Patron information

View patron information

Go to Circulation tab > Checkout > Search for the patron by name or barcode number.

1. This screen will tell you the student’s current circulation status:
   - Titles currently out (overdue items will show the Due Date in red).
   - Any outstanding fines (from any school in your district)
   - You can renew any books from this screen by clicking the Renew button next to a title.

2. Click the Edit Patron button to view a patron’s information. If you find incorrect information (spelling, homeroom, etc.), **DO NOT make the change here.** Destiny is updated automatically every night and any changes you make will be overwritten. Instead, check with your building administrator to find out who can enter the change in the student management software. Changes will be reflected the next day in Destiny.

3. You’ll find parent and student email addresses here, if available. Additional family contact information (phone and address) for the student will be under the Address subtab.

![Edit Patron Button](image)

View circulation history

Go to Circulation tab > Patron Status > Search for the patron by name or barcode number.

1. From this screen you’ll be able to see details of current fines, holds, or patron notes.
2. Click the View History button to see a student’s circulation history.

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