	Searching the LRC and Booking Materials – Quick Tips					
1	Navigate to the Destiny Catalogue Navigate to the school district teaching and learning website, Learn71.ca.	LEARN71 Comox Valley Schools				
2	Select the <u>Learning Resources</u> <u>Centre and Library Learning</u> <u>Commons</u> page	LRC/Library Learning Commons				
3	Click on Destiny Library Catalogue.	Destiny Library Catalog Research Databases				
4	Searching the LRC Collection in the Destiny Catalogue Select your school from the Destiny home page.	Image: Secondary School Rementary School Re				
5	Log in using your computer login/ AMS login.	Image: Second state sta				

6	Click on <b>Catalog</b> at the top and refine your search parameters to the <b>Learning Resources Centre</b> in the location preferences to search just the LRC collection.	Follett Dostiny' Arport Elementary School © Horne Catalog My Info Uterary Search Desiny Discover Resource Lists Find Find Find Find Find Cuterion Schools Number Barcode Brief Records My Searches My Searches My Searches My Searches My Searches Cuterion School © Lementary Schools • Casting Resource Cater My Searches My Searches Casting Resource Cater Material Type / Any type Meet Level From Tuerrier (Material Type / Any type) Meet Level From Tuerrier (Material Type
7	You are then able to search the LRC collection by <u>Subject, Title,</u> <u>Author or Series</u> .	
8	<b>Booking an Item</b> When you find a kit or title that you wish to book, select the <b>Book It</b> link on the right-hand side of the page.	How do I (?) Title Details Copies Book It Book Series
9	Scroll through the calendar to find a day that the item is available and select a date to book the item. The computer will calculate the return date. <u>Note</u> : Remember what day deliveries and pickups are done for your school so you can get the most time possible with your items.	Image: Sector
10	Click <b>Save</b> and a confirmation notice will appear.	Typically loan periods are:Most items (kits, novel sets etc.):30 daysReally popular items:shortened to 20 days

		DVDs:	10 days
		Equipment (i.e., projectors, sound system):	10 days
11	You may also select if you wish for your item to be <u>shipped to</u> <u>your school site</u> or if you would rather <u>pick it up</u> at the LRC. <i>Note: <u>Teacher-Librarians who</u> <u>have two libraries</u> - If you want a kit to go to your second site (additional) then select "Patron will pick up" and the LRC Circulation staff will send it to that site instead of your main site. If you want to actually come in and pick up a kit, email the LRC Circulation Desk.</i>	- Requesting From Learning Resource Center Ship to patron's s	ite <b>v</b>
12	To view your bookings, click the <b>My Info</b> tab on the top right of the navigation menu	Follett Destiny <sup>®</sup> sD71 Other Sites <b>\$</b> Home Dashboard Catalog Circulation Reports Adr	JOAN PEA nin My Info

 If you switch schools, the IT Help desk switches your school in the system, before we open bookings up for the upcoming school year. It is imperative that you ensure you are able to log into your new school library before the opening booking day. If you are not able to access your new school Destiny catalog, you need to contact the IT Help Desk to fix it.

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.

You can also email or call the LRC Circulation Desk at <a href="https://www.icc.inculationdesk@sd71.bc.ca">https://www.icc.inculationdesk@sd71.bc.ca</a>.

The LRC phone number is 250 338-7926.