

Guilford County Schools Library Media Services Department



Circulation - Check Out

Checkout Access

All Destiny logins except MediaCheckIn have access to checkout books. MediaSpec, MediaAsst, and MediaSub logins have access to check out by individual student or by homeroom.

Locating students for individual checkout

Go to Back Office > Circulation > Check Out > Patron Tab

Students can be searched using their last name or student ID number.

Find

ID numbers can be scanned if on a printed barcode or One Card.

Find

Students should be taught to scan a barcode or search for themselves by typing in their ID number to find themselves when using self-circulation.

Once a student's account is found, scan or type in the barcode of the books the student wants to check out.

Find

Only my patrons Only search Only Active Patrons

Smith, Joany (Student: [P 1234567](#))

As books are checked out, they will be listed under the student's name with the Due Date on the right side of the screen.

Smith, Joany (Student: [P 1234567](#))

Checked Out Library: 1
Overdue Library: 0
Holds Ready 0

Fines Library: \$0.00
Patron: \$0.00

Grade Level
Homeroom

Only today's check outs

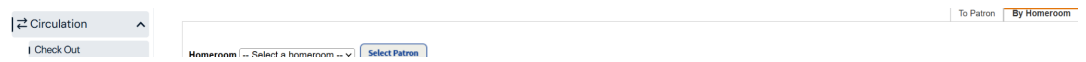
Checked Out

Mars and Venus (Copy: [T 1000](#))

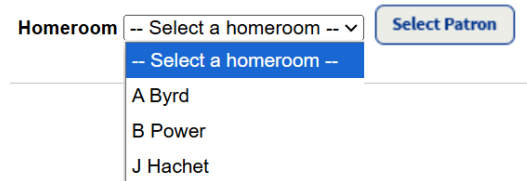
Due 10/3/2025

Locating students for Homeroom checkout

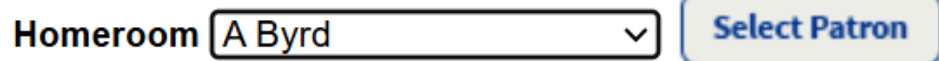
Go to Back Office > Circulation > Check Out > Patron Tab



From the Homeroom drop down menu select the class that is checking out.



Click "Select Patron".



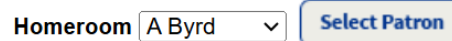
Click the student you want to check out a book to.



Once a student's account is found, scan or type in the barcode of the books the student wants to check out.



To return to the Homeroom list, click "Select Patron"



Help and Questions

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

Nancy Cravey,
Library Media Services Interim Director
craveyn@gcsnc.com