



Destiny Library Manager™ allows users to search for library materials and digital resources. Students, faculty, and staff members may access the system through any computer with Internet connectivity to begin locating resources that support the curriculum.

In this tutorial you will learn how to:

- ☞ Conduct a Basic Destiny Classic Search

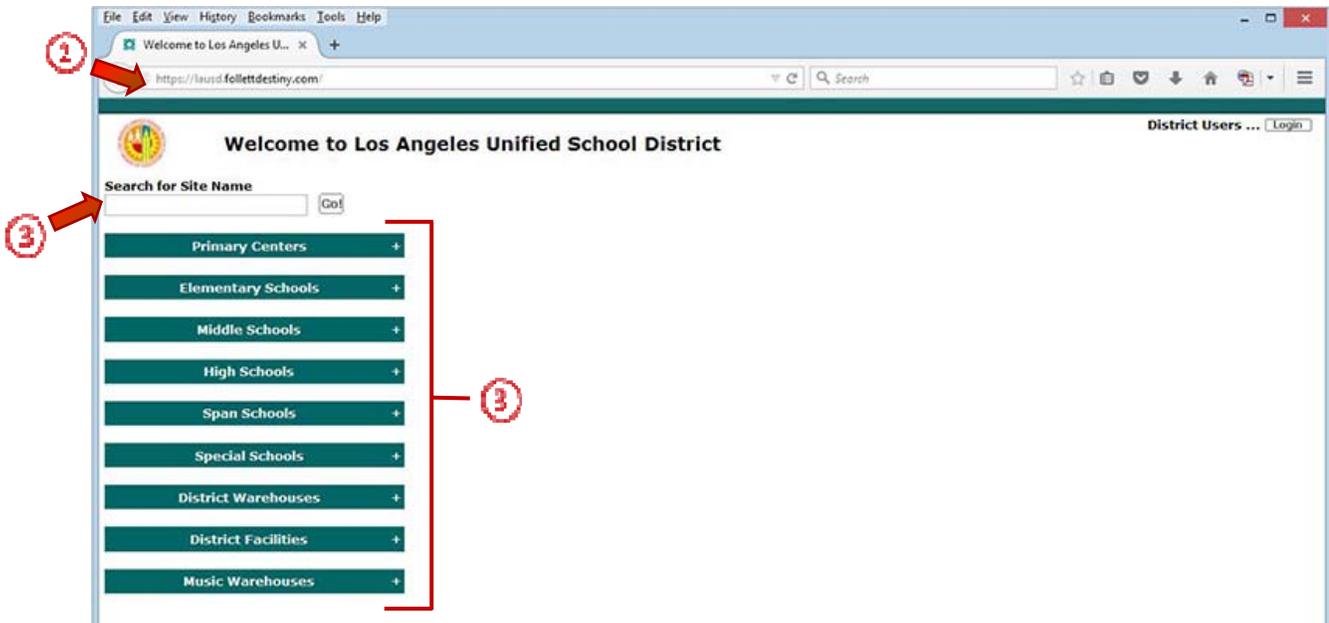
Requirements:

- ☞ PC or MAC
- ☞ A web browser such as:
  - a. *Google* Chrome 
  - b. Internet Explorer 
  - c. *Mozilla* Firefox 
  - d. Safari 
- ☞ Internet connection
- ☞ LAUSD Single-Sign On

**STEP 1: LOGIN TO DESTINY**

1. Open a web browser
  - a. *Google Chrome* 
  - b. *Internet Explorer* 
  - c. *Mozilla Firefox* 
  - d. *Safari* 
  
2. In the address bar, type the following URL and press the “**Enter**” key on the keyboard:
  - a. <http://lausd.follettdestiny.com>
  
3. There are two (2) ways to find your school:
  - a. In the “**Search for Site Name**” field, type in the name or location code of your school. Press the “**Enter**” key on the keyboard or click on the “**Go!**” button OR
  - b. Click on the “**Green Bar**” associated to your school group (*e.g. Middle School*)

Then, find and click on your school’s link. Click the “**Login**” button located on the upper-right corner. Enter your LAUSD Single-Sign On (*SSO*) to login.



