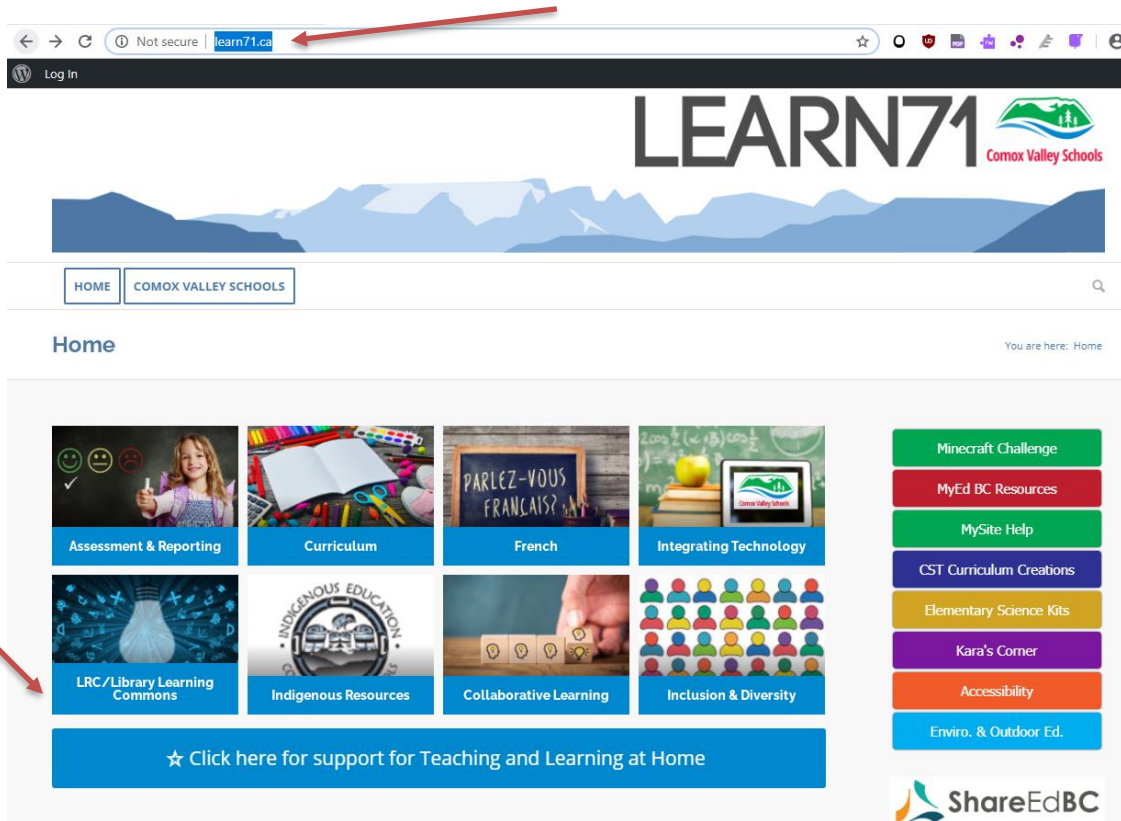


## Searching the LRC and Booking Materials

For information on searching the Destiny catalogue, click [here](#).

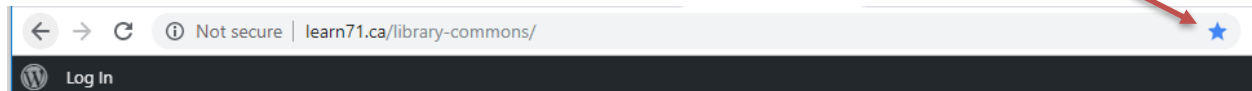
## Accessing the Destiny homepage

Navigate to the school district teaching and learning website, [Learn71.ca](http://Learn71.ca).



The screenshot shows the Learn71.ca homepage. At the top, there is a navigation bar with "HOME" and "COMOX VALLEY SCHOOLS" buttons. Below this is a "Home" section with a grid of resource tiles. A red arrow points to the "LRC/Library Learning Commons" tile. To the right of the grid is a vertical list of links: Minecraft Challenge, MyEd BC Resources, MySite Help, CST Curriculum Creations, Elementary Science Kits, Kara's Corner, Accessibility, and Enviro. & Outdoor Ed. At the bottom of the grid is a blue button that says "Click here for support for Teaching and Learning at Home". The ShareEdBC logo is visible in the bottom right corner.

