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	Circulation A To Patron By Homercom By Homercom	
Students can be searched using their last name or student ID number.	Find 1234567	
ID numbers can be scanned if on a printed barcode or One Card.	Find smith Go	
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 1000 Go Find Patron Find Copy Add Title Only my patrons Only search Patron Names Only Active Patrons Due Dates 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 Holds Ready 0 Patron: \$0.00 Fines Patron: \$0.00 Only today's check outs Print Receipt - Checked Out Mars and Venus (Copy: T 1000 Due 10/3/2025 Change Date	

Locating students for Homeroom checkout		
Go to Back Office > Circulation > Check Out > Patron Tab	72 Circulation To Patron Sylect Patron To Patron Sylect Patron To Patron Sylect Patron To Patron Sylect Patron To Patron To Patron Sylect Patron	
From the Homeroom drop down menu select the class that is checking out.	Homeroom Select a homeroom V Select a homeroom A Byrd B Power J Hachet	
Click "Select Patron".	Homeroom A Byrd Select Patron	
Click the student you want to check out a book to.	No Image on File	
Once a student's account is found, scan or type in the barcode of the books the student wants to check out.	Find Copy	
To return to the Homeroom list, click "Select Patron"	Homeroom A Byrd V Select Patron	
Help and Questions		
Please contact the Library Media Services Department for assistance with Destiny.		
Nancy Cravey, Library Media Services Coordinator craveyn@gcsnc.com		
Natalie Strange		

Director of Library Media Services
strangn@gcsnc.com