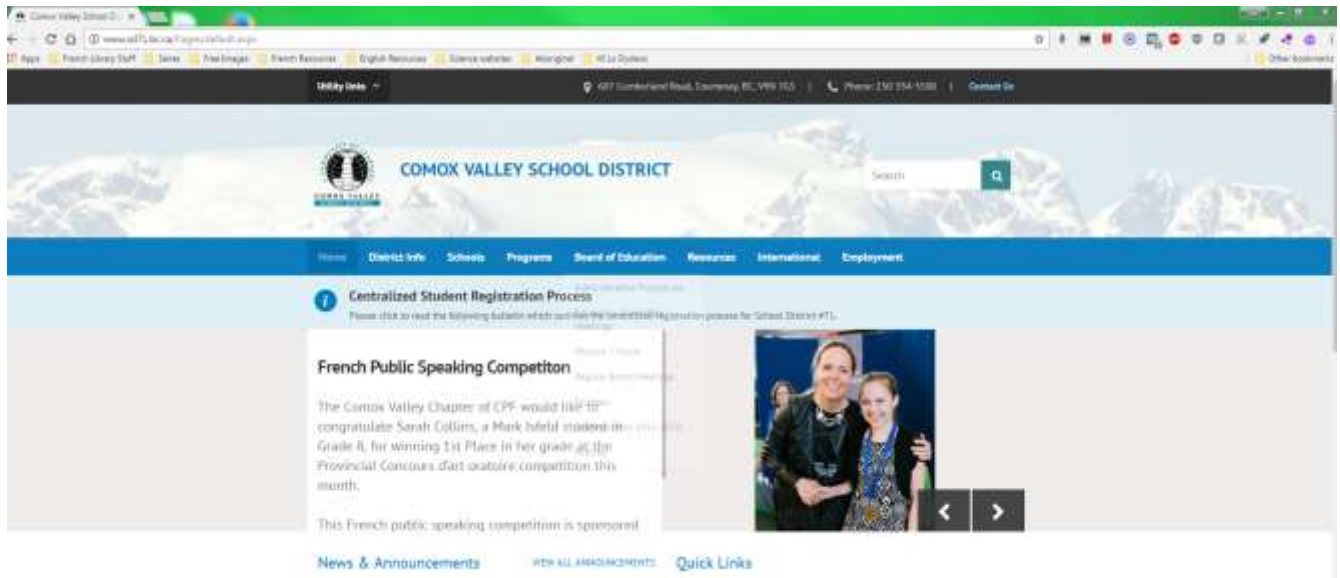


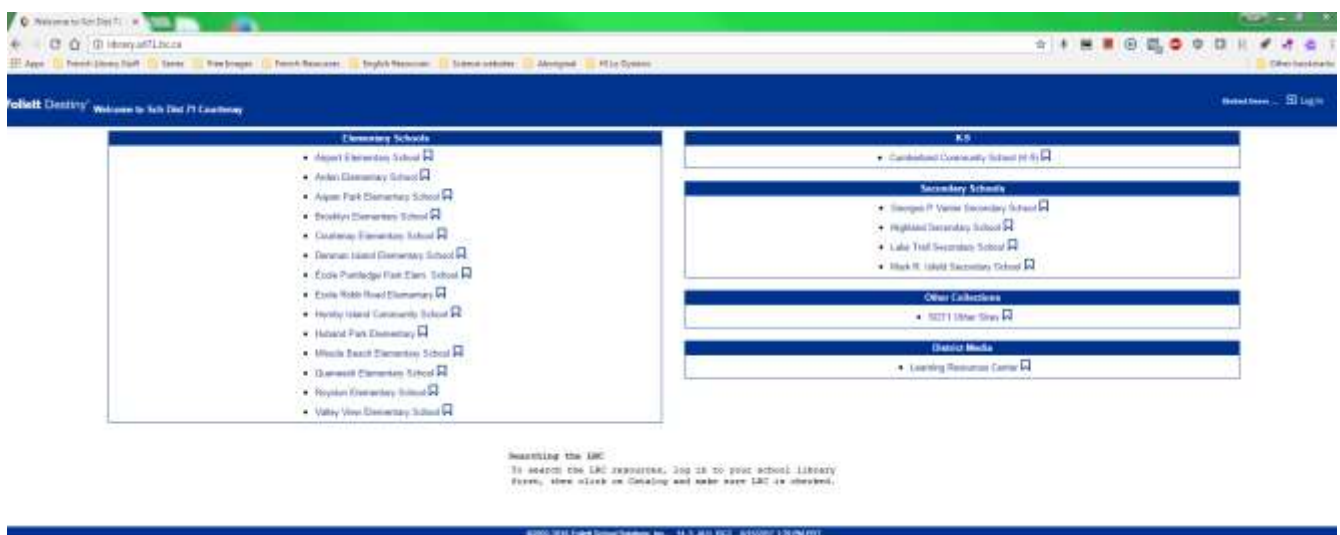
Creating Resource Lists for Library/LRC Resources You Use Regularly

From the school district home page (www.sd71.bc.ca) hover your cursor over the title Resources, in the blue horizontal tool bar:

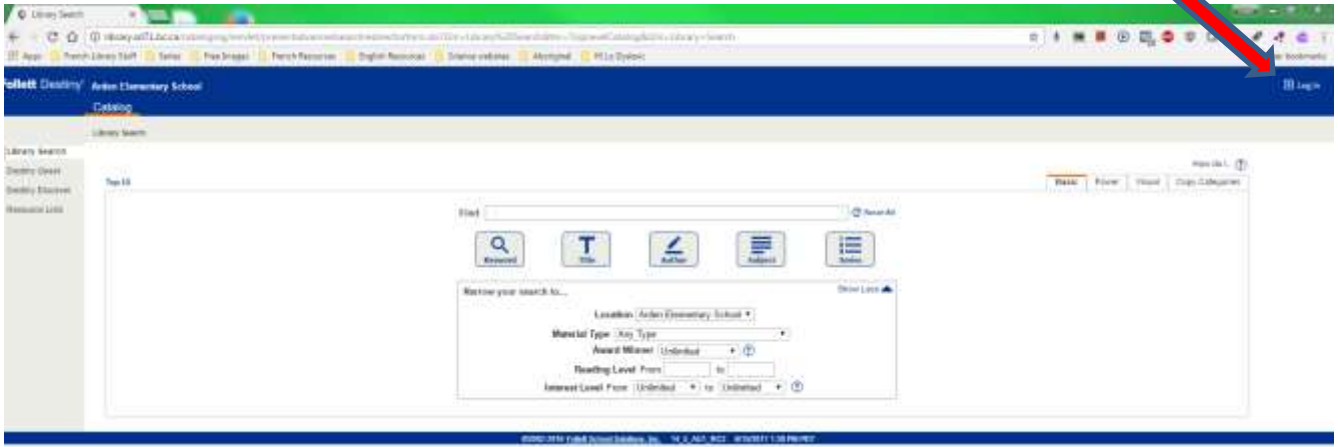


From the pop up list of options that appears, click on the first one, entitled **Destiny Library Search**.

