

Renewing Textbooks by Date

There are various situations in which you may want to change the due date of all or a large group of textbooks. As long as the items are not already overdue or marked "Lost," you can change the due dates by using the "Renew by Date" feature in Destiny.

1. Go to the **Circulation** tab in Destiny
2. Choose **"Renew"** from the left menu.
3. On the right of the Renew screen, choose the **"By Date"** subtab.

Warehouse jwhiting | Logout | Help

List All Sites | Dashboard | Catalog | **Circulation** | Reports | Back Office Process

Renew

Check Out Text
Check In Text

Renew
Fines
Copy Status
Patron Status
Offline Circulation
Textbook Information
Reset

How do I... ?

By Date

Find all Textbooks with due date: 6/30/2013

Assign new due date: 6/30/2014


You must preview the results before updating textbook due dates.

Before proceeding, you should have a current backup of your database. Your last SQL backup was on 5/16/2013 11:05 PM server time.

Preview

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4. Enter the current due date of the textbooks you wish to change into the **"Find all Textbooks with due date"** field. The current due date cannot be in the past.
5. Enter the newly desired due date into the **"Assign new due date"** field. The new due date can be set as an earlier date than the current due date, but it cannot be in the past.
6. Click the **Preview** button.
7. In the Job Manager screen, click **"View"** next to the completed "Update Textbook Due Dates Preview" job.
8. Scroll through and review the list of items that would be renewed. If the proposed changes match your intentions, click the **Update** button at the bottom of the report.

Checked out: writing and Research in a Digital Age Grades 9-10 DVD-ROM (Barcode: X 10314) Was due: 6/30/2013	
Processed Taggart, Cathleen (Barcode: CTAGGART) Checked out: Writing Notes: Process and Strategies for Effective Writing DVD-ROM (Barcode: X 10318) Was due: 6/30/2013	
Processed Taggart, Cathleen (Barcode: CTAGGART) Checked out: Writing Notes: Process and Strategies for Effective Writing DVD-ROM (Barcode: X 10319) Was due: 6/30/2013	
If the results match your expectations, click  Update to assign the new due date.	

Process completed 5/17/2013 7:32 AM

9. Destiny will run a second job which actually renews/changes the due date of the items.