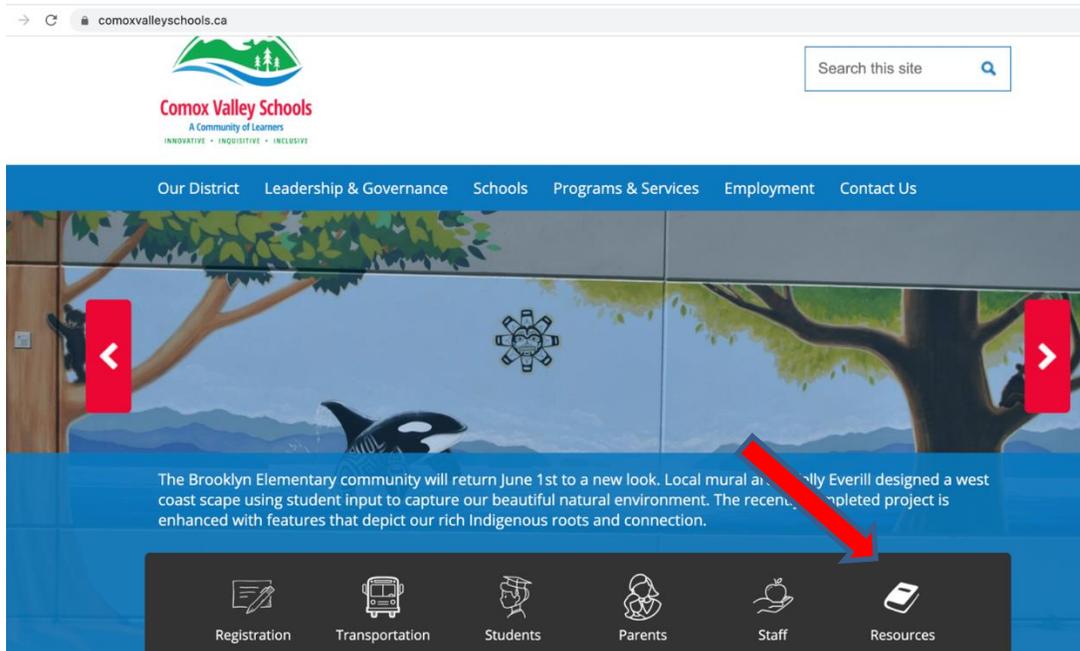
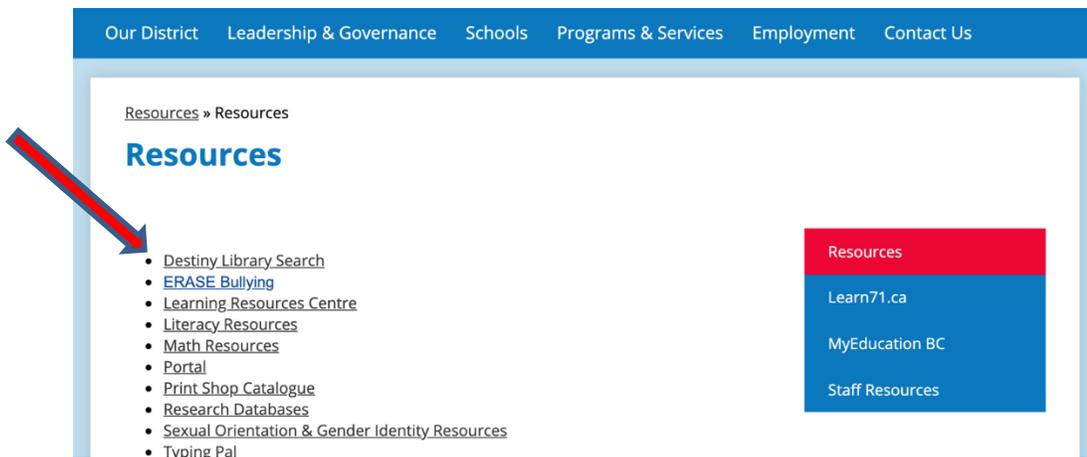


