







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:

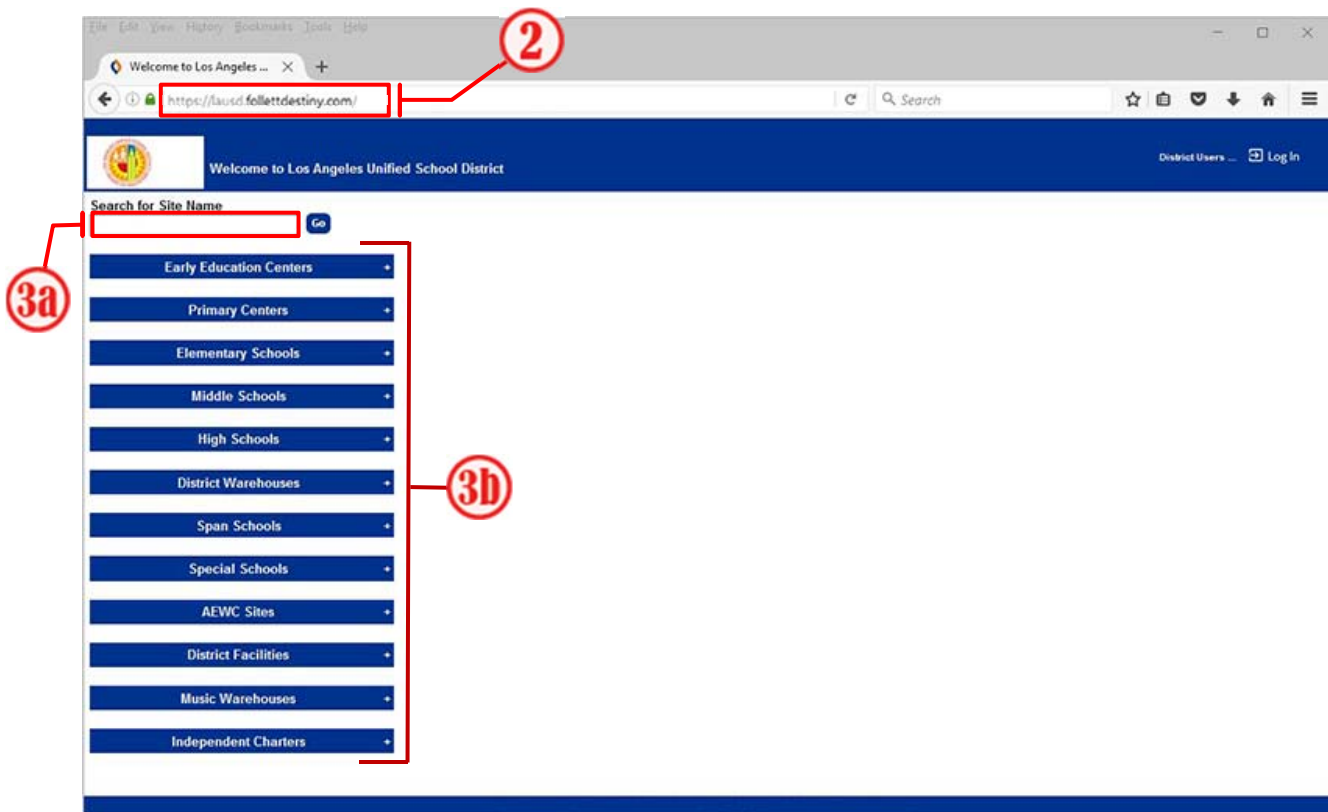
- Conduct a Basic Destiny Classic Search

Requirements:

- PC or MAC (*desktop/laptop*)
- A web browser such as:
  -  Google Chrome
  -  Internet Explorer
  -  Mozilla Firefox
  -  Safari
- An Internet connection

## STEP 1: OPEN DESTINY

1. Open a web browser
2. In the address bar, type the following URL and press the **Enter** key on the keyboard:
  - <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 **Blue Bar** associated to your school group (*e.g. Middle School*). Then, find and click on your school's link



## 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 or click on an individual search button to search only that option

