

Edit and Update Patron Policies

Patron Policies	
<p>Patron policies determine the borrowing policies for a school Destiny site.</p> <p>These policies should be set by the Media and Technology Advisory Committee.</p> <p>Per district department guidelines, students should not be restricted from circulating if they have lost or overdue books and lost book fees should be capped at \$5.</p>	
Editing Patron Policies	
Access Destiny Back Office > Admin	<div>Library Search</div> <div><div>Catalog</div><div>Circulation</div><div>Reports</div><div>Admin</div><div>My Info</div><div>More</div></div>
Select Library Policies > Patron Types	<div>Admin</div> <div><div>Manage Patrons</div><div>Update Patrons</div><div>Import Patrons</div><div>Manage Homerooms</div><div>Upload Patron Pictures</div><div>Library Policies</div></div>
<p>Students are assigned a Patron Type based on grade level. Staff are assigned the Faculty Patron Type. If there are student interns, volunteers, or parents added as patrons, they should be</p>	

assigned the Parent/Volunteer patron type.

For each type of patron, be sure these parameters are set for each Circulation Type:

- Persona
- Max Checkouts
- Loan Period
- Max Holds
- Ready Holds Expire
- Pending Holds Expire
- Fine Increment
- Max Fine

Student patron types that are not applicable to a school can be deleted.

To delete a Patron Type, click the trash can.



To edit a Patron Type, click the pencil.

Match the Persona to the type of patron by selecting the correct type from the drop down menu.

Persona Other ▼

- Other
- Employee
- Student

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Set Max Checkouts, Max Holds, Ready Holds Expire, Pending Holds Expire numbers.

Max Checkouts ?

Fixed Date 31 ?

Ceiling Date 31 ?

Max Holds

Ready Holds Expire in days ?

Pending Holds Expire in days ?

Default Hold Priority Standard ▼ ?

Uncheck the box to restrict checkouts and renewals if a patron has fines or overdues.

☐ Block check outs and renewals if the patron has fines or overdue items (override available) ?

Enter a Checkout Limit, Loan Period and Renewable number for each circulation type.

Circulation Type	Checkout Limit	Loan Period	Grace Period	Renewable
Professional	<input type="text" value="0"/>	<input type="text" value="14"/> Days ▼	<input type="text" value="0"/> days	<input type="text" value="0"/> times
Regular	<input type="text" value="10"/>	<input type="text" value="14"/> Days ▼	<input type="text" value="0"/> days	<input type="text" value="5"/> times

Enter \$0 for Fine Increment and \$5 for Max Fine.

Fine Increment	Max Fine
<input type="text" value="\$0.00"/> daily	<input type="text" value="\$5.00"/>
<input type="text" value="\$0.00"/> daily	<input type="text" value="\$5.00"/>

Click Save.

Save

Cancel

Repeat these steps for each patron type.

Help and Questions

Please contact the Library Media Services Department for assistance with Destiny.

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