## CATALOG: BASIC SEARCH

### STEP 2: BASIC SEARCH

1. Click on the “Catalog” tab

**NOTE:** Before beginning a search, make sure the “Basic” sub-tab is selected.

- a. Available search options are:

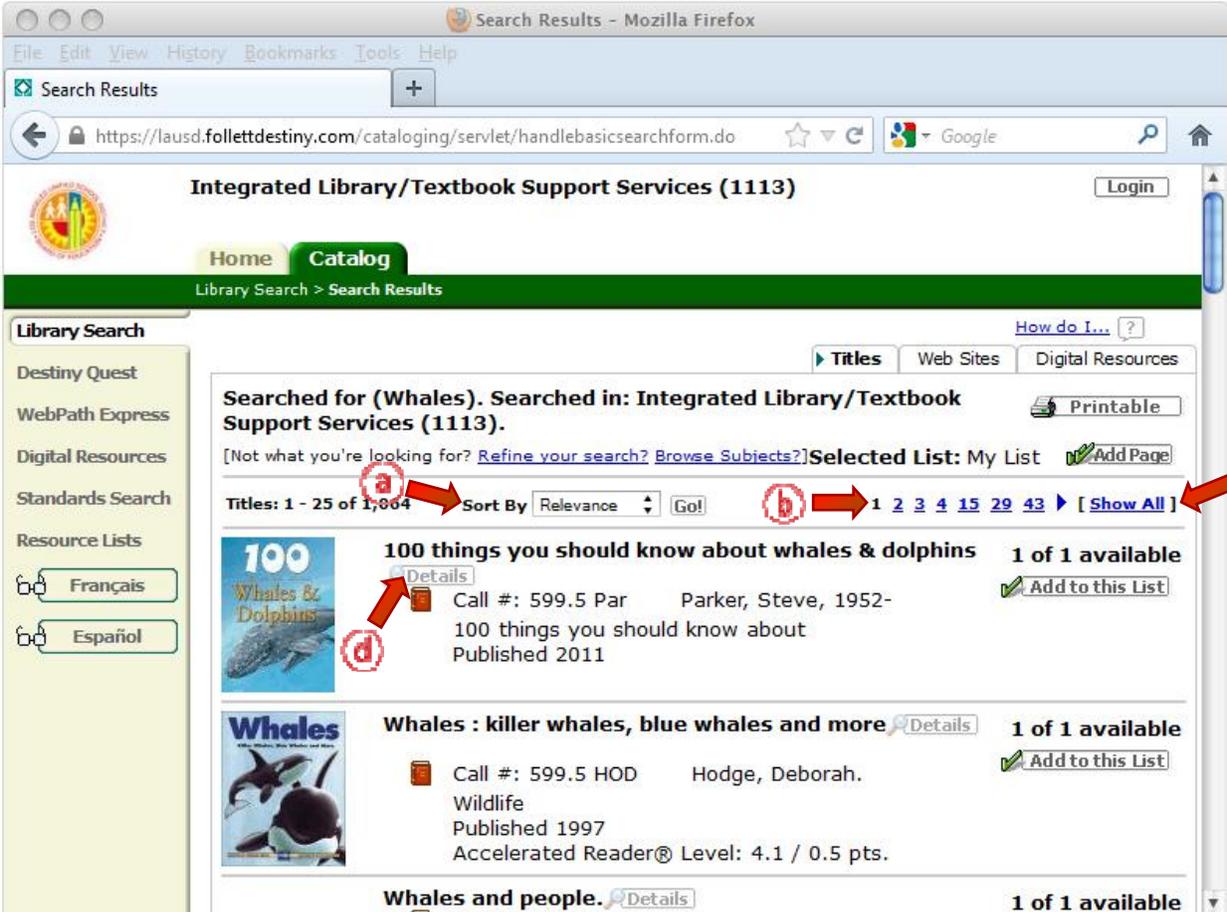
- ✓ **Keyword:** Searches all title, author, subject, series, and notes
- ✓ **Title:** Searches by title
- ✓ **Author:** Searches by author
- ✓ **Subject:** Searches by subject
- ✓ **Series:** Searches by series

2. In the “Find” field, type in the topic to be searched and press the “Enter” key on the keyboard to search all options.

