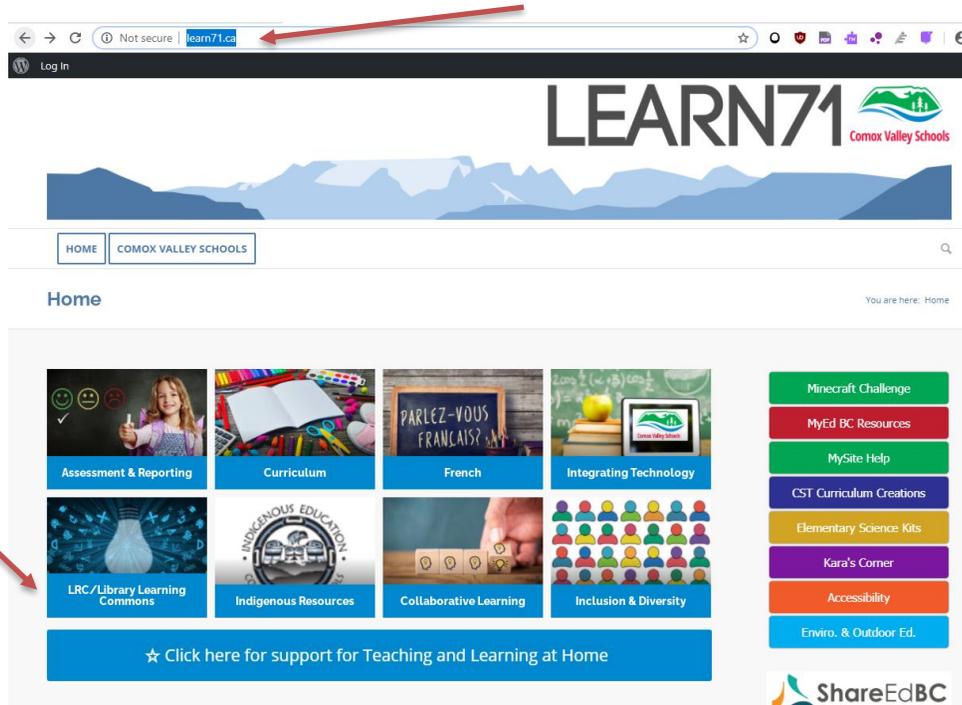# Creating Resource Lists for Library/LRC Resources You Use Regularly

To skip directly to specific information on Creating Resource Lists, click [here](#).

Accessing the Destiny homepage

Navigate to the school district teaching and learning home page – [Learn71.ca](#).


Here, you will find a variety of valuable links, resources and contacts for all areas of the curriculum. *Bookmark this page for future reference by clicking the small star on the right of the address bar.*

Once you reach the Learn71 homepage, select [LRC/Library Learning Commons](#) from the main menu.
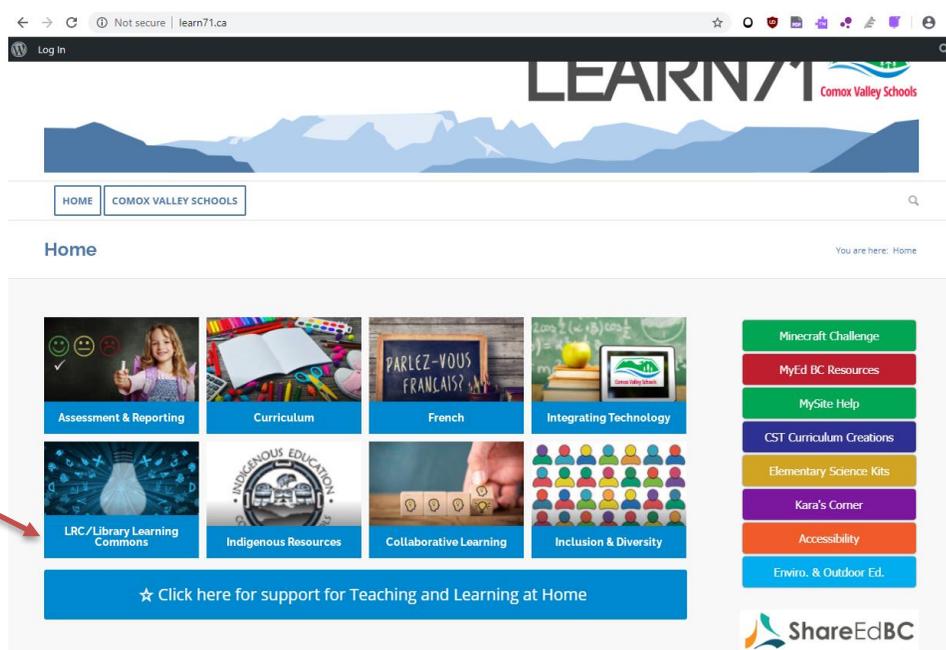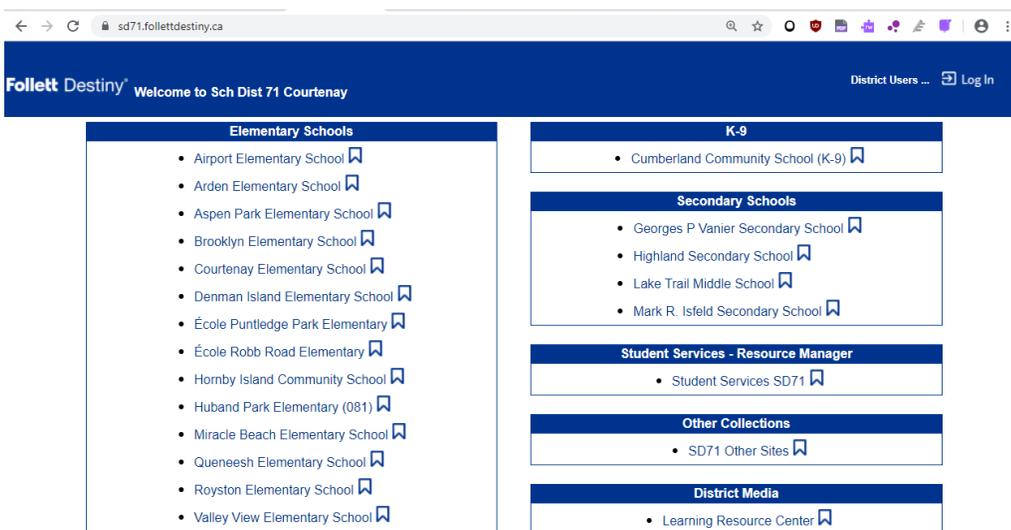

