

# Tour of Destiny Library Manager

## Description

From its thorough and flexible tracking of your library's resources and insightful reports, to its engaging and easy-to-use discovery interface for students, Destiny Library Manager is a complete library management system. It's accessible anywhere, 24/7, helping strengthen the bond between the library, classroom and home.

## Objectives

- Log in to Library Manager.
- Navigate tabs, options, subtabs and breadcrumbs.
- Explore the librarian functions of Destiny Library Manager.
- Search for library resources with Destiny Discover®.
- Explore the types of resources you can access with Destiny Discover.

## Activities

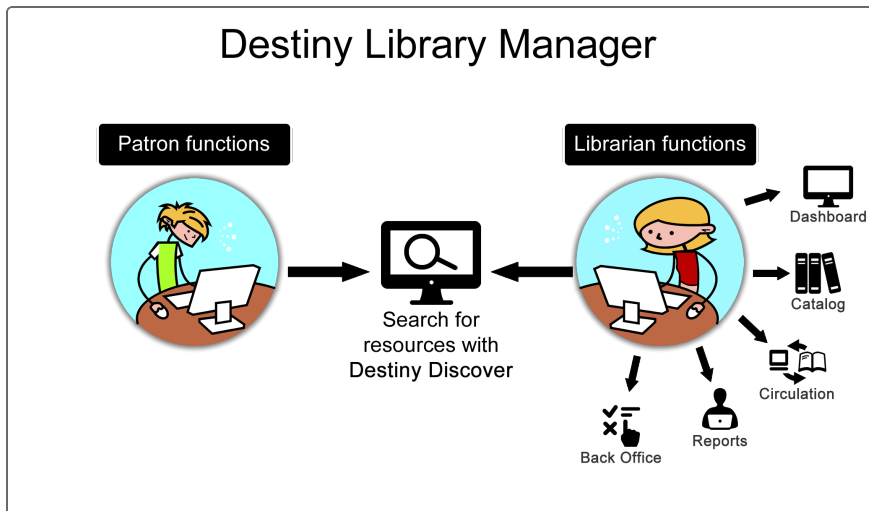
- Log in to and navigate Library Manager.
- Search for library resources.
- Access Follett Help and training resources.
- Find where you perform specific library tasks.

## Overview

Destiny Library Manager helps you efficiently complete day-to-day tasks in a way that works best for your school with:

- Quick and accurate methods of adding new materials to your catalog.
- Easy resource checkout, checkin and tracking.
- Several pre-configured and customizable reports to quickly gather data on outstanding fines, collection areas that need weeding and statistics information for administrators.

Library Manager's search interface, Destiny Discover, lets patrons view your library's print and digital resources. With a single search, you can find books, eBooks, audiobooks, database resources and more. Destiny Discover is available at school or on-the-go on any device via a web browser.



## Log In to Destiny

A logged-in Destiny user has access to more Destiny features and functionality.

### Notes:

- Many schools set up single sign-on to Destiny with network or Google credentials.
- In addition to the login you use for most of your daily tasks, you might have a district-level login you use for specific tasks.

To log in to a specific school, use the following instructions:

1. From the district welcome page, click your school name.
2. Click **Log In**. The Login page appears.

3. Do one of the following:

If you want to...	Then...
Log in to Destiny using a single sign-on (SSO) with Google or another protocol	Click the appropriate field, and type in your credentials.
Log in with your Destiny user name and password	Type your <b>User Name</b> and <b>Password</b> , and then click <b>Log In</b> .

## Notes

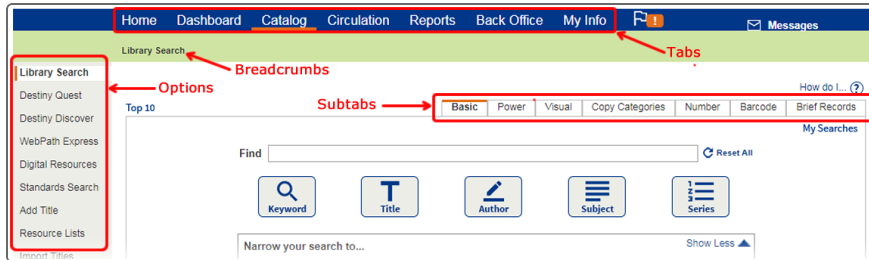
If you are logging in as a **Destiny Administrator** or another district-level user, use the following steps:

1. From the district welcome page, click **Log In**.
2. Type your **User Name** and **Password**, and then click **Log In**.

**Note:** If your school uses SSO, district users with site access can log in at the site or district, and switch between the two. If a district user without site access logs in at the site level, they will be routed to the district. If a site user logs in at the district level, they will be routed to their site.

## Tour of Circulation, Cataloging and Other Librarian Functions

Library Manager circulation, cataloging and other administrative functions are organized by tabs, options and subtabs.

