



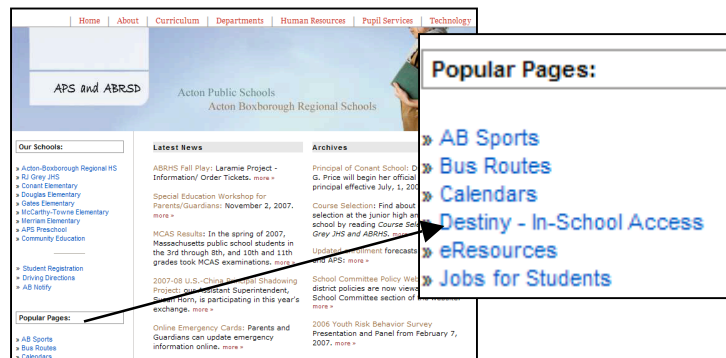
Technology Integration & Instruction

Destiny Library Software: Guest Access

Note: the following instructions are for accessing the Destiny catalog with Guest access. See your Library Administrator for a log on with access to advanced features.

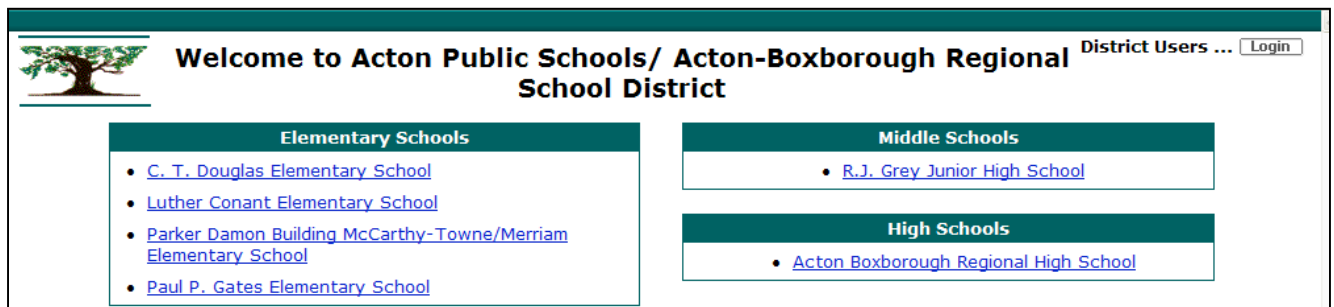
Open the Internet and go to <http://library.ab.mec.edu>

You can also go to <http://ab.mec.edu> and click on "Destiny-In School Access" under popular pages (left side of the page).

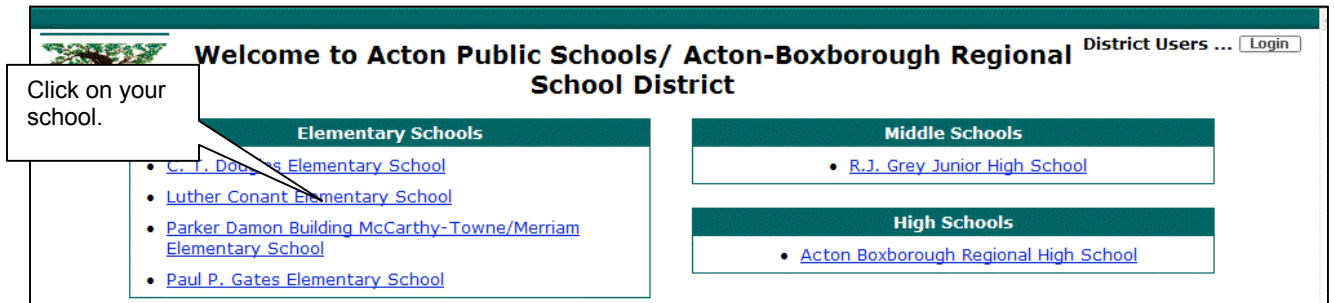


In addition, all library computers have a shortcut on their desktop to their library catalog.