This will bring you to the [Learning Resources Centre and Library Learning Commons](#) page, where you can find the link to the Destiny catalogue.
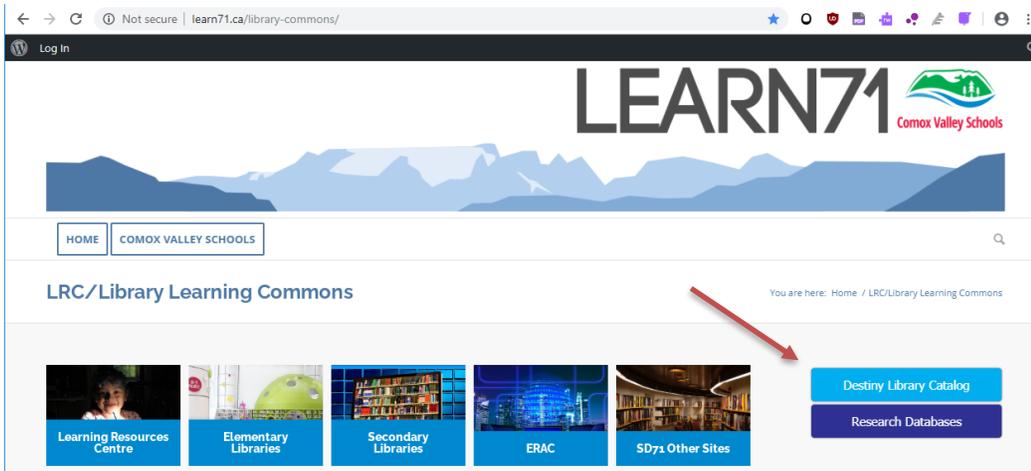
Click on **Destiny Library Catalog.**

The Destiny **Welcome to Sch Dist 71 Courtenay** screen appears:

From the list, click on your school. For this example, I clicked on Airport Elementary School. The non-password protected version of Airport'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.)
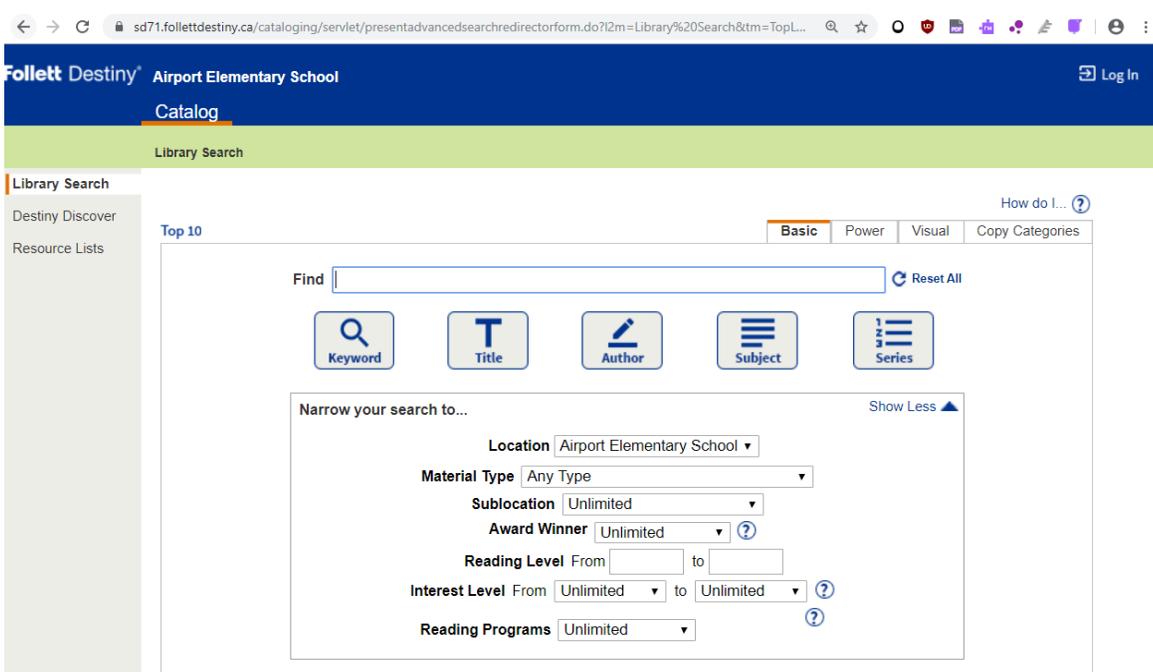
You need to login to your school library to access your fully-loaded Library Landing Page which displays all the great resources available to you. To do this, click on **Log In** which is located in the top right-hand side of the screen. Use your library login, which is the same as your computer login, AMS login etc. If you have problems with your login, contact the IT Help Desk.
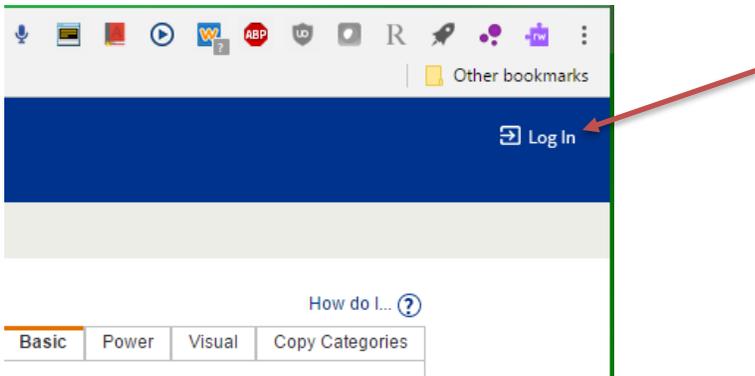

