Setting Library Policies in Destiny

1. Go to the Back Office tab, and choose the Library Policies option.

2. Check the Patron Types and their policies to ensure they are set properly. Also check the Circulation Types. The settings in these types will determine the due dates for each type of library material for each type of patron.

   **Fixed Date**: To use a specific due date for checkouts of items belonging to a circulation type, enter that date here. (Example: all items checked out to a teacher might be due on May 29) *Do not use a fixed date on the student patron. Leave fixed date blank.*

   To set the fixed and ceiling date click on the edit button for both the faculty and student patrons.
**Ceiling Date:** This date overrides the checkout date. Set this to be the last day you want books to be due for the year, such as May 25.

Put a check mark in this box on the student policies screen.