CATALOG: BASIC SEARCH

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

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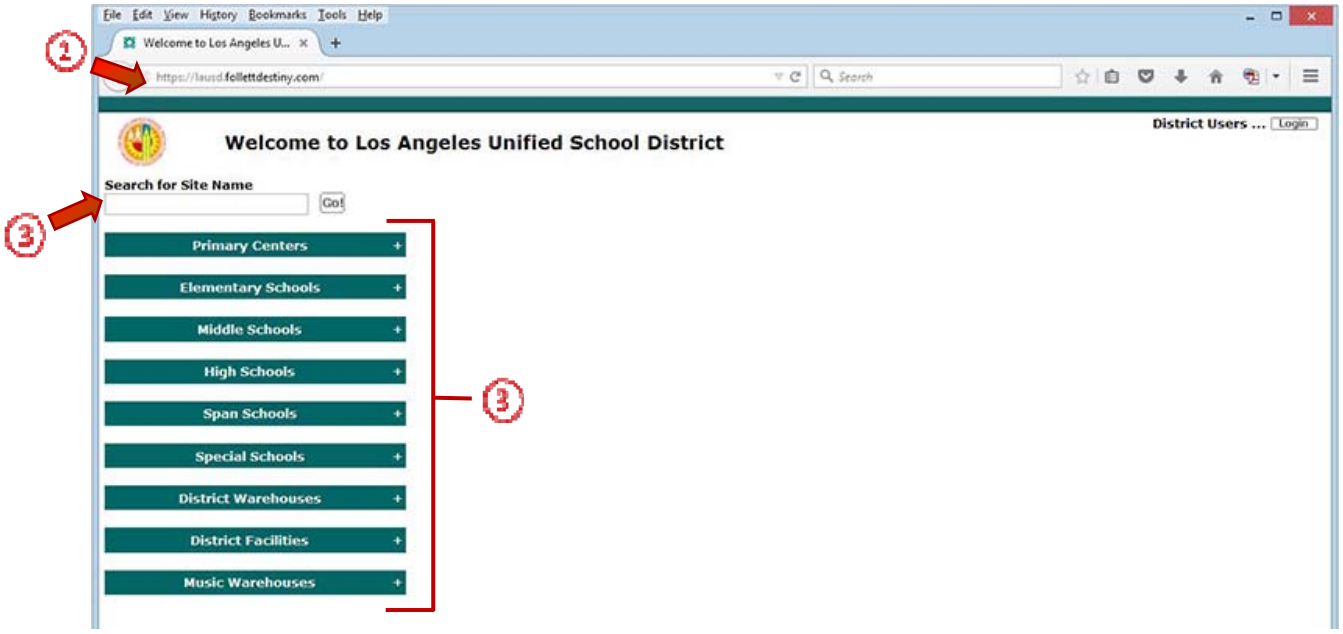
STEP 1: LOGIN TO DESTINY

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.



STEP 2: BASIC SEARCH

1. Click on the "**Catalog**" tab

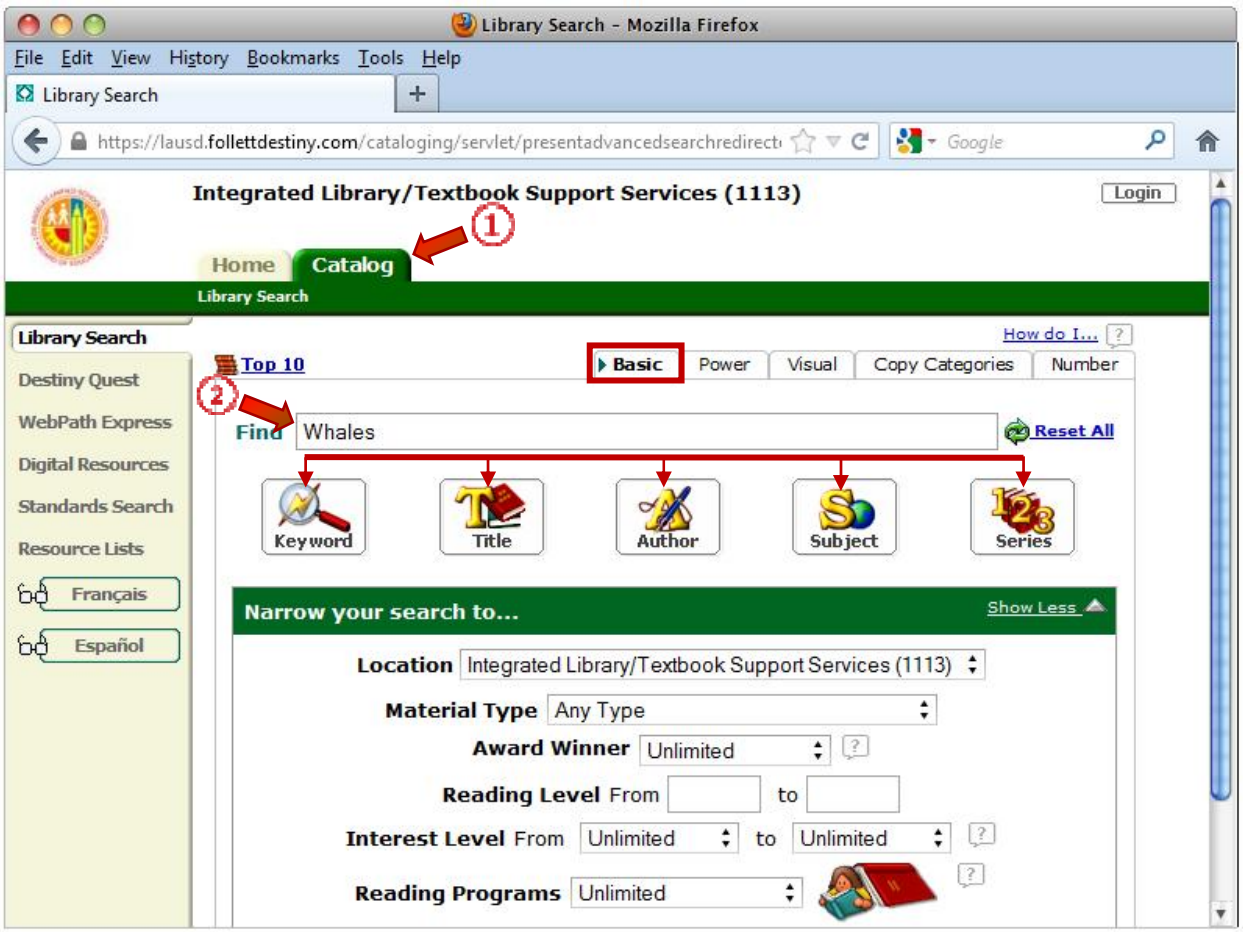
   NOTE: Before beginning a search, make sure the "**Basic**" sub-tab is selected.