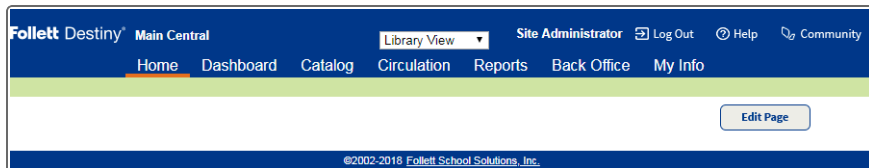


On each tab, a list of options appears on the page's left side. Many options have subtabs. Orange highlights and breadcrumbs show where you are. Use them instead of your browser's back button to return to previous pages.

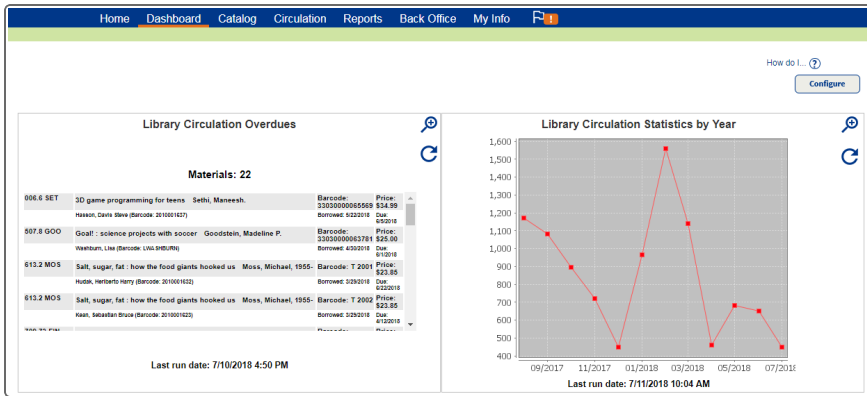
User access to tabs, options and subtabs is based on permissions assigned by a Destiny or site-level administrator.

### Explore the tabs available to you:

**Home:** First page you see when you log in to access Library Manager's administrative functions. This can be customized with text, links and images.



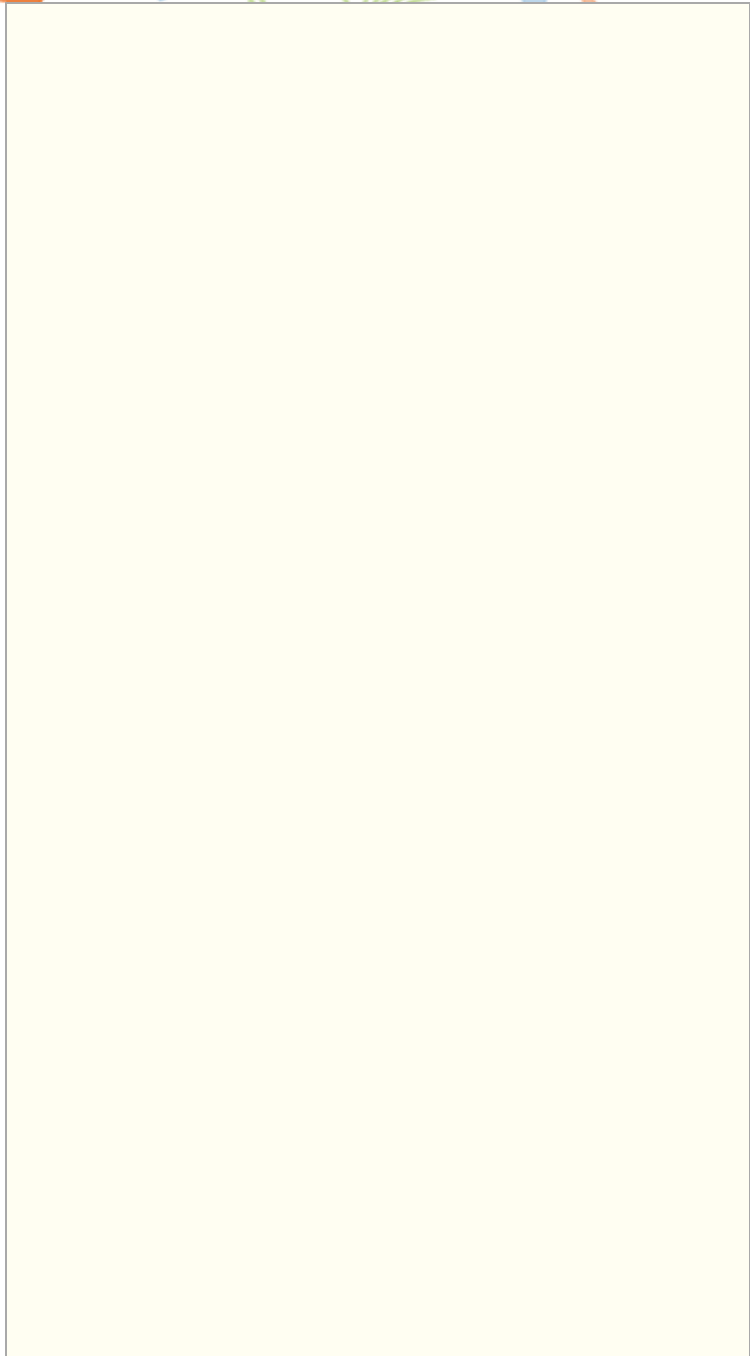
**Dashboard:** A graphical, at-a-glance view of your Destiny data. For example, you can set it up to display circulation statistics and information on overdue materials.



