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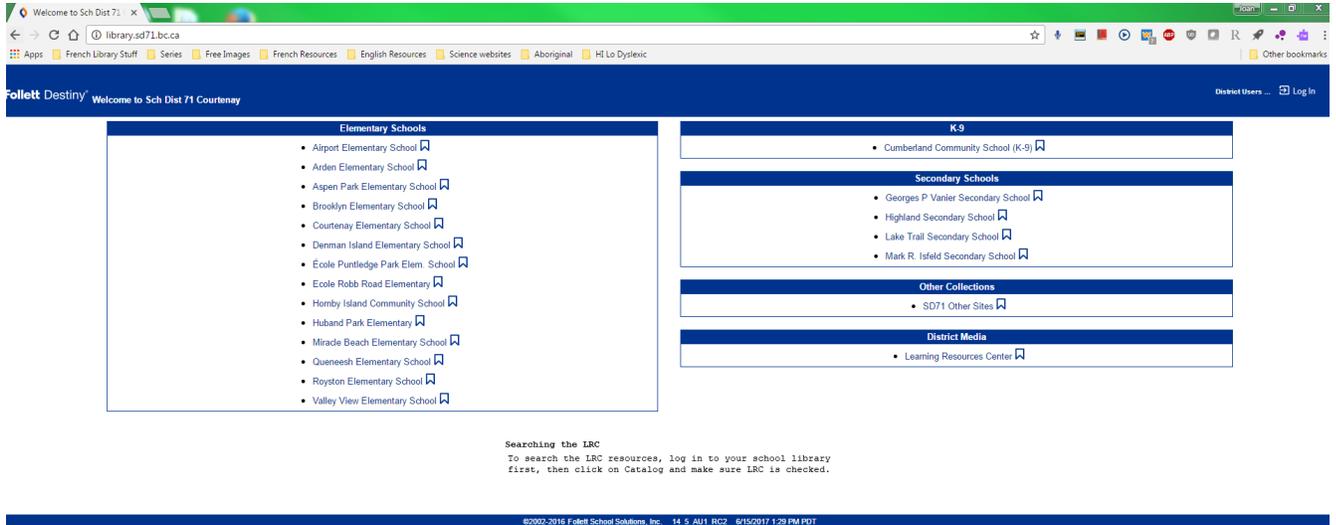
From the school district home page (www.comoxvalleyschools.ca) click on **Resources**, in the black horizontal tool bar:
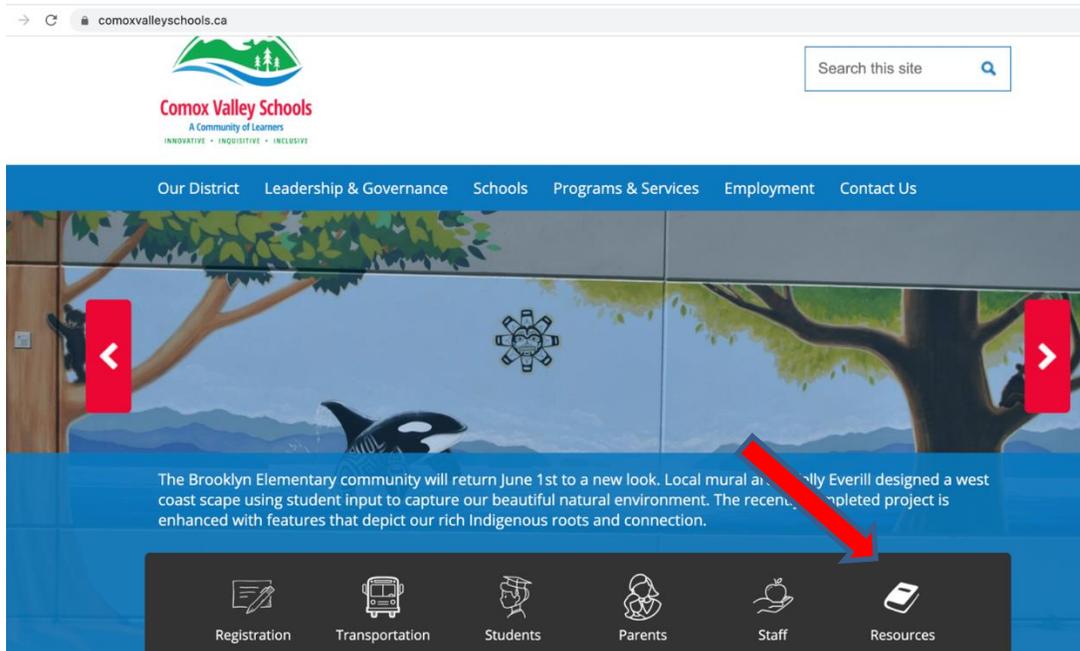