   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

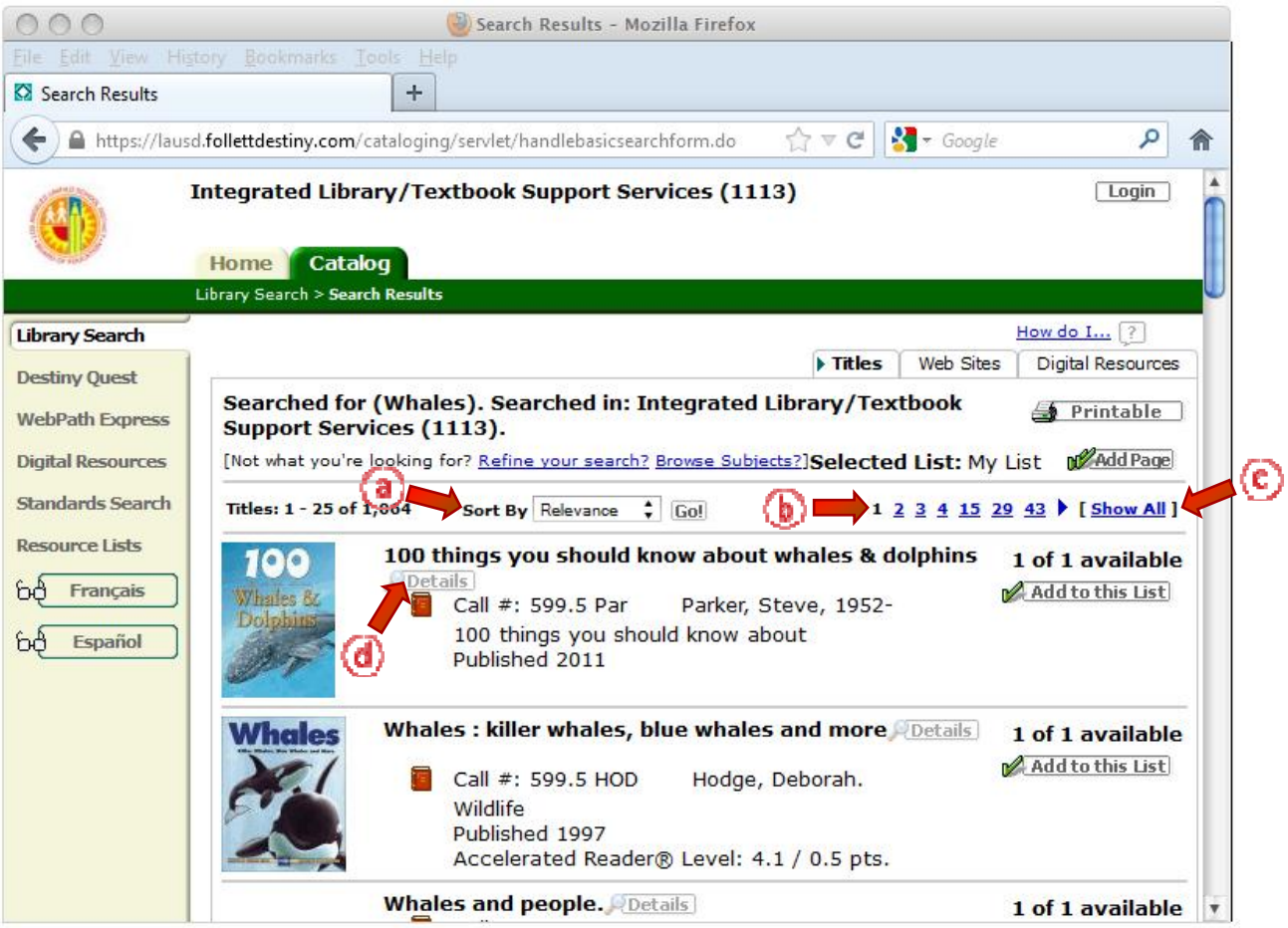
2. In the "**Find**" field, type in the topic to be searched and press the "**Enter**" key on the keyboard to search all options.