**Catalog:** Contains tasks related to adding or updating a title or copy record, as well as a way to access searching functionality.

The screenshot shows the Destiny Catalog search interface with the following elements:

- Navigation:** Home, Dashboard, **Catalog**, Circulation, Reports, Back Office, My Info, Messages.
- Search Options:** Basic (selected), Power, Visual, Copy Categories, Number, Barcode, Brief Records.
- Search Input:** Find [ ] [Reset All]
- Search Filters:** Keyword, Title, Author, Subject, Series.
- Narrow your search to...:**
  - Location:  George Washington High School,  District Media Collection
  - Material Type: Any Type
  - Award Winner: Unlimited
  - Reading Level: From [ ] to [ ]
  - Interest Level: From Unlimited to Unlimited
  - Reading Programs: Unlimited



**Circulation:** Contains functions related to circulation, such as checking out and checking in materials, managing fines and looking up a patron's status.

**Reports:** Let you gather data, such as patrons with overdue materials or outstanding fines and collection areas that need weeding, promotion or enhancement. Choose from pre-configured reports, or create custom reports with Report Builder.

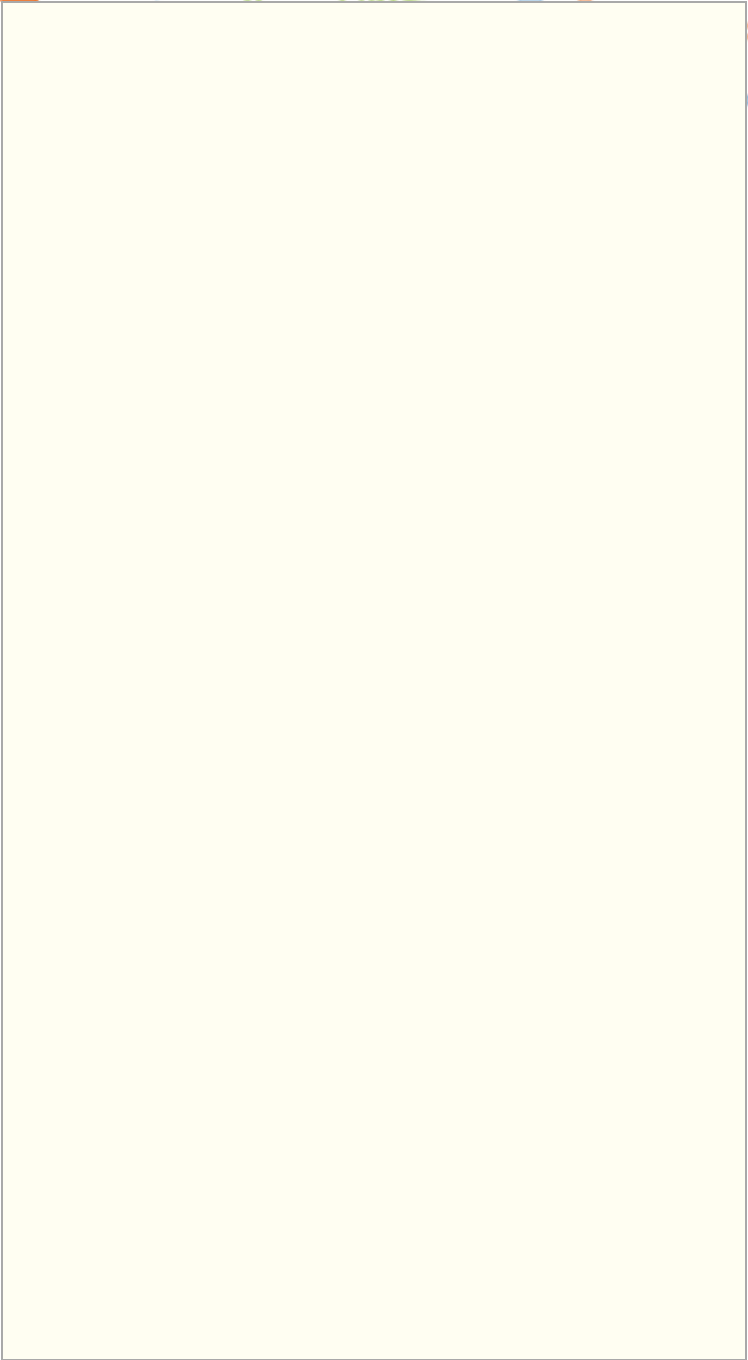
Name	Created By	Last Run	Run	Remove from Favorites
Follett Students' Choice HS Books	Site Administrator	10/26/2016 11:53 AM	Run	Remove from Favorites
Lost Copies That Had Multiple Circs	unknown	5/6/2015 8:03 AM	Run	Remove from Favorites

= From District   
 = Remove from Favorites

Notes

**Back Office:** Used to perform administrative tasks, such as configuring your site, running inventory and managing patrons.