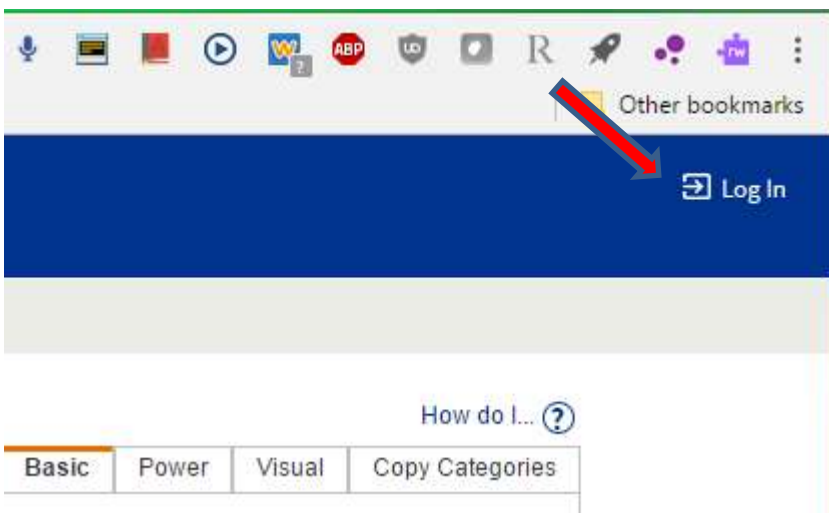
The Destiny **Welcome to Sch Dist 71 Courtenay** screen appears:



Click on your school from the list. For this example, I clicked on Arden Elementary School. The following screen appears:



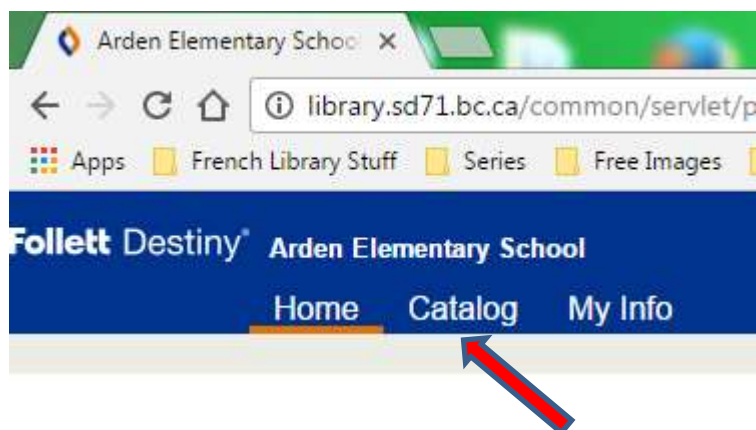
You need to login to your school to access all the great resources. Click on the word **Log In** that is located in the top right-hand side of the screen. Use your library login, which is the same as your computer login, AMS login etc. If you have problems with your login, contact the IT Help Desk.



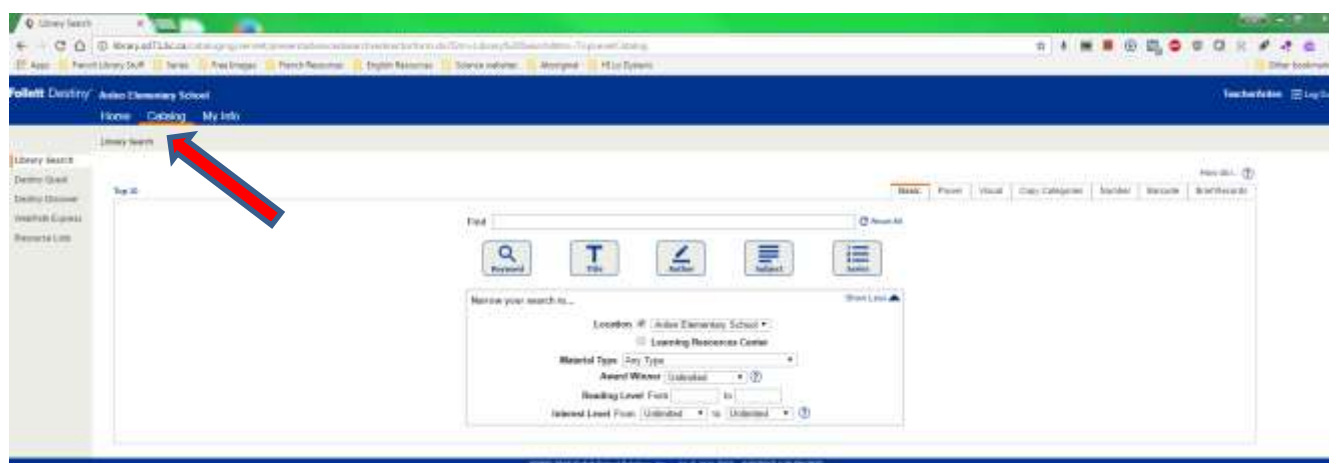
I logged in as a teacher from Arden. The Destiny Library homepage for Arden appears:



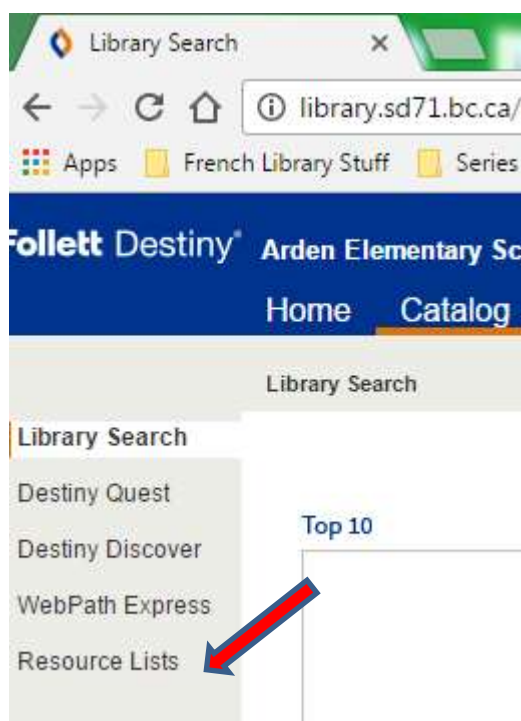
Click on the **Catalog** tab in the blue horizontal navigation bar on the top of the screen.