I logged in as a teacher from Airport and the fully-loaded Library Landing page for Airport appears. Unfortunately, the colourful icons no longer appear. IT said this is no longer possible, and it will just be that way until the Library Landing Pages are updated. They will look considerably different,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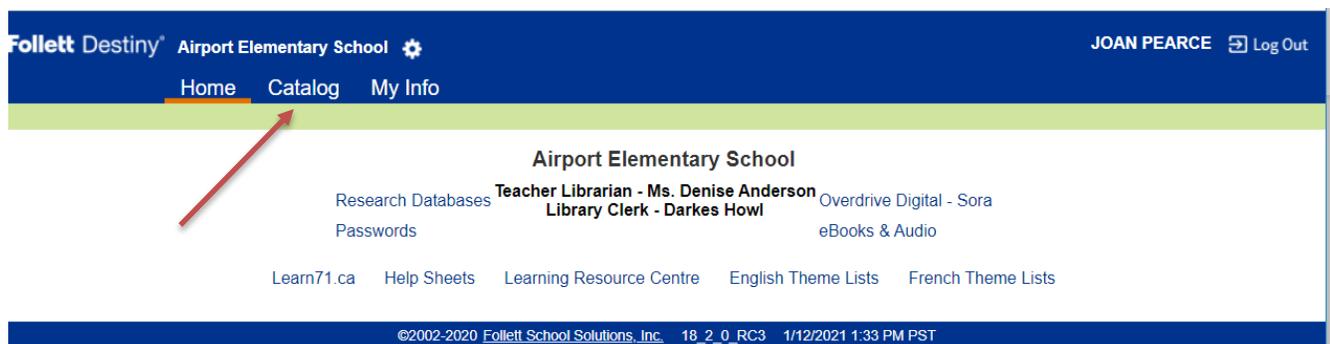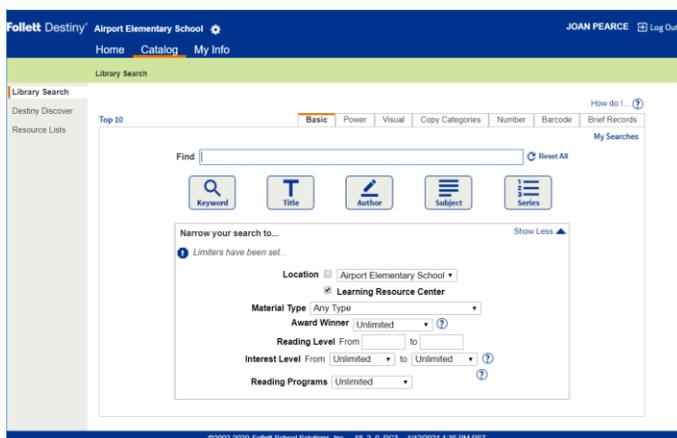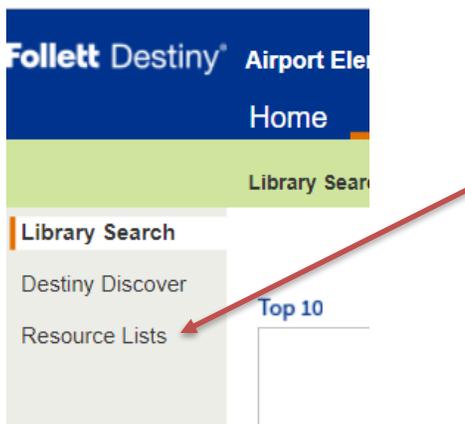
Creating Resource Lists

Click on the **Catalog** tab in the blue horizontal navigation bar on the top of the screen.
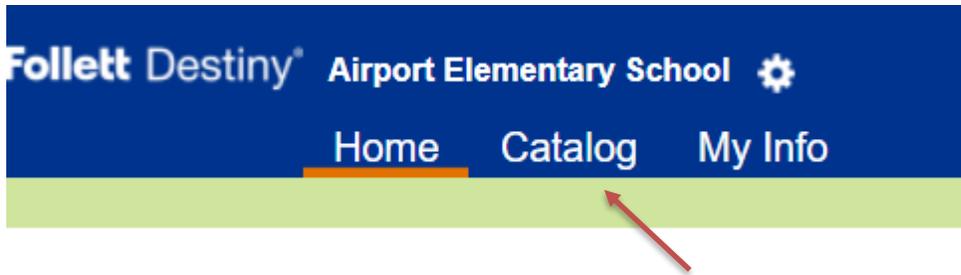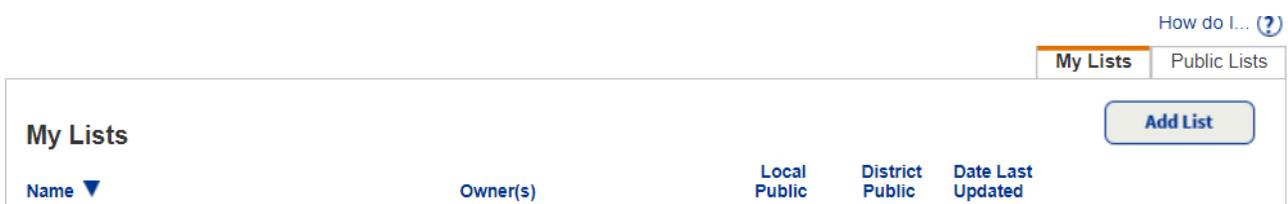

