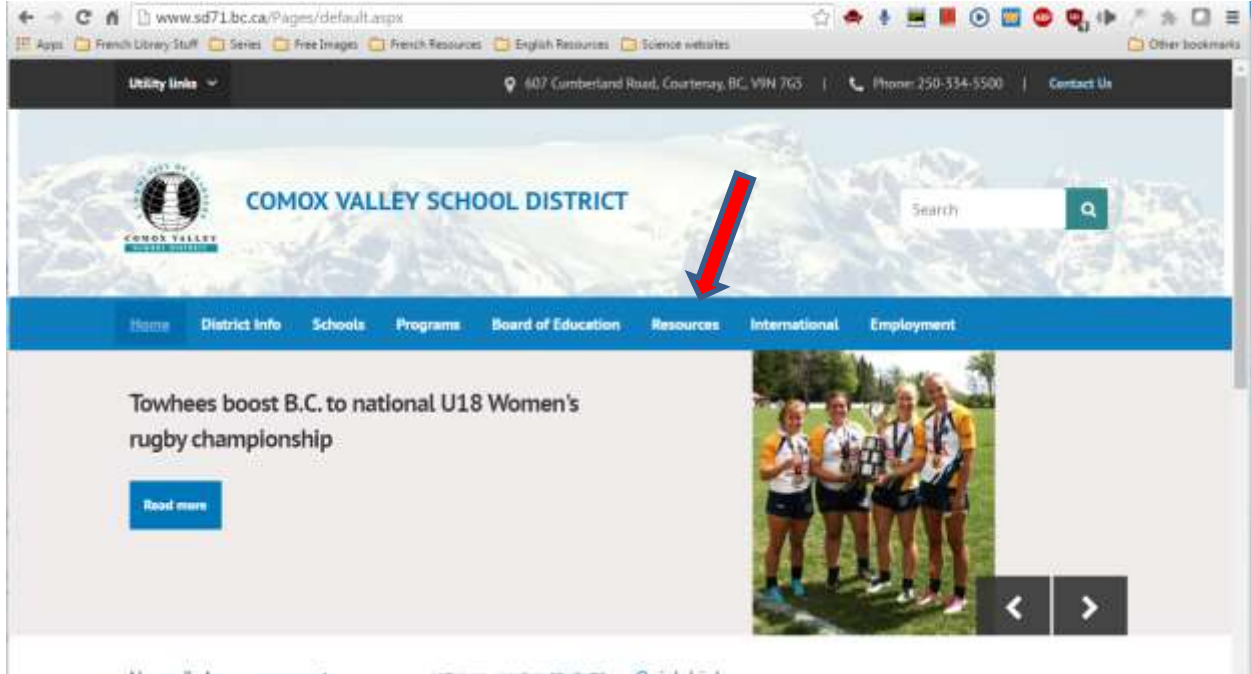


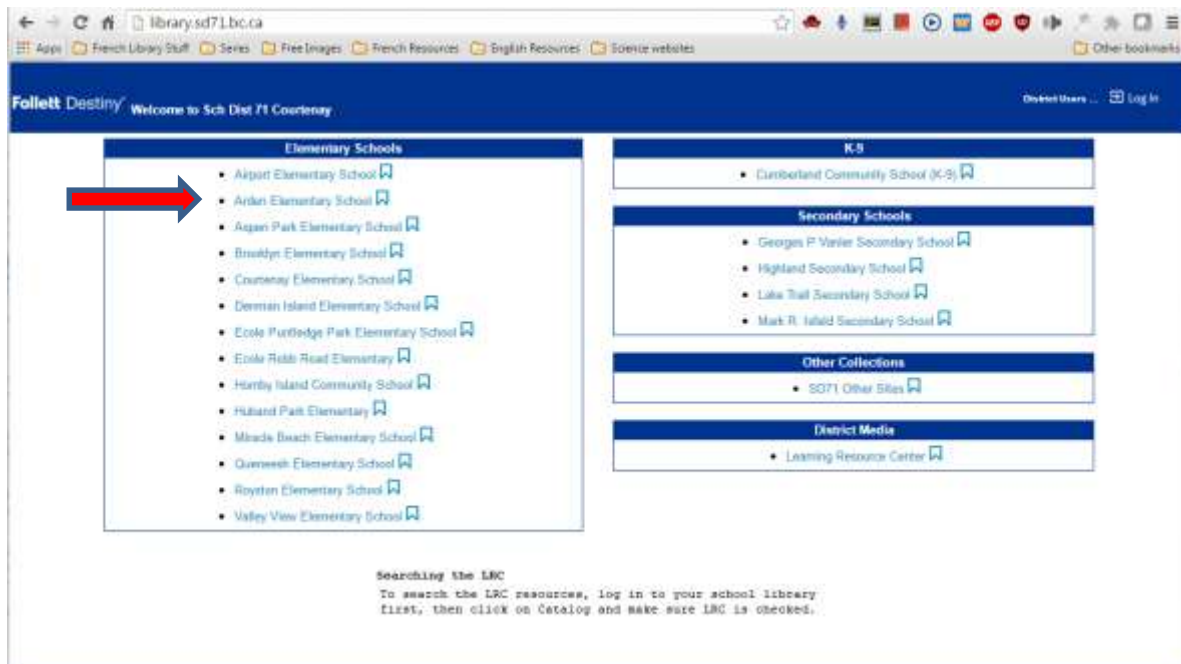
## Searching the LRC and Booking Materials

