

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.

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

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.

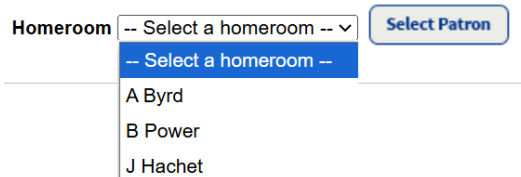
As books are checked out, they will be listed under the student's name with the Due Date on the right side of the screen.

Locating students for Homeroom checkout

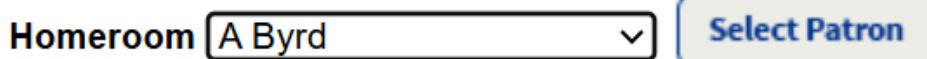
Go to Back Office > Circulation > Check Out > Patron Tab



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.

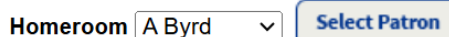


[Redacted Name], Joshua

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 Coordinator
craveyn@gcsnc.com

Natalie Strange

Director of Library Media Services

strangn@gcsnc.com