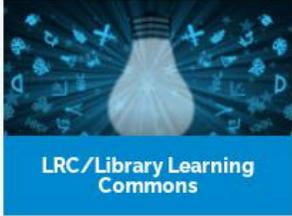
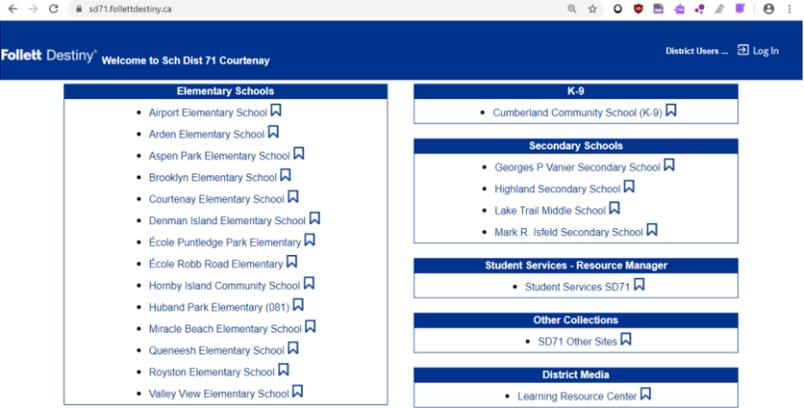
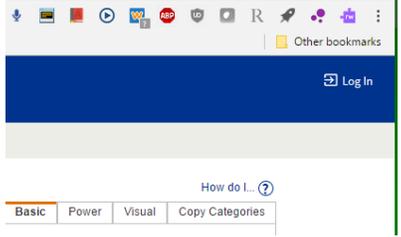
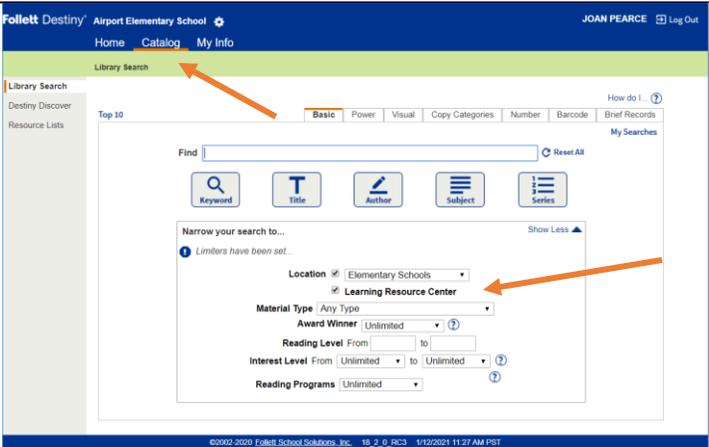


Searching the LRC and Booking Materials – Quick Tips

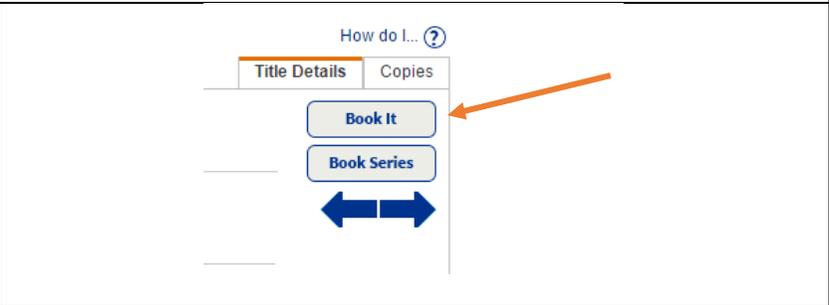
<p>1</p>	<p><u>Navigate to the Destiny Catalogue</u></p> <p>Navigate to the school district teaching and learning website, Learn71.ca.</p>	
<p>2</p>	<p>Select the Learning Resources Centre and Library Learning Commons page</p>	
<p>3</p>	<p>Click on Destiny Library Catalogue.</p>	
<p>4</p>	<p><u>Searching the LRC Collection in the Destiny Catalogue</u></p> <p>Select your school from the Destiny home page.</p>	
<p>5</p>	<p>Log in using your computer login/AMS login.</p>	

6 Click on **Catalog** at the top and refine your search parameters to the **Learning Resources Centre** in the location preferences to search just the LRC collection.