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:

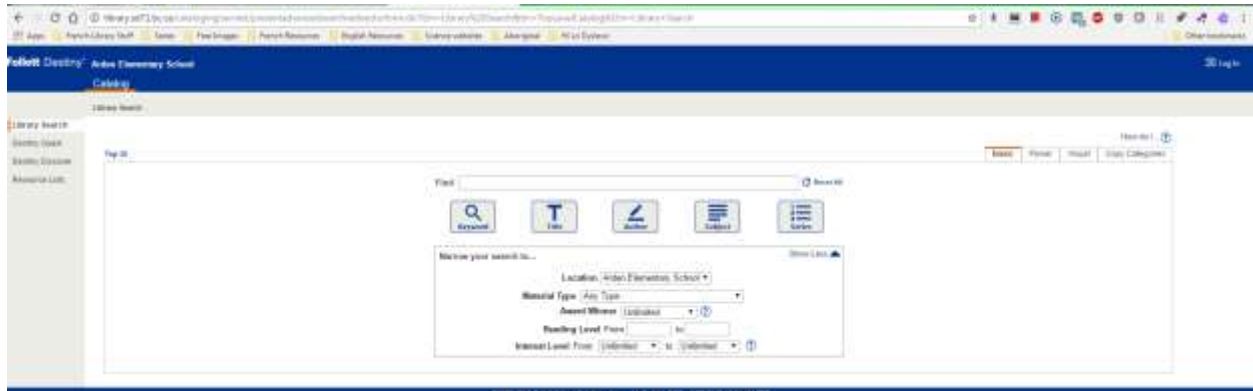


Click on **Destiny Library Search** in the drop down menu that appears.

The list of schools appears:



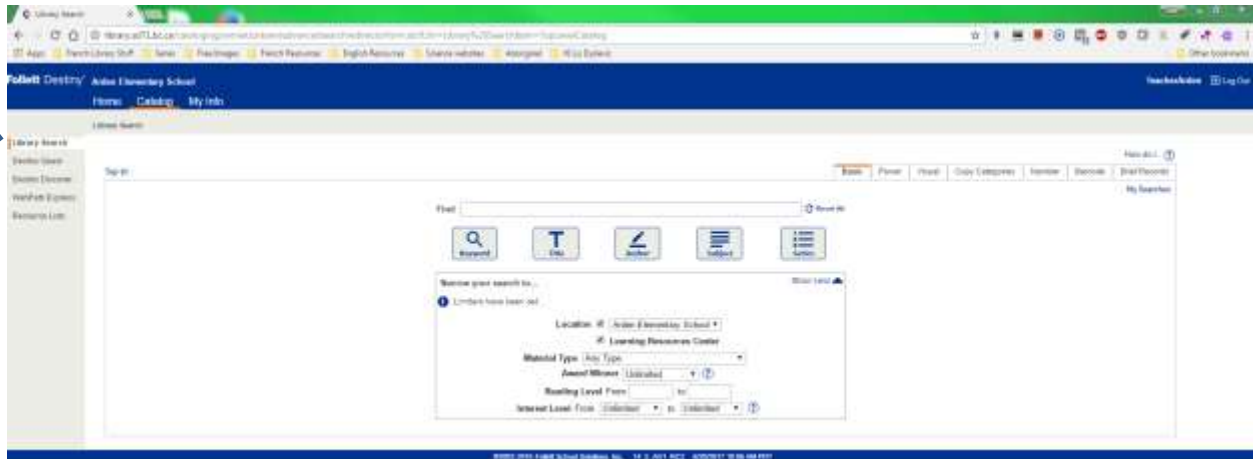
Do not try to use the **Log In** in the upper right-hand corner of the screen listing all the schools. You need to click on your school library first. I clicked on Arden:



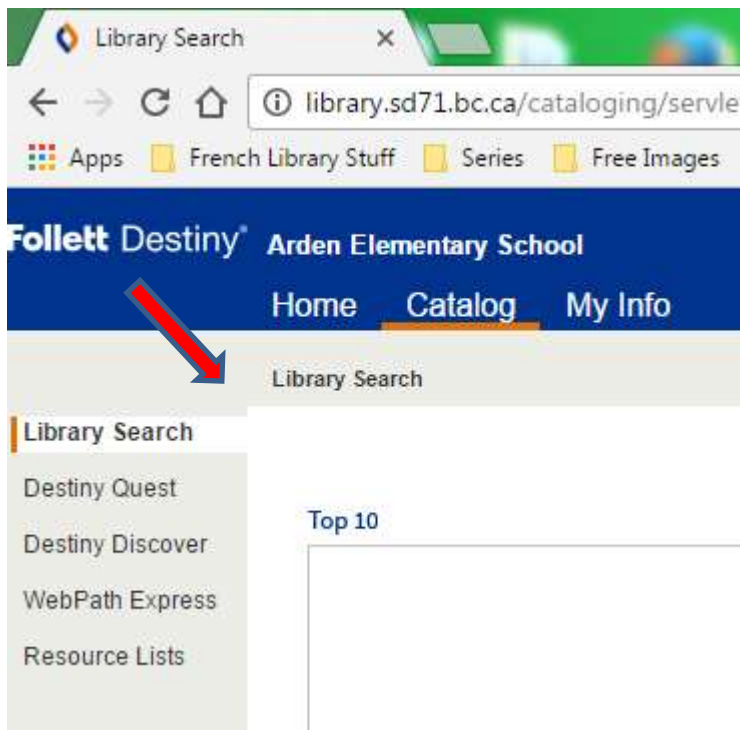
It is on this screen that you need to **Log In**, in the top right-hand corner, in order to be able to have access to the LRC materials and place holds on them, as well as see the links to the district resource databases. Notice the difference between the screen above before logging in, and the screen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

