Username & Password

You can search the catalog without logging in, BUT you will not be able do anything that would be attached to an account like place holds, renew checked out materials, or create resource lists.

Your USERNAME is your first name plus your birthdate: ie, george01062014 – not your nickname, your official first name

Your PASSWORD is your birthdate: ie, 01062014

Your Account

You can view your account information in Destiny’s My Info tab

See what you have checked out and when it is due

Renew an item up to 2 times (that would be a total of 6 weeks!)

If you should ever owe anything it would show here. We do not charge late fees, only damages.

Manage your holds here

See what might be ready for you

Delete items you no longer want
Beginning your search

To begin, enter your search term in the Find box. Then choose a search button…

Keyword
searches through all the titles, authors, subjects, series, and notes, for your search term.

Title
searches through all the titles.

Author
looks at all of the authors and illustrators.

Subject
looks at all the subjects

Series
searches through all the series.

If available, One Search looks in a variety of sources, such as the library collection, online databases, and the Internet.

You may have more options ...

Top 10
lists the books that have been checked out the most.

Location
lists let you search other libraries or district media centers.

Award Winners
lets you limit your search results to books that have won state awards or literary prizes.

My Searches
lists your previous search terms. Click any of them to repeat the search.

To find books just right for you, enter your grade next to Reading Level or Interest Level.

If your school has a reading program, you can find the right books to read. First, select the program:

Accelerated Reader or Reading Counts!
Enter your reading level range and the quiz points.

Lexile Measures
Enter your Measure or a range of Measures, and select a code, if needed.

Fountas and Pinnell
Just select your level.

Digital materials
You can also limit by format. Select eBook, Safari Montage, or leave it at Any Format.
Viewing your search results

The **Search** tab lists all the titles that match your search term.

Choose a sort option and click **Go**. To reverse the sort order, click **Go** again.

Too many or too few results?
Click **Refine your search** to try again.

These icons show you what each title is: a book, a video, an audiotape, etc.
Click the title or **Details** for more information.

Click **Add to this List** to add a particular title to your List.

**Note:** When searching by Keyword, if your search term doesn’t return anything, Destiny will try to provide you with another term with a “Did you mean…” suggestion.

The **Browse** tab lists all your Titles, Authors, Subjects, or Series, depending on the type of search you chose. (For a keyword search, you’ll browse Subjects.)

A ▶ points to the entry that is the closest match to your search term.

A number after the entry shows you how many titles the entry has. Click the entry to see them.

Entries followed by **Go** take you to a list of Internet sites about that entry.

Click **See** entries to jump to the preferred search term. Click **See also** entries to jump to related terms.

To change your search term click **Refine your search**.

Click **Add Page** adds every title on the page to your Resource List.

Page through the list, or click **Show All** to see all of the titles.

The list shows the reading or interest grade level and the point value in your reading program.

Click or **Go** to scroll backward or forward through the list.
Looking at a title

The Title Details page has additional information about the selected title...

You can read reviews for a title—or add one yourself—on the Reviews tab.

The call number will help you find the item on the shelves.

If this link says Show More *, click it to see all of the title's information.

Explore! provides a list of related topics. Click any Find It link to see the titles in your library with the same subject, author, or that are in the same series.

Additional Info lists awards, reader levels, and Lexile Measures, if available.

Quiz Info lists detailed reading program information.

Note: Searching by Keyword highlights your search terms.
Quick Help for
Power Search

When to use Power Search

If a Basic Search returns too many or too few results, Power Search lets you look for search terms by Keyword, Title, Author, Subject, Series, or Note. These options let you specify how Destiny should treat each term. You can also define the Boolean relationship between each search term.

View your search history by clicking My Searches.

One Search online resources can also be included by checking the “Include Online Resources” box. You may select which databases to include in your search.

If available, the Look in option lets you look for items outside of your site.

To find only one particular type of material, select it from the Material Type list.

To find materials from a specific time frame, select a Publication Year option and enter a year.

To find materials that contain ALL of the words in the search term. The more words you enter, the smaller the search results will be.

To find materials that include at least one of the words in the search term. The more words you enter, the larger the search results will be.

To find materials that contain or start with stop words, or when a title or name is very long. This search won’t ignore any of your words.

You can limit your search to copies assigned to specific Circulation Types by clicking.

Award Winners allows you to limit your results to titles that have won state or national literary awards.

Defining your Search Terms

Use this option when you want to find materials that contain ALL of the words in the search term. The more words you enter, the smaller the search results will be.

Use this option when you want to find materials that include at least one of the words in the search term. The more words you enter, the larger the search results will be.

