option. This brings up a searchable help page with detailed instructions on all aspects of Destiny.