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.*

~	\rightarrow G	Not secure learn71.ca/library-commons/	*
1	Log In		

Once you reach the Learn71 homepage, select <u>LRC/Library Learning Commons</u> from the main menu.



This will bring you to the <u>Learning Resources Centre and Library Learning Commons</u> 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.)

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Follett Destiny*	Airport Elementary School	🛛 Log In 👎
	Catalog	
	Library Search	
Library Search		
Destiny Discover Resource Lists	Top 10 Basic Power Visual Copy Categories	
	Find C Reset All	
	Q Title Image: Subject Image: Subject Keyword Title Subject Image: Subject	
	Narrow your search to Show Less	
	Location Airport Elementary School •	
	Material Type Any Type 🔹	
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	Reading Programs Unlimited •	

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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.

						How do I 🕐
					My Lists	Public Lists
My Lists						Add List
Name 🔻	Owner(s)	Local Public	District Public	Date Last Updated		

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.

lett Destiny*	Airport Elementary School 🔅	JOAN PEARCE 중 Log Out		
	Home Catalog My Info			
	View Lists			
ron Status				
Resource Lists			How do I (?)	
	Public Lists			
	Name V	Owner(s)	District Date Last Updated	
	6+1 - CONVENTIONS View	SARA BAILLIE [Arden]	11/19/2020	
	Titles in our district that support the 6+1 Writing Traits	. They are available for Inter-Library Loan.		
	6+1 Mentor Texts - IDEAS View	SARA BAILLIE [Arden]	11/17/2020	
	Titles in our district that support the 6+1 Writing Traits	. They are available for Inter-Library Loan.		
	6+1 - ORGANIZATION View	SARA BAILLIE [Arden]	12/8/2020	
	Titles in our district that support the 6+1 Writing Traits	. They are available for Inter-Library Loan.		
	6=1 - PRESENTATION View	SARA BAILLIE [Arden]	11/19/2020	
	Titles in our district that support the 6+1 Writing Traits	. They are available for Inter-Library Loan.		
	6+1 - SENTANCE FLUENCY View	SARA BAILLIE [Arden]	11/19/2020	
	Titles in our district that support the 6+1 Writing Traits	. They are available for Inter-Library Loan.		
	6+1 - VOICE View	SARA BAILLIE [Arden]	11/19/2020	
	Titles in our district that support the 6+1 Writing Traits	. They are available for Inter-Library Loan.		
	6+1 WORD CHOICE View	SARA BAILLIE [Arden]	11/18/2020	
	Titles in our district that support the 6+1 Writing Traits	. They are available for Inter-Library Loan.		
	ancient civ FR View	TRACY RICHARDS [Isfeld]	2/11/2020	
	April Primary View	DARKES HOWL	11/16/2020	
	Picture books & easy non-fic for Aprill Easter, baby an	nimals.		

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:

Resource List	3 X 🔽								Joa	- 0 ×
$\leftrightarrow \Rightarrow c \diamond$	Ibrary.sd71.bc.ca/	ataloging/servlet/presentviewmylist	sform.do?l2m=Resource%20List					☆ 🍨 💻	📕 🕑 🎇 💷 🤍 🗖 R	🗶 🕂 🎂 E
👯 Apps 📃 Fren	ich Library Stuff 📃 Series	📙 Free Images 📃 French Resources	📙 English Resources 📃 Science	vebsites 📙 Aboriginal	HI Lo Dyslexic					Other bookmarks
Follett Destiny' Arden Elementary School									Arden 🕀 Log Out	
	Home Catalog	My Info								
	Resource Lists									
Library Search										
Destiny Quest									How do I 🥐	
Destiny Discover									My Lists Public Lists	
WebPath Express	My Lists								Add List	
Resource Lists	Name 🗈			Owner(s)	Local Public	District Public	Date Last Updated			
	My Personal List	View		TeacherArden			6/5/2017		2	

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

M	How do	I ?		
	Add List			
	2			
Add a List	4			
*Mana				Save
*Name	Make this list Public locally (2	-	Cancel
*Name	Make this list Public locally (squired Field	2		Cancel

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:

	Resource Lists > Add a List
Patron Status	
Resource Lists	
	Add a List
	*Name Winter
	Make this list Public locally 2
	Description Great resources for a winter theme
	* Required Field
	Add co-owners
	Find Patron Arsenault in All 🗸 Go
	Only my patrons

Clicking on **Go** brings this screen, where I clicked **Add** beside the name of my selected coowner:



Follett Destiny	Airport Elementary School 🎄			JOAN PEARCE
	Home Catalog My Info			
	Resource Lists > Add a List			
Patron Status				
Resource Lists				How do I (?)
	Add a List			
	*Name Winter			Save
	Make this list Public locally ?			
	Description Great resources for a winter	theme		Cancel
	* Required Field	//		
	Add co-owners			
	Find Patron Hohnson			
	Only my patrons			
	Name	Barcode	Site	
			Airport	Add

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.

