Setting Up a Self-Checkout Station

Library self-checkout stations let students check out the materials and resources they need, freeing you up for other tasks. With Destiny Library Manager, a self-checkout station can be set up that protects student information and privacy in just a few steps.

Create a Self-Checkout Station Login

To let students check out their own materials, first you need to create a new access level. Then, create a patron record to use as a log in for the self-checkout station.

To create a new access level:

1. Select Back Office > Access Levels.
2. At the bottom of the page, click Add Access Level.
3. In the Access Level field, type a name, such as Self-Checkout.
4. In the User is automatically logged out after this many minutes of inactivity (max. 480) field, type 480 to set the inactivity log-out time to the maximum.
5. Do any or all of the following:
   - Select the Reset Circulation tab after this many seconds of inactivity (max. 9999) checkbox, and type the number of seconds of inactivity before the Circulation tab resets. In Destiny, this is the preferred method for resetting the Circulation tab.
   - If you want only patron first name, picture and last item checked out to show during checkout, select the Display limited circulation information (Library only) checkbox.
   - If you want the hold and block messages to direct patrons to talk to their librarian during checkout and checkin, select the Suppress circulation messages (Library only) checkbox.
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- If you want to let students check out materials, from the Library Circulation Access section, select the **Check out library materials** permission. If you want to let students check in materials, select the **Check in library materials** permission.

6. Click **Save**.

**Notes:**

- This Self-Checkout access level requires students to enter or scan their barcode number. If you want to let them find their record by searching with a keyword or browsing a patron list, select **Back Office > Access Levels > Patrons** sub-tab. In the **Patron Circulation Info Access** section, select the **Barcode not required to find patrons** permission. Keep in mind that this method lets students access other students’ patron records without entering a barcode.

- You can hide the student's barcode for confidentiality. Select **Back Office > Access Levels > Patrons** sub-tab. In the **Patron Circulation Info Access** section, make sure the **View patron barcodes** permission is not selected.
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Once the Self-Checkout access level is created, create a patron account with that access level:

1. Select Back Office > Manage Patrons.
2. Click Add New Patron.
3. Type a name, such as Checkout, and a barcode number.
4. From the Access Level drop-down, select the access level you created.
5. Type a User Name and New Password to use for the self-checkout station. In the Confirm Password field, type the same password.

To set up the self-checkout station each day, log in as the Self-Checkout user you created.
Helpful Hints for Self-Checkout Station Setup

- To hide the browser menu, task and button bars, press **F11** on your keyboard. This action also brings you back to the original view.
- Set up a self-checkout access level. Make sure to select the **Reset Circulation tab after this many seconds of inactivity (max. 9999)** checkbox, and set the inactivity to an appropriate number. Consider how many students are typically at the checkout station and how many books a student can check out.

**Note:** Students can click the **Reset** button when they are done using the station if they want. Or, you can print the Reset command code, available in Destiny Help, and students can scan it when they are done. See the complete list of Library Manager **Circulation Command codes**.

- If you want to require students to scan a barcode rather than type it, consider removing the keyboard.
- Self-checkout stations can be set up using any device. You might set up a tablet with the Follett Destiny mobile app.
- If you let students check in materials, you can instruct them to select **Check Out** or **Check in** in Destiny, or you can provide Check In and Check Out command codes for them to scan.