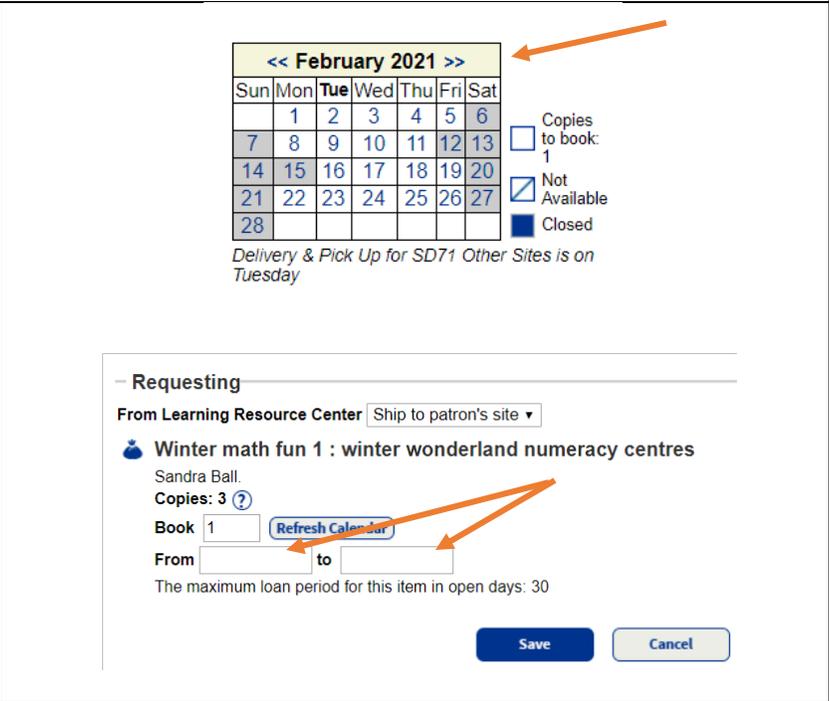


7 You are then able to search the LRC collection by Subject, Title, Author or Series.

8 **Booking an Item**
When you find a kit or title that you wish to book, select the **Book It** link on the right-hand side of the page.

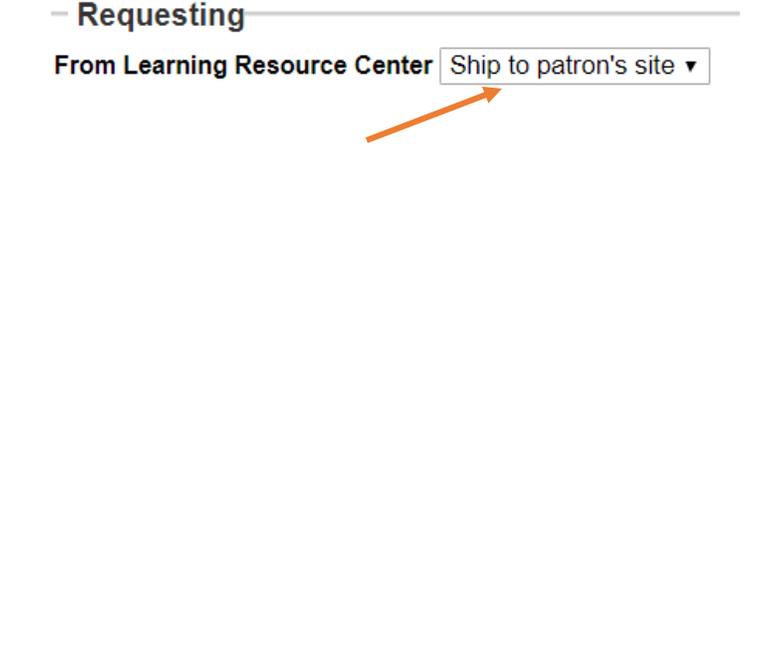


9 Scroll through the calendar to find a day that the item is available and select a date to book the item. The computer will calculate the return date.
Note: Remember what day deliveries and pickups are done for your school so you can get the most time possible with your items.



10 Click **Save** and a confirmation notice will appear.

Typically loan periods are:
Most items (kits, novel sets etc.): 30 days
Really popular items: shortened to 20 days

		<p>DVDs: 10 days</p> <p>Equipment (i.e., projectors, sound system): 10 days</p>
11	<p>You may also select if you wish for your item to be <u>shipped to your school site</u> or if you would rather <u>pick it up</u> at the LRC.</p> <p><i>Note: <u>Teacher-Librarians who 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></p>	<p>- Requesting</p> <p>From Learning Resource Center <input type="text" value="Ship to patron's site"/> ▾</p> 
12	<p>To view your bookings, click the My Info tab on the top right of the navigation menu</p>	

- 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 lrc.circulationdesk@sd71.bc.ca.

The LRC phone number is 250 338-7926.