The screenshot shows the 'Manage Patrons' section of a library system. At the top, there is a navigation bar with links for 'Dashboard', 'Catalog', 'Circulation', 'Reports', 'Back Office', and 'My Info'. Below this, a sidebar menu lists various actions: 'Manage Patrons', 'Update Patrons', 'Update Classes', 'Import Patrons', 'Export Patrons', and 'Manage Homerooms'. The main content area is titled 'Manage Patrons' and contains a search form. The search form includes a 'Find' input field, a dropdown menu set to 'All', and a 'Search' button. Below the search field are two checkboxes: 'Search across the district' (unchecked) and 'Only Active Patrons' (checked). To the right of the search form, there is a 'Nonexistent?' link and an 'Add New Patron' button. A 'How do I...?' help link is also visible in the top right corner of the search area.





## Apply

Let's practice tasks you might encounter in your library. Write down the tab you select to perform the following:

Task	Tab
1. Check in returned books.	
2. Add a new book to your catalog.	
3. Print a barcode label.	
4. Look up who a book is checked out to.	
5. Print overdue notices.	
6. Inventory a section of your library.	
7. Adjust a loan policy.	
8. See circulation statistics for the last month.	
9. Edit your library calendar.	

## Tour of the Student Search Interface: Destiny Discover

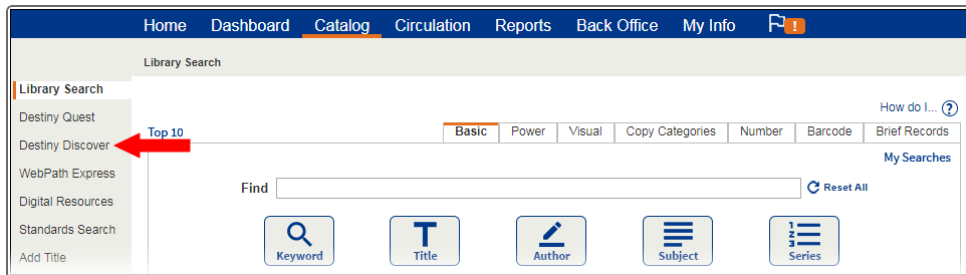
Destiny Discover makes it easy to look for resources in your library's entire catalog. With a single search, you can find everything from eBooks to print materials to websites.

### Access Destiny Discover

The most common ways to give your patrons access to Destiny Discover are:

- Set it as your homepage.
- Create a desktop shortcut.
- Link to it from your school, library or class webpage.

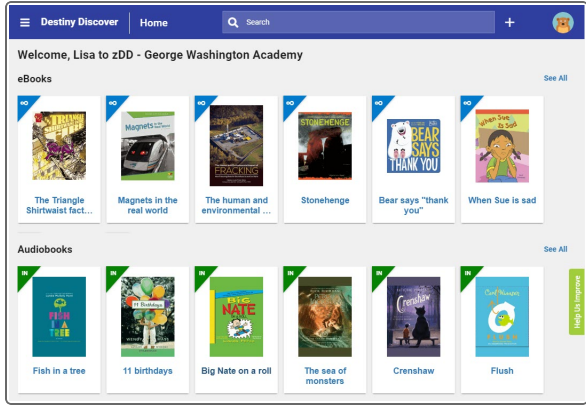

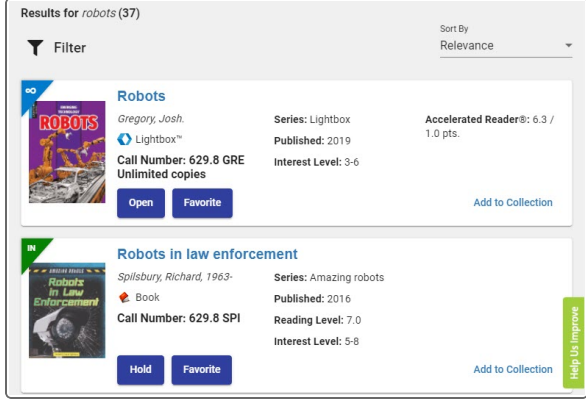
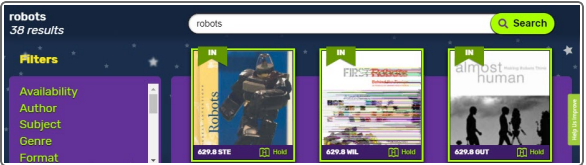
If your daily work includes tasks like circulation or cataloging, you might find it easiest to access Destiny Discover from the Catalog tab. Switch back and forth between interfaces without logging in again.