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.*



The screenshot shows the browser address bar with the URL [learn71.ca/library-commons/](http://learn71.ca/library-commons/). A red arrow points to the star icon on the right side of the address bar, which is used for bookmarking the page.

Once you reach the Learn71 homepage, select [LRC/Library Learning Commons](#) from the main menu.

Log In

# LEARN71

Comox Valley Schools

HOME COMOX VALLEY SCHOOLS

## Home

You are here: Home

Assessment & Reporting Curriculum French Integrating Technology

LRC/Library Learning Commons Indigenous Resources Collaborative Learning Inclusion & Diversity

★ Click here for support for Teaching and Learning at Home

Minecraft Challenge MyEd BC Resources MySite Help CST Curriculum Creations Elementary Science Kits Kara's Corner Accessibility Enviro. & Outdoor Ed.

ShareEdBC

This will bring you to the [Learning Resources Centre and Library Learning Commons](#) page, where you can find the link to the Destiny catalogue.

Log In

# LEARN71

Comox Valley Schools

HOME COMOX VALLEY SCHOOLS

## LRC/Library Learning Commons

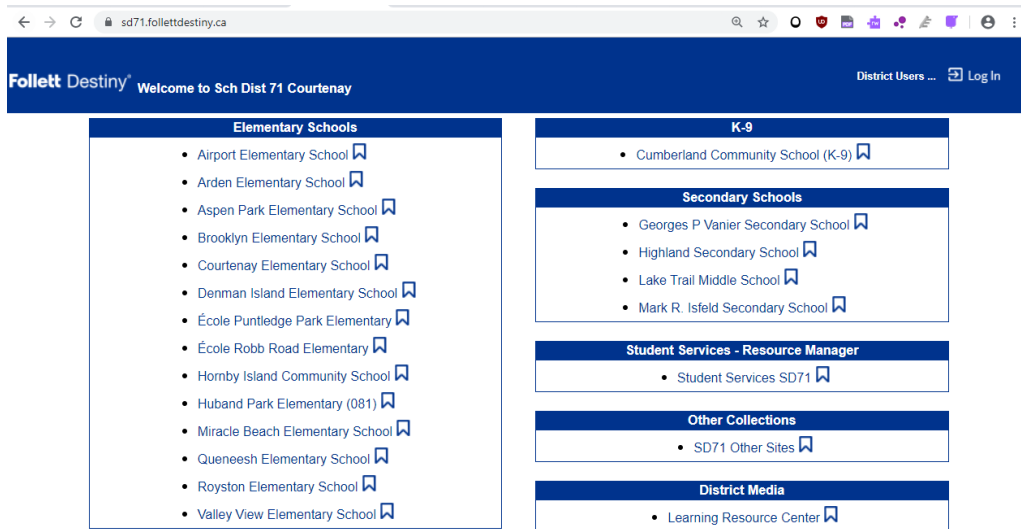
You are here: Home / LRC/Library Learning Commons

Learning Resources Centre Elementary Libraries Secondary Libraries ERAC SD71 Other Sites

Destiny Library Catalog Research Databases

Click on **Destiny Library Catalogue**.

The Destiny **Welcome to Sch Dist 71 Courtenay** screen appears:

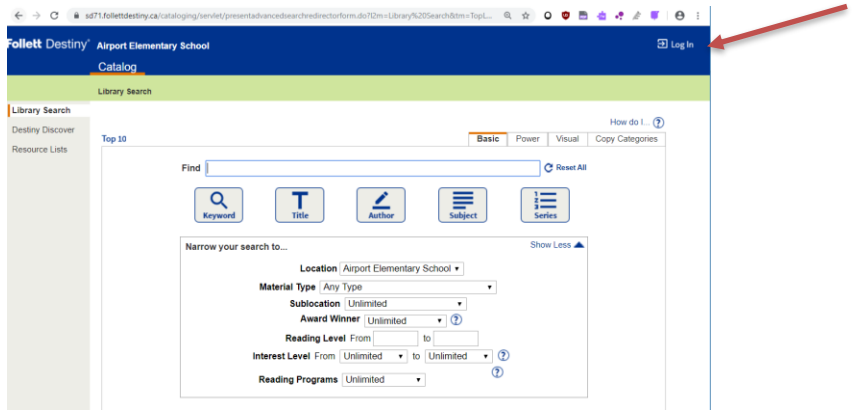


You may bookmark the Destiny home page by clicking the star on the right of the address bar.