Searching the LRC and Booking Materials

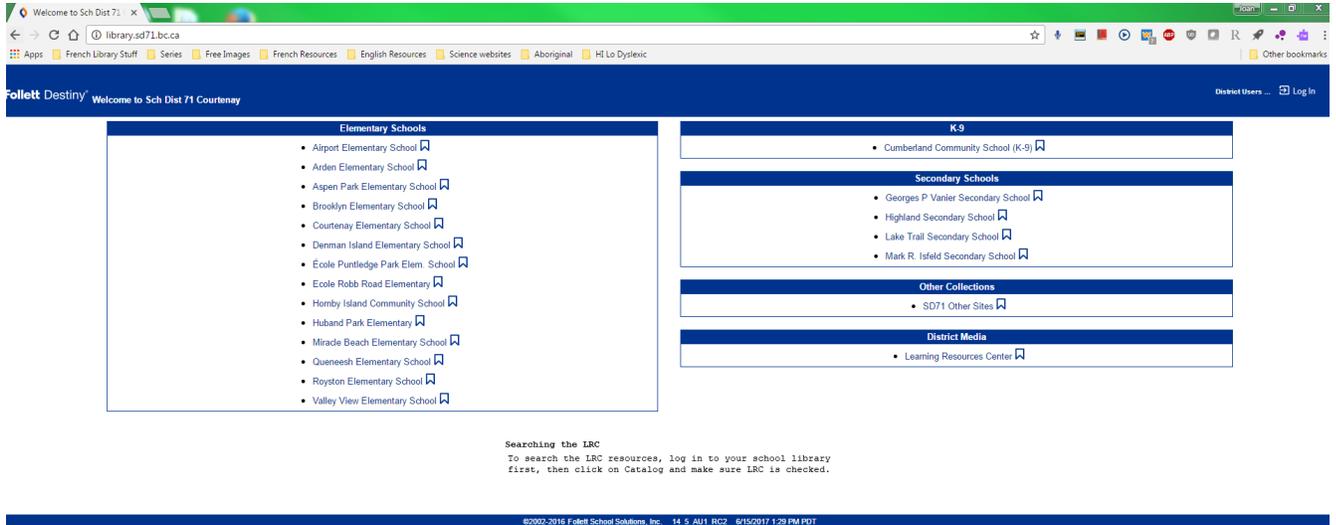
From the school district home page (www.comoxvalleyschools.ca) click on **Resources**, in the black horizontal tool bar:



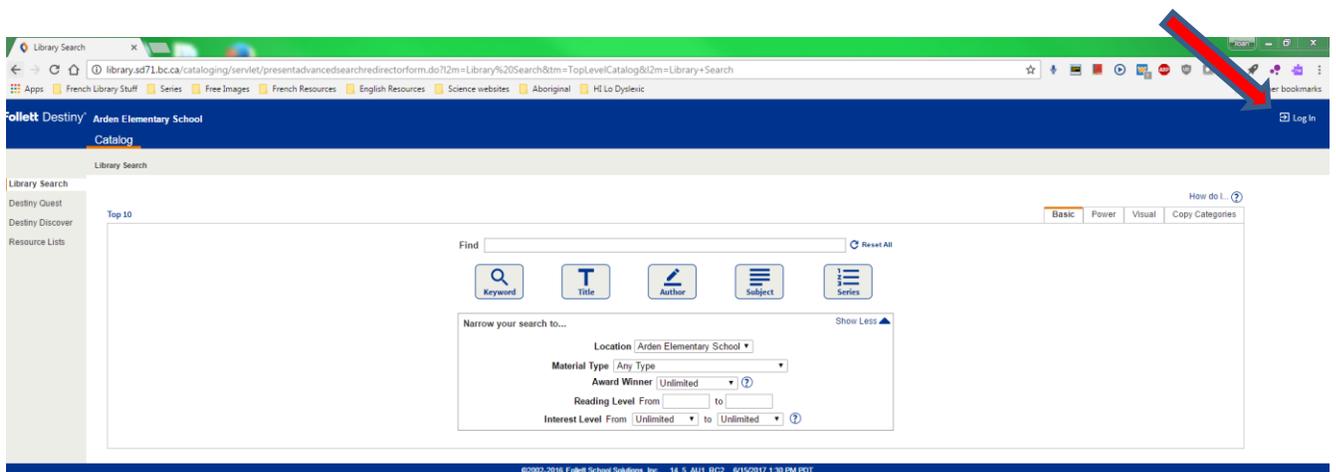
The **Resources** menu appears:



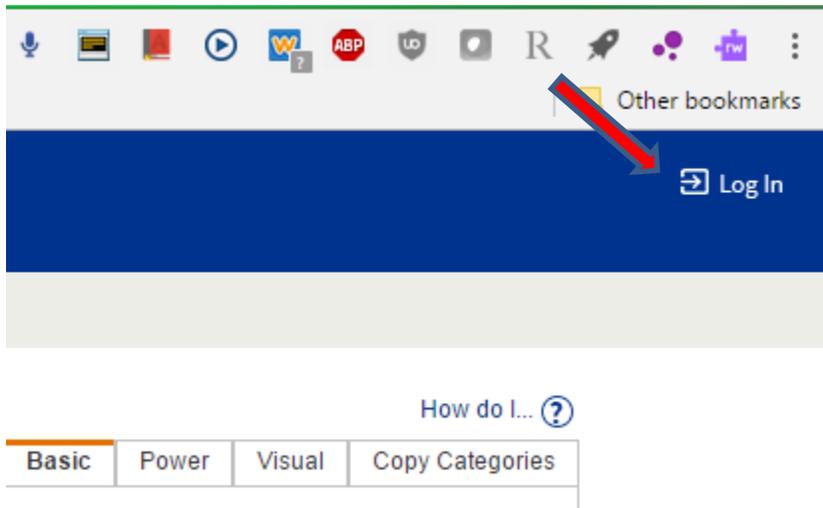
Click on **Destiny Library Search**. The Destiny **Welcome to Sch Dist 71 Courtenay** screen appears:



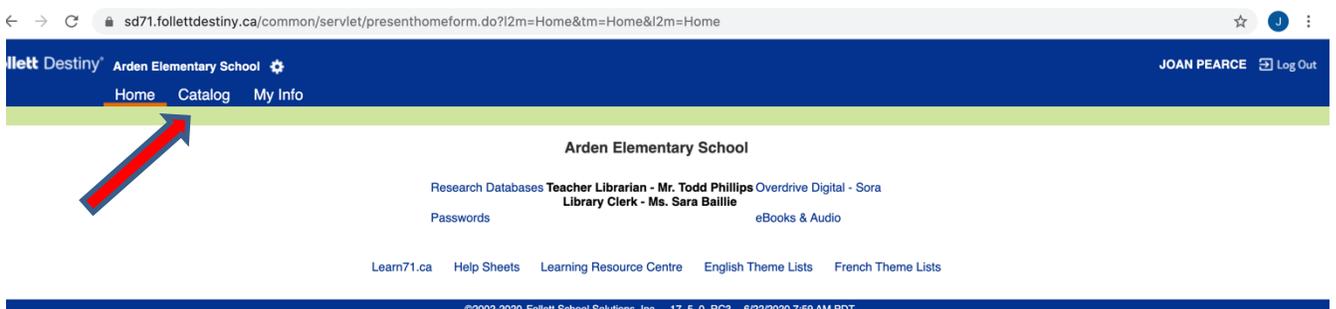
From the list, click on your school. **Do not click on Learning Resources Centre as you will not be able to log in and book materials.** For this example, I clicked on Arden Elementary School. The non-password protected version of Arden's Library Landing Page appears. (Note that your Elementary Library Landing Page may look different, as the pages are currently being updated. Somewhere on the page, however, there will be a place to login, and after that, a place to click on Catalog or Destiny Search.)



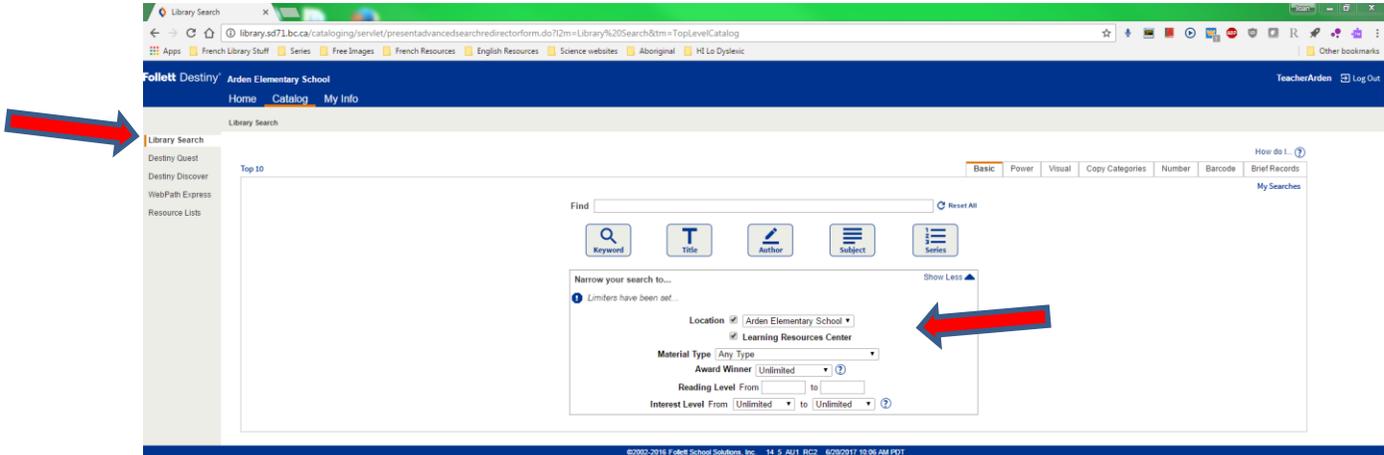
You need to login to your school library to access your fully-loaded Library Landing Page which displays all the great resources available to you. To do this, click on **Log In** which is located in the top right-hand corner of the screen. Use your library login, which is the same as your computer login, AMS login etc. If you have problems with your login, contact the IT Help Desk.