The **Catalog** screen appears.
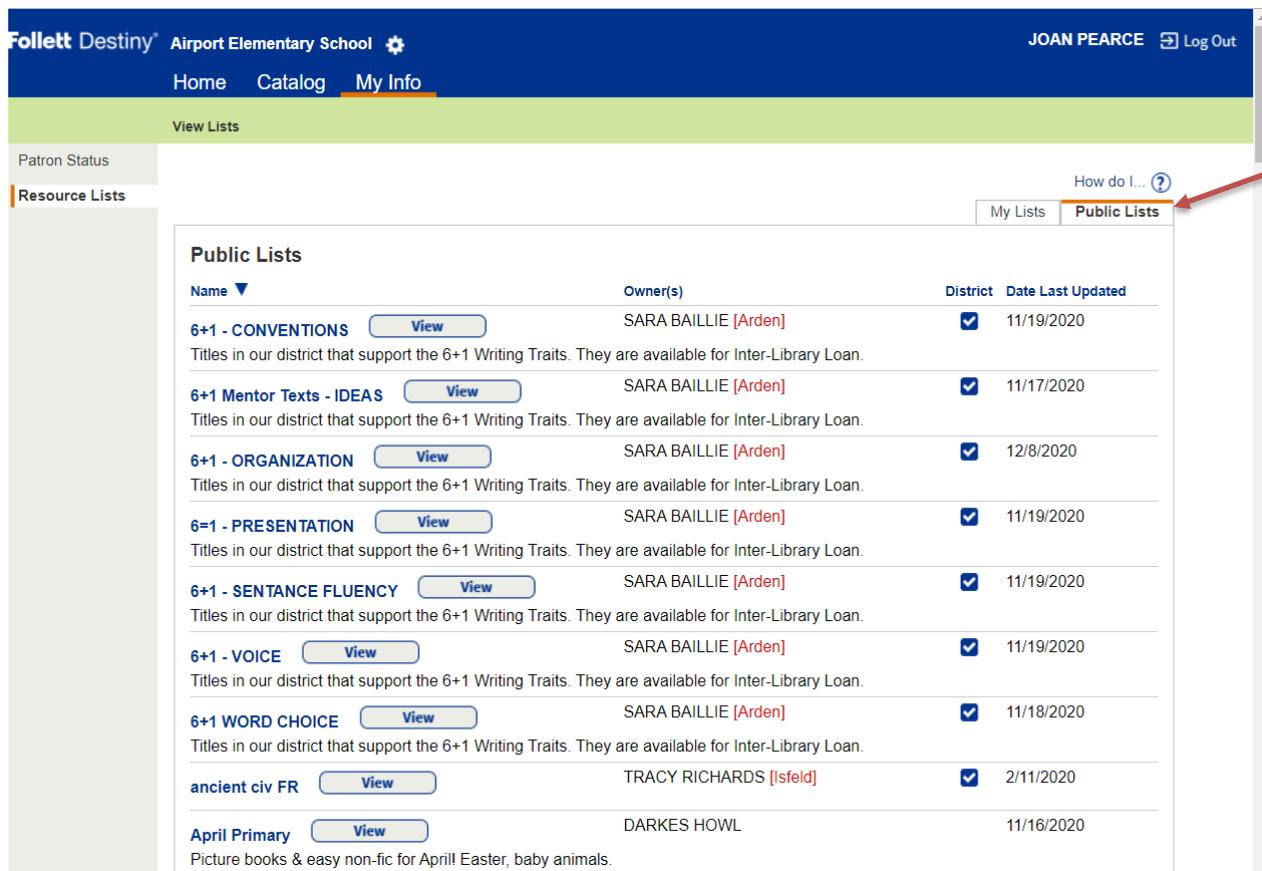

Click on **Resource Lists.**

It is located in the menu on the left-hand side of the screen. If you have already created some of your own personal resource lists, they might appear here, if the **My Lists** tab (see the screen shot below) is highlighted.

You will note in this example, that I have not created any personal lists as an Airport teacher. So, what you see are the **Public Lists** that the LRC has created to help you access grouped LRC resources more easily. The tabs in the upper right-hand corner of the screen tell you if you are in your Personal Lists **(My Lists)** you have made, or in the **Public Lists** the LRC has made. To switch between the two, simply click on the appropriate tab.

When in **Public Lists**, you have to scroll down to see all the lists the LRC has made of commonly searched for resources. If **My Lists** is highlighted, simply click on **Public Lists** to access the screen below.

To make a new list for yourself of resources you want to access quickly later, you have to first make sure that you have clicked on the **My Lists** tabs, and are not in the **Public Lists** tab. When you have done so, your personal resource lists screen appears:
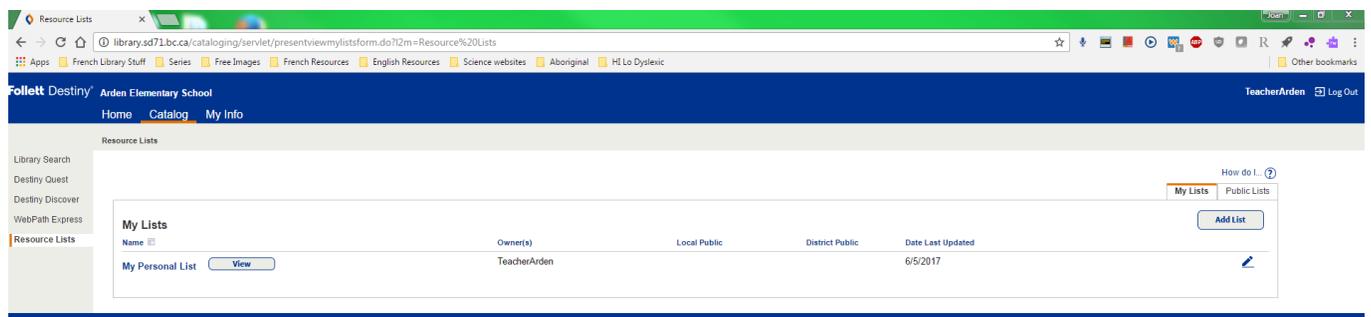
Click on **Add List**, in the upper right-hand side of the screen.
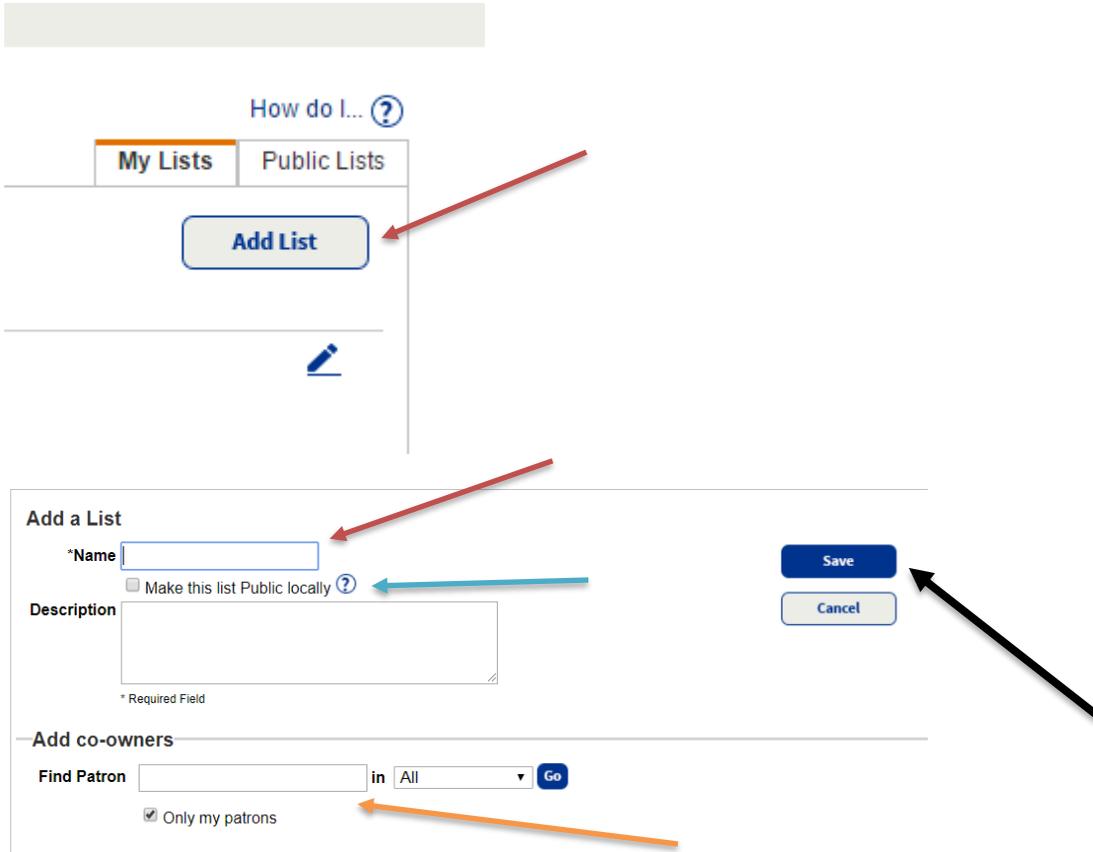