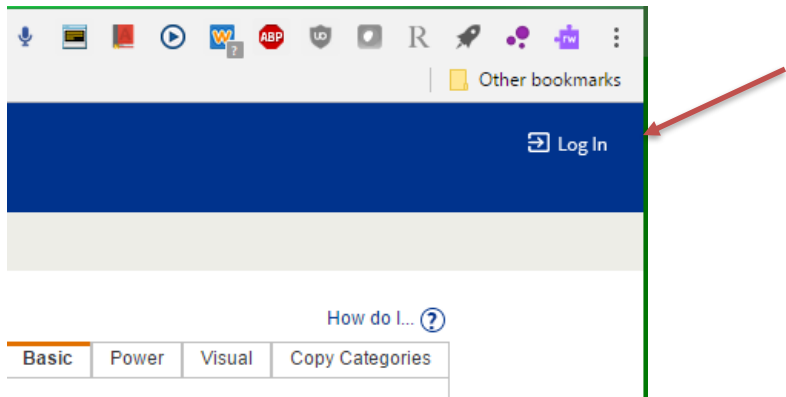


## Searching the Destiny catalogue

From the list, click on your school. **Do not click on Learning Resources Centre as you will not be able to log in and book materials.** 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.) *\*If you work at 2 schools, you should be able to log into both schools and book for both schools regardless of which one you logged into. How you select the delivery options, however, will be different for each. Read carefully the green text in the instructions that follow below to learn how to know which school the system considers your main school and how to set delivery settings. Note that kits can only automatically be delivered to your main school. There is a different process to be followed, if you wish your kits to be delivered to the school in your account that is listed as your additional or alternate school.*

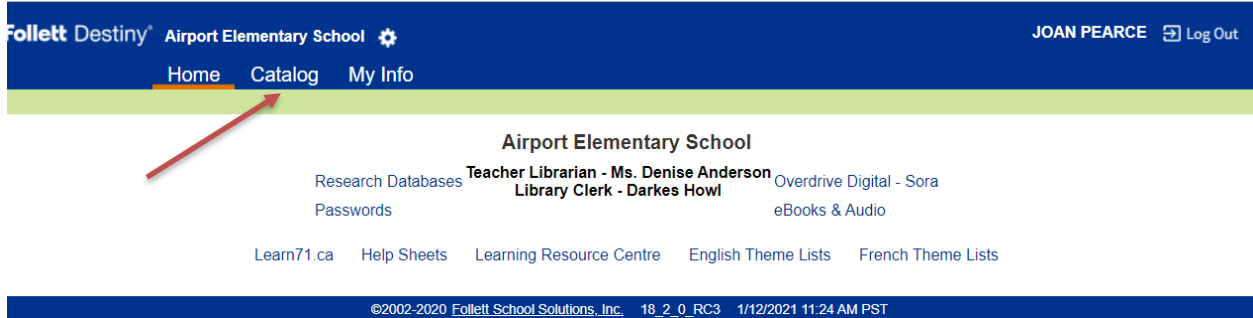


You need to login to your school library to access your fully-loaded Library Landing Page which displays all the great resources available to you. To do this, click on **Log In** which is located in the top right-hand corner of the screen. Use your library login, which is the same as your computer login, AMS login etc. If you have problems with your login, contact the IT Help Desk.