The **Resources** menu appears:
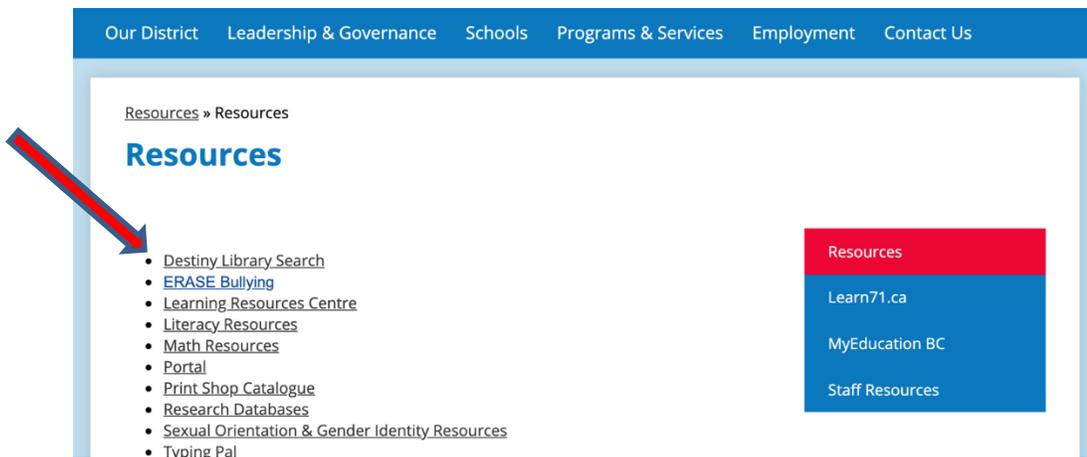
Click on **Destiny Library Search.** The Destiny **Welcome to Sch Dist 71 Courtenay**
screen appears:

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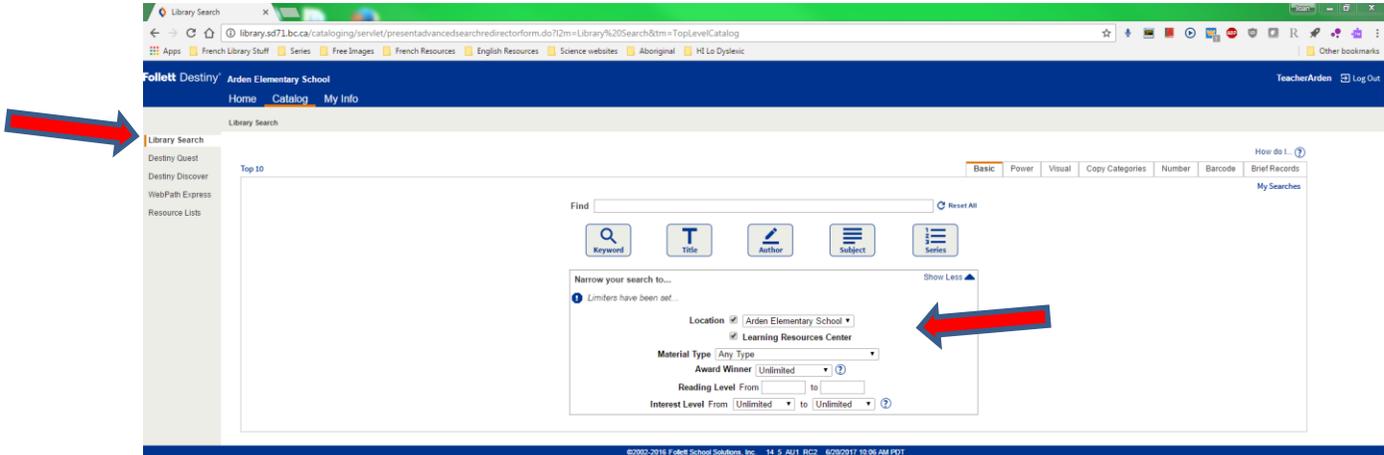Search.)
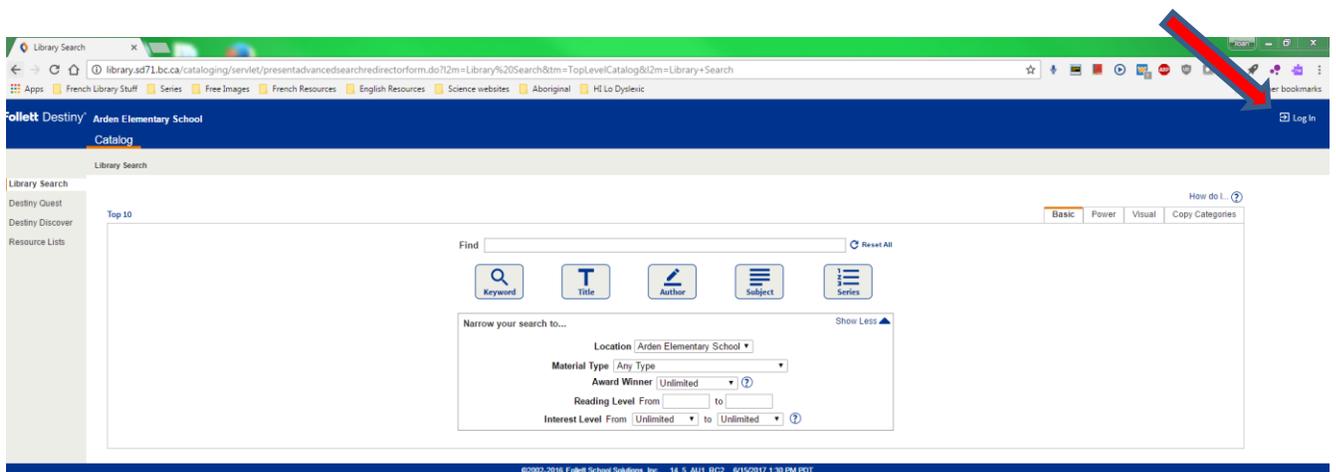
You need to login to your school library to access your fully-loaded Library Landing Page which displays all the great resources available to you. To do this, click on **Log In** which is located in the top right-hand corner of the screen. Use your library login, which is the same as your computer login,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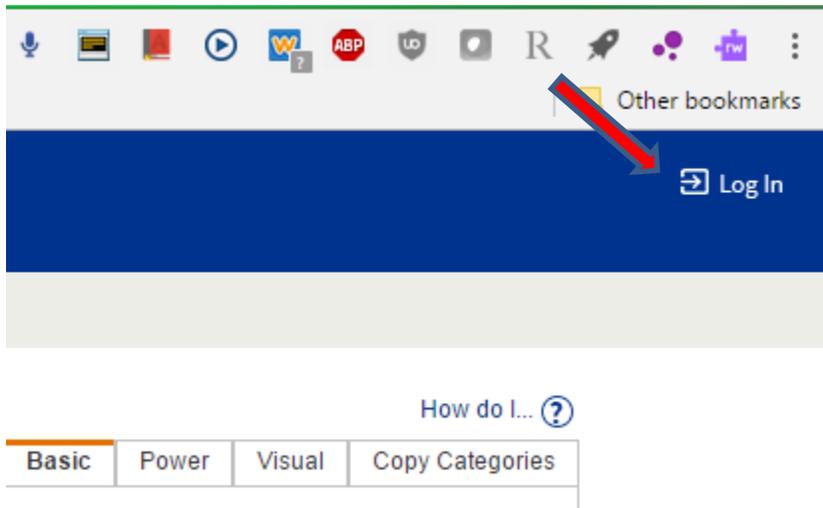