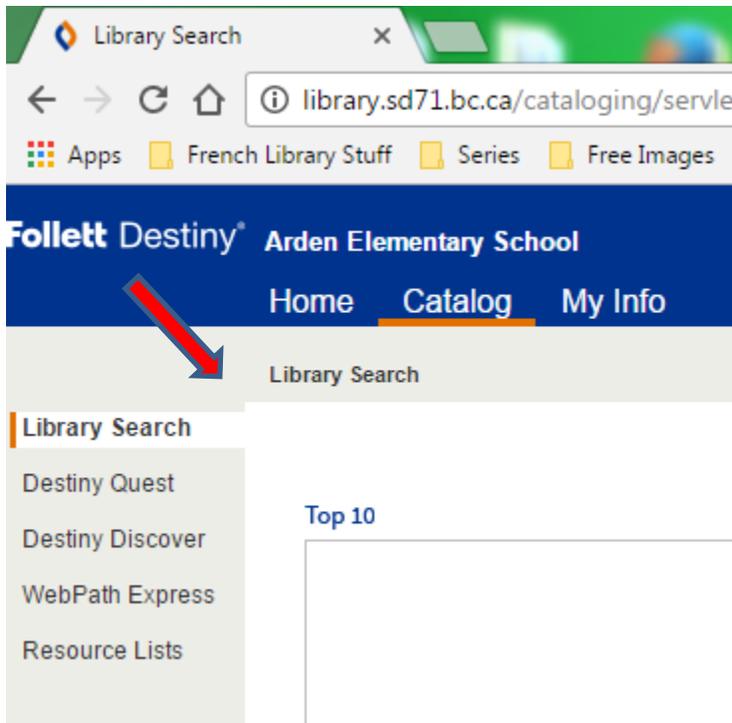
I logged in as a teacher from Arden and the fully-loaded Library Landing page for Arden appears. Unfortunately, the colourful icons no longer display. IT said this is no longer possible, and it will just be that way until the Library Landing Pages are updated. The updated pages will look considerably different, but once you are in the Destiny catalogue, the screen shots below will be the same.



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:

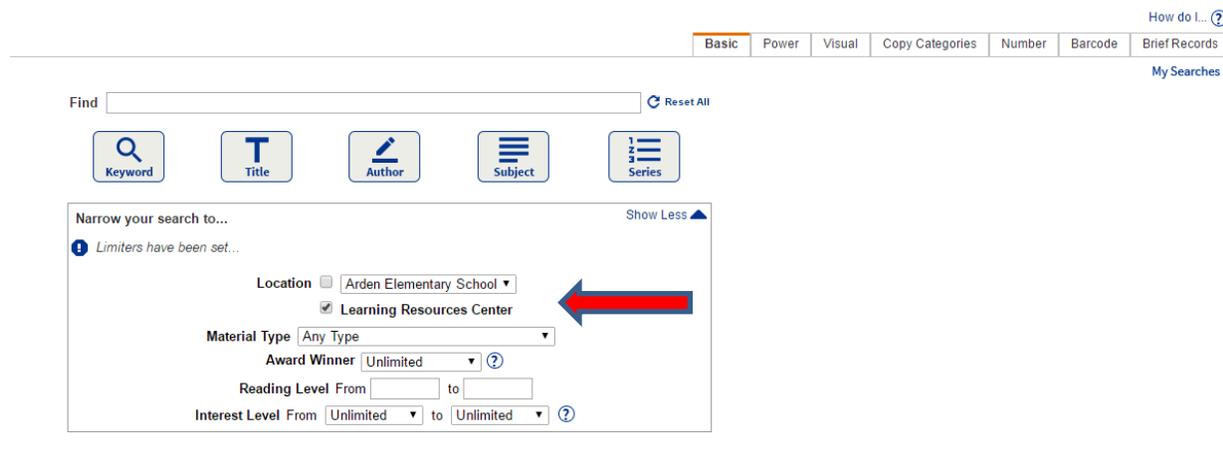


The default screen when you click on **Catalog** is for the **Library Search** option, which is the first option on the menu on the left-hand side of the screen. The words **Library Search** will also appear under the word **Home** in the blue navigation bar.



The different types of searches are: **Library Search**, **Destiny Quest**, **Destiny Discovery**, **WebPath Express** and **Resource Lists**. (Note that not all of these options may be available to you, depending on your library setup.) 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. Check this every time you log in to do a search.



