Searching the LRC and Booking Materials

To access the LRC collection, go to the school district home page and hover over **Resources** in the blue navigation bar at the top of the screen:



Click on **Destiny Library Search** in the drop down menu that appears.

The list of schools appears:

Elementary Sch	· · · · · · · · · · · · · · · · · · ·
 Airport Elternantary School 	Camborlant Community School (K-9)
Anderi Elementary School	
Ageni Park Elementary B	Secondary Schools
 Brouklyn Elementary Scho 	Georges P Varier Secondary School
 Countering Elementary Sci 	Late That Secondary School P
 Derman Island Elementar 	et H
 Ecole Purtfolge Park Ele 	ry School W
 Ecole Robb Road Element 	
 Hamby Island Community 	• S371 Other Sites 🖓
 Huttand Path Elementary Minude Boach Elementary 	District Media
 Monore Dwards Electentary Sci 	
Roystan Elementary Schule	
 Valley View Elementary 5 	д.

Do not try to use the **Log In** in the upper right-hand corner of the screen listing all the schools. You need to click on your school library first. I clicked on Arden:



It is on this screen that you need to **Log In**, in the top right-hand corner, in order to be able to have access to the LRC materials and place holds on them, as well as see the links to the district resource databases. Notice the difference between the screen above before logging in, and the screen below after logging in. Your login gives you access to password protected resources:



Click on **Catalog** in the blue navigation bar at the top of the screen. The other navigation options are **Home** and **My Info**. You will notice that you are not only able to search your school library, but the LRC and other libraries as well:

		a la
Follett Destroy	Andre Theremory School	
	Home Externe My into	
	1 Million Sawer	
Tillegery Bourst		Harristic CD
Darme Diverse	24.8	Rame Proof Fund Cody (engine Incode) Day Tecode Day
		() Ny favorina
Weiden Digmen Remarks Link		fiel Division
		<u>a</u> I <u>a</u> =
		Nexter and tapelities
		Contest team inset of
		Location # (Aven Elementary Tribut *)
		8 Landag Research Calify
		Maantad Types i Any Types *
		Asset Wrone Linksdor 1 (2)
		Randing Loved From Int Sense Loved From Television • In Television • (2)
		Selected Land Trick Schemer 7, 10 Schemer 7, 12

The default screen when you click on **Catalog** is for the **Library Search** option, which is the first option on the menu on the left-hand side of the screen. The words **Library Search** will also appear under the word **Home** in the blue navigation bar.



The different types of searches you are able to do are: Library Search, Destiny Quest, Destiny Discovery, WebPath Express and Resource Lists. To search the LRC collection, you need to click on Library Search, if you are not already in it.

To search just the LRC, put a check mark beside **Learning Resources Centre** in the **Location** section, and make sure that there is no check mark beside your school's name, or other schools that might be listed in the bar:



On the search screen you are also able to specify **Material Type**. It is recommended that for most searches, and especially LRC searches for "kits", that you leave Material Type as **Any Type**, which is the default. When the list of resources available is displayed, you will be easily able to identify the material type by the icons:



On this screen you are also able to specify **Reading Level** and **Interest Level**. In order to get the most hits possible, it is recommended that you leave these blank. The records that display will indicate the levels. If you get too many hits, however, you are able to click on the *"Refine your search?"* link on the results page and fill them in. Destiny sets the specific search parameters for them so you will need to enter them exactly as:

Reading Level: Type in any number from 0.1 to 20.0

Interest Level: Choose from and type in: Preschool, K-3, 3-6, 5-8, Young Adult, All Secondary, Professional

These limiters may be especially helpful when looking for novel sets.

Also, once you have typed in your search term in the bar beside **Find**, it is recommended that you press Enter, which will activate a Keyword search. Once again, if you get too many hits you can then click on the "*Refine your search?*" link which displays just above the first title. It will take you back to the previous screen where you entered your search term. You are then able to search by Subject, Title, Author or Series. For example, a Keyword search for Bears in just the LRC might look like:



The search results screen reveals the LRC has 196 items on bears:

C & D Mary all Lines and an an an and the second se	· · · · · · · · · · · · · · · · · · ·
left Desirry' Antes Chamming Scient	factoriale Singh
Home a Colona U. Ny ININ	
and over the second sec	
Taxes	Teas Vest Start Dive Laws
In Theorem Searched for Dearch Searched In Country Researches Conter.	(The second seco
Fash Transmer Baak shad sanara shadaga fash Tharina pays sanarah "Tharina basyon" (Americal Line: The international Construction
This 7 - Birl 198 Backs Terraria * C	1.1.2.4.3.1.9.2 ****
All statum faces (Contact) All statum faces (Contact) Contact (Co	a of a material (animation of the second of
Gertelbyths with dis 3 bases pagarer bit	1 of 1 and biller (addition (Nacional)
The metry board access storywhite and the second story access and story access and story access and story access access and story access acces	T at Tamphote (editor taki (m)
Where any the forus of Losseling Responses Cases Call # DE 0121003 Flagters, Summ Series, Linearing Andro for the early years Featured 2000	T of Tunolitie (Mallor Micros)
Under Desarto House (15) Society (T of T constantio (Japane Montal)
Control Dearly Market Long Control Long	1 of 1 eventstee (Metrix Metrix)
Pute laws and use Internet and the Internet	A at 1 annihilite Calabian tachan

Note that where you searched is listed right above the first title. Check here if you do not get the hits you expected. You may have accidentally put the check mark on the previous screen by just your school name etc.

Follett Destiny*	Arden El	ementary Sch	nool		
	Home	Catalog	My Info		
	Library Sea	arch > Search Re	esults		
Library Search					
Destiny Quest					
Destiny Discover WebPath Express Resource Lists	[Not wh	2266 - 3	s). Searched in: Learning Resources Cel ng for? Refine your search? Browse Subjects		T 60
		AII	about bears Unit 7 Details Learning Resources Center Call #: Series: Kindergarten plus! Published 2008	PL 372.21 BOW7	Bowman, Joni.
	Citibiocus TRET HAR		 Idilocks and the 3 bears puppet kit Learning Resources Center Call #: Series: Let's talk! Storytelling puppets Published 2012 		

Note as well that in the upper right-hand corner you have the choice of viewing the hits screen by screen, i.e., 8 screens of titles for bears, or click on **Show All** and have the kits displayed on one screen:

How do I ?
Titles Web Sites One Search
Selected List: Winter
1 2 3 4 5 8 🕨 [Show All]
2 of 2 available Add to This List
1 of 1 available Add to This List

The best way to navigate through the screens in Destiny is using the "bread crumbs". They are the string of words that appear just under the top blue navigation bar, that show you where you have been. Clicking on the back arrow may sometimes take you too far back or boot you out:

ollett Destiny*	Arden Ele	ementary Sch	iool					
	Home	Catalog	My Info					
	Library Sea	arch > Search R	esults					
Library Search								
Destiny Quest								
Destiny Discover								
WebPath Express	Search	ed for (bears). Searched in	n: Learning Resour	ces Cente	er.		
Resource Lists	[Not wh	at you're lookir	ng for? Refine y	our search? Browse S	Subjects?]	-		
	Titles: 1	1 - 25 of 196				Sort By	Relevance	▼ Go

If you would like to learn more about a particular title, such as the *"Goldilocks and the 3 bears puppet kit"*, click on the title:

Destry Quest		How do 1. (7 Titles Web Step: Dire Search Digital Resources
Destry Discover WebPath Express Digital Resources	Searched for (bears). Searched In: Learning Resource Center. (Not what you're lootang for? Refine your swarch? Browse Gubects?)	Selected List: (Read Along Science + Add Page
Resource Liste	Titles: 1 - 25 of 175 Bort By Relevance + 0	1 2 3 4 5 7 1 [Show All]
	All about beam Unit 7 Details Learning Resource Center Call # PL 372 21 BOW7 Bowman, Joni. Series Kindergarten plast Published 2008	2 of 2 available (Add to This List)
	Goldflocks and the 3 bears pupper kit Details Learning Resource Center Call # KT 398.2 GOL Series Lef's tabl Storyteling puppets Published 2012	5 of 1 evollable (add to This List)

A more detailed record appears:

Q Designer To		
The second second	🛛 🗰 a ga d'hina a a gu ann ann ann ann an ann an ann ann ann	
il dan 1 fami	Laborg Sulf 🗿 Seen 🖉 Feer Imper 🕐 heart Ressons — Expert Ressons — Summer manners — Manager 👔 Hit La Spraw.	Citer Institut
ellett Destroy	Autor Henry School	Teachesteres 20 Log Out
	Home Calify My relat	
	Termin Termina Termina Andreas State	
Literry Issection		11. 12 m
Dame land		Harrido ((2)
Decre Doarse	Geldlacts and the 3 bears poper kit [kit]	Bart P
Trainfold: Buginese Research Lints	CONTROL ROCKST Protect or and they be and	Seat faring
Contraction of the	Call of THE 2000 Ethios called will be used.	Annual
	The second	
	To a the second se	
	THE LASS. BUT IN	
	♦ Innet ⁺	
	Second List: Inner + (Second List)	
	Brow Tan Ja	
	· Faire and (International Action Control of Control Control of Control Contr	
	+ rides (That) (Internation	
	- Out hand basers	
	- Solar Labolation Section Section 1000	
	- See (at all second seco	
	Publication (and and and and and and and and and and	
	Publishered Locally invariant. 2012 Format	
	+10H 175-17700-08F-8	
	II-1-4327024	
	1714-710-4171-8	
	Additional Who h Digets for Jackstone loads from Fulat	
	< Coldward #pagers - Lybbar books finithous and the freed books while common finiteses on finithous and the three books fire two skey of finithous	
	 Audemu Péren) 	