Use this option when you have a search term that contains or starts with stop words, or when a title or name is very long.

Use this option when you want to find materials that include a particular phrase.

www.fsc.follett.com
### Using Boolean operators

<table>
<thead>
<tr>
<th>cats AND dogs</th>
<th>cats OR dogs</th>
<th>cats NOT dogs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Returns only titles that mention both cats and dogs.</td>
<td>Returns all titles that mention either cats, or dogs, or both.</td>
<td>Returns only titles about cats that don’t mention dogs.</td>
</tr>
</tbody>
</table>

Using a **second** Boolean operator to add a **third** search term can either contract or expand your search results. The search order follows the same logic as the equation \((a + b) + c\).

- **cats AND dogs AND fish**
  - Returns only titles that mention all three: cats, dogs, and fish.
- **cats AND dogs OR fish**
  - Returns the titles that mention cats and dogs PLUS every title that mentions fish.
- **cats AND dogs NOT fish**
  - Returns the titles that mention cats and dogs, but only if they don’t mention fish.

### Stop Words

The following common words are ignored when searching:
- a, an, and, are, at
- be, but, by for
- if, in, into, is, it
- no, not of, on, or
- such that, the, their, then, there, these, they, this, to was, will, with

If you need to include these words in your search term, select “Starting with these words.”

### Truncation

Add an asterisk to the end of a word to find plurals or words with variant endings.

An * matches any number of characters, including none, at the end of a word.

**Example:**
- `electron*` finds:
  - electron
  - electrons
  - electronic
  - electronics

### Wildcards

Substitute ? for one or more letters to find variant forms or when you’re unsure of the spelling.

A ? matches any single character in or at the end of a word.

**Examples:**
- a?sorption finds:
  - absorption
  - adsorption
- Johns?n finds:
  - Johnsen
  - Johnson
### Other Searching Tips

<table>
<thead>
<tr>
<th>Determine your keywords</th>
<th>Use “official” subject terms</th>
<th>Start with a broad search</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. List the main words from your essay question or research topic.</td>
<td>To discover the “official” subjects for your search terms, you can use the Explore! section of Title Details.</td>
<td>Start with a Keyword search that finds materials by matching your words with words anywhere in the records.</td>
</tr>
<tr>
<td>2. Add synonyms and related terms to your list.</td>
<td>1. Start a Keyword search.</td>
<td>Then try a Subject search to find subjects that match your words.</td>
</tr>
<tr>
<td>3. Use reference works such as encyclopedias to learn the basic facts and background information about your topic and gather some additional keywords and search terms.</td>
<td>2. When the results appear, find something in the list that looks promising and click Details.</td>
<td>These initial searches will give you a feel for what materials the library has on your topic.</td>
</tr>
<tr>
<td>4. Then use these words when searching.</td>
<td>3. Look under Explore! to find the “official” subject headings (terms) for your topic. Click the Find It link to see other titles with the same subject.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4. Add any relevant subject terms to your search term list.</td>
<td></td>
</tr>
</tbody>
</table>

### Not enough search results?
- Search Keywords instead of Subjects or Titles.
- Use more keywords and “Any of these words” instead of “All of these words.”
- Your topic may be too new or too specific, use more general terms.
- If you have a Look in box, search other libraries as well as your own.
- Use truncation (*) to get variations or alternate spellings of your term.
- Check your spelling.
- You may be using slang or “unofficial” keywords. To discover the correct terms, use the technique described under Use “official” subject terms.

### Too many search results?
- If there are words that you want to exclude, set the second Boolean option to NOT and enter the words in the third search term field.
- Try limiting the results to materials of a certain type or published during a certain time span.
- Use more precise search terms.
- Search for subjects instead of keywords.
- Remove any asterisks you may have added to your search terms. This will eliminate plural and alternate endings.
- If you still find too much information, your topic may be too broad with lots of materials on it. Narrowing your topic may make your results list more manageable.
To begin, enter the keywords or phrase you want to find. Then, click the appropriate button.

With a Power Search, you can construct a simple or advanced keyword search. A simple Keyword search lets you specify one word or phrase.

An advanced search lets you narrow your search by specifying:
- Multiple words or phrases connected by Boolean operators (AND, OR, NOT).
- The type of search for each term: Keyword, Title, Author, Subject, Series, or Notes.

To include Online Resources in your search, select the check box for One Search. You can then choose the resources you want to search.

Once you’ve selected your sources, click to begin your search.
Looking at search results

Search results appear on a single list on the One Search tab.
If the results aren’t what you were expecting, go back and make changes to your search term or the limiters to get different results.
The results from each source are listed under the source’s title.