Follett Destiny [®] Airport Elementary School 🎄								
	Home	Catalog	My Info					
Library Search								
Library Search								
Destiny Discover	Top 10							
Resource Lists	100 10							

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

Follett Destiny*	Airport El	ementary Scł	nool 💠						JO	AN PEARCE 🔁] Log Out
	Home	Catalog	My Info								
	Library Sea	ırch									
Library Search											
Destiny Discover	Top 10				Bacia	Power View	L Conv Catagorian	Numbor	Parcodo	How do I (?)	
Resource Lists	10p 10				Dasic	rower Visua	Copy Categories	Number	Darcode	My Searches	
		Fir	nd					C	Reset All		
			Q Keyword	Title		Author	Subject	2 3 Serie	es		
		N	arrow your sea	ch to				Show	Less 🔺		
		0	Limiters have	een set							

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.

Follett Destiny*	Airport Ele	ementary Sci	nool 🎄	JOAN PEARCE 된 Log Out
	Home	Catalog	My Info	
	Library Sea	rch		
Library Search Destiny Discover Resource Lists	Top 10	Fir I	d Winter Keyword arrow your sea arrow your sea	How do L. (2) Basic Power Visual Copy Categories Number Parcode Brief Records My Searches (C) Reset All (C)
			@2002-202	Material Type Any Type Material Type Any Type Material Type Any Type Material Type Any Type Reading Level From Interest Level

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

Follett Destiny*	Airport Elementary School 🎄	JOAN PEARCE E Log Out
	Home Catalog My Info	
	Library Search > Search Results	
Library Search		
Destiny Discover		How do I (?)
Resource Lists	Searched for (winter). Searched in: Airport Elementary School. Learning Resource Center.	Printable
	[Not what you're looking for? Refine your search? Browse Subjects?] Selected List: Winter	Add Page
	Titles: 1 - 25 of 311 Sort By Relevance 🔻 Go	1 2 3 4 5 9 13 🕨 [Show All]
	Winter Details Learning Resource Center Call #: KT 508.2 WIN Published 2018 Interest Level: K-3	0 of 1 available (Add to This List)
	Winter Details Open Minter Otails Open Merriges, Ann. Series: Seasons. Published 2014 Lexile: 390L	(Add to This List)
	Winter Details Open Herriges, Ann Series: Seasons Published 2013	(Add to This List)
	Winter math fun 1 : winter wonderland numeracy centres Learning Resource Center Call #: KT 513 WIN Sandra Ball. Published 2013 Interest Level: K-3	1 of 3 available 🖄 In This List
		2 of 2 available

Searching by Subject pulled up 311 hits. Notice below how **Selected List** in the top righthand corner is set to "Winter."

	How do I 🥐
	Titles One Search
Searched for (winter). Searched in: Airport Elementary School, Learning Resource Center.	Printable
[Not what you're looking for? Refine your search? Browse Subjects?] Selected List: Winter	Add Page
Titles: 1 - 25 of 311 Sort By Relevance Go 1 2 3	4 5 9 13 🕨 [Show All]

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.

1 of 3 available

Add to This List



Winter math fun 1 : winter wonderland numeracy centres Details Learning Resource Center Call #: KT 513 WIN Sandra Ball. Published 2013 Interest Level: K-3

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:

🛋 ^e 🎽	Winter	fun : prim	ary art and literature [kit].			Boo
	Call #:	KT 700 WIN	Off-site copies available: 0 of 1.	See all		+
<mark>W</mark> bo	<mark>inter</mark> art ac ooks were c	tivities to link hosen for the	picture books and beautiful art incl ir exquisite poetry and word choice	uding specific a and may prom	art techniques. These npt writing extensions.	
	Selecte	ed List: Wir	ter 🔻	Add to This Li	st	

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.



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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**.

Follett Destiny*	Airport Ele	ementary Sci	hool 🏟					JOAN P	EARC	E 🕣 Log
	Home	Catalog	My Info							
	Resource L	ists								
Patron Status										_
Resource Lists								My Lists	ow do l Public L	.ists
	My Lis	sts ,		Owner(s)	Local Public	District Public	Date Last Updated		LISC	
	Copy of V Sept 20	f LRC New re /iew 20 Pro-d Prim	esources 2019 nary	JOAN PEARCE			8/20/2020		<u>~</u>	<u>ش</u>

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 righthand 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:

Follett Destiny*	Airport Elementary School 🎄	JOAN PEARCE 3 Log Out	
	Home Catalog My Inf	fo	
	Resource Lists > Winter		
Patron Status			
Resource Lists	Lists: Winter	The second secon	Library Materials Media One Search
•	Titles: 1 - 1 of 1	Sort By Call Number 🔻 😡	
	Winter math fu Call #: KT Published Interest L	n 1 : winter wonderland numeracy centres Details T 513 WIN Sandra Ball. d 2013 .evel: K-3	Off-site Remove

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**.

	☆ 🍨 💻		2 ABP	🛡 🗖 R	🖋 🍨 🤖 : 🔒 Other bookmarks	
				Teacher	Arden 🕣 Log Out	
				How do I 🥐		
	Library Materials	Media	Web Sites	One Search		
			C	Printable		
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<u>Tip</u>

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.