

# 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.

The screenshot shows the 'Patron Types' and 'Circulation Types' configuration page. It is divided into two main sections: 'Faculty' and 'Student'. Each section has a summary of policy settings and a table of circulation types with their respective limits and fines.

**Faculty Patron Type Summary:**

- Max Checkouts: 50
- Fixed Due Date: 5/30/2009
- Ceiling Date: 6/1/2009
- Block on Fines/Overdues: Yes
- Max Holds: 0
- Ready Holds Expire in: 7 days
- Pending Holds Expire in: 21 days
- Default Hold Priority: Standard

**Faculty Circulation Types Table:**

Circulation Type	Checkout Limit	Loan Period	Grace Period	Renewable	Fine Increment	Max Fine
Magazine		14 days	0 days	0 times	\$0.00 per day	\$0.00
Non-circulating eBook		14 days	0 days	0 times	\$0.00 per day	\$0.00
Overnight		14 days	0 days	0 times	\$0.00 per day	\$0.00
Reference	20	14 days	0 days	0 times	\$0.00 per day	\$0.00
Regular		30 days	0 days	0 times	\$0.00 per day	\$0.00
School Equipment		Fixed	0 days	0 times	\$0.00 per day	\$0.00
Textbook		14 days	0 days	0 times	\$0.05 per day	\$5.00

**Student Patron Type Summary:**

- Max Checkouts: 2
- Fixed Due Date: None
- Ceiling Date: 5/19/2009
- Block on Fines/Overdues: Yes
- Max Holds: 2
- Ready Holds Expire in: 3 days
- Pending Holds Expire in: 14 days
- Default Hold Priority: Standard

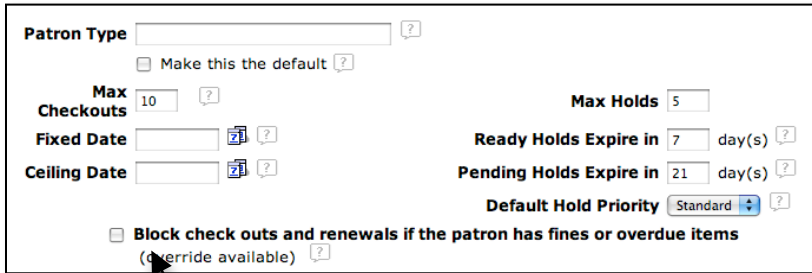
**Student Circulation Types Table:**

Circulation Type	Checkout Limit	Loan Period	Grace Period	Renewable	Fine Increment	Max Fine
Magazine		1 day	0 days	1 time	\$0.25 per day	\$5.00
Non-circulating eBook		0 days	0 days	0 times	\$0.25 per day	\$10.00
Overnight		1 day	0 days	0 times	\$0.25 per day	\$10.00
Reference	0	0 days	0 days	0 times	\$1.00 per day	\$5.00
Regular		14 days	1 day	1 time	\$0.10 per day	\$10.00
School Equipment		0 days	0 days	0 times	\$0.00 per day	\$10.00
Textbook		7 days	1 day	1 time	\$0.10 per day	\$10.00

**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.



The screenshot shows a form with the following fields and options:

- Patron Type: [text input] ?
- Make this the default ?
- Max Checkouts: [10] ?
- Max Holds: [5]
- Fixed Date: [calendar icon] ?
- Ready Holds Expire in: [7] day(s) ?
- Ceiling Date: [calendar icon] ?
- Pending Holds Expire in: [21] day(s) ?
- Default Hold Priority: [Standard] ?
- Block check outs and renewals if the patron has fines or overdue items (override available) ?

A red box highlights the 'Block check outs and renewals if the patron has fines or overdue items' checkbox, with an arrow pointing to it from the text below.

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