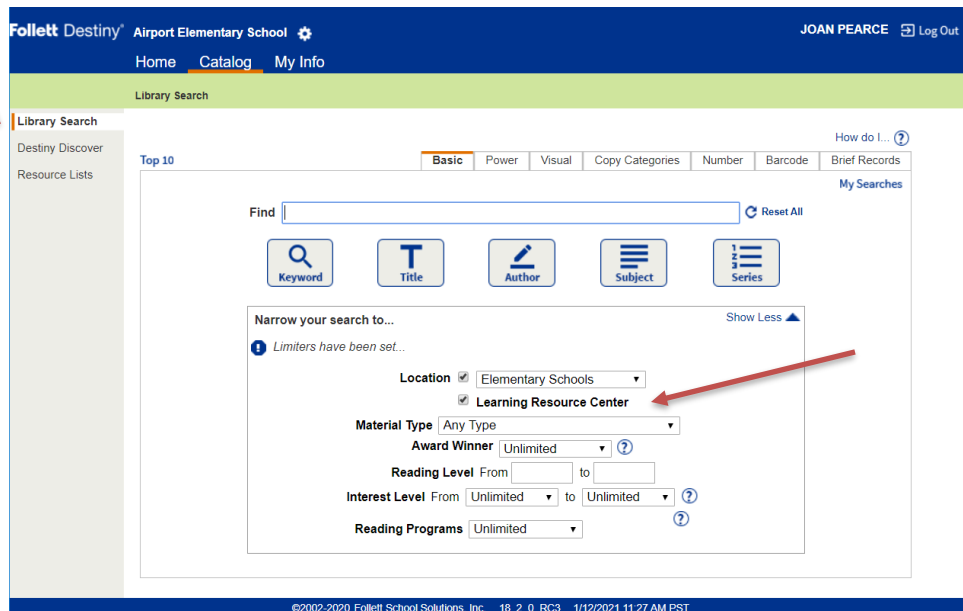


I logged in as a teacher from Airport and the fully-loaded Library Landing page for Airport appears.

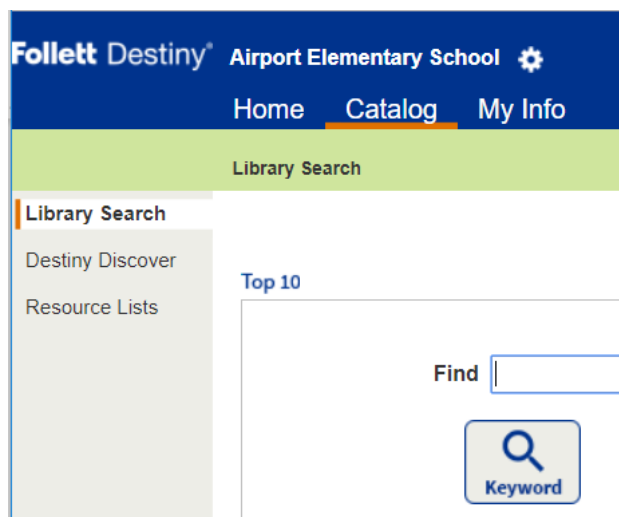
Click on **Catalog** in the blue navigation bar at the top of the screen. The other navigation options are **Home** and **My Info**.



You will notice that you are not only able to search your school library, but the LRC and other libraries as well:



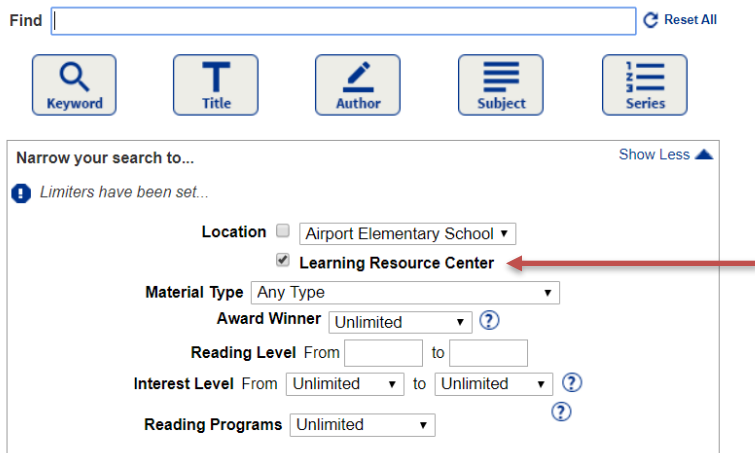
The default screen when you click on **Catalog** is for the **Library Search** option, which is the first option on the menu on the left-hand side of the screen. The words **Library Search** will also appear under the word **Home** in the blue navigation bar.



The different types of searches are: **Library Search**, **Destiny Discover** and **Resource Lists**. (Note that not all of these options may be available to you, depending on your

library setup.) 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. Check this every time you log in to do a search.



Find  [Reset All](#)

[Keyword](#) [Title](#) [Author](#) [Subject](#) [Series](#)

Narrow your search to... [Show Less ▲](#)

**Limiters have been set...**

**Location**  Airport Elementary School  **Learning Resource Center**

**Material Type** Any Type

**Award Winner** Unlimited

**Reading Level** From  to

**Interest Level** From Unlimited to Unlimited

**Reading Programs** Unlimited

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. They may change a bit during Destiny upgrades, however, but are still pretty easy to identify:



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.

