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, you can set up a self-checkout station in just a few steps.

Create a Self-Checkout Station Login

To let students check out their own materials, you need to set up an access level and patron record to use as a login 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. 240) field, type 240 to set the inactivity logout time to the maximum.
5. 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. **Note:** If you want to let students renew their own materials, select the Renew library materials permission.
6. Click Save.

**Note:** This access level requires students to enter or scan their barcode number. If you want to let them find a patron record by searching with a keyword or browsing a patron list, go to the Patrons subtab, Patron Circulation Info Access section, and enable 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.
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. Pressing F11 also brings you back to the original view.
- Instruct students to click the Reset button when they are done using the station. Or, you can print the Reset command code and instruct students to scan it when they are done.

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.