Guilford County Schools
Library Media Services Department

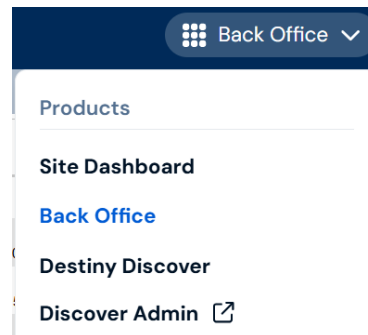## Discover Admin Patron Policies

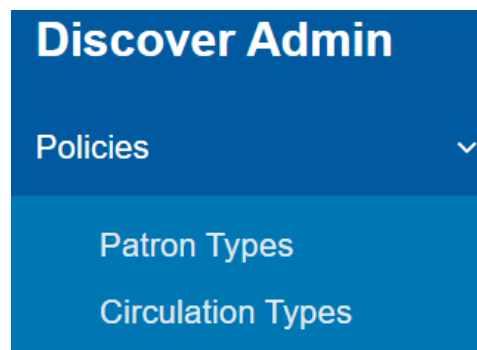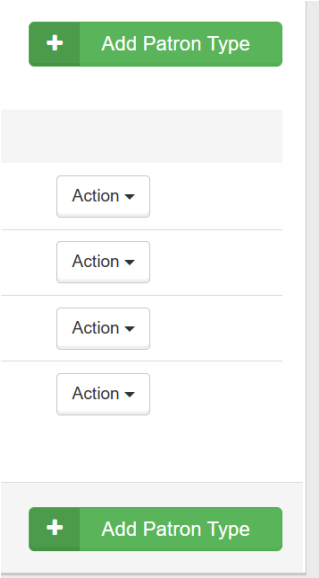|	
Search Setting	
The Destiny Discover patron policies for accessing digital content can be customized for each grade level. See the suggested set up for patron type access. NOTE: Back Office Patron Policies and Discover Admin Patron Policies are separate. • Back Office patron policies apply to physical items. • Discover Admin patron policies apply to digital items.	
Select Discover Admin from the "waffle" menu.	
Select Policies > Patron Types	
Patrons types do not automatically carry over from Back Office. You may need to create some if they are not already listed.	
Adding a Patron Type	

To add a patron type, click Add Patron Type on the right top or bottom of the screen.	**+ Add Patron Type** Action ▾ Action ▾ Action ▾ Action ▾ **+ Add Patron Type**
Type in the patron type name. *IT MUST MATCH* the patron type in Destiny Back Office.	**Patron Type Name ✱** 01
Set numbers for how Max Checkouts, Max Holds, and Ready Holds Expire for that patron type.	**Patron Type Name ✱** 01 **Max Checkouts** 5 **Max Holds** 5 **Ready Holds Expire in** 5 day(s)

	Circulation Type	Loan Period
Set a Loan Period for the types of books that patron type will have access to. If a 0 is entered for the Loan Period, patrons will not see any books of that circulation type. In this example, a grader will have access to K-3 and Preschool books.	3-6	0 day(s)
	5-8	0 day(s)
	Adult	0 day(s)
	General eBook	0 day(s)
	K-3	5 day(s)
	Preschool	5 day(s)
	Professional	0 day(s)
	Young Adult	0 day(s)
Click Save.	Cancel Save

Edit Existing Patron Types

To edit a patron type, click the drop down menu on the right side of the screen.	Action ▾
Select Edit from the menu.	Action ▾ ✔ Make Default ✏ Edit 🗑 Delete

Adjust numbers for Max Checkouts, Max Holds, Ready Hold Expire, and the Loan Period for each Circulation Type. Remember to click Save after all changes are made.

Repeat these steps for each Patron Type. See the suggested set up for patron type access.

Help and Questions

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

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