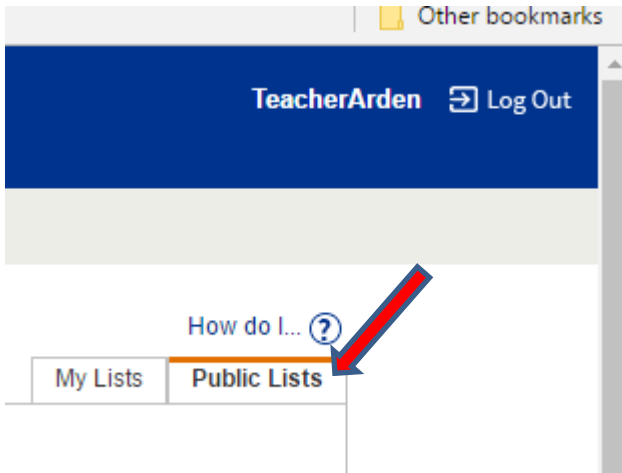
The **Catalog** screen appears:



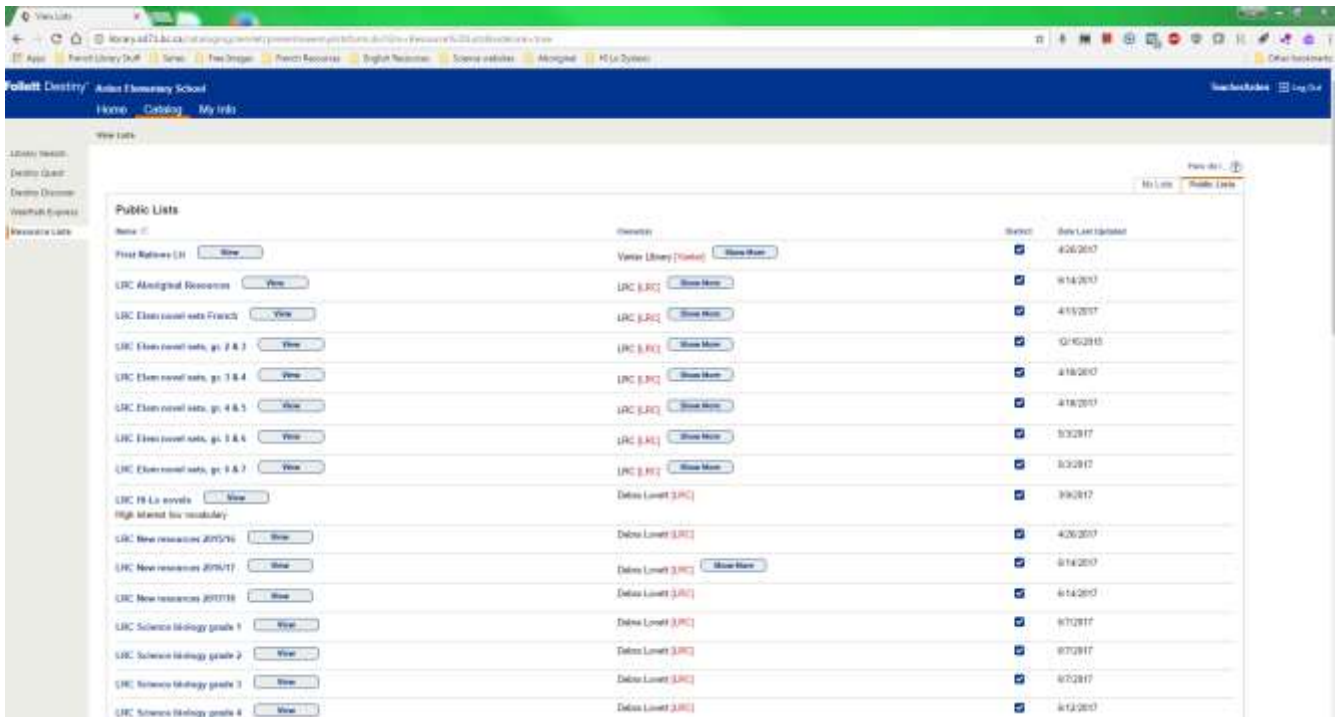
Click on **Resource Lists**.



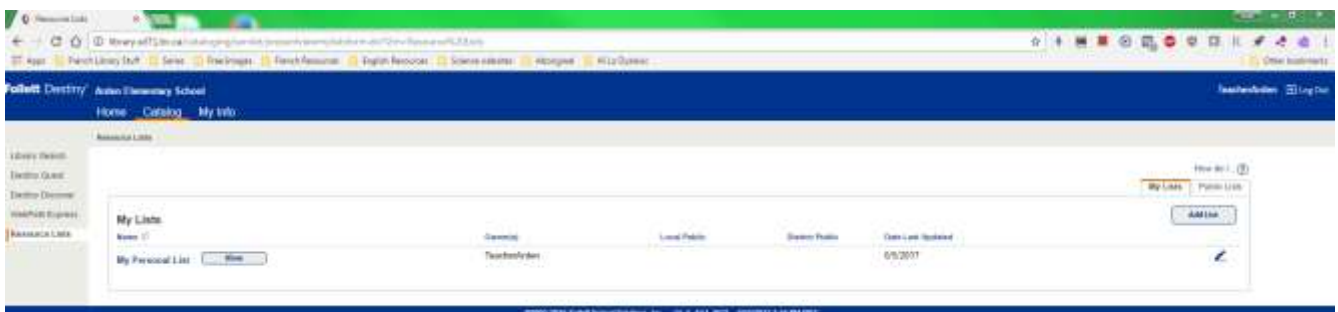
It is located in the menu on the left-hand side of the screen. If you have already created some of your own personal resource lists, they will appear here. You will note in this example that I have not. So, what you see here are the **Public Lists** that the LRC has created to help you access resources more easily. Note the tabs in the upper right-hand corner of the screen, that 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.