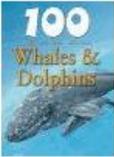
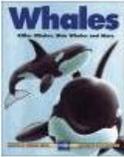
**NOTE:** Clicking on any of the search option icons will initiate a more narrow search.

## CATALOG: BASIC SEARCH

3. The screen will change and the search results will appear with the following navigation options:
  - a. “Sort by” search results
  - b. “View” single pages
  - c. “Show all” search results on the page
  - d. Brief details for each book such as
    - ✓ Title
    - ✓ Small icon     
    - NOTE: Depending on the title’s format, some may have one or more.*
    - ✓ Call number
    - NOTE: The call number is used to locate books in the library.*
    - ✓ Author’s name
    - ✓ Year published
    - ✓ Reading Program (if school has one)
    - ✓ Number of copies available at the school site
4. To view the full details, click on the “**Title**” of the book or the “**Details**” button.



The screenshot shows a web browser window titled "Search Results - Mozilla Firefox" displaying the Integrated Library/Textbook Support Services (iLTSS) catalog. The search results are for "Whales". The page includes a navigation menu with "Home" and "Catalog" tabs, and a "Library Search > Search Results" breadcrumb. The search results are displayed in a table with columns for "Titles", "Web Sites", and "Digital Resources". The search criteria are "Searched for (Whales). Searched in: Integrated Library/Textbook Support Services (1113)". The results list includes:

Thumbnail	Title	Availability
	<b>100 things you should know about whales &amp; dolphins</b> Call #: 599.5 Par Parker, Steve, 1952- 100 things you should know about Published 2011	1 of 1 available <a href="#">Add to this List</a>
	<b>Whales : killer whales, blue whales and more</b> Call #: 599.5 HOD Hodge, Deborah. Wildlife Published 1997 Accelerated Reader® Level: 4.1 / 0.5 pts.	1 of 1 available <a href="#">Add to this List</a>
	<b>Whales and people.</b>	1 of 1 available

Red arrows and circles labeled a, b, c, and d point to specific features: 'a' points to the 'Sort By' dropdown menu, 'b' points to the 'View' buttons (1, 2, 3, 4, 15, 29, 43), 'c' points to the 'Show All' button, and 'd' points to the 'Details' button for the first book.

## CATALOG: BASIC SEARCH

5. The screen will change and the **Title Details** sub-tab will be displayed with the full specifics of the selected book.
  - a. Other accessible sub-tabs are:
    - ✓ **Reviews**: Contains information the Teacher Librarian or Library Aide have posted as a book review
    - ✓ **Copies**: Displays the number of copies available
6. Click on the **“Green Arrow”** to view the next title in the list.
7. To return to the basic search page, click on the **“Library Search”** button or the **“Library Search”** link located on the green bar to start a new search.

The screenshot shows a web browser window with the URL <https://lausd.follettdestiny.com/cataloging/servlet/presenttitledetailform.do?siteTy>. The page title is "Details for '100 things you should know about whales & dolphins' - Mozilla Firefox". The browser's address bar shows the URL. The page content includes a navigation bar with "Home" and "Catalog" tabs. Below the navigation bar, there is a breadcrumb trail: "Library Search > Search Results > '100 things you should know about whales & dolphins'". The main content area features a book cover for "100 things you should know about whales & dolphins" by Steve Parker and Camilla de la Bedoyere. The book is priced at \$599.50. The description states: "Collects one hundred facts about whales and dolphins, describing their diet, physical characteristics, behaviors and abilities, and other related topics. Includes illustrations, cartoons, quizzes, and activities." The page also shows "Local copies available: 1 of 1." and "There are no off-site copies of this title." A green arrow points to the right, indicating the next title in the list. The "Library Search" button is circled in red, and the "Title Details" tab is also circled in red.