Beside **Name** type in the name of your list. If every year you search for your favourite resources for a unit on Winter, for example, type in Winter.

Under the name box you have the option of making your list *Public locally*. If you check off this box, other staff members in your school will be able to see your list names and the resources in them, when they click on **Public Lists**. If you do not want other staff members to see your lists, do not put a check in the box. Most people keep their lists private.

You may type in a description of your list, if you wish to. It is not required, however.

You have the option of adding a **co-owner** to your list. If you do this your co-owner will be able to view and edit the list. If you do not want a co-owner, leave it blank. Click on **Save** and skip the steps below. To find the name of the person you want to co-own the list, type in the person's last name then click **Go!** Note that the co-owner must be from the same school as you.

Here is the screen I filled in before clicking on **Go** to search for the co-owner I wanted to assign to my list:
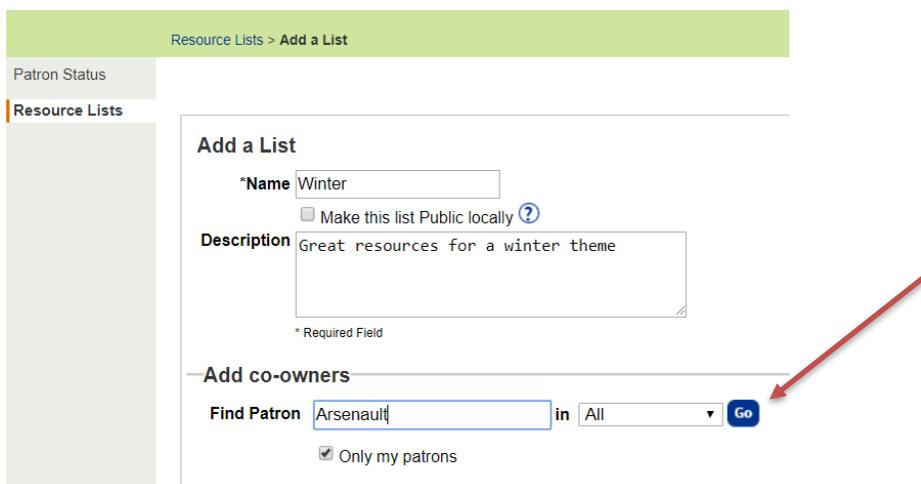

Clicking on **Go** brings this screen, where I clicked **Add** beside the name of my selected co-owner:
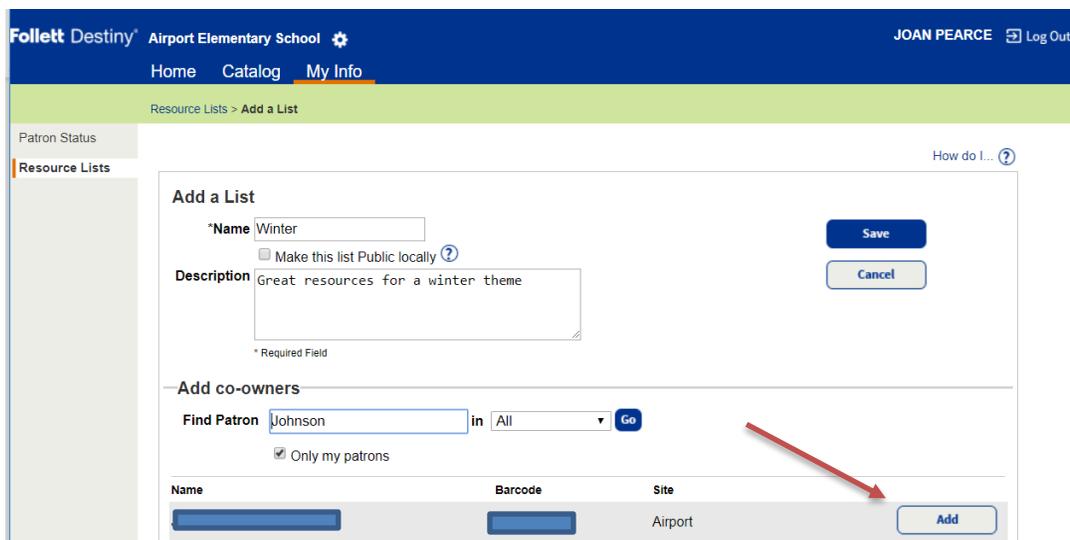
Clicking on **Save** displays all of your personal lists, with the new one added.

At this point, you can create other resource lists that you might want to add resources to while searching, or you can begin searching to add titles to the list you just made. It is recommended that you add as many new lists as you might want to add titles to while searching, otherwise you will have to come out of searching to go back into making new lists.