For a printer-friendly page, click 📄Printable.
To see more about one of your results, click the source’s icon or Show.

Click Hide to roll up the list again.
Click any name to open the resource.
Add any of the resources to your Resource List.
### Personal Lists and Public Lists

With a Resource List, you can collect information about the titles that interest you, and then edit and print the list. You can use the list for finding the titles on the library shelves and when researching a classroom project or report. You may just want to keep a handy list of books to read.

You may be able to create more than one Resource List, if needed.

To add a new List, click ![Add List](image).

To change the name of a List or change its Public status, click ![Edit](image).

To delete a List, click ![Delete](image).

If you make any of your Lists Public, other users can see it on the Public Lists tab. You, however, are the only person who can edit or delete the List. If any of your Lists are Public, a ![Public](image) appears next to the List name.

Otherwise, a List is for your use only; no one else can view or make changes to a non-Public List.

### Adding items to a Resource List

Whether you are performing a Library Search, a Textbook Search, a Media Search, or an Asset Search, you can create a list of the titles (or assets) that interest you.

From a search results list, when you find a title that interests you, select a List next to **Selected List** and click ![Add to this List](image) to add the title to your List.

Titles you've already added to the selected List display ![In This List](image).

If you want to add **all** the search results on the page, click ![Add Page](image) at the top of the page.
Quick Help for Resource Lists

Using Resource Lists

Based on the products your district or school has purchased and the permissions granted, you might have tabs for Library Materials, One Search, and Digital Resources when you open **Resource Lists**.

Sort the List any way you want and click **Go!**.

To reverse the sort order, click **Go!** again.

These symbols show you what each title is: a book, a video, an audiotape, etc. (You can find descriptions for all of the symbols in the help topic.)

To empty your List, click **Remove All**.

**In** and **Out** indicate whether the title is available or not.

To delete a title from the List, click **Remove**.

If you log in to Destiny, your List is saved when you log out.

This allows you to do some searching from the library search station, or your computer at home, and add all the titles to the same List.

If you’re not logged in, make sure to print your List before leaving the **Catalog** since it won’t be saved.

Using Resource Lists for your research

When viewing your search results lists, add the titles that look promising to your List.

As you continue to do your research and find new materials, add them to your List, too.

To discover more information on a topic, click **Details** next to a title in your List.

Here you can view information about the book and links to related information and resources.

Remove those titles that turn out to be less useful—too technical, too general, irrelevant, or out of date.
Quick Help for Resource Lists

Creating a bibliography with your Library Materials List

After adding library titles or online resources to your List, you can generate a bibliography from it:

At the bottom of your List, go to Create and select “Bibliography”.

Enter a name for the bibliography, choose the way you want your bibliography sorted, and click Go.

If you want the bibliography to show any notes recorded for each title (the book summary that appears at the top of the Title Details page), select the “Show notes” check box.

If you want a printer-friendly version of your List, make sure that the List is sorted the way you want it. Then, click

If you want a more formal reading list, a bibliography formats the title information using MLA guidelines, but also includes the call number for the title, which makes it easier to find on the shelves.

Creating a citation list with your Library Materials List

If you keep your List updated with all the materials that you used for a paper, you can generate a citation list with it. At the bottom of the List is a Create list. Select the Citation List option, type in a name for the list, and click Go.

If some of the entries aren’t as complete as you would like, click next to the title to update the information.

Don’t forget to add entries for other sources like web pages, and journal and newspaper articles.

Check with your teacher to find out which bibliography style you should use.

Check with your teacher to find out which information your citations must contain.
Quick Help for Placing a Hold

Placing a Hold – Step 1

Placing a Hold on an item saves it for you. If the item is on the shelf the librarian will pull it and “hold it” for you at the desk for a period of time. If the item is checked out you will be notified when it returns and it will be waiting for you to pick up.

You MUST be logged in to your account to Place a Hold.

From a search results list, when you find a title that interests you, click on the title or the button to see the full record.

Step 2

Whether you have performed a Catalog Search or are working from a public or private Resource List:

Examine the title’s information to determine that it is something that interests you.

The Local Copies Available tells you if it is on the shelf.

If you want to Place a Hold click the button on the right side.

Step 3

On the Hold Request screen:

Select when you want it:
- As soon as possible
- Reserve for a specific date

Be sure to click SAVE!

You should see THIS message when you successfully place a Hold that gives you the “pick up by” date:

Hold requested for "In the arms of others : a cultural history of the right-to-die in America".
"In the arms of others : a cultural history of the right-to-die in America" is available now. Please pick up before 7/28/2014.