I logged in as a teacher from Arden and the fully-loaded Library Landing page for Arden appears. Unfortunately, the colourful icons no longer display. IT said this is no longer possible, and it will just be that way until the Library Landing Pages are updated. The updated pages will look considerably different, but once you are in the Destiny catalogue, the screen shots below will be the same.
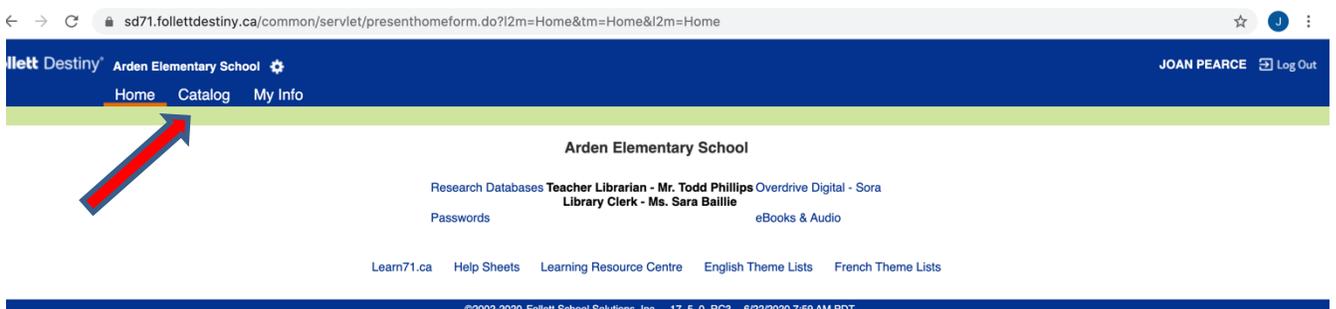
Click on **Catalog** in the blue navigation bar at the top of the screen. The other navigation options are **Home** and **My Info**. You will notice that you are not only able to search your school library, but the LRC and other libraries as well:
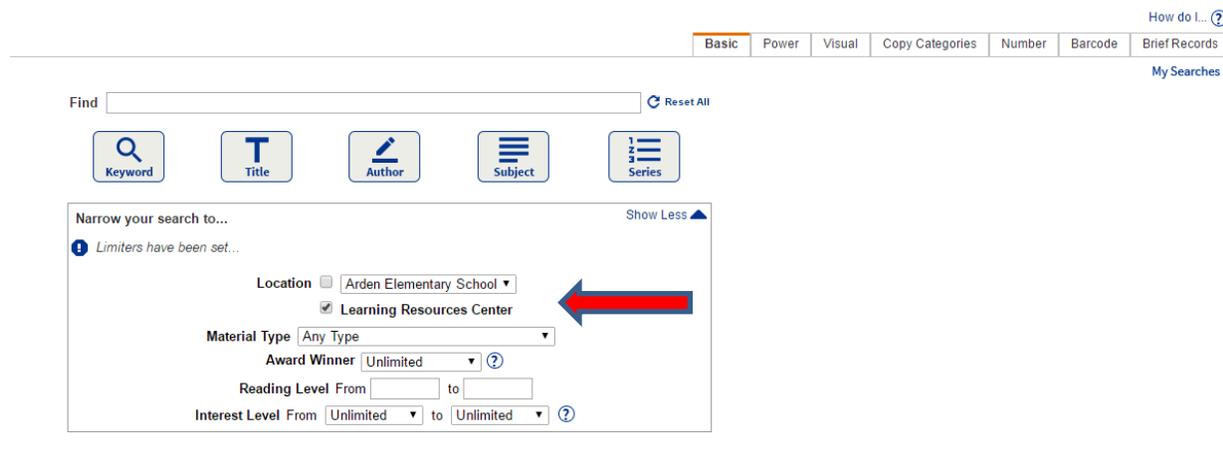