To begin searching, click on **Library Search** in the upper left-hand corner.
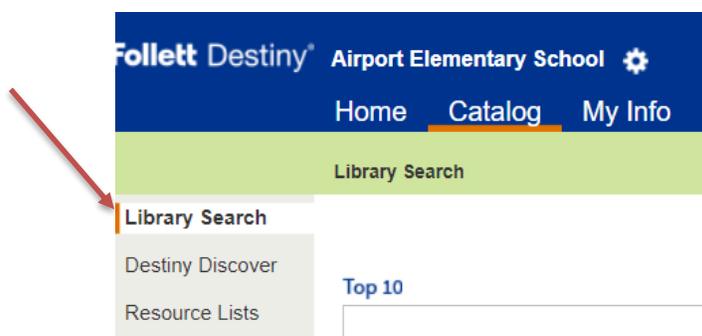
Your **Catalog** page for your library appears:
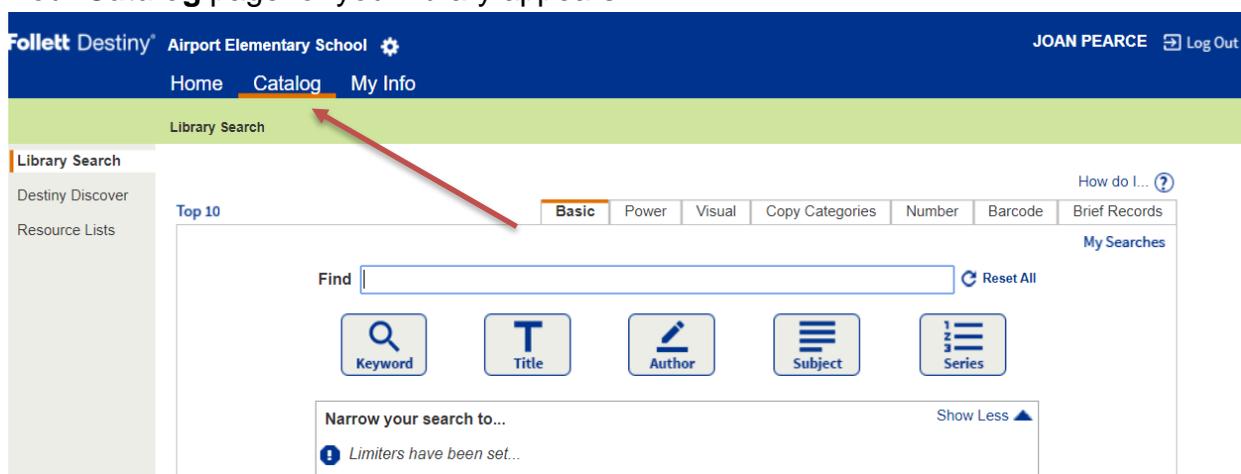
Enter your search term and where you want to search. For this search, I chose to search for books on "Winter" in my library, Airport, plus the LRC. Leaving the **Material Type** as "Any Type" will bring up more hits which is recommended. Below is what the screen looks like filled in before clicking on **Subject.** I didn't choose **Keyword** as I thought I would get too many hits. I tried it later and it brought up more than 300 hits.
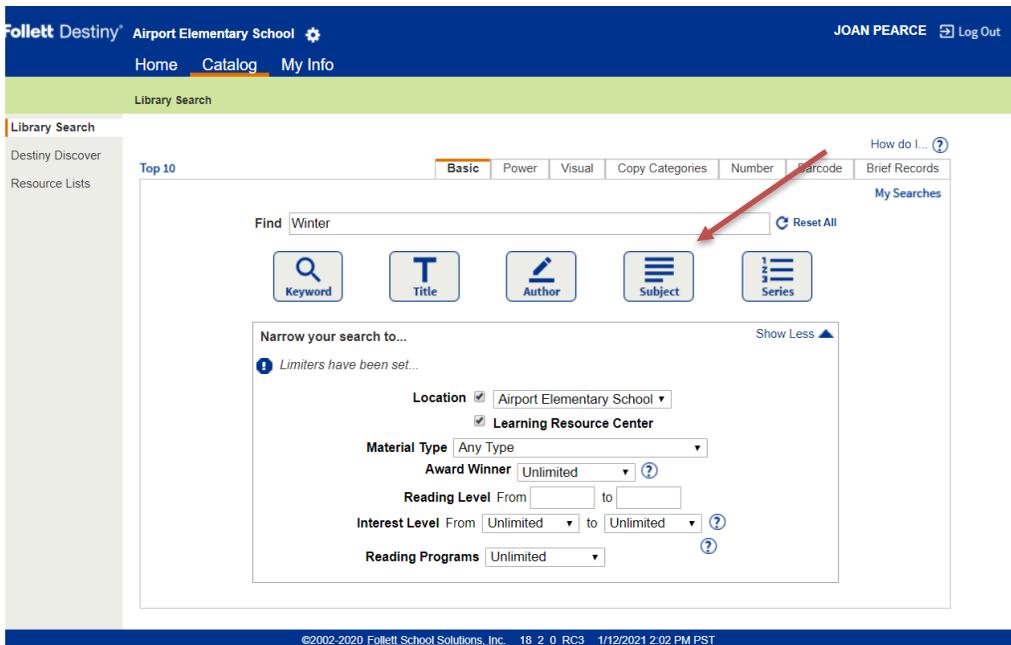
Here is the screen that appears after clicking on **Subject**:
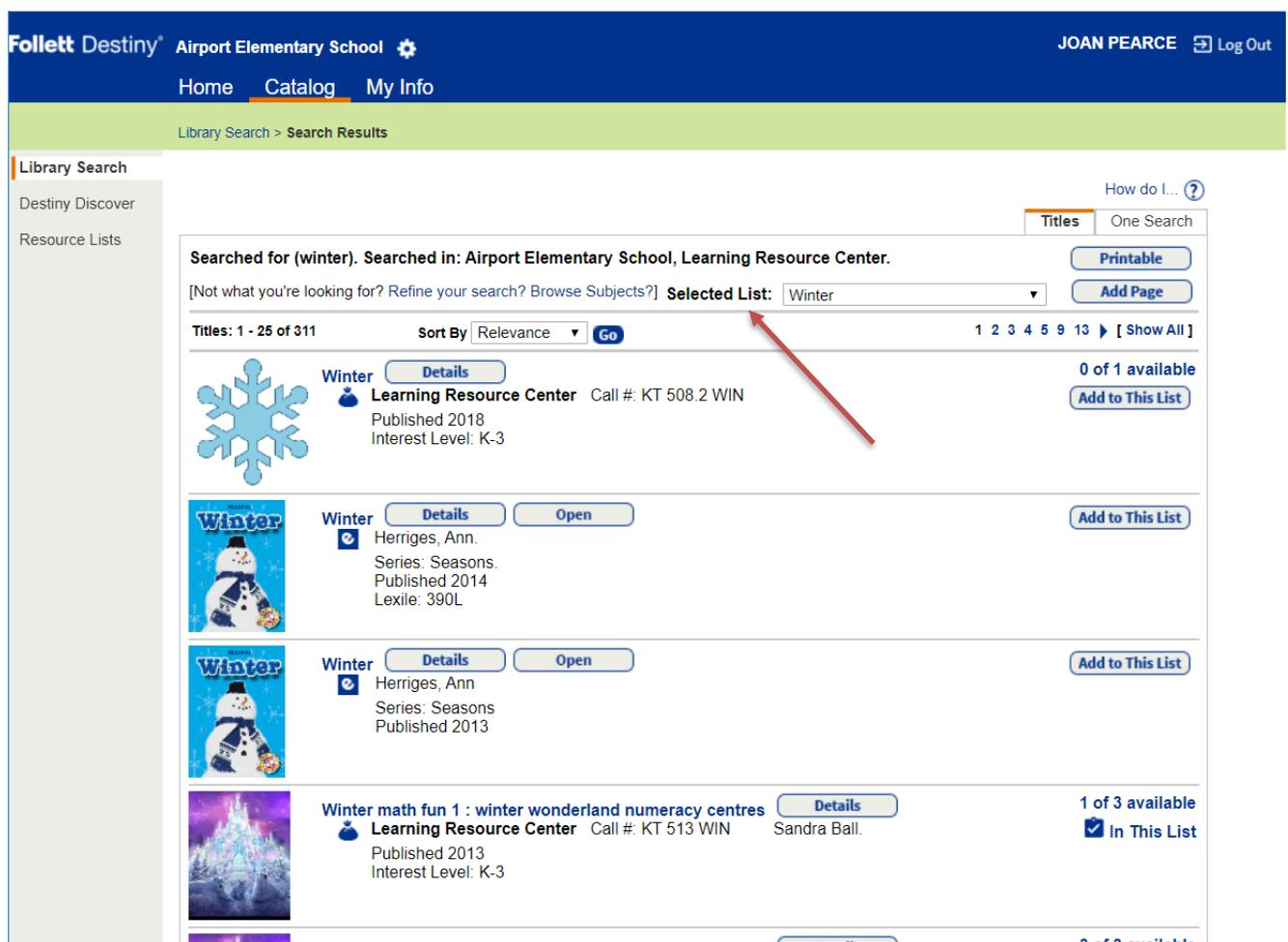
Searching by Subject pulled up 311 hits. Notice below how **Selected List** in the top right-hand corner is set to "Winter."
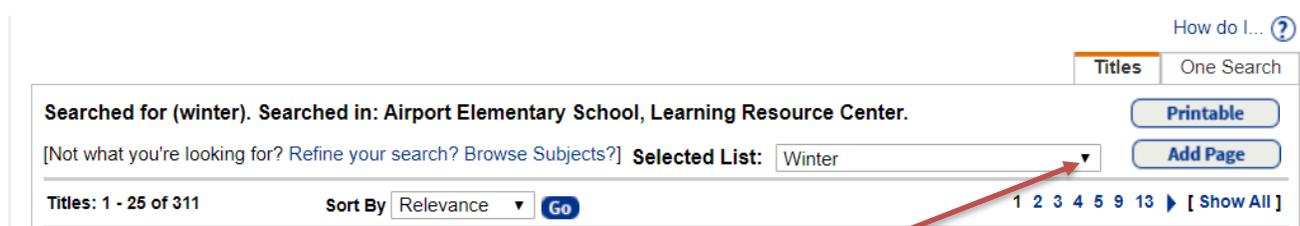
If you want to add any resources found to a different list you have already created, click on the black down arrow beside "Winter" and select the list from the drop-down menu that

