

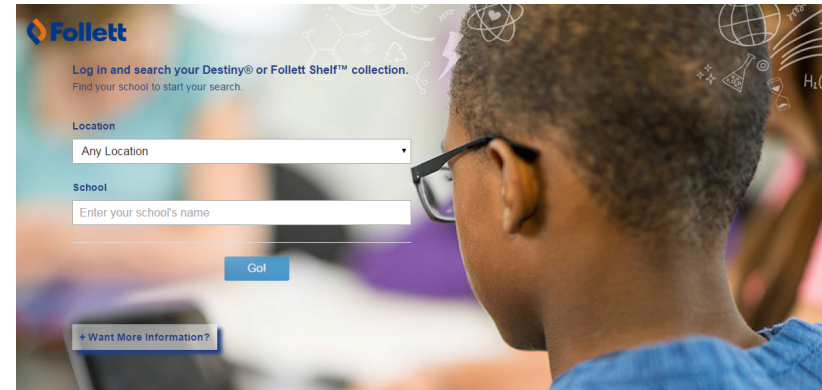
## Finding Resources with Universal Search

Destiny Library Manager's Universal Search feature makes it easy to find resources in your library's entire catalog. With a single search, you can find everything from eBooks to print materials to websites.

### Access

Before you can access your library's resources, you need to sign in to Universal Search. Use the following steps to access Universal Search from outside your school:

1. From any browser, go to [gofollett.com](http://gofollett.com).
2. Use the **Location** drop-down to select your state or province.
3. In the **School** field, type the first few letters of your school's name. When your school appears in the suggestions, select it.
4. Click **Go!**.
5. From the top toolbar, select **Login**.
6. Type your user name and password, and then click **Login**.



**Note:** If you are already in Destiny, you can access Universal Search from the **Catalog** tab, **Universal Search** option.

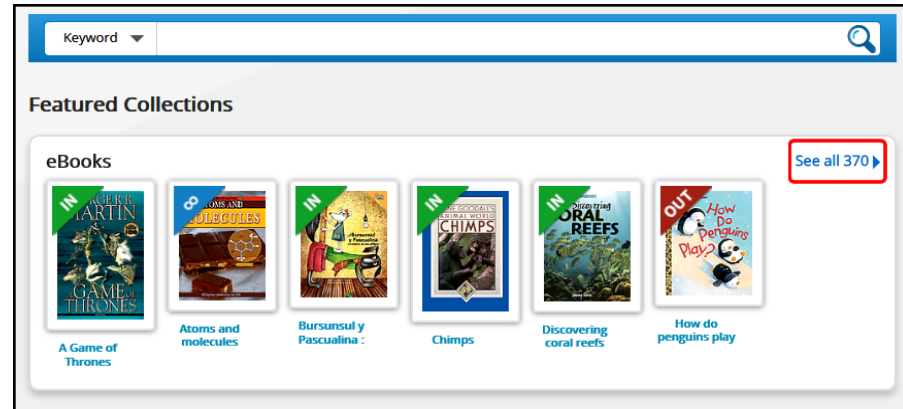
## Search

There are two different ways to search for resources—you can browse a Featured Collection or search for a specific resource.