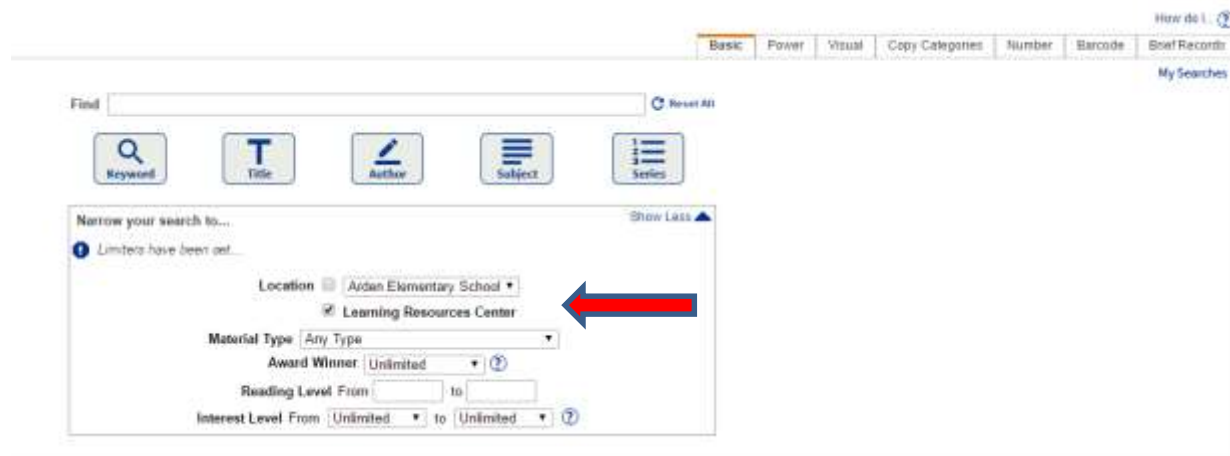


The default screen when you click on **Catalog** is for the **Library Search** option, which is the first option on the menu on the left-hand side of the screen. The words **Library Search** will also appear under the word **Home** in the blue navigation bar.



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:

- Books 
- DVDs 
- Kits 

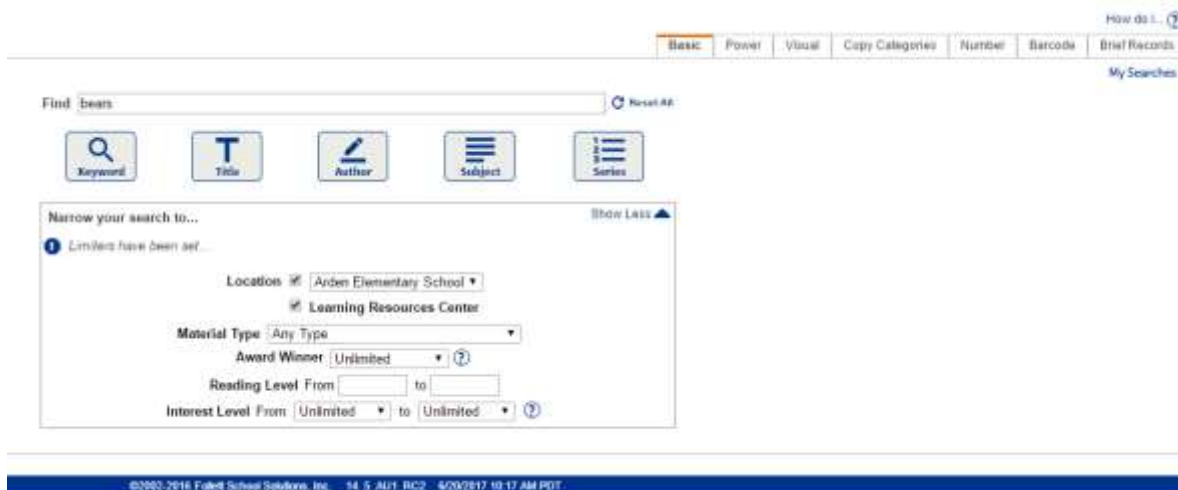
On this screen you are also able to specify **Reading Level** and **Interest Level**. In order to get the most hits possible, it is recommended that you leave these blank. The records that display will indicate the levels. If you get too many hits, however, you are able to click on the **“Refine your 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*