appears. *As was mentioned earlier, you have to create your resource lists before searching, in order for them to appear in the drop-down menu.*

I would like to add the first book, *"Winter Math Fun"* to my list, so I simply click on **Add to this List** under *"1 of 3 available"* on the right-hand side of the screen. It doesn't matter if a title is available or not, as you are not booking it or putting a hold on it. You are simply adding it to a list of resources you like on that particular topic. Once you click on **Add to this List** you will see **In This List** displayed under *"1 of 3 available."*

If you wish to view a title before deciding to add it to your resource list or not, click on it. I clicked on the second title in my list, *"Winter Fun: Primary art and literature",* to view its record:
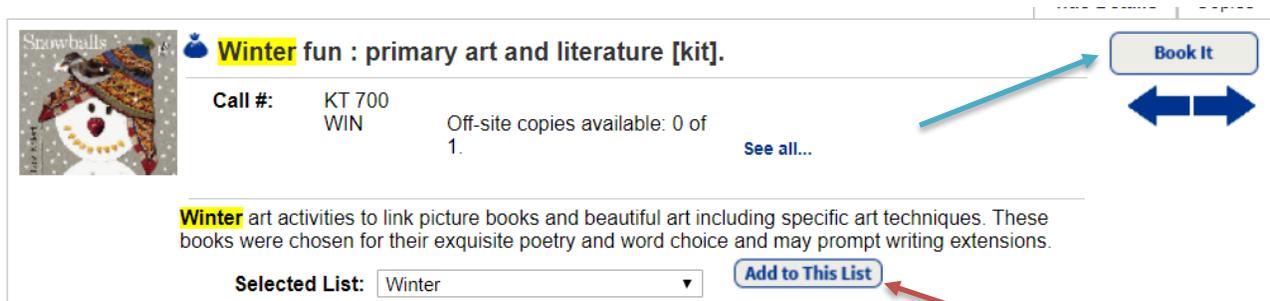

It is on this screen that I can add it to the list or book it if I wish.