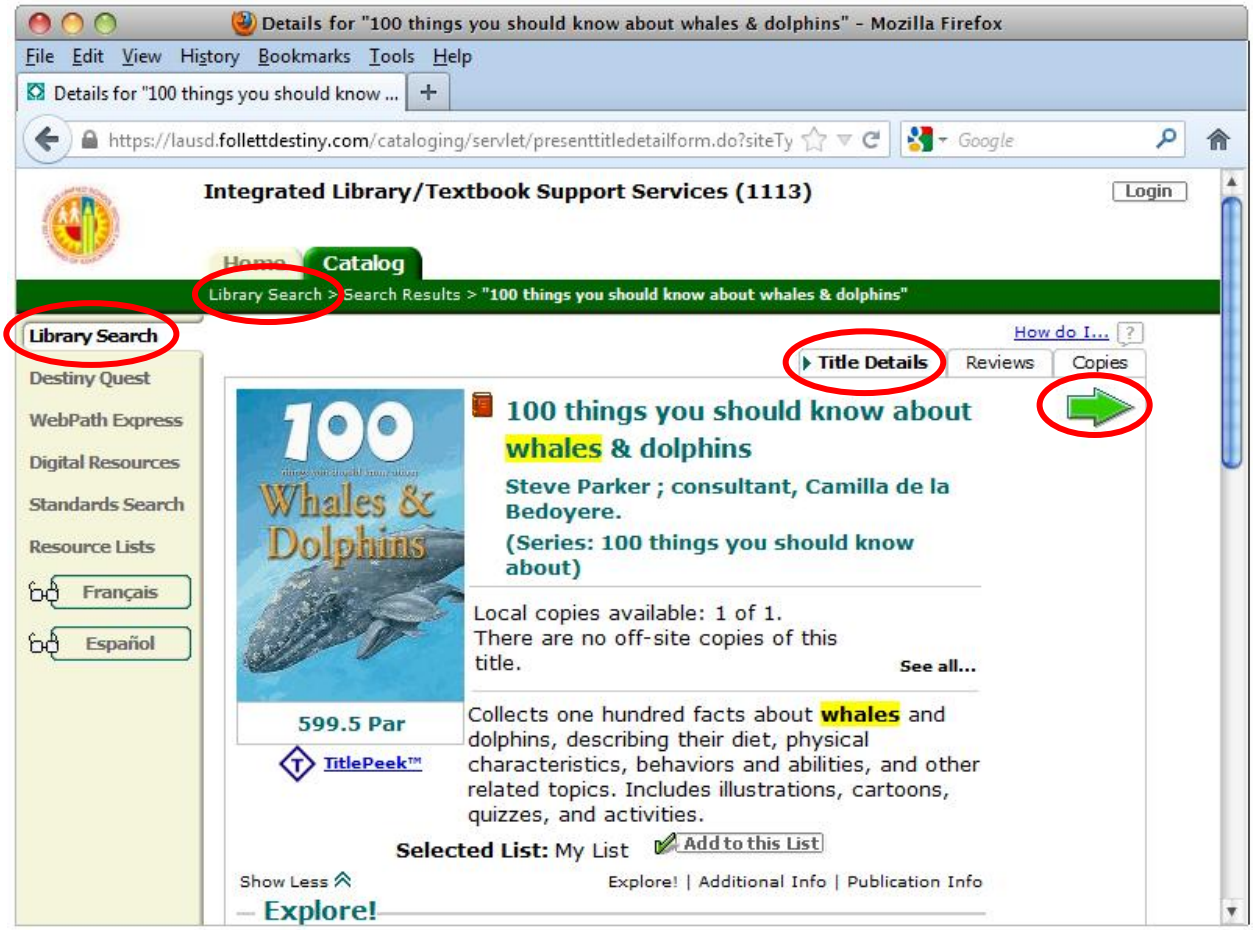
   NOTE*: Clicking on any of the search option icons will initiate a more narrow search.*



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.



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.