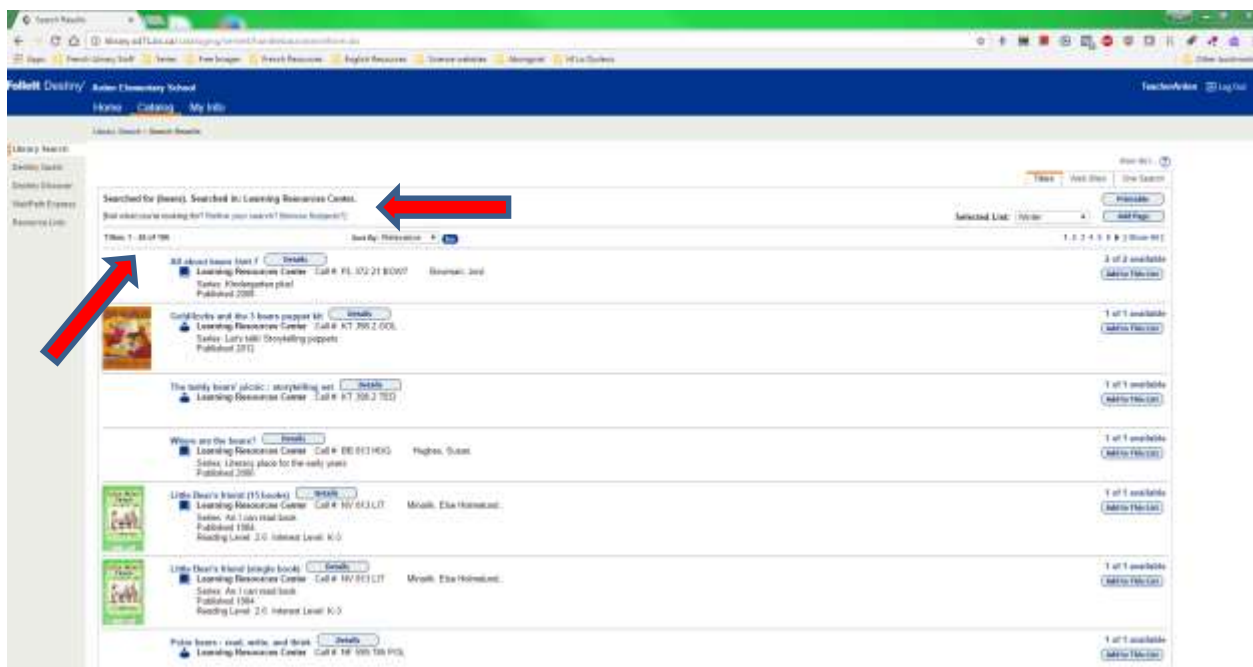
**Interest Level:** Choose from and type in: *Preschool, K-3, 3-6, 5-8, Young Adult, All Secondary, Professional*

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 just the LRC might look like:



The search 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.

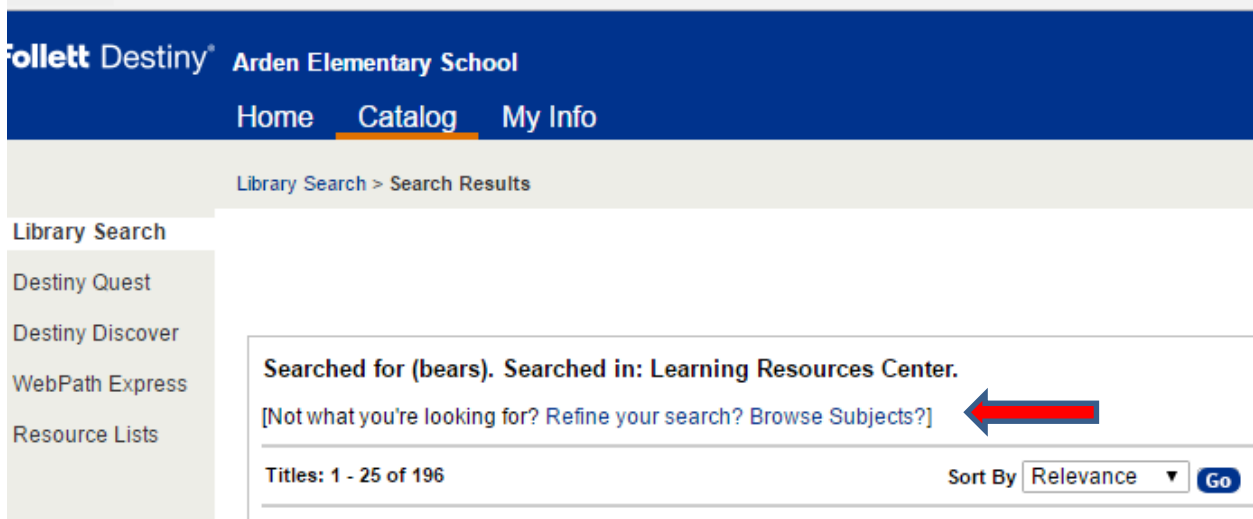
The screenshot shows the Follett Destiny interface for Arden Elementary School. The navigation bar includes 'Home', 'Catalog', and 'My Info'. The breadcrumb trail indicates 'Library Search > Search Results'. A sidebar on the left lists 'Library Search', 'Destiny Quest', 'Destiny Discover', 'WebPath Express', and 'Resource Lists'. The main content area shows a search for '(bears)' in the 'Learning Resources Center'. A red arrow points to the search criteria text. Below this, there are two search results:

- 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 click on **Show All** and have the kits displayed on one screen:

This screenshot shows the bottom portion of the search results page. It includes a 'How do I...?' help link, tabs for 'Titles', 'Web Sites', and 'One Search'. There are buttons for 'Printable' and 'Add Page'. A 'Selected List' dropdown is set to 'Winter'. A pagination bar shows '1 2 3 4 5 8' and a '[ Show All ]' link, with a red arrow pointing to it. Below the pagination, there are two items listed as '2 of 2 available' and '1 of 1 available', each with an 'Add to This List' button.

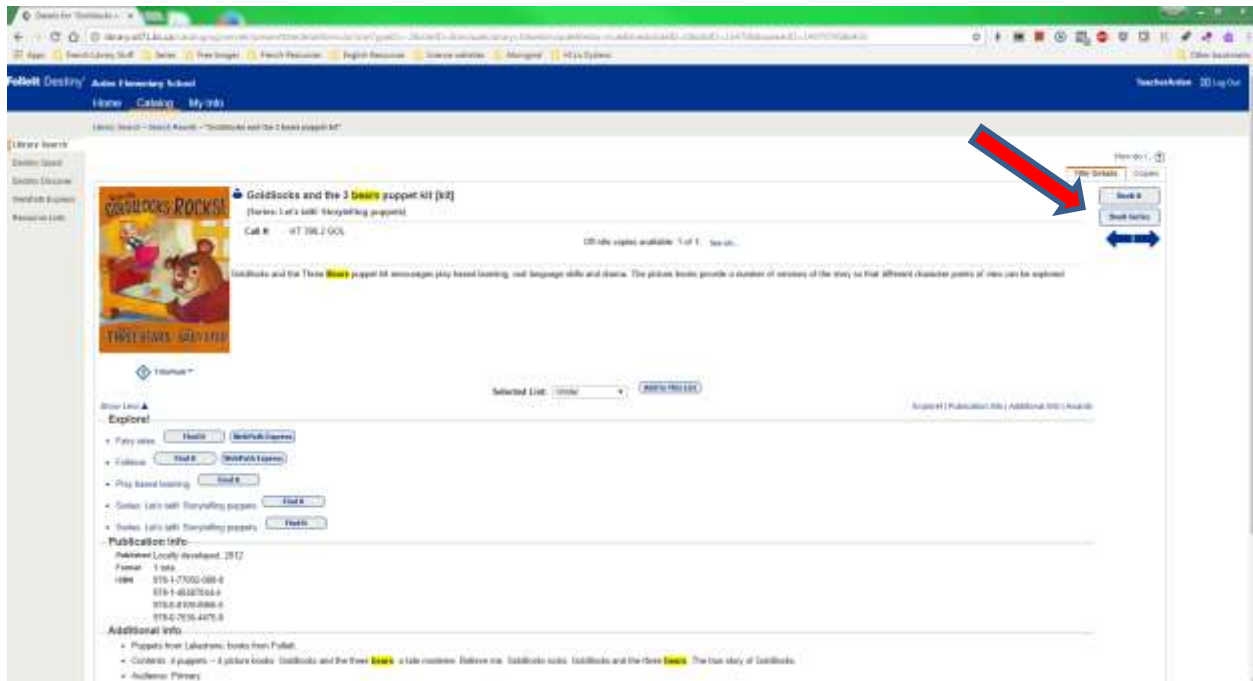
The best way to navigate through the screens in Destiny is using the “bread crumbs”. They are the string of words that appear just under the top blue navigation bar, that show you where you have been. Clicking on the back arrow may sometimes take you too far back or boot you out:



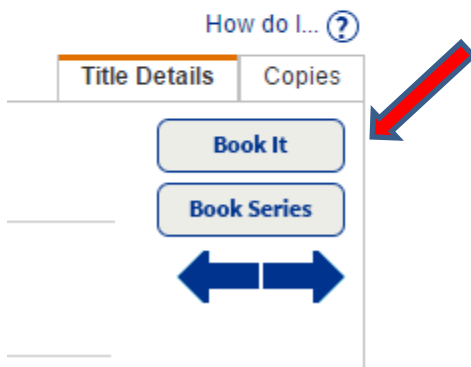
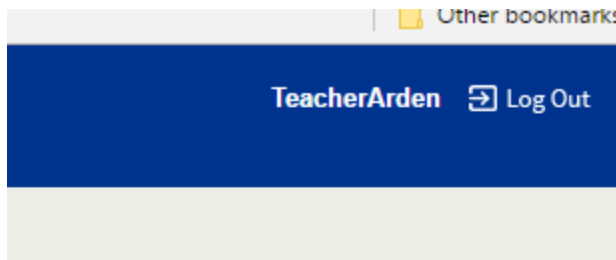
If you would like to learn more about a particular title, such as the **“Goldilocks and the 3 bears puppet kit”**, click on the title:



A more detailed record appears:

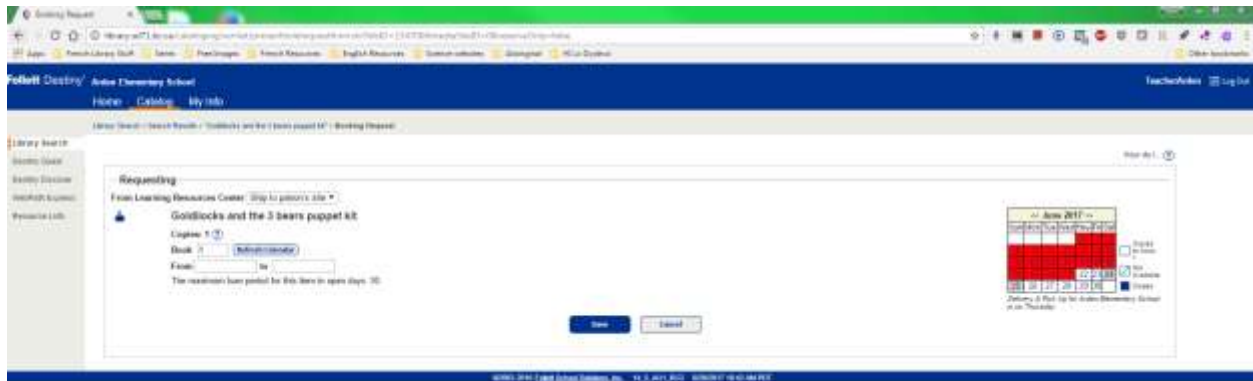


If you wish to book it, then click on **Book It!** In the upper right-hand corner:

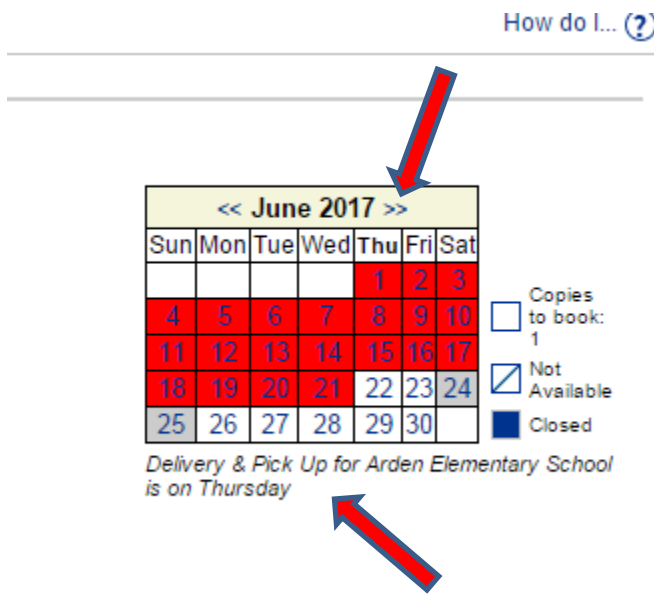




A screen similar to this one appears:

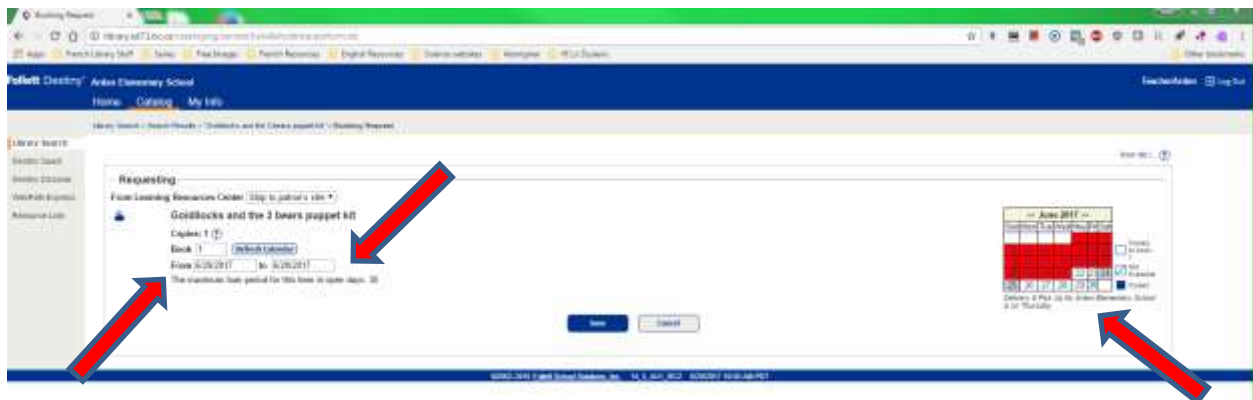


Note that red on the calendar means that the item is not available. To navigate to future months, click on the >> arrows to the right of the month:



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 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, 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.

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.

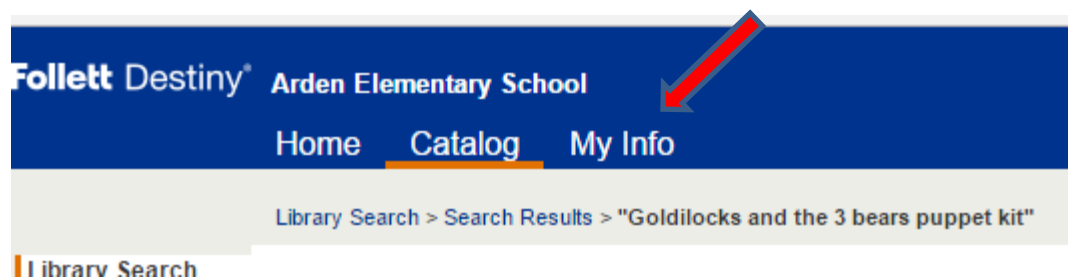
When booking an item, remember to click on **SAVE** to ensure your item is booked:



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

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:



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):	2 days
Science kits:	30 – 60 days (longer for older grades)

A screen similar to this one appears:

The screenshot shows a web browser window with the URL `library.sd71.bc.ca/circulation/servlet/presentpatroninfoform.do?i2m=Patron%20status&sideUrl`. The page header for Brooklyn Elementary School includes navigation tabs: Home, Catalog, and My Info. A red arrow points to the 'My Info' tab. The main content area is titled 'Status for JOAN PEARCE' and contains several sections:

- Items Out:** A table with columns 'Due Date', 'Title', 'Call Number', 'Price', and 'Checked Out'. One item is listed: 'Visions de chaînes : un roman de l'Éveil (Copy: [held]) T 5418800' with a due date of 10/7/2016, price of \$25.00, and checked out on 6/27/2016.
- Fines:** A message stating 'There are no fines for this patron.'
- Holds:** A table with columns 'Title', 'Requested', 'Quantity', and 'Status'. One hold is listed: 'Goldilocks and the 3 bears puppet kit' requested by [LRC] from 6/13/2017 to 6/27/2017, with a quantity of 1 and a status of Pending.
- Recommended Titles:** A message stating 'There are no recommended titles for this patron.'

A 'Printable' button is located at the bottom right of the content area. The footer of the page reads '©2016-2016 Edmentum Solutions, Inc. 14\_0\_0\_RCR 9/29/2016 12:28 PM PDT'.

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.