To get back to your search list, click on **Search Results** that appears in the green navigation bar at the top of the screen.
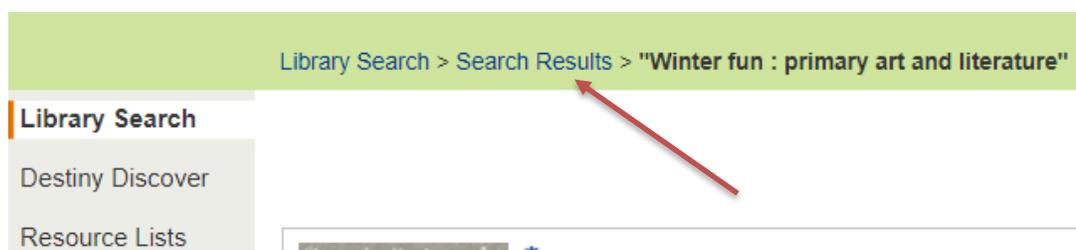
We call this search string the "bread crumbs" as it shows the steps you took to get where you are currently. It is advised that you navigate using the cookie crumbs, as clicking on the back arrow in the navigation bar, i.e., see the red arrow in the screen below, can sometimes boot you out of Destiny.
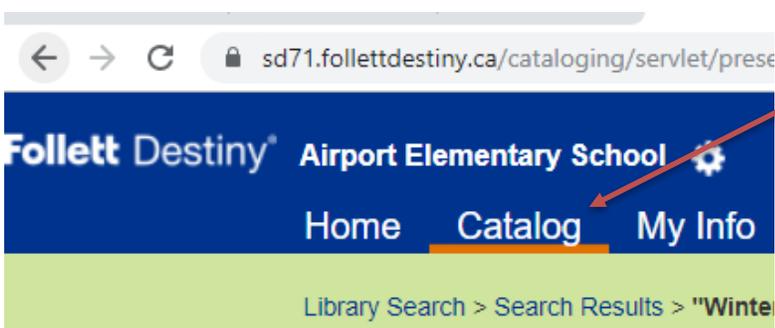
Now you are ready to continue down the search results screen and add more titles to your list. When you are done your session, log out. The next time you log into your school library and click on **Catalog**, then **Resource Lists**, you will be able to view your lists and the resources you added to them. Remember to check if you are in **My Lists** or **Public Lists.**
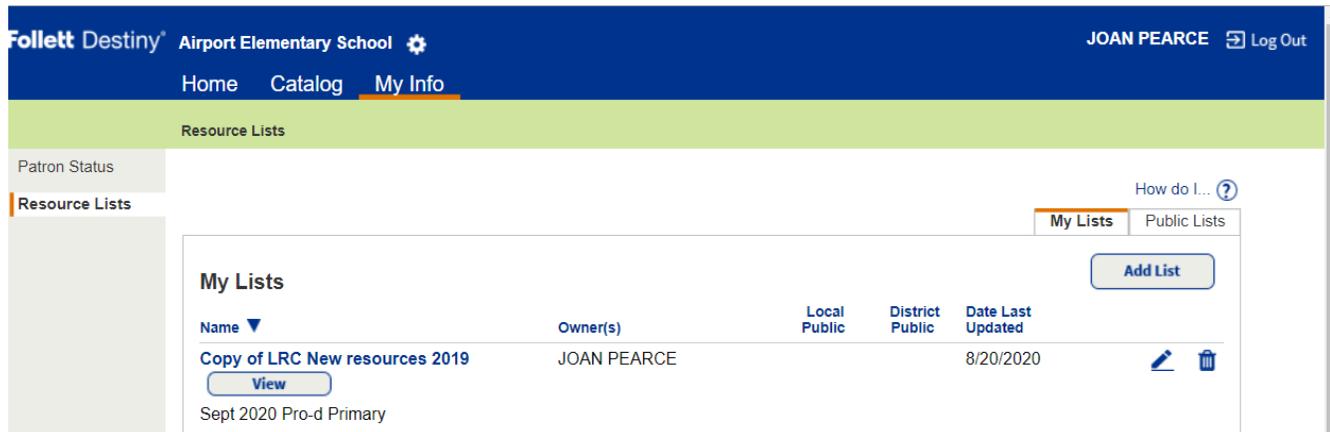
When viewing your lists, library titles will display if you click on the tab **Library Materials** and LRC titles will display if you click on the tab **Media,** both of which are located in the top right-hand corner of the screen. In the screen show below, I clicked on my newly created "Winter List" to see the titles I added to it:

The tab **Media** is highlighted, which is why the library book *"What happens in winter?"* shows up. To see titles you selected from the LRC, you need to click on the tab **Library Materials**.
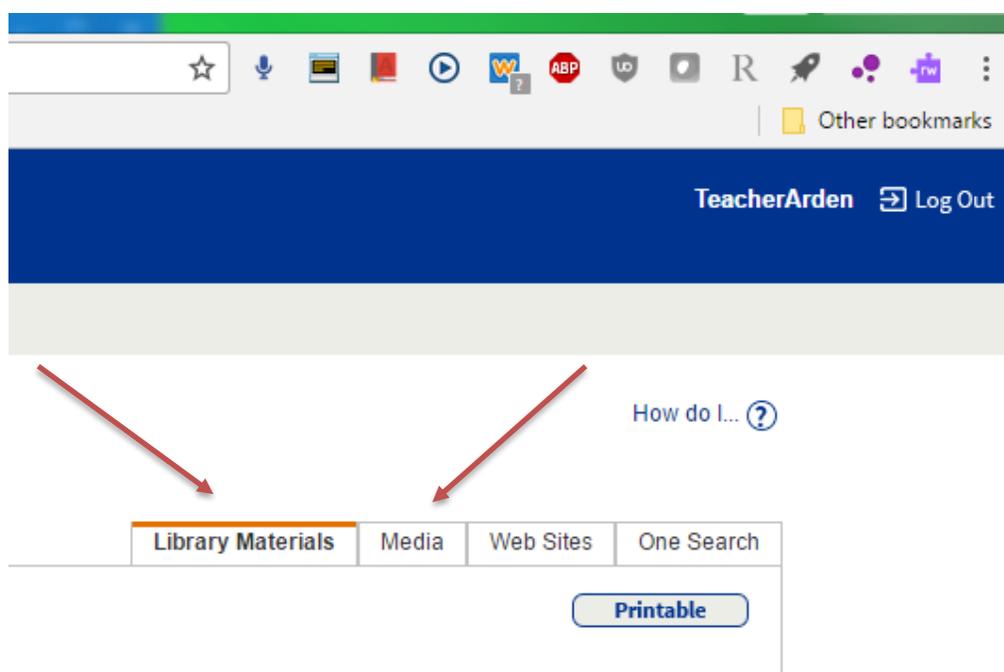
Tip

When the first day of booking LRC resources opens at the beginning of each new school year, popular resources get booked very quickly. You can prepare for the opening day by creating, in advance, your own personal resource lists of LRC resources that you would like to book. You can create lists for each theme you cover, and add titles to them, or, you can create a list for each month and add titles to them for all the LRC resources you would like to borrow for those months. When it comes time to book, open up a resource list, and click on a title to book it, then move to the next title in the list and book it. There is not a way to book an entire resources list with one click but creating the lists in advance saves valuable time searching for them.