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Library Manager

Setting up a self-checkout station

To set up a station where students can check out their own materials, follow these steps.

1. Open [Access Levels](#) in the [Back Office](#).
2. Click  at the bottom of the page to create a new Access Level.
3. Name the Access Level something like Self-Checkout.
4. Set the inactivity logout limit to 240 minutes, the maximum. If the station is active, the "user" should stay logged in throughout the school day.
5. On the Library Materials tab, under Library Circulation Access, select the [Check out library materials](#) permission check box.
6. Click .
7. Open [Manage Patrons](#) in the [Back Office](#).
8. Create a patron with any barcode number and name.
Select "Self-Checkout" next to Access Level.
Enter a User Name and password such as "Checkout".
9. Click .

Each morning, go to the checkout station(s) and log in the "Checkout" user.

You may want to instruct the students to click the Reset button at the bottom of the side menu when they're finished.

Alternatively, you could print the Reset command code and instruct the students to scan it when they're finished.

Tip: To hide the browser menu, task, and button bars, press F11 on the keyboard. (Although, F11 also brings them back.)

Additional options

Retrieving a patron record without a barcode

The access level created above requires that the user enter a barcode number to retrieve a patron record from the database.

To allow the user to retrieve a patron record by searching with a keyword or browsing a patron list, add the [Barcode not required to find patrons](#) permission under Patron Circulation Info Access on the Patrons tab.

Either way, the user can always search for titles by barcode or keyword.

Renewing library materials

To allow the students to renew items, do either of the following:

- If your students log in with their own user names and passwords, edit their Access Level (Patron) to include [View own status](#) and [Renew own library materials](#) under Self Empowered Patron Access on the Patrons tab.
- If your students do not log in, add the permission, [Renew library materials](#), on the Library Materials tab under Library Circulation Access to the Self-Checkout Access Level.

For further information on allowing your patrons to perform transactions in Destiny, see Quick Help for Patron Empowerment.