The screenshot shows the Destiny search interface. At the top, there are tabs for 'Basic', 'Power', 'Visual', 'Copy Categories', 'Number', 'Barcode', and 'Brief Records'. Below these is a search bar with a 'Find' label and a 'Reset All' button. There are five search method icons: 'Keyword', 'Title', 'Author', 'Subject', and 'Series'. Below the search bar is a 'Narrow your search to...' section with a 'Show Less' link. This section contains several filters: 'Location' with a dropdown menu showing 'Arden Elementary School' and a checked checkbox for 'Learning Resources Center' (indicated by a red arrow); 'Material Type' with a dropdown menu set to 'Any Type'; 'Award Winner' with a dropdown menu set to 'Unlimited'; 'Reading Level' with 'From' and 'to' input fields; and 'Interest Level' with 'From' and 'to' dropdown menus set to 'Unlimited'.

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. They may change a bit during Destiny upgrades, however, but are still pretty easy to identify:



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 Arden and the LRC would look like:

The screenshot shows a search interface with a search bar containing the word "bears" and a "Reset All" button. Below the search bar are five icons for search criteria: Keyword, Title, Author, Subject, and Series. A "Narrow your search to..." section is expanded, showing a list of filters. The "Location" filter has two checked options: "Arden Elementary School" and "Learning Resources Center". The "Material Type" filter is set to "Any Type". The "Award Winner" filter is set to "Unlimited". The "Reading Level" filter is set to "From" to "to". The "Interest Level" filter is set to "From Unlimited" to "Unlimited". A "Show Less" button is visible in the top right of the filter section. At the top right of the page, there are tabs for "Basic", "Power", "Visual", "Copy Categories", "Number", "Barcode", and "Brief Records". A "How do I...?" link is also present.

When the check mark is taken out of *search in “Arden”*, the results screen reveals the LRC has 196 items on bears:

Search Results

library.sd71.bc.ca/catalogue/serfet/handlebasicssearchform.do

Follett Destiny Arden Elementary School

Home Catalog My Info

Library Search > Search Results

Searched for (bears). Searched in: Learning Resources Center.

[Not what you're looking for? Refine your search? Browse Subjects?]

Titles: 1 - 25 of 196

Sort By Relevance Go

All about bears Unit 7
 Learning Resources Center Call #: PL 372.21 BOW7 Bowman, Joni.
 Series: Kindergarten plus!
 Published 2008

Goldilocks and the 3 bears puppet kit
 Learning Resources Center Call #: KT 398.2 GOL
 Series: Let's talk! Storytelling puppets
 Published 2012

The teddy bears' picnic: storytelling set
 Learning Resources Center Call #: KT 398.2 TED

Where are the bears?
 Learning Resources Center Call #: BB 813 HUG Hughes, Susan

Little Bear's friend (15 books)
 Learning Resources Center Call #: NV 813 LIT Minarik, Else Holmelund.
 Series: An I can read book
 Published 1984
 Reading Level: 2.6 Interest Level: K-3

Little Bear's friend (single book)
 Learning Resources Center Call #: NV 813 LIT Minarik, Else Holmelund.
 Series: An I can read book
 Published 1984
 Reading Level: 2.6 Interest Level: K-3

Polar bears: read, write, and think
 Learning Resources Center Call #: NF 599.786 POL

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 Elementary School

Home Catalog My Info

Library Search > Search Results

Library Search

Destiny Quest

Destiny Discover

WebPath Express

Resource Lists

Searched for (bears). Searched in: Learning Resources Center.

[Not what you're looking for? Refine your search? Browse Subjects?]