### To browse a Featured Collection:

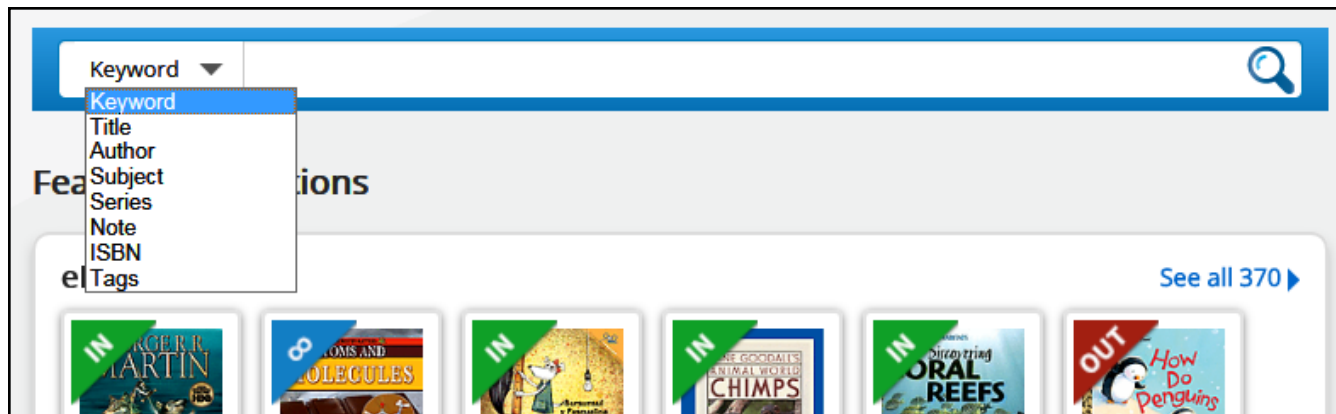
1. From the Universal Search Home page, click **See all** next to the collection you want to browse. Or, from any page, click **Collections** on the top toolbar.
2. To see details about a specific search result, click its cover image or title.
3. To access an eBook, click **Open** from the search results or title details.


**Note:** If you are accessing a Follett Audiobook, click **Play**.



### To search for a specific resource:

1. Use the drop-down to select the type of search you want. If you skip this step, Universal Search performs a keyword search.



2. In the **Search** field, type your search term.
3. Press **Enter** or click .

Search results are organized into ribbons and tabs. If you're not sure which type of resource you want, use the ribbons—which visually highlight search results—as a guide.

**Tips for using the search results:**

- To limit your search results, select a filter from the **Narrow by:** list.
- To view all results of a material type category, click **See all** on any of the ribbons, or select a tab.
- To see details about a specific search result, click its title or cover image.
- To access an eBook or digital resource, click **Open** from the title details.

**Note:** If you are accessing a Follett Audiobook, click **Play**.

The screenshot shows a search results page with the following elements:

- tabs:** A row of four buttons: "All", "Books", "Digital", and "Databases".
- Narrow by:** A dropdown menu with "Availability" selected.
- Sort by:** A dropdown menu with "Relevance" selected.
- Books ribbon:** A section titled "Books" containing four book covers: "Looking for Lincoln : the...", "The Lincoln-Douglas...", "Lincoln : the biography of", and "A. Lincoln : a biography". A "See all" link is located to the right of the covers.
- Digital ribbon:** A section titled "Digital" containing three book covers, with a "See all" link to the right.

## Place a Hold

If your school lets you place holds, use the following steps to place a hold on Follett eBooks and print materials in Universal Search:

1. After searching, click the **Books** or **Digital** tab or ribbon.
2. Next to the title you want to place on hold, click **Hold**.

**Note:** If you do not see the Hold button, you are not able to place holds or are not logged in. Talk to your librarian for more information.

The screenshot shows the 'Books Search Results' page. On the left, there is a 'Narrow by:' sidebar with filters for Availability, Author, Subject, Genre, Format, Accelerated Reader®, Lexile, Interest Level, Reading Level, Fountas & Pinnell, and Series. The main content area displays two book results. The first result is 'The Howell book of dogs: the...' by Palika, Liz, 1954-. It has a red-bordered 'Hold' button and a blue-bordered 'Favorite' button. The second result is 'The complete dog book / subtitle 2' by American Kennel Club. It also has a red-bordered 'Hold' button and a blue-bordered 'Favorite' button. The 'Hold' buttons are highlighted with red boxes.

You can see and manage your holds in your Bookbag.

The screenshot shows the 'Bookbag' interface. At the top, there is a navigation bar with 'Home', 'Logout', 'S. Administrator', 'Collections', 'Bookbag', 'Help', and 'Exit'. Below the navigation bar, there is a welcome message for 'S. Administrator' and a search bar. The 'Bookbag' menu is open, showing options: Favorites, Reading Path Setup, Checkouts, Holds, History, and Notebook. The 'Holds' option is highlighted with a red box. Below the menu, there is a 'Featured Collections' section with several eBook covers: 'A Game of Thrones', 'Atoms and molecules', 'Bursunsul y Pascualina', 'Chimps', 'Discovering coral reefs', 'How do penguins play', and 'How video game designers play'. Each cover has an 'IN' icon in the top left corner.