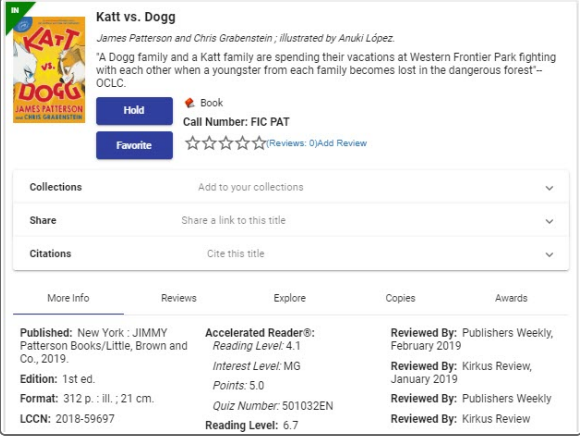



## Choose a Destiny Discover Version

You can choose between two versions of Destiny Discover – Standard and Simplified – for your groups of users.

Use the following table to explore the design and feature differences:

	Standard	Simplified
Design	A clean, blue design; geared for upper grade levels (6-12).	Choose from four student-friendly themes; geared for lower grade levels (K-5). Themes include aquarium, book fair, space or kids outside.
-Homepage		
-Search results		

	Standard	Simplified
<p>-Title Details</p>		
<p><b>Features</b></p>	<ul style="list-style-type: none"> <li>• Create individual citations or a citation list.</li> <li>• Share a link to a title's details via a permalink or QR code.</li> <li>• Access full Title Details, such as professional reviews and awards, as well as links to explore resources with the same subject, author, curriculum tag or series.</li> <li>• Add star ratings and/or text reviews (with appropriate permission).</li> </ul>	<ul style="list-style-type: none"> <li>• Navigate with ease: <ul style="list-style-type: none"> <li>◦ Scrollable featured content.</li> <li>◦ Easy-to-see, clickable links.</li> <li>◦ One-click access to digital content.</li> <li>◦ And more!</li> </ul> </li> <li>• Rate books with an emoji rating scale (with appropriate permission).</li> </ul>
<p><b>Next Steps</b></p> <p><input type="checkbox"/> For more information on setting up versions, visit Follett Community or Destiny Discover Help.</p>		

## Navigate the Homepage

You can start discovering your library's resources right from the homepage.

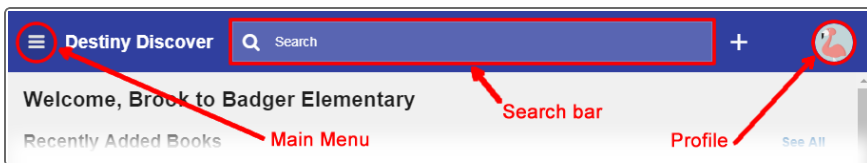
**Note:** Homepage navigation varies based on the display version selected by your school:

- Standard (blue-themed design)
- Simplified (varied themes: aquarium, space, kids outside or bookfair)

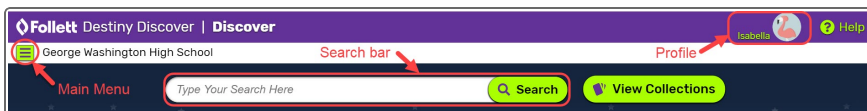
## Use the top toolbar

Access the top toolbar from any page.

### Standard view



### Simplified view (color scheme varies based on theme)



- Use the Main Menu to access a variety of functions, Help or to log out.
- Use the Search bar to search for library resources.
- Access and edit your Profile.

**Note:** In the Simplified view, if you have appropriate permissions, you can use the **Profile** drop-down to access **My Stuff** (Checkouts, Holds, Fines, Favorites, History).

## Browse the ribbons

### Standard view

Welcome, Brook to Badger Elementary

Recently Added Books [See All](#)

**Recently Added Books:**

- Animals helping at work
- Animal migrations
- If you were a kid surviving a
- Animal mash-ups
- Heroes on the side

**Popular Titles:**

- The cat came back
- Dog and Bear : two friends,
- The Dog : Why Are Dog's
- Goodnight, goodnight, goodnight,
- Margret & H.A. Rey's Curious

### Simplified view

Topics

**Topics:** Graphic Novels, Fantasy, Humor, Scary Stories, Mystery, Adventure, Sports Fiction, Animal Stories, Historical Fiction

Recently Added Books [See All](#)

- FLY GUY PRESENTS GARBAGE & RECYCLING
- DOG MAN BRAWL OF THE WILD
- THE 13-STORY TREEHOUSE!
- ADA TWIST.
- THE GOOD EGG

Browse the ribbons for a quick way to explore some of your library's featured resources. Depending on your view, click **See All** or scroll to access all the resources in a category.