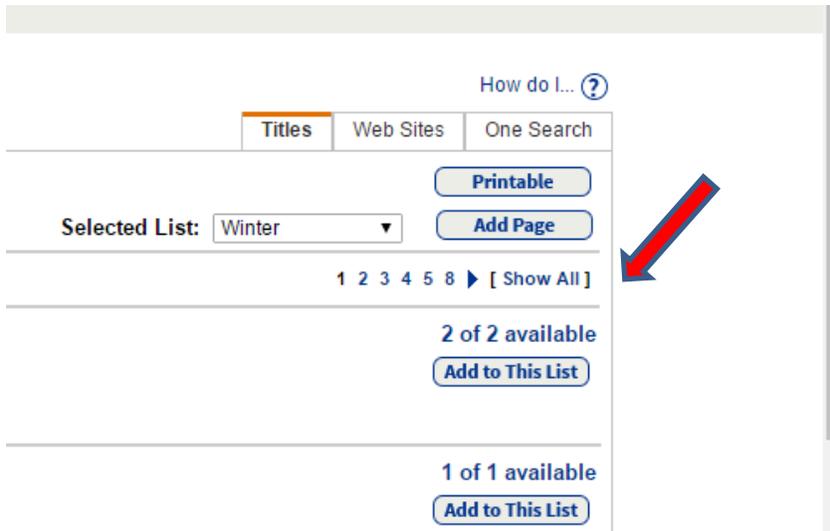
Titles: 1 - 25 of 196

Sort By Relevance Go

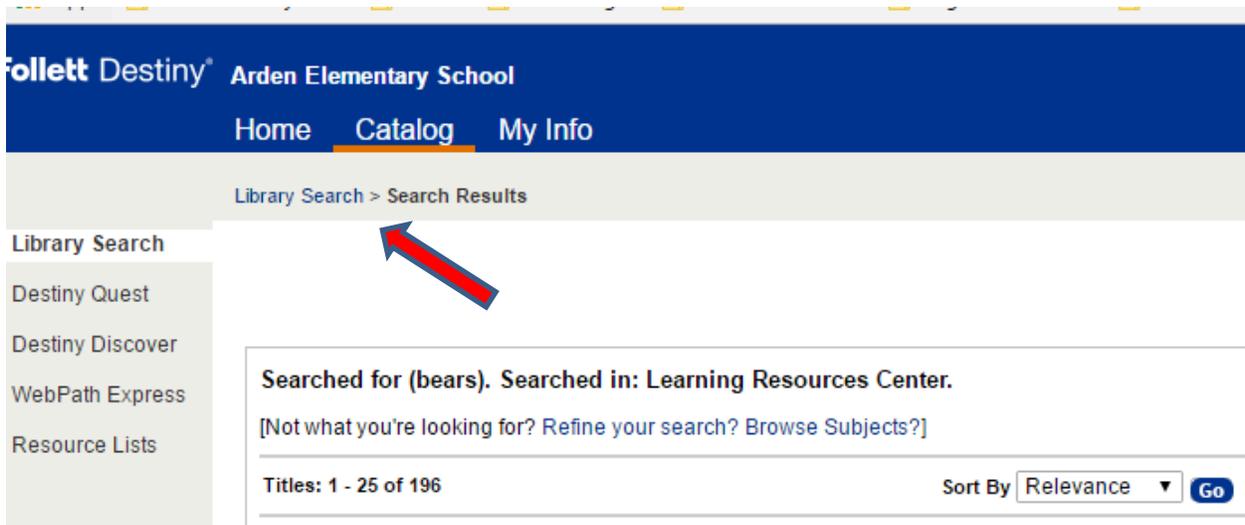
All about bears Unit 7 Details
 Learning Resources Center Call #: PL 372.21 BOW7 Bowman, Joni.
 Series: Kindergarten plus!
 Published 2008

Goldilocks and the 3 bears puppet kit Details
 Learning Resources Center Call #: KT 398.2 GOL
 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 clicking on **Show All** to have all the kits displayed on one screen:



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:



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:

Library Search

Destiny Quest
Destiny Discover
WebPath Express
Digital Resources
Resource Lists
Update Titles

Searched for (bears). Searched in: Learning Resource Center.
[Not what you're looking for? Refine your search? Browse Subjects?]

Selected List: Read Along Science ▾

Printable Add Page

Titles: 1 - 25 of 175 Sort By Relevance Go

1 2 3 4 5 7 [Show All]

All about bears Unit 7 Details
Learning Resource Center Call #: PL 372.21 BOW7 Bowman, Joni.
Series: Kindergarten plus!
Published 2008 2 of 2 available
Add to This List

Goldilocks and the 3 bears puppet kit Details
Learning Resource Center Call #: KT 398.2 GOL
Series: Let's talk! Storytelling puppets
Published 2012 1 of 1 available
Add to This List

A more detailed record appears:

Details for "Goldilocks and the 3 bears puppet kit"

Home Catalog My Info

Library Search - Search Results - "Goldilocks and the 3 bears puppet kit"

Goldilocks and the 3 bears puppet kit [kit]
(Series: Let's talk! Storytelling puppets)
Call #: KT 398.2 GOL

Off-site copies available: 1 of 1 See all...

Goldilocks and the Three bears puppet kit encourages play based learning, oral language skills and drama. The picture books provide a number of versions of the story so that different character points of view can be explored.

Selected List: Winter Add to This List

Explore!

- Fairy tales Find It WebPath Express
- Folklore Find It WebPath Express
- Play based learning Find It
- Series: Let's talk! Storytelling puppets Find It
- Series: Let's talk! Storytelling puppets Find It

Publication Info

Published Locally developed, 2012.
Format 1 tote
ISBN 978-1-77092-000-8
978-1-484877044-4
978-0-8109-8966-5
978-0-7636-4475-8

Additional Info

- Puppets from Lakeshore; books from Follett.
- Contents: 4 puppets - 4 picture books: Goldilocks and the three bears; a tale moderne, Believe me, Goldilocks rocks, Goldilocks and the three bears. The true story of Goldilocks.
- Audience: Primary.