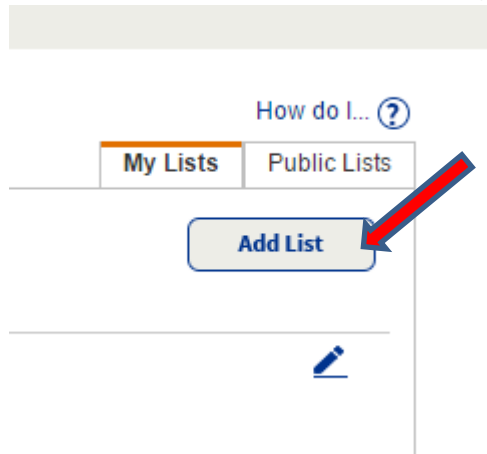
When in the **Public Lists**, you will have to scroll down to see all the lists. If **My Lists** is highlighted, simply click on **Public Lists** to get the screen below.



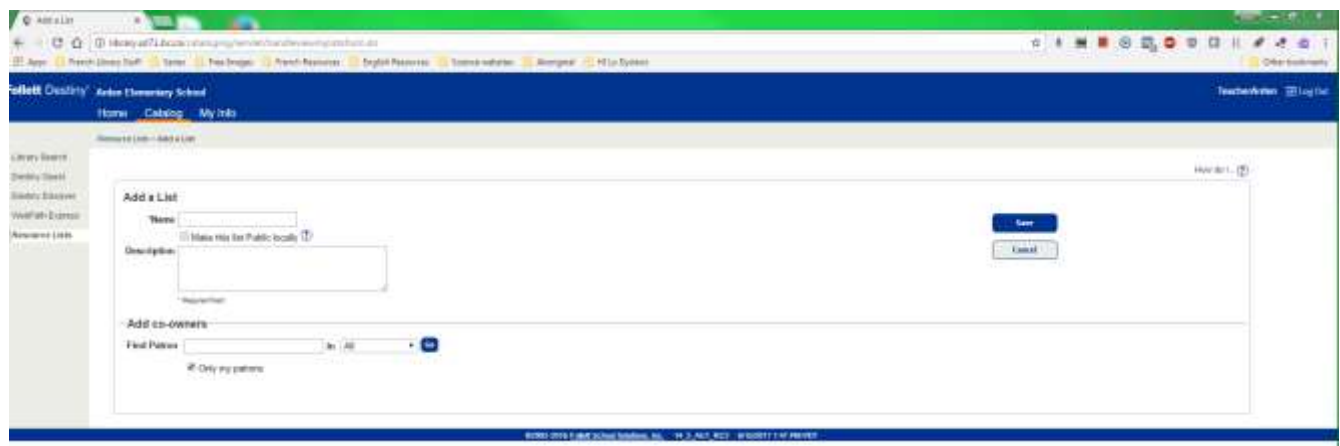
To make a new list for yourself of resources you want to access quickly later, you have to first make sure that you have clicked on the **My Lists** tabs, and are not in the **Public Lists** tab. When you have done so, your personal resource lists screen appears:



Click on **Add List**, in the upper right-hand side of the screen.



The following screen appears:



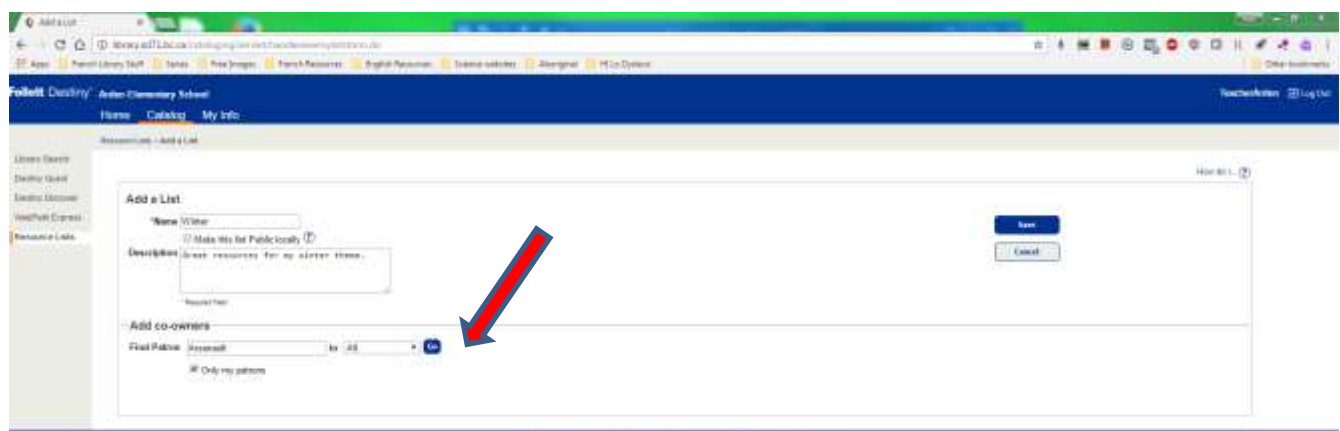
Beside **Name** type in the name of your list. If every year you search for your favourite resources for a unit on Winter, for example, type in Winter.

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, then do not put a check in the box.

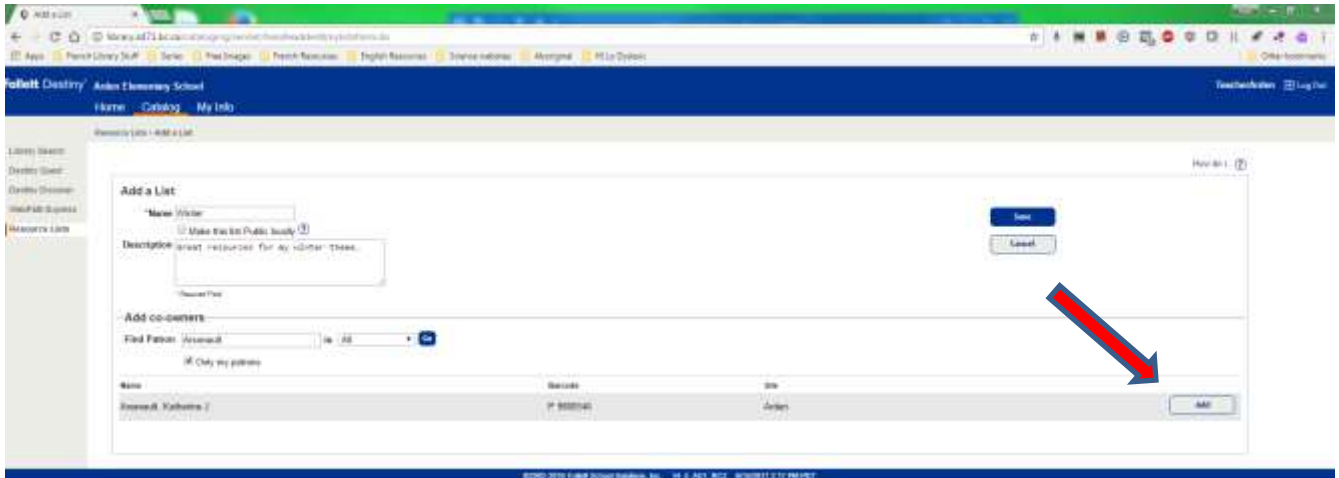
You may type in a description of your list, if you wish to. It is not required, however.