**Note:** The ribbons that appear are based on the library resources your school has and how the homepage was customized.

- **Recently Added Books:** Lets you view the newest 15 books that have been added to your collection.
- **Popular Titles:** Displays the 10 most popular books read at your school.
- **Topics:** Shows topics or genres (such as fairy tales, biography, sports), which you can select to perform a predefined search.
- **eBooks:** Includes all eBooks in your collection.
- **Interactive eBooks:** Shows all interactive eBooks in your collection, including Lightbox™.
- **Audiobooks:** Includes audiobooks in your collection.
- **Lightbox:** Displays all Lightbox titles in your collection.
- **Collections:** Includes groups of curated resources from Collections by Destiny that are shared with your school or district.
- **Links:** Includes links to One Search™ databases and custom links.


## Search for Library Resources

With a single search, you can find print and digital resources.

### To perform a keyword search of all library resources:

In the Search bar at the top of any page, type a search term, and then press **Enter** or **Return**.

**To use custom search settings to narrow your search** (only available in the Standard version of the user interface):

1. Next to the search bar at the top of any page, click .
2. Use any or all of the following drop-downs to narrow your search:
  - **Type:** Select a type of search to perform (Keyword, Title, Author, Subject or Series).
  - **Location:** Search your school, a group of schools (elementary, middle or high) or your entire district.
  - **Format:** Narrow your search to a specific format, such as eBooks.
  - **Starting and Ending Interest Level:** Narrow your search to an Interest Level range.
  - **Reading Program:** Narrow your search by a reading program range.



3. Click **Set Options**.

**Search Options** ✕

Type  
Subject ▼

---

Format  
eBook ▼

---



Starting Interest Level ▼ To Ending Interest Level ▼

---

Reading Programs ▼

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4. In the search bar, type a search term.
5. Press **Enter** or **Return**.


**Note:** If the icon next to the Search bar appears with a white circle , that means custom search settings are applied. To clear them, click , and then **Clear All**.

You can expand or refine your search using the following tools:

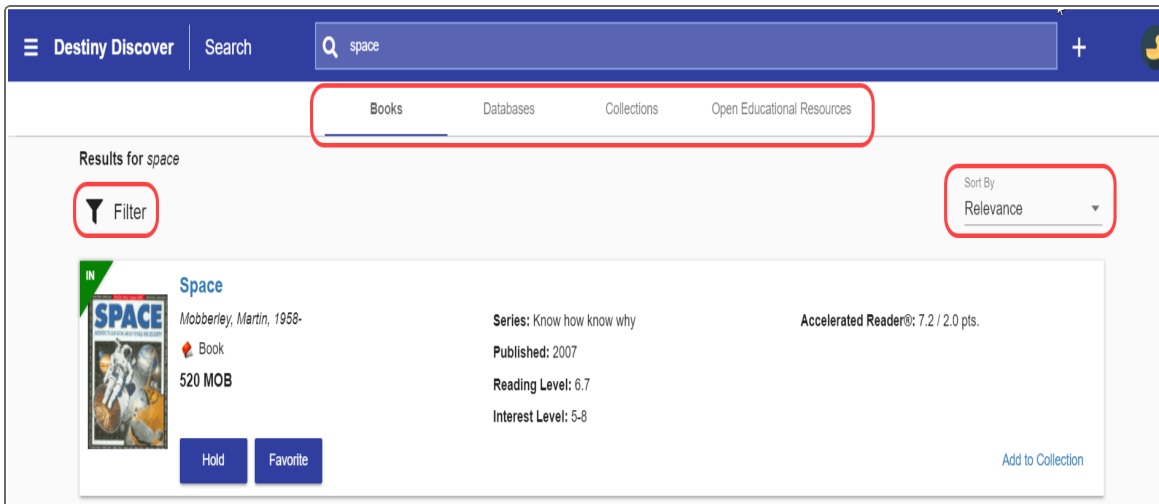
Search tool	Description	Example
<b>Quotation marks ("")</b>	Use quotes around search terms to find a specific phrase.	<p><i>"Great Pyramid"</i> (with quotation marks) will return results that include the exact phrase in the title record.</p> <p><i>Great Pyramid</i> (without quotation marks) will return results with the words "Great" and "Pyramid" anywhere in the title record, in no specific order and not necessarily together.</p>
<b>Asterisk (*)</b>	Type an asterisk in the middle of or after a set of characters to let Destiny fill in the blank.	<i>hou*</i> will return results such as <i>house, Houdini, Houston, etc.</i>
<b>Question mark</b>	Use a question mark to replace a single character.	<i>ho?e</i> will return <i>hole, home, hose, Howe, etc.</i>
<b>AND, OR and NOT</b>	Use these Boolean operators between search words (must be uppercase). The AND operator is always assumed if you include two words in your search.	<i>red blue</i> is the same as <i>red AND blue</i> .

