The due date is located on the right side of the screen.

*** Important: the library enforces fines ($1 a day per item overdue).

Return

- Using the circulation computer, login with CIRC if you do not see ONLY CIRCULATION on the top right corner
- Click on the ‘Circulation’ tab
- On the left side, click on ‘Check In’ and scan the NTC barcode located on the top right corner of the back cover; or write the barcode number in the ‘Find Copy’ and click ‘Go!’.

Renew borrowings

- If an item is not reserved or put on hold your borrowings can be renewed up to two times.
- Login to DESTINY through the NTC website using your personal library details (home PC or laptop users).
- Once you see your name clearly displayed (top right) click on the ‘My Info’ to open your personal page of borrowings
- When you see your loans click on ‘Renew’ next to the borrowed item you wish to extend. Take note of the new ‘Due Date’ (on the left side) and logout.

The renew process needs to be done before the expired date otherwise you will not be able to extend the loan.

Library Materials

<table>
<thead>
<tr>
<th>Date</th>
<th>Title</th>
<th>Call Number</th>
<th>Price</th>
<th>Check Out</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/04/2015</td>
<td>America's four gods : what we say about God &amp; what that says about us</td>
<td>BL3255.F73 2010</td>
<td>$18.22</td>
<td>3/12/2014</td>
</tr>
</tbody>
</table>

If you encounter a problem, please do not hesitate to contact the librarian either by phone or email.
apursey@ntc.edu.au

John D. Fulton Library

40 Woodlands Drive,
Thornlands, Qld 4164
Phone: (07) 3206 4177 (Extension 111 - for library)
Andrée Pursey, Librarian / apursey@ntc.edu.au
The NTC library's OPAC (Online Public Access Catalogue) is called **DESTINY**.

The important information about a book, eBook, journals (journal articles), audio-visual, references (Encyclopedia, Dictionaries, Handbooks, Biblical commentaries, etc.) is found by searching titles, authors, subjects, serials, etc.

All you need to do is type at least one keyword to start a search.

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**DESTINY**

**How to borrow**

Borrowing is done using the CIRCULATION COMPUTER located in the library next to the librarian’s office.

You need to see Only Circulation **Logout** in the top right corner before processing with anything.

Use CIRC in both boxes for login if needed

Click ‘Circulation’ tab

Now you need your **personal** DESTINY login details to borrow, renew or hold

- Write your DESTINY **password** in the ‘Find’ box and click ‘Find Patron’ (do not use ‘Enter’ button)
- Click ‘Check Out’ to borrow items - located on the left side of the screen
- Scan or type the NTC barcode located on the top right corner of an item’s back cover; click ‘Find Copy’ absolutely.
- ‘Reset’ once done.
- Do not logout; leave ‘Only Circulation’ on for the next user.
- Do not forget to take note of the ‘Due Date’. Write it down inside the back cover of an item (usually). See next page

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**Simple search in library**

Make sure you login in DESTINY with CIRC in ‘User Name’ box and ‘Password’ box

**Only Circulation** **Logout** (top right corner)

Now that you see ONLY CIRCULATION in the top right corner, you can search the catalogue. From the tabs under ‘Only circulation logout’ choose ‘Basic’ or ‘Power’

**Basic**: Used for simple search. Example: click ‘Subject’ and write ‘Youth ministry’ (a list of items will appear on the screen). Or ‘author’ (surname first). Example: Wesley, John (items written or pertaining to this person will come up).

**Power**: Ideal for more detailed search to pinpoint library items. For instance: book title + author’s name. Click ‘Keyword’ and pick between title, author, subject or series (only for journals and articles). Next line click ‘Keyword’ and add another option; use the third line if necessary (rarely used).

**The Boolean ‘AND’ (most used) means search with the combine information; ‘OR’ will allow search without precision; ‘NOT’ excludes the second information. Ex: Incarnation as subject (first line) ‘NOT’ resurrection, put as subject in second line search.

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**Students access to DESTINY: USER NAME, PASSWORD**

- At the beginning of an academic semester at NTC, the Librarian issues each new student a personal user name and password for borrowing privileges. Keep in safe and accessible place.