The following screen will appear:



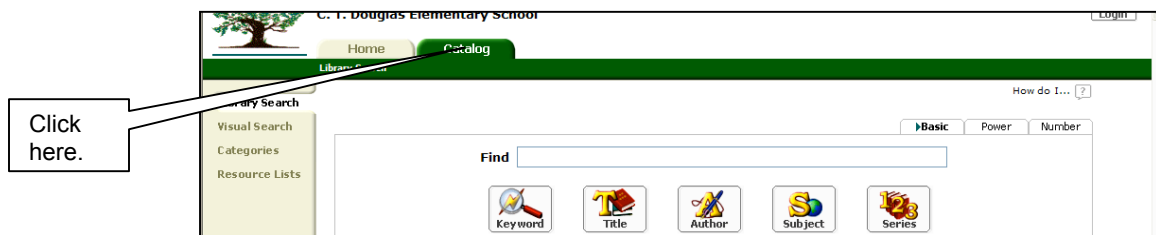
Click on the link for your school.



Basic Catalog Searches

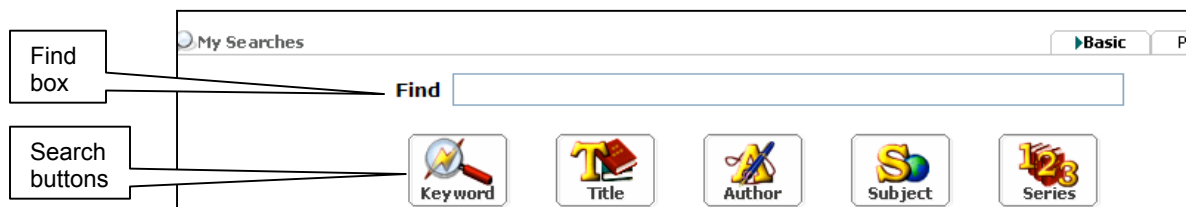
Note: Because preferences are set within each school, your Destiny interface may differ slightly from the examples shown below.

Click on the Catalog tab.



Type a word or words in the Find box and click on one of the Search Type buttons.

Note: Keyword Search is the default search and is the best choice for returning maximum results.



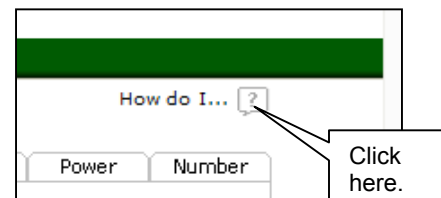
Tips for using the Find box:

- You can use uppercase or lower case letters
- You can use “wildcards”
 - Type an asterisk at the end of a word if you’re not sure how to spell it.
 - You can also replace any letter (except the first letter) of a word with a question mark if you’re not sure how to spell it.
- You can leave out the punctuation
- You can use the Boolean operators -AND, OR, NOT- to define the relationship between words.

Tips for using the Search Buttons:

- **Keyword** - Best for when you have a complex search term that contains keywords from more than one of the other searches, such as “wizard AND Harry Potter”
- **Title** - Produces a list of items with the typed word anywhere in the title.
- **Author** – Produces a list of items with the typed word anywhere in the author’s name.
- **Subject** – Produces a list of items with the typed word anywhere in the subject.
- **Series** – Produces a list of items with the typed word anywhere in the name of a series that has been defined by the library. Example: typing “rings” and using the Series search button will return results from the Tolkien’s Lord of the Rings series.

For more detailed information about Search features click on the “How do I...?” icon located in the upper-right corner of the screen.