From search results, you can narrow or sort your search, see if a resource is available and more. Search results are organized by tabs that reflect the material type.

**To narrow or sort your search results:**

- Click  **Filter**, and then select the appropriate drop-downs.
- Use the **Sort by:** drop-down to change the sort order.

**Note:** To see information about a specific search result, click its title or cover image.



The screenshot shows the Destiny Discover search interface. At the top, there is a search bar with the text "space" and a search icon. Below the search bar, there are tabs for "Books", "Databases", "Collections", and "Open Educational Resources". The "Books" tab is selected. Below the tabs, there is a "Filter" button and a "Sort By" dropdown menu set to "Relevance". The search results for "space" are displayed below. The first result is a book titled "Space" by Mobberley, Martin, published in 1958. The book cover is shown on the left. To the right of the cover, the following information is displayed: "Series: Know how know why", "Accelerated Reader®: 7.2 / 2.0 pts.", "Published: 2007", "Reading Level: 6.7", and "Interest Level: 5-8". At the bottom of the result card, there are buttons for "Hold" and "Favorite", and a link for "Add to Collection".

**Explore the search results tabs:**

**Books:** All print books and other physical materials, as well as eBooks, audiobooks Lightbox and interactive eBooks.

**What is Lightbox?** Lightbox is a multimedia educational space for schools that incorporates videos, Google Maps, worksheets, audio, quizzes and more to provide a full digital learning experience for schools. To try it, go to: <http://k12.follett.com/lightbox-demo>

**Next Steps:**

- To learn more about Follett eBooks, visit Follett Community.

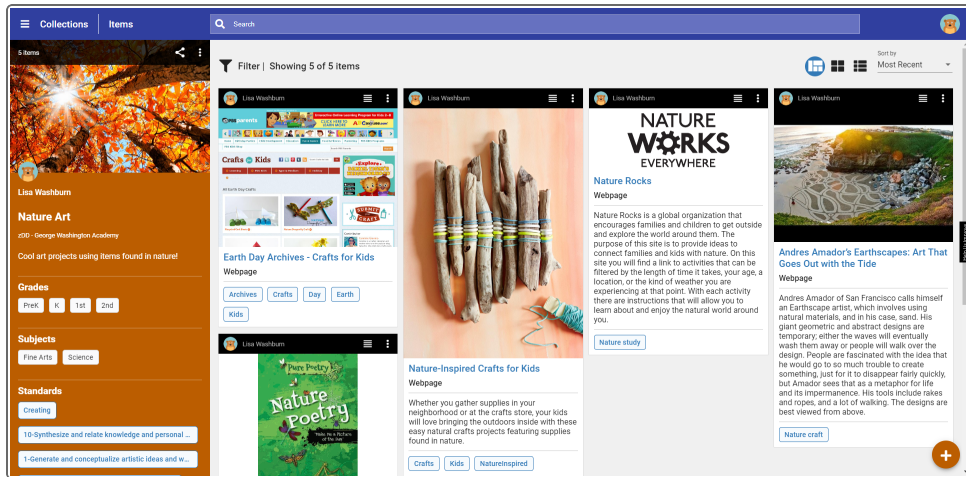
**Databases:** Links to One Search and WebPath Express™ resources.

- **What is One Search?** One Search provides access to content in your school's free and subscription databases without an additional login.
- **What is WebPath Express?** WebPath Express is a subscription service that gives you and your patrons access to thousands of curated, relevant, up-to-date Internet sites.

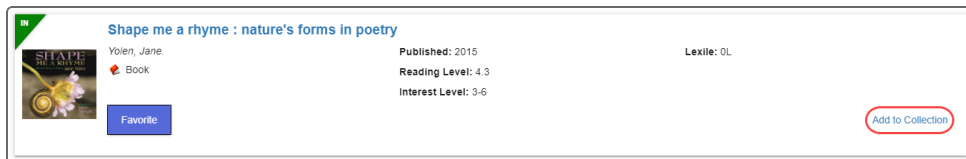
**Collections:** Collections by Destiny creates new, collaborative ways to share free and purchased resources – with anyone, at any time. Each collection can include webpages, videos, documents and much more! It's easy to share collections publicly within your district/school or with only a few people. Or, keep them just for you.

Collections is where librarians, teachers and curriculum staff save and organize resources. You can create a collection for anything, and there is no limit to how many collections you can create in a single Destiny account. Share them with Destiny and non-Destiny users.