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 on **Go!** Note that the co-owner must be from the same school as you.

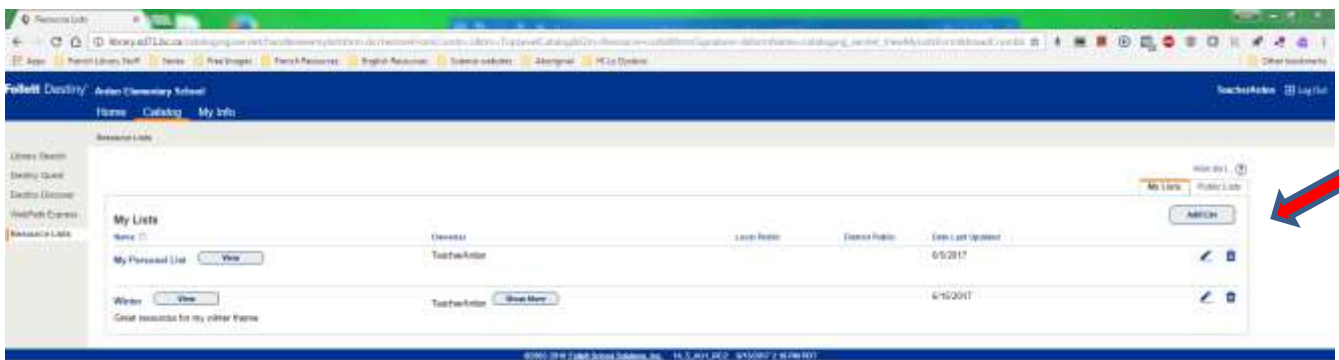
Here is the screen I filled in before clicking on **Go!** to search for the co-owner I wanted to assign to my list:



Clicking on **Go!** brings this screen, where I clicked **Add** beside the name of my selected co-owner:

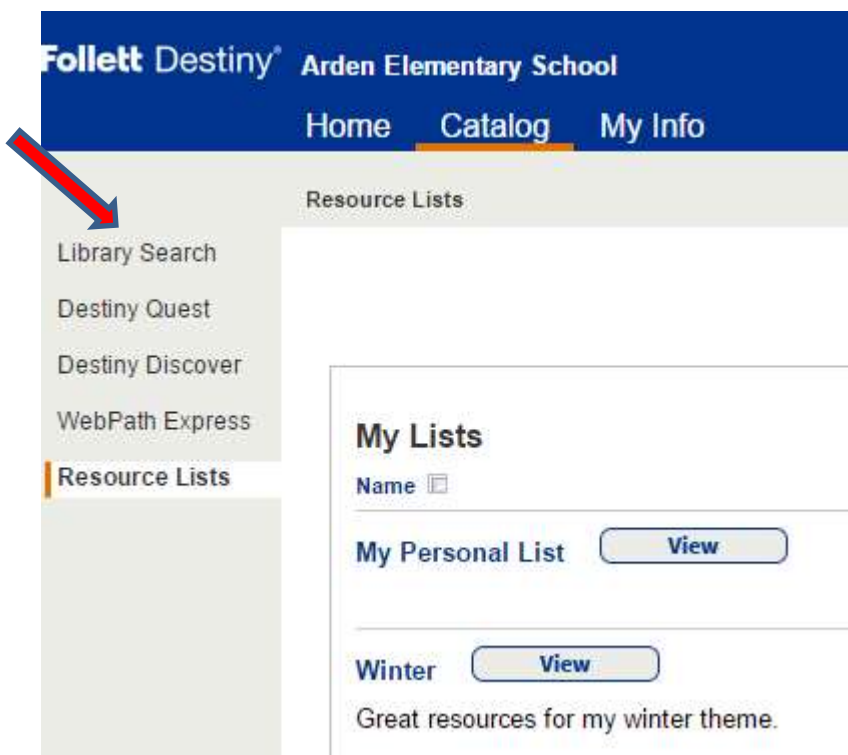


Clicking on **Save**, then displays all of your personal lists, with the new one added:



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

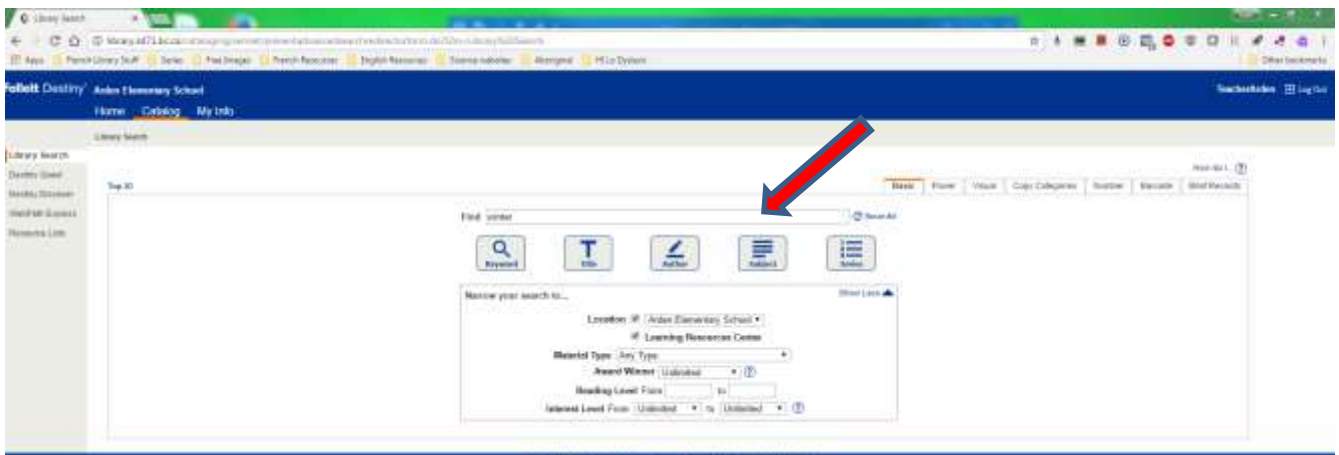
To begin searching, click on **Library Search** in the upper left-hand corner.