**NOTE:** Clicking on any of the search option icons will initiate a narrower search

The screenshot displays the iLTSS library search interface. At the top, the 'Catalog' tab is highlighted with a red box and a circled '1'. Below the navigation bar, the 'Basic' search option is selected, also highlighted with a red box and a circled '2'. The search bar contains the text 'Tigers'. Below the search bar are five search option icons: Keyword, Title, Author, Subject, and Series. A 'Narrow your search to...' section is visible, containing dropdown menus for Location (iLTSS Middle (1113)), Material Type (Any Type), Reading Level (From to), Interest Level (From Unlimited to Unlimited), and Reading Programs (Unlimited). The interface includes a sidebar with 'Library Search' and 'Español' options, and a top navigation bar with 'Home' and 'Catalog' tabs.

3. The screen will change and the search results will appear with the following navigation options:

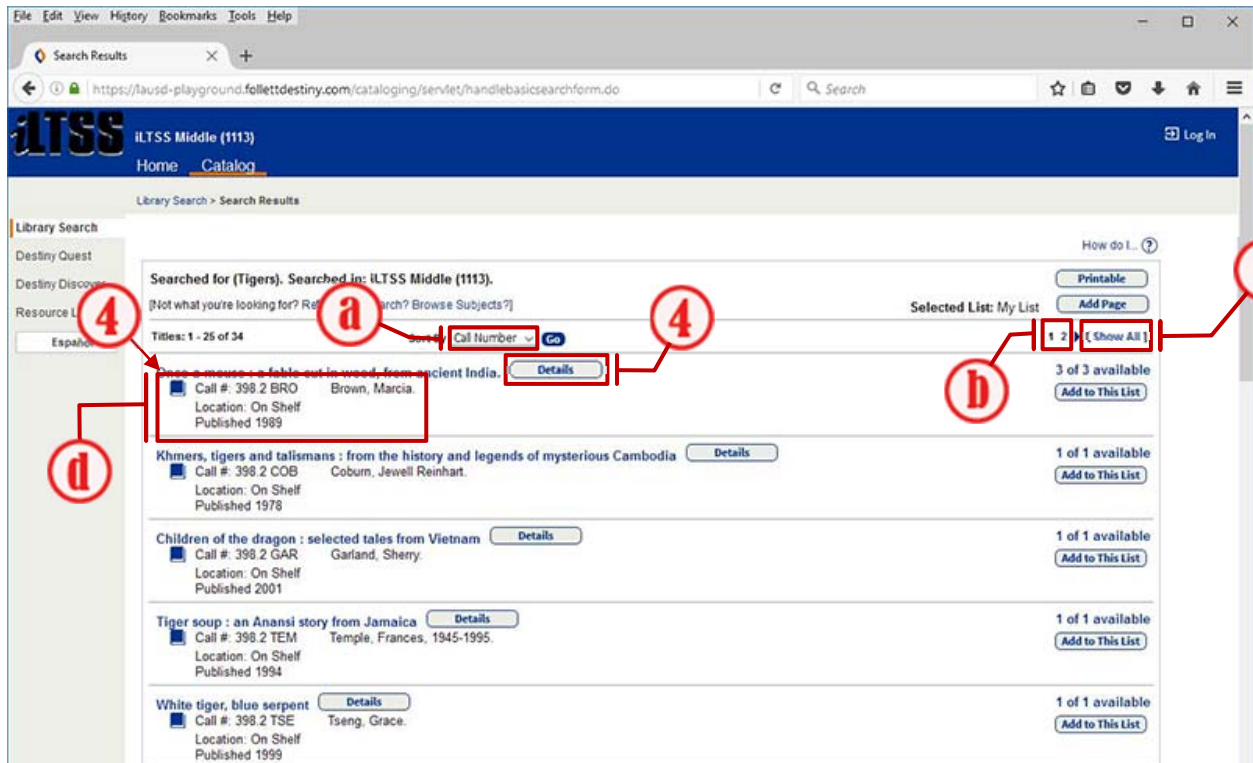
- a. Sort by search results
- b. View single pages
- c. Show all search results on the page
- d. Brief details for each book such as

- ✓ 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 **Blue Arrow** to view the next title in the list.
7. To return to the basic search page, click on the **Library Search** button located on the left-side of the screen or the **Library Search** link located on the gray bar to start a new search