The default screen when you click on **Catalog** is for the **Library Search** option, which is the first option on the menu on the left-hand side of the screen. The words **Library Search** will also appear under the word **Home** in the blue navigation bar.
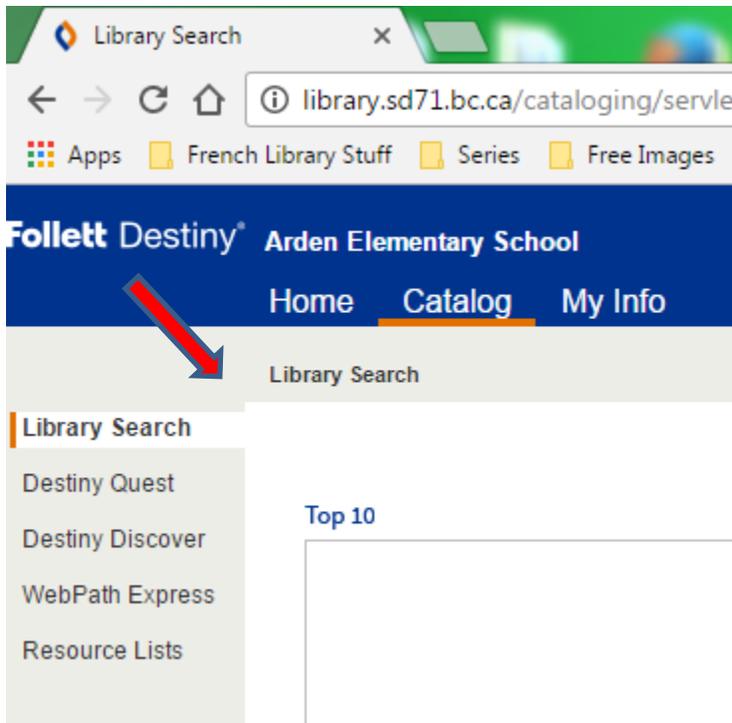
The different types of searches are: **Library Search**, **Destiny Quest**, **Destiny Discovery**, **WebPath Express** and **Resource Lists**. (Note that not all of these options may be available to you, depending on your library setup.) To search the LRC collection, you need to click on **Library Search**, 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.

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:

Books

DVDs

Kits

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:

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

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.

