Manage Patrons

You can create a patron record for any new staff members or add a secondary library site for staff members who’ve transferred from another school in the district.

Add a new staff member

Back Office > Add New Patron button (on the right)

![Image of patron information form]

You must complete at least these highlighted fields: first and last name, district ID, user name, email address, barcode, patron type, access level, and homeroom.

**Note 1:** The username must match the format staff members in your district use to log in to their computers (like first initial + last name). This will let them log in to their own Destiny accounts to manage their checkouts, create and share Collections, etc. Please leave the password fields blank.

**Note 2:** You must enter a homeroom number and email address if you want to email the teacher overdue notices or reports for her homeroom students.

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Transfer a staff member to your school

Back Office > Manage Patrons (default)

If you have a teacher who is new to your building but was at another school in your district before, checking to see if she already has a Destiny account before you create a new one. Type in the teacher’s last name and check the **Search across the district** box. If she has an existing record, click the **Add** button to link her to your catalog. Then update the record as needed with any pertinent local information (such as homeroom).

Finally, if that teacher is only assigned to your school this year, please email [lat@monroe2boces.org](mailto:lat@monroe2boces.org) and ask us to make your school the teacher’s primary site and delete the other school.