**Searched for (kit). Searched in: Learning Resource Center.**

[Not what you're looking for? [Refine your search?](#) [Browse Subjects?](#)] **Selected List:**

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 Airport *and* the LRC would look like:

The screenshot shows the Follett Destiny library search interface for Airport Elementary School. The user is logged in as JOAN PEARCE. The search term 'bears' is entered in the 'Refine Search' bar. Below the search bar are icons for Keyword, Title, Author, Subject, and Series. The 'Narrow your search to...' section shows the following filters: Location (checked) with 'Airport Elementary School' and 'Learning Resource Center' selected; Material Type set to 'Any Type'; Award Winner set to 'Unlimited'; Reading Level set to 'From' to 'to'; Interest Level set to 'From Unlimited' to 'to Unlimited'; and Reading Programs set to 'Unlimited'. A 'Show Less' link is visible. The footer of the page reads: ©2002-2020 Follett School Solutions, Inc. 18\_2\_0\_RC3 1/12/2021 11:36 AM PST.

When the check mark is taken out of *search in “Airport”*, the results screen reveals the LRC has 164 items on bears:

Follett Destiny Airport Elementary School ⚙️ JOAN PEARCE [Log Out](#)

[Home](#) [Catalog](#) [My Info](#)

Library Search > Search Results


Library Search  
Destiny Discover  
Resource Lists

How do I... [?](#)

**Searched for (bears). Searched in: Learning Resource Center.** [Printable](#)

[Not what you're looking for? Refine your search? Browse Subjects?] **Selected List:** Sci Fi Titles for Elizabeth [Add Page](#)

**Titles: 1 - 25 of 164** Sort By [Relevance](#) [Go](#) 1 2 3 4 5 7 [\[ Show All \]](#)

 **Bears** [Details](#) **1 of 1 available** [Add to This List](#)

**Learning Resource Center** Call #: KT 970.004 BEA  
Published 2018  
Interest Level: K-3

**Bears : olav and exploration** [Details](#) **1 of 1 available**

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.

Follett Destiny Airport Elementary School ⚙️ JOAN PEARCE [Log Out](#)

[Home](#) [Catalog](#) [My Info](#)

Library Search > Search Results


Library Search  
Destiny Discover  
Resource Lists

How do I... [?](#)

**Searched for (bears). Searched in: Learning Resource Center.** [Printable](#)

[Not what you're looking for? Refine your search? Browse Subjects?] **Selected List:** Sci Fi Titles for Elizabeth [Add Page](#)

**Titles: 1 - 25 of 164** Sort By [Relevance](#) [Go](#) 1 2 3 4 5 7 [\[ Show All \]](#)

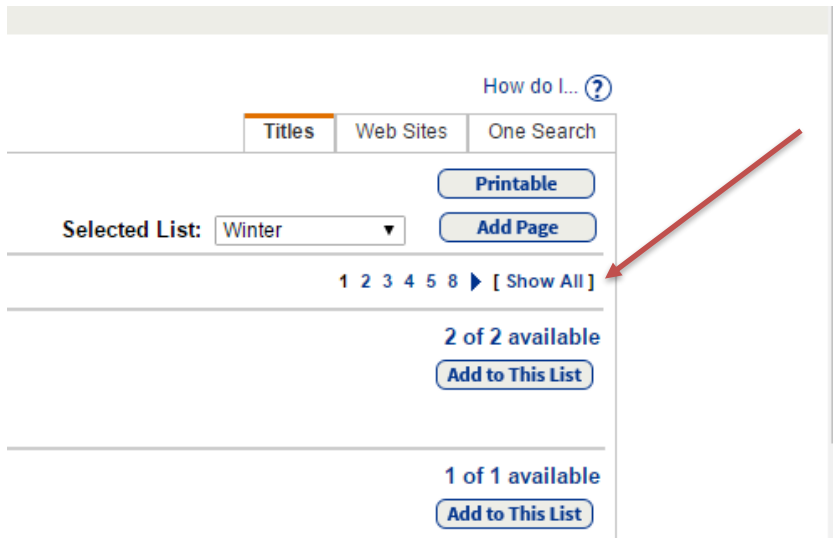
 **Bears** [Details](#) **1 of 1 available** [Add to This List](#)