Book It Book Series

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

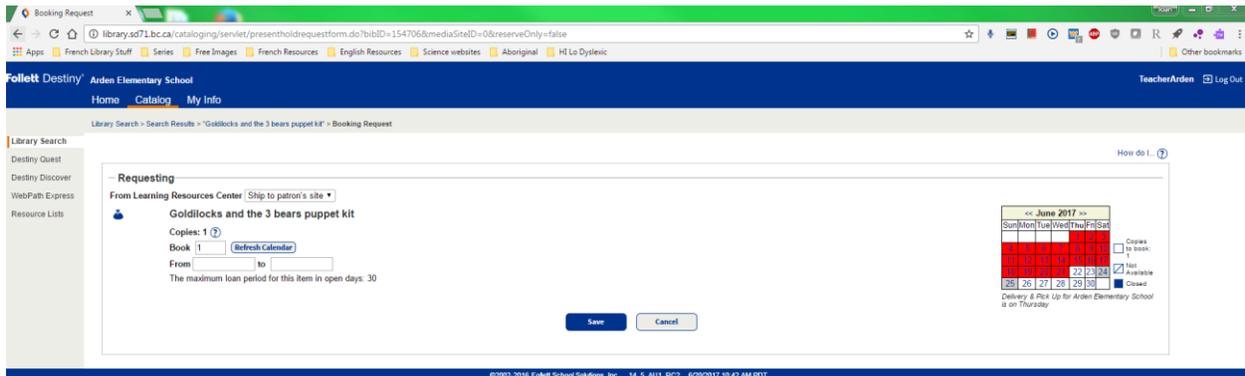
How do I... ?

Title Details Copies

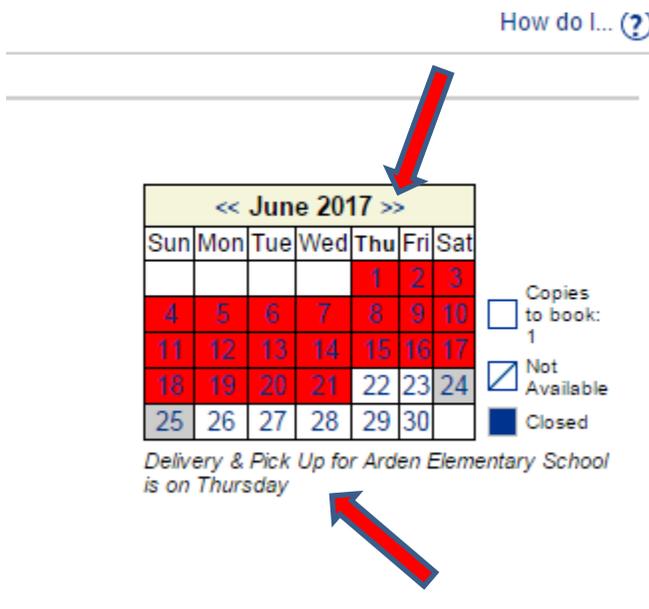
Book It

Book Series

A screen similar to this one appears:



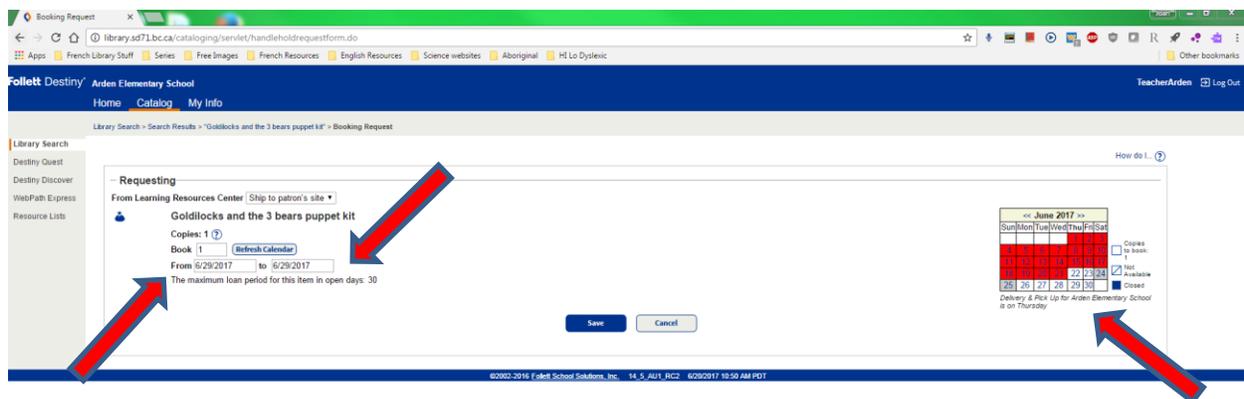
Note that red on the calendar means that the item is not available. To navigate to future months, click on the >> arrows to the right of the month:



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 your delivery day is Tuesday, then book Tuesday as your first day. On Monday afternoon 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, based on the number of weeks set for the item, as another teacher booked 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. The cut off date for booking kits, however, is usually around June 10. (As this tip sheet was made at the end of June, it wasn't possible to show how to book on the calendar when booking is actually open.)

