Settings

Site Configuration: This feature allows you to determine the settings for your catalog, circulation, and receipt printing features. Click on the Back Office Button to access Site Configuration. This is the **Catalog Tab**.

You will be able to setup Inventory options, Destiny Quest, Language Support...

**Library Inventory Options...**

During library inventories, check shelf order based on **Call Number**.

Also check for differences between Dewey numbers greater than **Don't check**.

**Destiny Quest Options...**

Default theme for Destiny Quest: 
- e-MAZE-ing
- Ocean Odyssey
- Molten Metal
- Spaced
- X Marks the Spot

Show New Arrivals in Destiny Quest

Show patron pictures in MyQuest

**Language Support...**

Allow guests and patrons to view select pages in:
- French
- Spanish

By default, display select pages in **English**

**Library Reviews and eBook access...**

Library Reviews: **don't include the reviewer's name**

To read eBooks online, Guests must enter the password
As well as the new searching options from such as Lexile, Reading Level, Interest Level, etc.

The search statistics will let you know what terms students are typing in to help you evaluate their searching skills as well as the kinds of books and information they are trying to locate. You can find the Basic Search Statistics report on the Library page of Reports.
Remember to click on Count in-library use circulations. This refers to books in your library students and teachers may have used for research and/or reading that are not checked out. Go to Circulation and check-in. Scan all the books in your library that were handled. By including in-library use stats, you have more accurate data about how print resources are being used in your library.

The Visual Interface will allow you to choose standard or elementary depending on your population.

**Circulation Tab**

**Library Options**

- Allow library materials to circulate to all patrons in the district
- Allow library materials to be renewed at the borrowing site
- Calculate library loan periods based on calendar days
- Automatically calculate fines for overdue items
- Require explanation when waiving library fine
- Require explanation when issuing library refunds
- Automatically create fine for lost library materials
- "Lost" library materials must be returned in a timely fashion to generate a refund

Calendar days from date "lost" before a paid library fine becomes non-refundable:

- Display TitlePeek cover images in Check Out - Check Out
- Display TitlePeek cover images in Check Out - Items Out
- Display TitlePeek cover images in Check In

**Patrons**

- Display patron pictures
  
Select this option if you would like patron pictures to appear by default in Circulation Desk.
Allow patrons to create their user name and password [Keep this checked!]

This allows students to change their password from the default.

You can display the patron pictures if there is a designated school photographer. If so, please email me for instructions at lellis3@schools.nyc.gov

Barcode Symbologies

We are promoting uniform barcode symbologies for all schools in NYC. Please follow the following format:

**Preferred Barcode Symbologies**

<table>
<thead>
<tr>
<th>Library Materials</th>
<th>Fixed Characters</th>
<th>Total Length</th>
<th>Next</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code 39 mod 43</td>
<td>3EAGL</td>
<td>14</td>
<td>3EAGL00000001M</td>
</tr>
</tbody>
</table>

Note: Please email me for the fixed character (4 letter code) for your school or find it on the Destiny LibGuide under the **Short Names** tab.