	Creating Resource Lists for Library/LRC Resources You Use Regularly Quick Tips				
1	Navigate to the Destiny CatalogueNavigate to the school district teaching and learning website, 	LEARN71 Comox Valley Schools			
2	Select the <u>Learning</u> <u>Resources Centre and</u> <u>Library Learning</u> <u>Commons</u> page	LRC/Library Learning Commons			
3	Click on Destiny Library Catalogue.	Destiny Library Catalog Research Databases			
4	Select your school from the Destiny home page.	Image: A grant determinant Image: A grant determinant <td< th=""></td<>			
5	Log in using your computer login/ AMS login.	 E Power Visual Copy Categories R P P I P I P I P I P I P I P I P I P I			
6	<u>Creating a Resource</u> <u>List in the Destiny</u> <u>Catalogue</u> Click on Recourse Lists	Follett Destiny [®] Airport Elex Home Library Search Destiny Discover Resource Lists			

7	Public Lists is a collection of teacher- made lists highlighting items on a theme or within a collection.To create your own list, click on My Lists.To create a new list, click	How do I (?) My Lists Public Lists
	on Add List.	How do I () My Lists Public Lists Add List
9	Add a Name to your list as well as a Description and co-owners . A co- owner is a creative collaborator who can also view and edit this list. <i>If</i> <i>you do not want a co-</i> <i>owner, leave this space</i> <i>blank.</i> Click Save.	Add a List Name Make this list Public locally Cancel Required Field Add co-owners Find Patron in All Go Only my patrons
10	Now you can search for titles to add to your list. Click on Library Search and search by title/keyword/subject.	Follett Destiny [*] Airport Elementary School Home Catalog My Info Library Search Destiny Discover Resource Lists
11	To add a title to your list, click the Add to This List button to the right of the title.	Winter Details Open Image: Annext Add to This List Image: Annext Add to This List Image: Annext Add to This List Image: Annext Add to This List Image: Annext Add to This List Image: Annext Add to This List Image: Annext Add to This List Image: Annext Add to This List Image: Annext Add to This List Image: Annext Add to This List Image: Annext Add to This List Image: Annext Add to This List Image: Annext Add to This List Image: Annext Add to This List Image: Annext Add to This List Image: Annext Add to This List Image: Annext Add to This List Image: Annext Add to This List Image: Annext Add to This List Image: Annext Add to This List Image: Annext Add to This List Image: Annext Add to This List Image: Add to This List Image: Add to This List Image: Add to This List Image: Add to This List Image: Add to This List Image: Add to This List Image: Add to This List Image: Add to This List Image: Add to This List Image: Add to This List Image: Add to This List Image: Add to This List Image: Add to This List Image: Add to This List Image: Add to This List Image: Add to This List Image: Add to This List Image: Add to This List Image: Add to This Li
12	Available lists are at the top of your search menu. Once you've added a title, the title will then display that it is in the selected list.	Selected List: Winter 🔹

13 When viewing your lists, <u>library</u> titles will display if you click on the tab Library Materials and <u>LRC</u> titles will display if you click on the tab Media.	Library Materials Media Digital Resources
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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.

<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.