When you go to a collection, it looks like this:



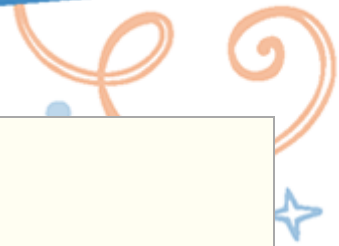
Add a resource to a collection right from the search results:



### Next Steps:


- To learn more about Collections, visit Follett Community or Collections Help.

**Open Educational Resources:** You can access openly-licensed educational resources (OERs) alongside print and digital library resources in Destiny Discover.



**Apply**

**Practice searching Destiny Discover:**

1. Search by entering a keyword of your choice, and then view the search results tabs.
2. Perform another search using  to narrow your search.


Large empty yellow rectangular area for taking notes.

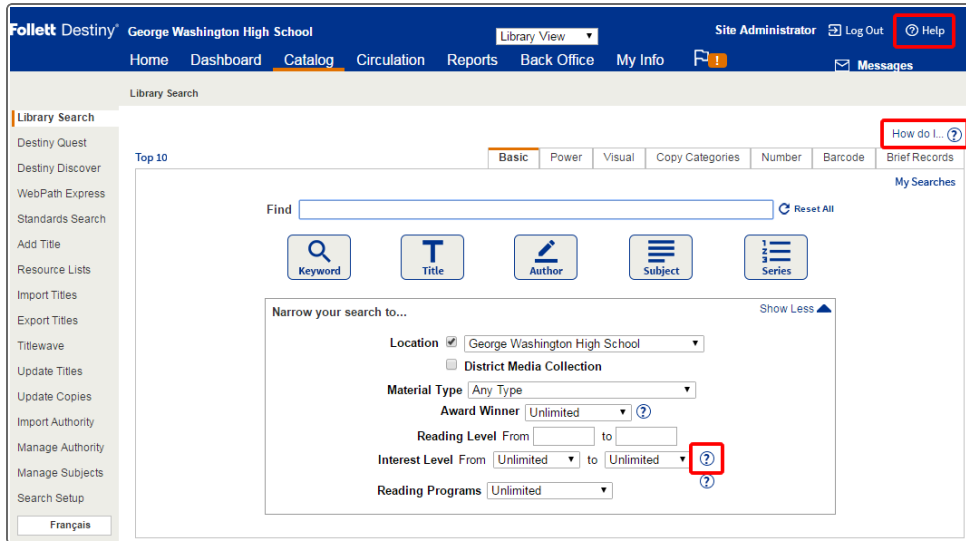
## Access Follett Help and Training Resources

### Destiny Help

Wherever you are in Destiny, help is just a click away.

**Help is accessed the following way in the Destiny Classic interface:**

- To get more information about a specific field or section of a page, click  next to a field or section name.
- To get more information about all of a page's features, click the **How do I...** link at the top of the page.
- To access general Help for all of Destiny's feature and functions, click the **Help** link at the top of any page in Destiny.



The screenshot shows the Follett Destiny Classic interface for George Washington High School. The top navigation bar includes links for Home, Dashboard, Catalog, Circulation, Reports, Back Office, My Info, and Messages. A 'Help' link is highlighted in the top right corner. The main content area is titled 'Library Search' and features a search bar with a 'Reset All' button. Below the search bar are buttons for Keyword, Title, Author, Subject, and Series. A 'Narrow your search to...' section is visible, containing several filters: Location (George Washington High School), District Media Collection, Material Type (Any Type), Award Winner (Unlimited), Reading Level (From to), Interest Level (From Unlimited to Unlimited), and Reading Programs (Unlimited). The 'How do I...' link and the 'Interest Level' filter are highlighted with red boxes.

### Destiny Discover Help

From the Destiny Discover header, click  > **Help** from the top-left corner of any page.

## Apply

Practice accessing Help. Note the Help topic you found for each scenario.

Scenario	Help topic
1. It's your first day using Library Manager to check out books to students, and you need a quick reminder of the steps.	
2. You want to see the updates in the latest version of Destiny.	
3. You need instructions on setting up One Search.	
4. You need instructions for printing spine labels.	



## Training Resources

Visit Follett Community to find videos, quick reference guides and lesson plans to refresh your memory, learn about additional topics and help you train other users. You can also access news, blogs and discussions forums.

**Use the following steps to register for an account, and practice finding a training resource:**

1. Go to <https://www.follettcommunity.com>.  
**Tip:** Bookmark it for quick access later.
2. Click a product, and then click **Tutorials, Training & Videos**.
3. Explore the many training resources available to you!

**Note:** To participate in discussion boards, you have to register for an account.

**Assess**

In the following table, use checkmarks to self-assess your level of understanding of the learning outcomes covered in this session.

	I can...
	Log in to Destiny.
	Navigate tabs, options, subtabs and breadcrumbs.
	Navigate Destiny Discover.
	Perform a single search, and find both print and digital resources.
	Describe the resources available in Destiny Discover and where to go to learn more about them.
	Access Help.
	Access training resources.