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:
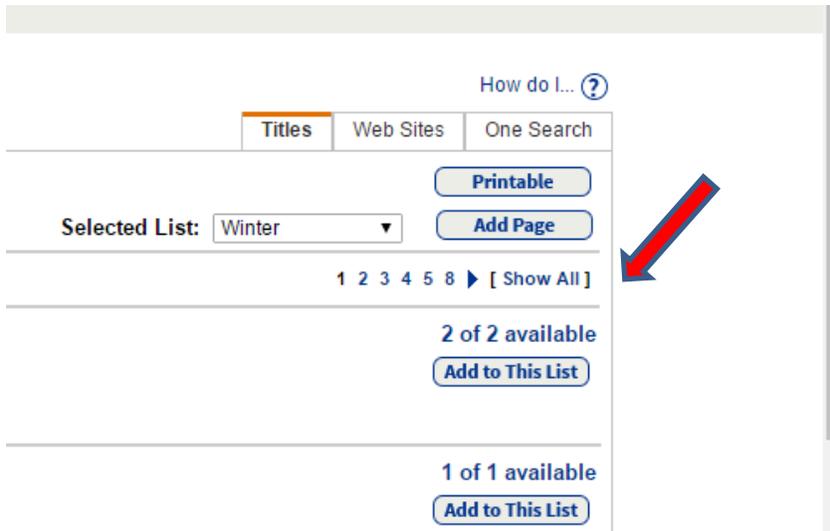
The best way to navigate through the screens in Destiny is using the "bread crumbs". They are the string of words that appear just under the top blue navigation bar, that show you where you have been. Clicking on the back arrow may sometimes take you too far back or boot you out:
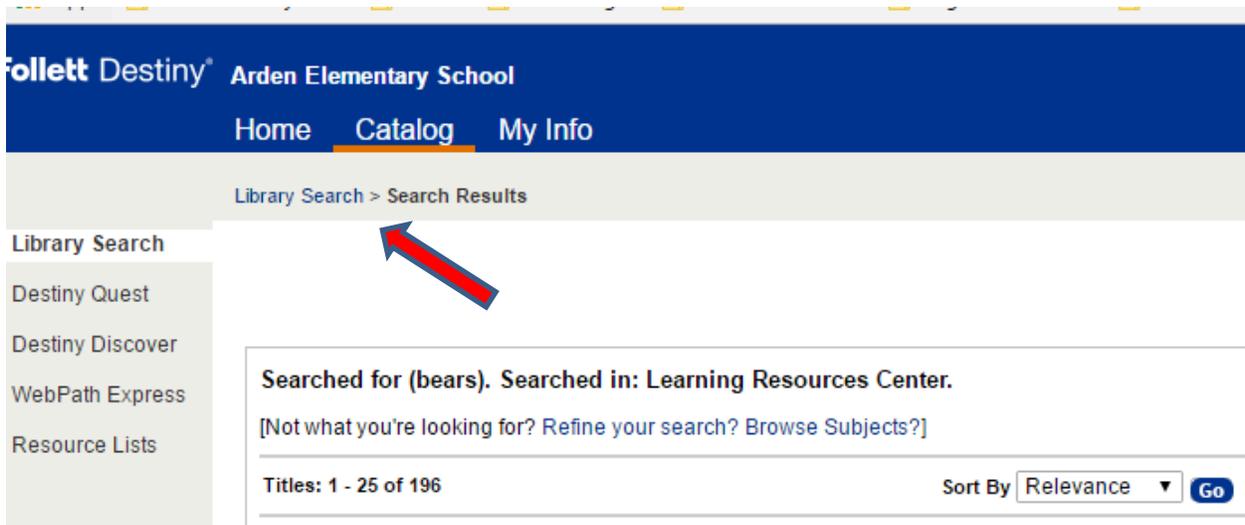
If you would like to learn more about a particular title, such as the *"Goldilocks and the 3 bears puppet kit"*, click on the title:

A more detailed record appears:

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

A screen similar to this one appears:
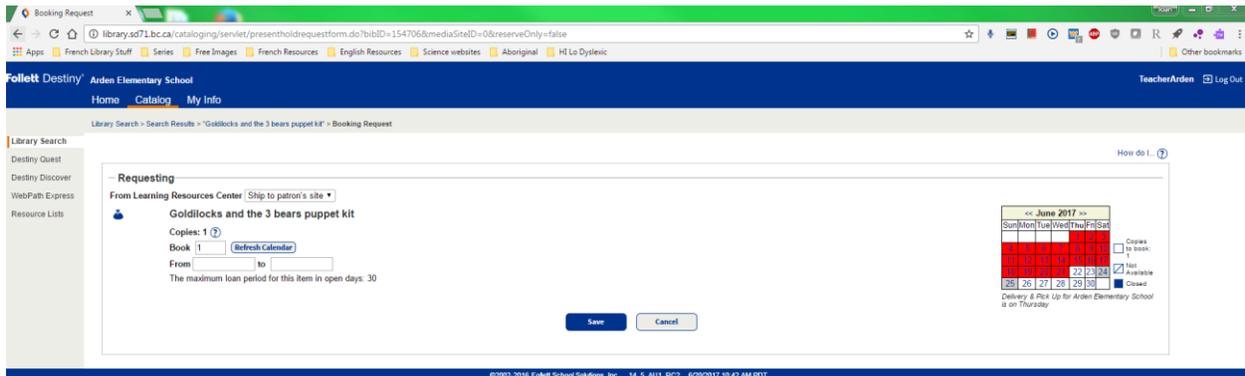
Note that red on the calendar means that the item is not available. To navigate to future months, click on the **>>** arrows to the right of the month:
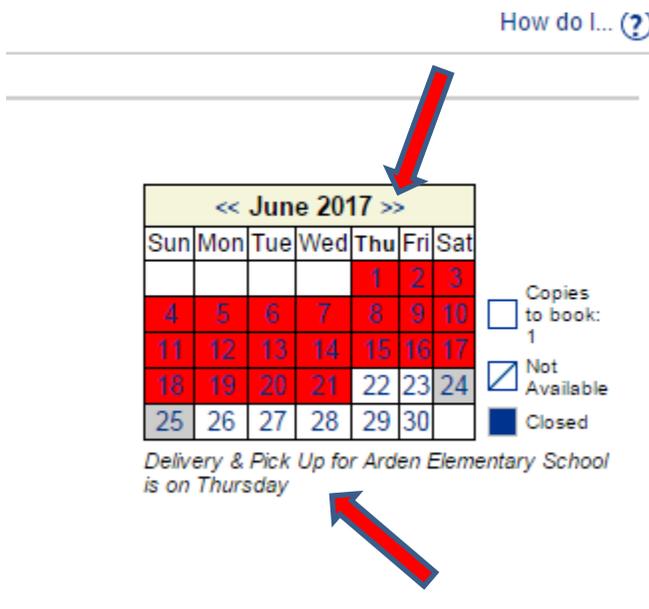
Before choosing your beginning date, remember what day deliveries and pickups are done for your school. They are usually Tuesday or Thursday. If you do not know, it is stated under the calendar (see above.) Why is this **really** important? You want to get the most days out of your booking as possible. If 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.
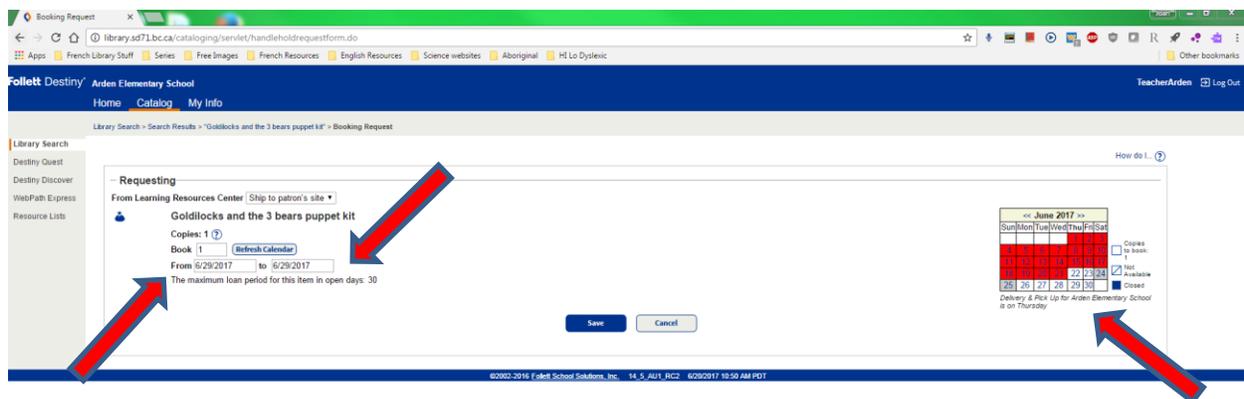
In this example, the only **end** or **to** date that I was able to set was June 29, simply because June 29 is the last day of this school year for LRC materials to come in. The cut off date for booking kits, however, is usually around June 10. (As this tip sheet was made at the end of June, it wasn't 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:

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.