If you wish to book it, then click on **Book It!** In the upper right-hand corner:



A screen similar to this one appears:



Note that red on the calendar means that the item is not available. To navigate to future months, click on the >> arrows to the right of the month:



Before choosing your beginning date, remember what day deliveries and pickups are done for your school. They are usually Tuesday or Thursday. If you do not know, it is stated under the calendar (see above.) Why is this **really** important? You want to get the most days out of your booking as possible. If the first day you choose is Wednesday, and deliveries at your school are on Tuesday, then the item will be signed out to you but it will sit in the LRC until your school's deliveries go out the following Tuesday. So, if your delivery day is Tuesday, then book Tuesday as your first day. On Monday night the LRC Library Clerks pull the kits scheduled to go out in Tuesday's deliveries.

In the June calendar shown here, Thursday, June 29 is the first Thursday available for booking. Thursday is Arden's delivery day. So, I clicked on it in the calendar and the system filled in June 29 as the **From** date. The system usually fills in the end or **to** date automatically, and it should be on your delivery day. If you get a message saying the item isn't available, this can be for one or two reasons. The first is that there are not enough weeks for you to borrow the item before you, and some of the items "weeks" will go into that teacher's booking. If this is the case, you need to look at the days available, white on the calendar, and decide if there is enough time for you to borrow the item, use it, and get it back in time for the teacher who is expecting it. If there is, then manually set the end or **to** date you self by clicking on it in the calendar or typing it in yourself. If, the calendar is white and no one has booked the item after you, then it could be a glitch in the system. Simply set the end date manually, making sure that it is on your delivery day.



In this example, the only end or to date that I was able to set was June 29, simply because June 29 is the last day of this school year for LRC materials to come in.

Every July, usually during the first week, once all teachers know their new placements, we go into the system and enable teachers to borrow and book items for the next school year. We send out a notice to all teachers informing them of the date and time that we do this, as well as post it in "**LRC News**" that you can access off your school library's Home Page.

When booking an item, remember to click on **SAVE** to ensure your item is booked:

Save	Cancel

A confirmation note will display:

Booking requested for "Goldilocks and the 3 bears puppet kit" at Learning Resources Center placed from 6/29/2017 to 6/29/201	7.
Copies: 1	

If ever in doubt, and you want to check your bookings, simply click on the **My Info** tab in the blue navigation bar at the top of the screen:

Follett Destiny*	Arden Ele	ementary Sch	lool	
	Home	Catalog	My Info	
	Library Sea	rch > Search Re	esults > "Gol	dilocks and the 3 bears puppet kit"
Library Search				
Typically loan pe	riods are:			
Most items (kits,	novel sets	s etc.):		30 days
Really popular ite	ems:			shortened to 20 days
DVDs:				10 days
Equipment (i.e., p	orojectors	, sound sys	stem):	2 days
Science kits:				30 – 60 days (longer for old

A screen similar to this one appears:

	Brocklyn Elementary School Home Catalog My Info				JOAN PEARCE	2 log
	Status for JOAN PEARCE					
Patroo Status						
Resource Lists					Haw de L. (3)	
	Items Out Library Materials Dee Date 10/7/2016 Visions de chaines ; un roman de PÉV	will (Copy Technic T 6415816)	Cal Number FRA FIC HAS	Price \$25.00	Checked Out 6/27/2010	
	Fines	tenter tenter tenter	10010101010	Page 97 .	WATTER TO	
		These are no fines for this patron				
	Holds					
	Title	Requested	Guantity	Statute		
	Goldilocks and the 3 bears puppet kit	[LRC] (6/13/2017 to 6/27/2017)	ा इ	Pending	10	
	Recommended Titles					
		There are no recommended titles for this patron				

Use the **Home**, **Catalog** and **My Info** tabs to navigate to the different parts of the Destiny program you need.

If you need any support, your school's Teacher-Librarian will be able to help you, as well as Deb Lovett and Joan Wynden, our LRC Library Clerks.