Your **Catalog** page for your library appears:

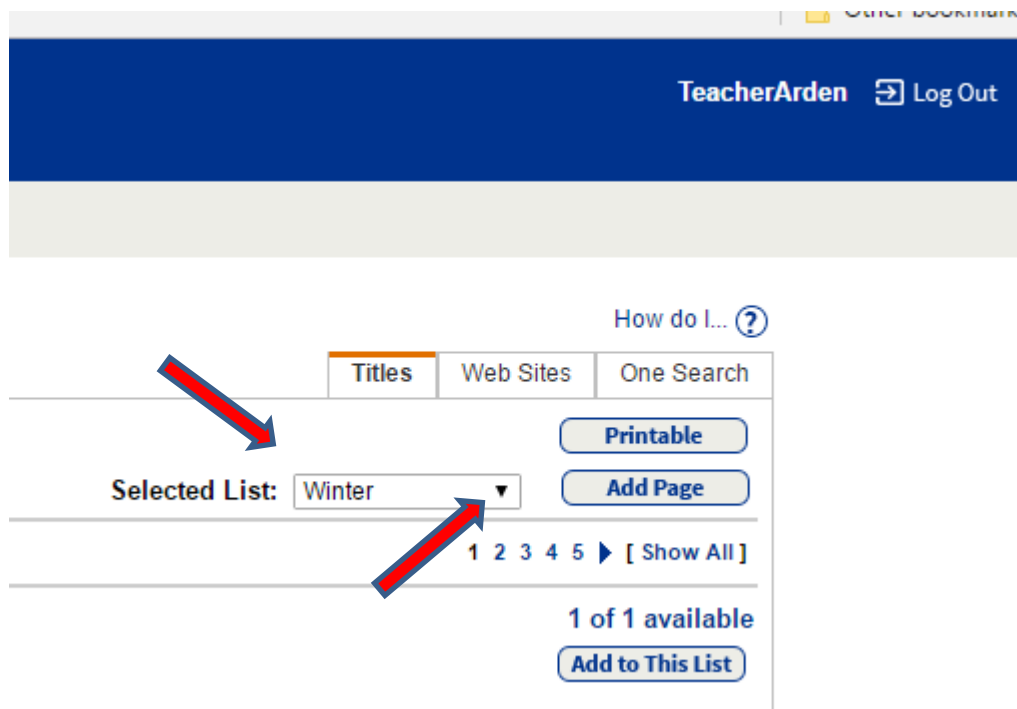


Enter your search term and where you want to search. For this search, I chose to search for books on Winter in my library, Arden, plus the LRC. Leaving the **Material Type** as “Any Type” will bring up more hits, and is recommended. Below is what the screen looks like filled in before clicking on **Subject**. 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.

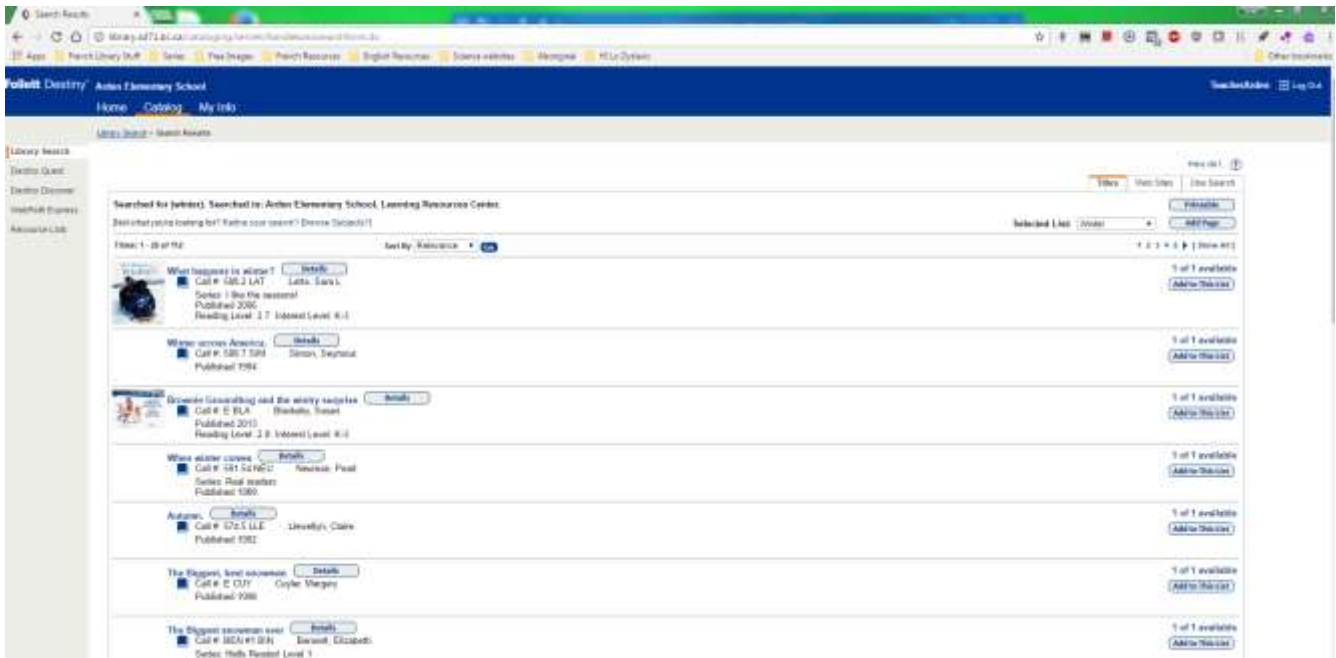


Here is the screen that appears after clicking on **Subject**:

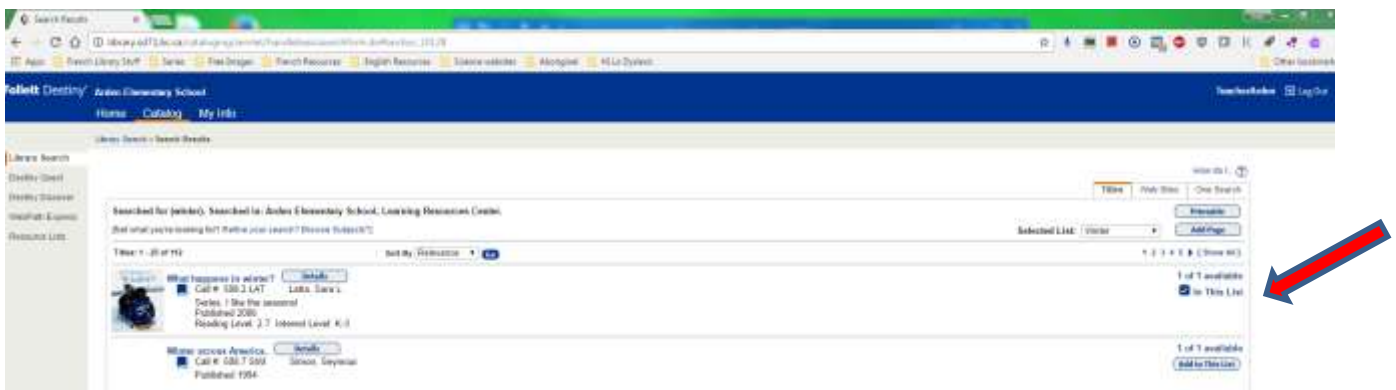
Searching by Subject pulled up 112 hits. Notice below how **Selected List** in the top right-hand corner is set to “Winter.”



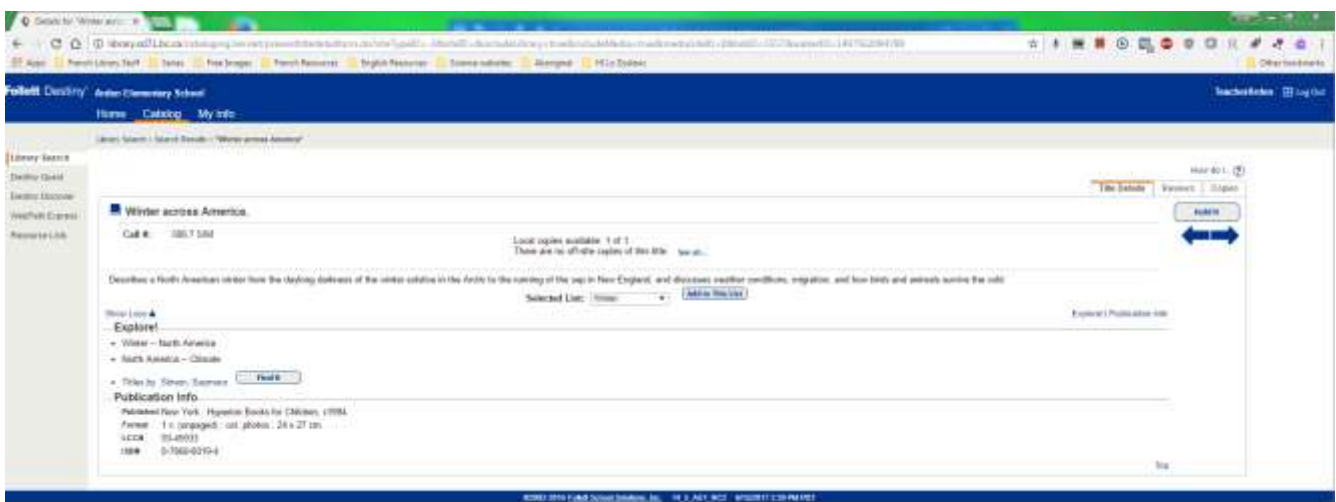
If you want to add any resources found to a different list you have already created, click on the black down arrow beside “Winter” and select the list from the drop down menu that appears. Note that you have to create your resource lists before searching, in order for them to appear in the drop down menu.



I would like to add the first book, **“What happens in winter?”** to my list, so I simply click on **Add to this List** under **“1 of 1 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 1 available.”**

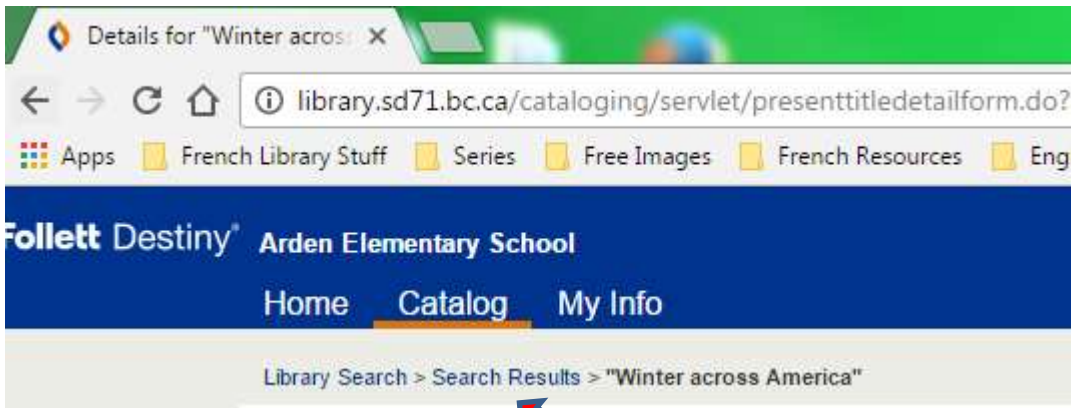


If you wish to view a title before deciding to add it to your resource list or not, click on it. I clicked on the second title in my list, **“Winter across America”**, to view its record:

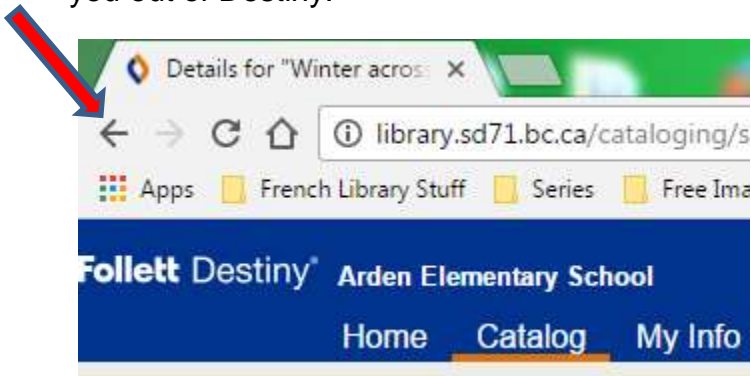


It is on this screen where I can put a hold on it if I wish.