Every August, usually during the last week, once all teachers know their new placements, we go into the system and enable teachers to borrow and book items for the upcoming school year. We send out an email notice to all teachers informing them of the date and time that we set as the opening booking day, as well as post it in "**LRC News**" that you can access off your school library's Home Page, or in learn71.ca.

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



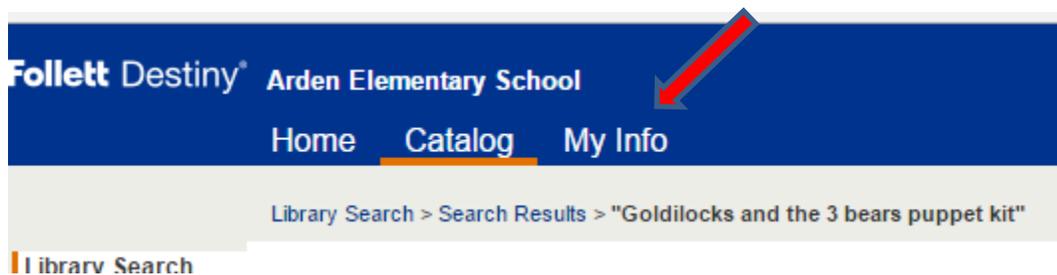
A confirmation note will display:

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

Typically loan periods are:

Most items (kits, novel sets etc.):	30 days
Really popular items:	shortened to 20 days
DVDs:	10 days
Equipment (i.e., projectors, sound system):	10 days

Even if you have done things correctly, it is quite possible to get an error message regarding dates. The software program has not been updated in years, nor will it ever be. To work around this, if you get an error message and looking at the calendar indicates the kit should be bookable according to the loan periods, click on the **My Info** tab in the blue navigation bar at the top of the screen:



A screen similar to this one appears:

Brooklyn Elementary School
Home Catalog **My Info**

Status for JOAN PEARCE

Patron Status

Resource Lists

How do I... ?

Items Out

Due Date	Title	Call Number	Price	Checked Out
10/7/2016	Visions de chaînes : un roman de l'Éveil (Copy: [LRC] T 5418805)	FRA FIC HAS	\$25.00	6/27/2016

Fines

There are no fines for this patron

Holds

Title	Requested	Quantity	Status
Goldilocks and the 3 bears puppet kit	[LRC] (6/13/2017 to 6/27/2017)	1	Pending

Recommended Titles

There are no recommended titles for this patron

Printable

©2002-2016 Follett School Solutions, Inc. 14_0_0_RC9 9/29/2016 12:29 PM PDT

If you see the title of the kit you tried to book listed here, then it has been successful booked, according to the dates listed. “Pending” indicates that your booking date has not arrived yet, but the kit is reserved for you. Be sure to read the LRC Borrowing Guidelines for teachers document, posted on learn71.ca (Click on LRC/Library Learning Commons, then LRC, then General.)

Very Important Information

If you switch schools, the IT Help desk switches your school in the system, before we open bookings up for the upcoming school year. It is imperative that you ensure you are able to log into your new school library before the opening booking day. If there has been a glitch, you need to contact the IT Help Desk to fix it. If you log into your old school library to book LRC resources, then all your bookings will be lost when IT fixes the glitch and switches you to your new school. To avoid this, double check you are able to log into your new school library before bookings open for the new year.

If you work at two schools, one school is set as your main site, and the second school is set as your additional site. LRC kits can only be sent to one site, which is your main site. Log in to your main site when you want to book.

Teachers are welcome to come to the LRC to pick up kits. If you want to do this you need to select this option at the time of booking by changing “**Ship to patron’s site**” to “**Patron will pick up**”:

The LRC Circulation staff will email you when your kit is ready to be picked up.

Teacher-Librarians who have two libraries: If you want a kit to go to your second site (additional) then select “Patron will pick up” and the LRC Circulation staff will send it to that site instead of your main site. If you want to actually come in and pick up a kit, email the LRC Circulation Desk.

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, including demonstrating it in Teams, if required, using the share screen function. You can also email or call the LRC Circulation Desk. The LRC phone number is 250 338-7926. To reach them via email, just start typing “LRC Circulation Desk” in the **To:** section. Please use the “LRC Circulation Desk” email group, instead of emailing the LRC circulation staff individually.