**Learning Resource Center** Call #: KT 970.004 BEA  
Published 2018  
Interest Level: K-3

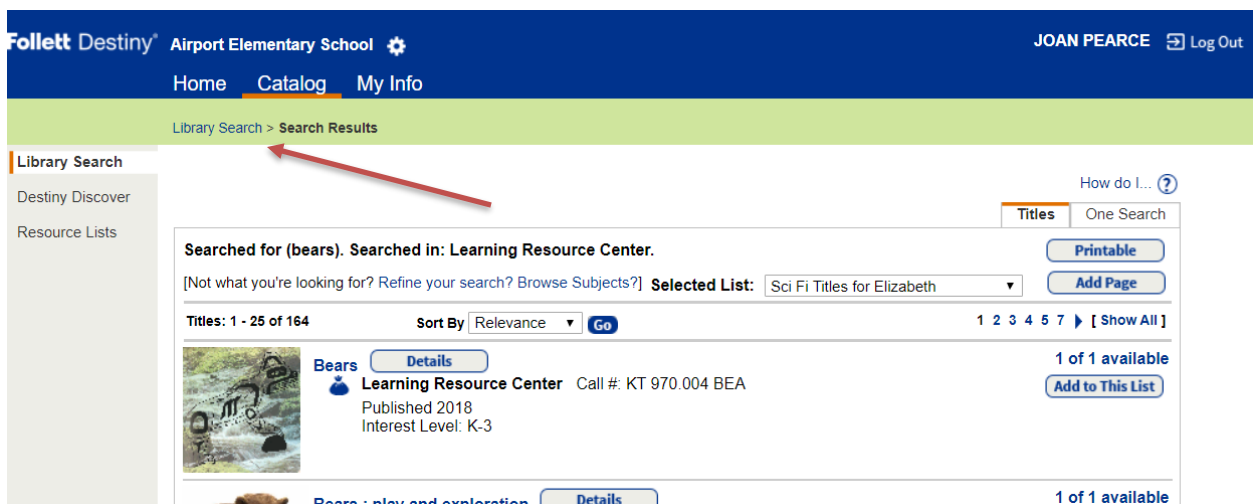
**Bears : olav and exploration** [Details](#) **1 of 1 available**

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 clicking on **Show All** to have all the kits displayed on one screen:

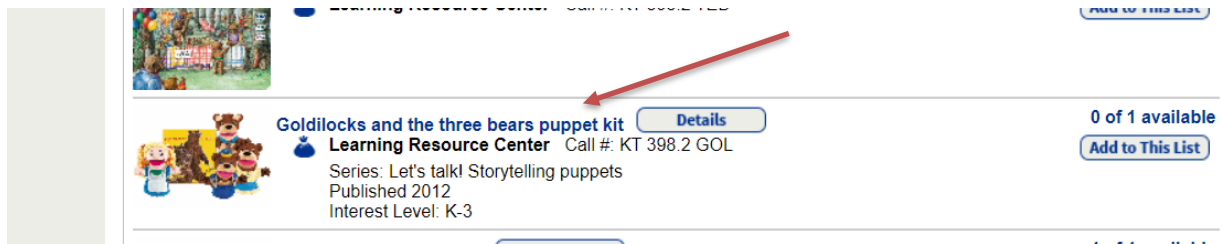




The best way to navigate through the screens in Destiny is using the “bread crumbs”. They are the string of words that appear just under the top blue navigation bar, that show you where you have been. Clicking on the back arrow may sometimes take you too far back or boot you out:



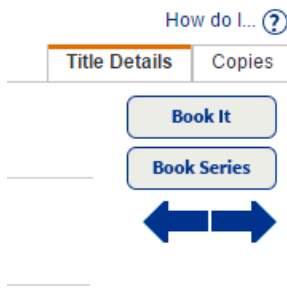
If you would like to learn more about a particular title, such as the **“Goldilocks and the 3 bears puppet kit”**, click on the title:





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:

Follett Destiny<sup>®</sup> Airport Elementary School  JOAN PEARCE  Log Out


Home Catalog My Info

Library Search > Search Results > "Goldilocks and the three bears puppet kit" > Booking Request

Library Search


Destiny Discover


Resource Lists

How do I... 

**Requesting**

From Learning Resource Center

 Goldilocks and the three bears puppet kit

Copies: 1 

Book

From  to

The maximum loan period for this item in open days: 30

<< January 2021 >>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Copies to book: 1

Not Available

Closed

*Delivery & Pick Up for SD71 Other Sites is on Tuesday*

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. The date boxes will be clear if the title is available:

<< January 2021 >>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Copies to book: 1

Not Available

Closed

*Delivery & Pick Up for SD71 Other Sites is on Tuesday*

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 your delivery day is Tuesday, then book Tuesday as your first day. On Monday afternoon the LRC Library Clerks pull the kits scheduled to go out in Tuesday's deliveries.

