

## Using Basic Search for Library Manager™

### Beginning Your Search

To begin, enter a search term in the **Find** box on the **Library Search** screen and select one of the following search buttons:

#### Keyword

searches for the term almost anywhere in the record, including titles, authors, subjects, series, and notes.

#### Title

searches for the term anywhere in a title.

#### Author

searches for authors and illustrators.

#### Subject

searches for titles about a certain subject, topic, person, or place.

#### Series

searches for titles in a particular series of books.

The screenshot shows the Library Search interface with the following elements:

- Navigation tabs: **Top 10**, **Basic**, Power, Visual, Copy Categories, Number, Barcode, Brief Records.
- Search bar: **Find** with a search icon and a **Reset All** button.
- Search buttons: **Keyword**, **Title**, **Author**, **Subject**, **Series**.
- Filter section: **Narrow your search to...** with a **Show Less** link.
  - Location**:  McHenry West High School,  McHenry Central District Media Center
  - Material Type**: Any Type
  - Award Winner**: Unlimited
  - Reading Level**: From [ ] to [ ]
  - Interest Level**: From Unlimited to Unlimited
  - Reading Programs**: Unlimited
- Utility links: **My Searches** and **Reset All**.

### Search Tools

Wildcards help when you are unsure of the complete word or do not know the exact spelling.

**Asterisk (\*)** replaces any number of letters at the end of a word.

**Question Mark (?)** replaces single letters.

### Additional Search Options

#### **Top 10**

lists the titles that have been checked out the most in the past month.

**Location** allows you to search other libraries for resources.

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

#### **My Searches**


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

You can use the **Reading Level** and **Interest Level** options to find books that are the appropriate reading level or that should interest students in a particular grade level, or both.

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

First, select the program:

### Accelerated Reader® or Reading Counts!®

<b>Reading Programs</b>	Unlimited	
	Unlimited	
	Accelerated Reader	
	Reading Counts	
	Lexile	
Fountas and Pinnell		

<b>AR Level</b>	From	<input type="text" value="0.0"/>	to	<input type="text" value="20.0"/>
<b>Point Value</b>	From	<input type="text" value="0.0"/>	to	<input type="text" value="130.0"/>

Enter your reading level range and the point value range of the quiz.

### Lexile® Measures

<b>Lexile Measure</b>	From	<input type="text"/>	to	<input type="text"/>
		<input type="text" value="Any Code"/>		

Enter your Lexile measure or a range of measures, and select a code, if needed.

### Fountas and Pinnell

<b>Lexile Measure</b>	From	<input type="text"/>	to	<input type="text"/>
		<input type="text" value="Any Code"/>		

Select your range of levels.

### Material Type

<b>Material Type</b>	Any Type
	Any Type
	Archival Manuscript
	Artifact (fossil, rock, toy, etc.)
	Book (monograph)
	Computer File
	Electronic Book (eBook)
	Equipment
	Kit (book and nonmusical cassette)
	Manuscript Language Material

You can also limit by material type (Ex. eBook, Video, Computer File, Sound Recording)

## Viewing Your Search Results

The screenshot shows a search results interface with the following details:

- Search Summary:** Searched for (Roald Dahl). Searched in: McHenry West High School. Includes links for 'Printable', 'Refine your search?', 'Browse Subjects?', and 'Add Page'.
- Navigation:** 'Titles' subtab is active. 'Sort By' is set to 'Relevance' with a 'Go!' button.
- Results List:**
  - Charlie and the chocolate factory:** Book icon, call number [Fic] DAH Dahl, Roald., published 2004, reading level 4.9, interest level 3-6. Status: 1 of 1 available.
  - James and the giant peach:** Book icon, call number [Fic] DAH Dahl, Roald., published 2001, reading level 5.6, interest level 3-6. Status: 1 of 1 available.
  - Matilda:** Book icon, call number [Fic] DAH Dahl, Roald., published 1998, reading level 5.2, interest level 3-6, 5-star rating. Status: 0 of 1 available.

The **Titles** subtab lists all the titles that match your search term.

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

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

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

The icon under the title shows 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.

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

Reading Program information appears under the publishing date.

**Note:** When searching by keyword, if your search term doesn't return anything, Destiny will try to provide you with a "Did you mean..." suggestion.

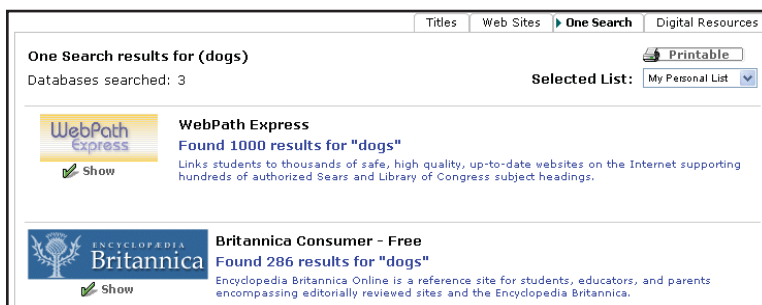
In addition to the **Titles** subtab on the **Search Results** screen, you may also see the following subtabs:

**Web Sites:** lists all WebPath Express™ websites about the topic you searched for.

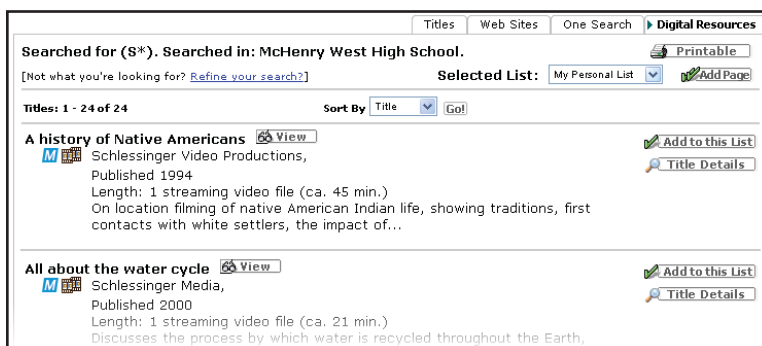
The screenshot shows a search results page for 'dogs' with the following details:

- Search Summary:** WebPath Express results for (dogs). Includes links for 'Refine your search?', 'Additional filters', and 'Printable'.
- Filters:**
  - Topic: All topics
  - Grade level: All grades
  - Domain: All domains
  - Format: All format types
  - Source: All source types
  - Language: All languages
- Navigation:** 'Web Sites' subtab is active. 'Go!' button is present.
- Results List:**
  - A Dog's Life: Dog's Hearing:** Video icon, grade level 6-8 and 9-12, user rating 4 stars. Description: A dog's ears move independently to help a dog pinpoint the source of a sound. This animal can hear sound four times the distance of what you can hear. Domestic dogs can hear ultrasonic waves that you cannot. It hears the sound of the engine before the car is in sight and knows that its family is approaching. That's why a dog knows you are coming home and gets up to greet you long before you turn in the driveway. URL: <http://videos.howstuffworks.com>

**One Search:** lists all results from online databases that have been set up in Destiny.

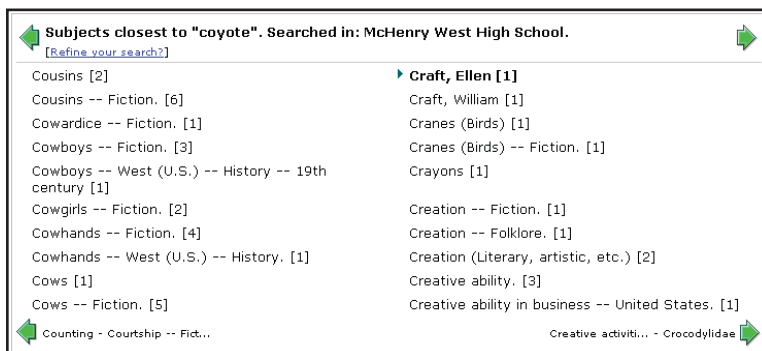


**Digital Resources:** search the library's digital resources.



The **Browse Subject** link lists all your Titles, Authors, Subjects, or Series, depending on the type of search you choose. (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 take you to a list of Internet sites about that entry.

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

Click **See** entries to jump to the preferred search term.

Click **See also** entries to jump to related terms.

Click or to scroll backward or forward through the list.

## Looking at a title

**Big dog-- little dog**  
by P.D. Eastman.  
(Series: I can read it all by myself)

Local copies available: 1 of 1.  
There are no off-site copies of this title. [See all...](#)

Two **dogs** are opposite in every way but are the very best of friends.

[Add Copies](#) [Wish List](#) [Recommend](#) [Image](#) [Edit Quiz Info](#) [Site Subjects](#) [Hold It!](#)

[TitlePeek™](#)

Selected List: [My Personal List](#) [Add to this List](#)

Show Less

**Explore!**

- **Dogs** -- Fiction. [Find It](#)
- Friendship -- Fiction. [Find It](#)
- Titles by: Eastman, P. D. (Philip D.)
- Series: I can read it all by myself [Find It](#)

**Quiz Info**

Accelerated Reader®	Quiz Number: 6056EN	Points: 0.5 pts.
	Reading level: 1.7	Interest level: LG

**Publication Info**

**Published** New York : Beginner books, [2003], c1973.  
**Format** [40] p. : col. ill. ; 24 cm.  
**LCCN** 2002-151045  
**ISBN** 0-375-82297-6 (trade)  
0-375-92297-0 (library binding)

**Additional Info**

- "Beginner Books."
- Reading grade level: 1.7 Follett Library Resources
- Interest grade level: K-3 Follett Library Resources

**Awards**

- Literary Prizes - Booklist [Find All](#)

Top

The screen has additional information about the selected title.

You may read or add reviews on the **Reviews** subtab

The call number helps you find the item on the shelves.

The **Show More** and **Show Less** icons allow you to display or hide the title's information.

The **Explore!** section provides a list of related topics.

Click any [Find It](#) button to see the titles in your library with the same subject, author, or title in the same series.



opens the next or previous title in your results list.

The copies available are listed beneath the author.

For a complete list, click **See all...**

The **Quiz Info** section lists detailed reading program information.

**Note:** Searching by keyword highlights your search terms.

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