To get back to your search list, click on **Search Results** that appears in the green navigation bar at the top of the screen.

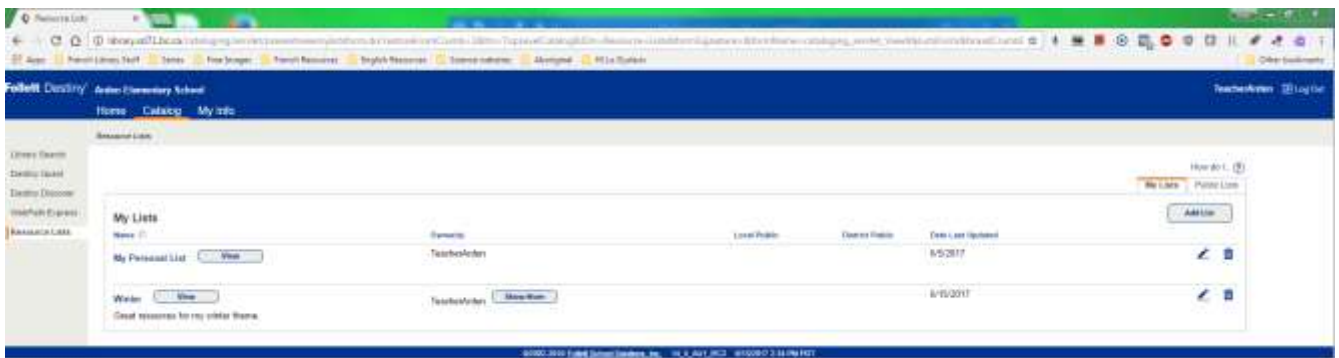


We call this search string the “cookie crumbs” as it shows the steps you took to get where you are currently. It is advised that you navigate using the cookie crumbs, as clicking on the back arrow in the navigation bar, ie, see the red arrow in the screen below, can sometimes boot you out of Destiny.

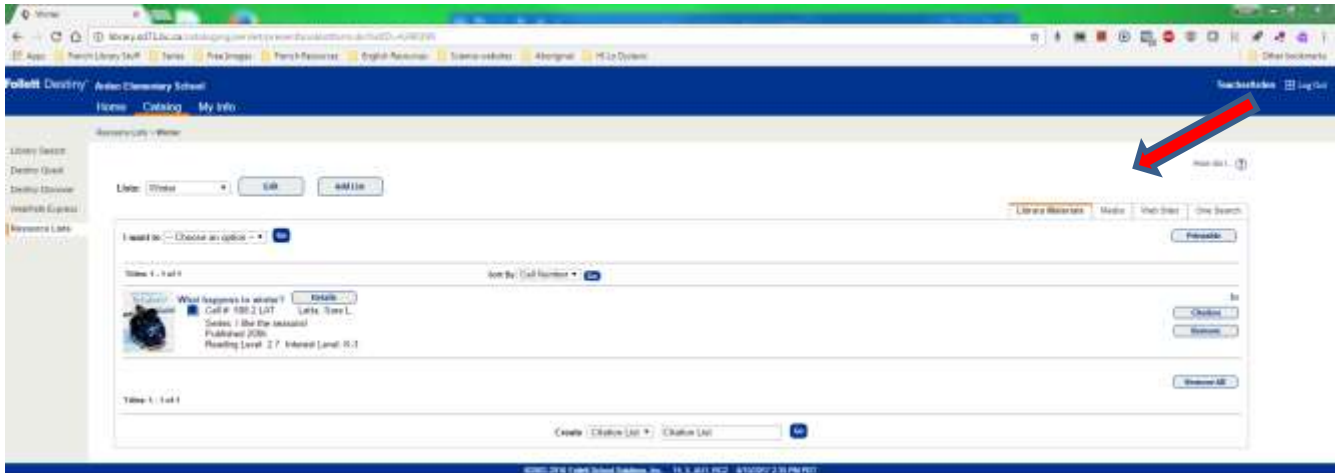


From the screen that appears you can click on **Add to this List** if you like the title you have just viewed.

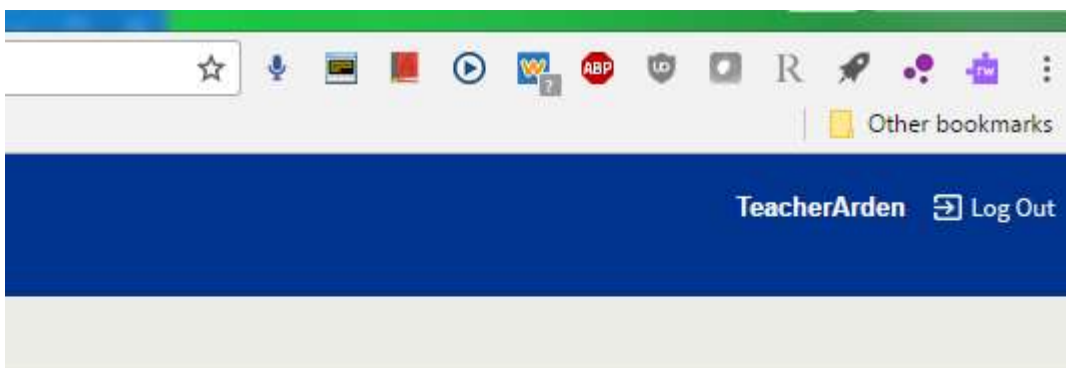
Now you are ready to continue down the search results screen and add more titles to your list. When you are done your session, log out. The next time you log into your school library and click on **Catalog**, then **Resource Lists**, you will be able to view your lists and the resources you added to them. Remember to check if you are in **My Lists** or **Public Lists**.



Note: 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 **View** to see my newly created “Winter List”:



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



While doing this example, I didn't add any LRC resources to my Winter list, as seen in the screen shot below, but if I had they would show up here.