<< May 2021 >>						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					


- Copies to book: 1
- Not Available
- Closed

*Delivery & Pick Up for SD71 Other Sites is on Tuesday*

In the May calendar shown here, Thursday, May 6 is the first Thursday available for booking. Thursday is Airport's delivery day. So, I clicked on it in the calendar and the system filled in May 6 as the **From** date. The system usually fills in the end or **to** date automatically, and it should be on your delivery day.

**Requesting**

From Learning Resource Center Ship to patron's site ▾

 **Goldilocks and the three bears puppet kit**

Copies: 1 ?

Book  Refresh Calendar

From  to

The maximum loan period for this item in open days: 30

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 yourself 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.

*Be aware that the cut-off date for booking kits is usually around June 10.*

Every August, usually during the last week, once all teachers know their new placements, we go into the system and enable teachers to borrow and book items for the upcoming school year. We send out an email notice to all teachers informing them of the date and time that we set as the opening booking day, as well as post it in “**LRC News**” that you can access off your school library’s Home Page, or in [learn71.ca](http://learn71.ca).

*\*Notice that under the calendar above there is a message that tells you what the system considers your “main site.” As you can see above, my main site is “SD71 Other Sites” and the delivery day for my site is Tuesday. If you have two sites, the site listed under the calendar will always be your main site, which is the only site that the system automatically ships kits to. If you wish your kits to be delivered to your second/alternate site, that the system cannot automatically ship your kits to, you need to select “Patron will pick up” instead of accepting the default “Ship to patron’s site.” These options are listed directly under “Requesting” in bold in the top left-hand corner of the screen. A few days before your kits are to be delivered, you must email the “LRC Circulation Desk” and tell them your name, the name of the kit and the site that you want it sent to. If you do not do this the kit will sit at the LRC waiting for you to pick it up.*

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



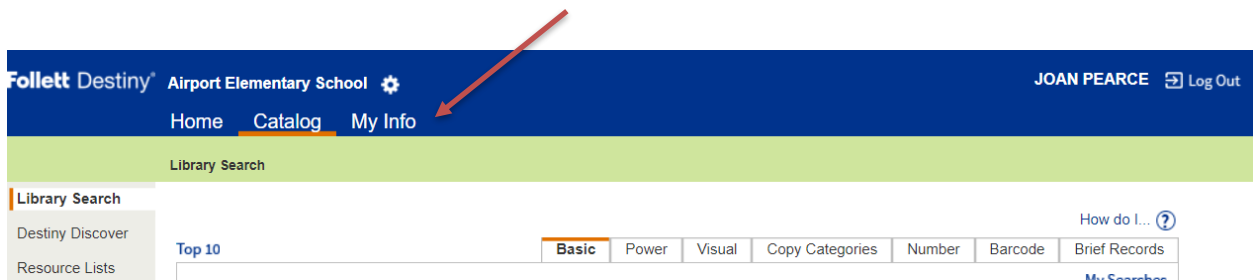
A confirmation note will display:

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

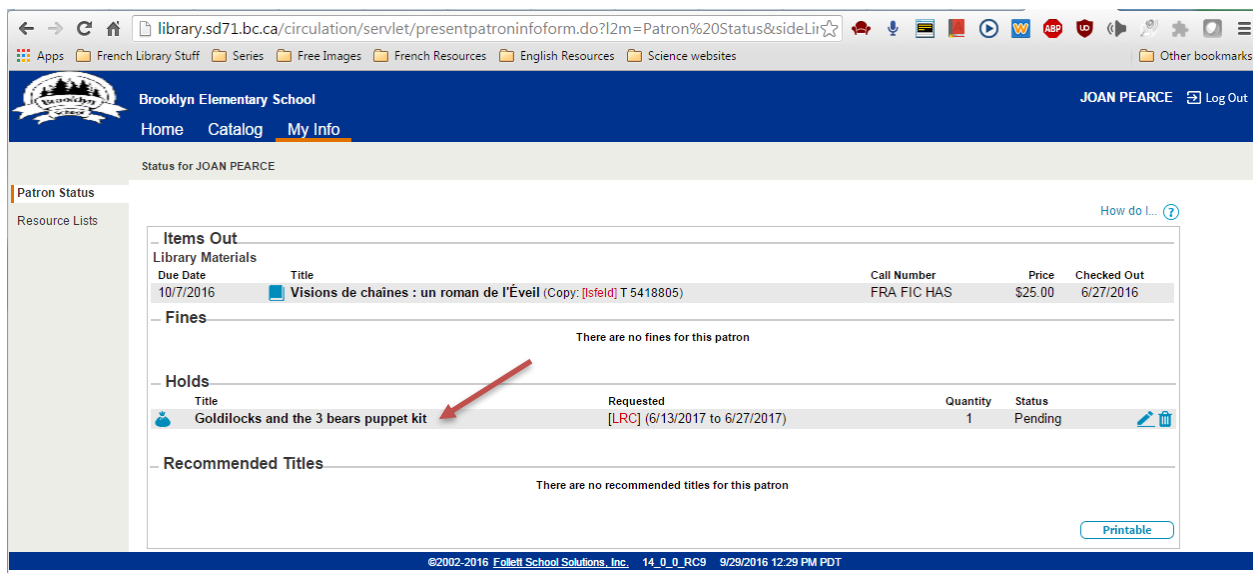
Typically loan periods are:

- Most items (kits, novel sets etc.): 30 days
- Really popular items: shortened to 20 days
- DVDs: 10 days
- Equipment (i.e., projectors, sound system): 10 days

Even if you have done things correctly, it is quite possible to get an error message regarding dates. The software program has not been updated in years, nor will it ever be. To work around this, if you get an error message and looking at the calendar indicates the kit should be bookable according to the loan periods, click on the **My Info** tab in the blue navigation bar at the top of the screen:



A screen similar to this one appears:



If you see the title of the kit you tried to book listed here, then it has been successful booked, according to the dates listed. "Pending" indicates that your booking date has not arrived yet, but the kit is reserved for you. Be sure to read the LRC Borrowing Guidelines for teachers document, posted on learn71.ca (Click on LRC/Library Learning Commons, then LRC, then General.)

*\*If you are a teacher with two sites and you get the message when booking that the kits are going to be sent to your Main Site and you want them to go to your alternate site, but you clicked on "Patron will pick up", then ignore the message. Simply contact the LRC a few days before your kits are to be delivered and let the LRC Library Clerks know where to send them. If you are confused at all please contact the "LRC Circulation Desk" and they will look at your account and verify everything. Phone numbers are below.*

### **Very Important Information for Teachers Changing Schools**

*If you switched schools, the IT Help desk switches your school in the system during a district-wide transfer process that occurs mid-August, before we open LRC 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. It is also imperative that you look under the calendar to see which site the system considers to be your main site, as that is the only site kits can automatically be sent to. If the site listed under the calendar or in the error message is your old site that you are no longer at, you need to stop booking and call or email the "LRC Circulation Desk." The LRC Library Clerks will look at your account and make any changes necessary, i.e, set your new site as your main site and delete your old site. If you book LRC materials before your account is fixed, then you will lose all of your bookings when the LRC does this for you and you will have to rebook them. It is always good to print out your bookings before the LRC Library Clerks fix your account, so you at least have a list to rebook with. It is also important to coordinate with the LRC Library Clerks as to what day and time you want them to fix your account, so that you can go in immediately and rebook. The longer the delay between the two the greater the risk other teachers will book your kits.*

*Booking Desk at 250 338-7962 ext. 12951 or the Science Desk at ext. 12953.*



Teachers are welcome to come to the LRC to pick up kits. If you want to do this you need to select this option at the time of booking by changing “**Ship to patron’s site**” to “**Patron will pick up**”:

The screenshot shows the 'Requesting' form in the Follett Destiny system. The form is for a book titled 'Winter' with 1 copy available. The 'From Learning Resource Center' dropdown is set to 'Patron will pick up'. A calendar for June 2020 is displayed, showing dates from 1 to 30. The maximum loan period for this item is 30 open days. The form includes 'Save' and 'Cancel' buttons. A red arrow points to the 'Patron will pick up' dropdown menu.

If you selected “Patron will pick up” and you want to come and pick it up the LRC Circulation staff will email you when your kit is ready to be picked up.

Teacher-Librarians who have two libraries: 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.

Use the **Home**, **Catalog** and **My Info** tabs to navigate to the different parts of the Destiny program you need.