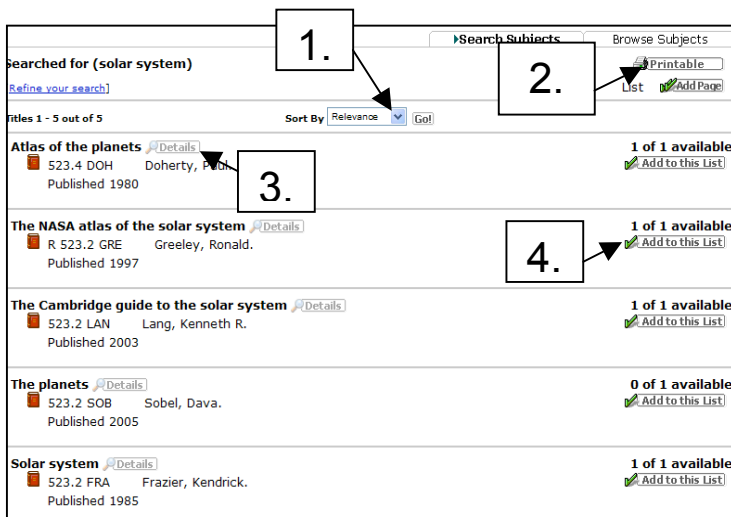
Search Results

In this example, typing “solar system” in the **Find** box and using the **Subject** button produced a Results List of five items.



Tips for using the Results list:

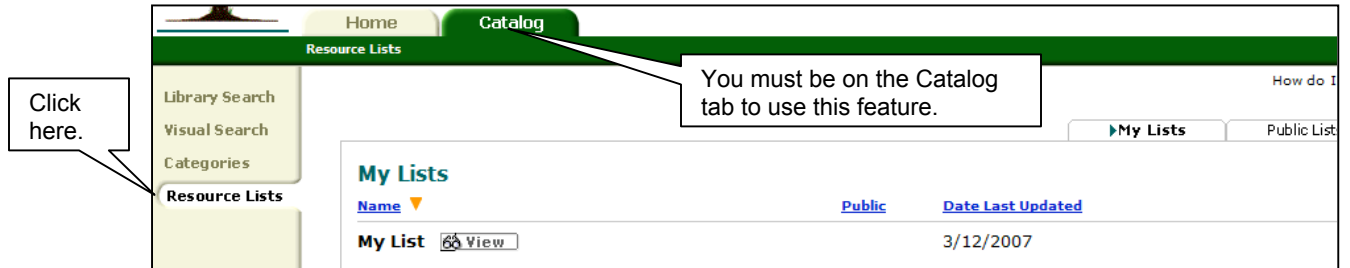
1. Click on the **Sort By** button to sort the results by author, title, date, etc.
2. Click on the **Printable** button to print the Results list.
3. Click on the **Details** button to see additional information about the item.
4. Click on the **Add to this List** button to add the item to the Resource list for this session (see below for Resource List information).



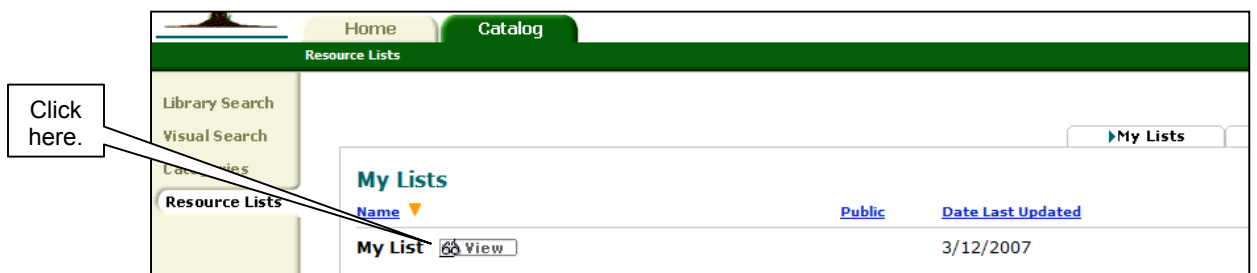
Working with the Resource List

A Resource list is a list of materials that you organize and maintain while you are using the catalog.

- Resource lists are helpful for creating a bibliography.
- Resource lists cannot be saved when you are using Guest access.
- The Resource list is automatically cleared after approximately 30 minutes, or when you exit the Destiny program, whichever comes first. Click on Resource List from the menu on the Catalog tab.



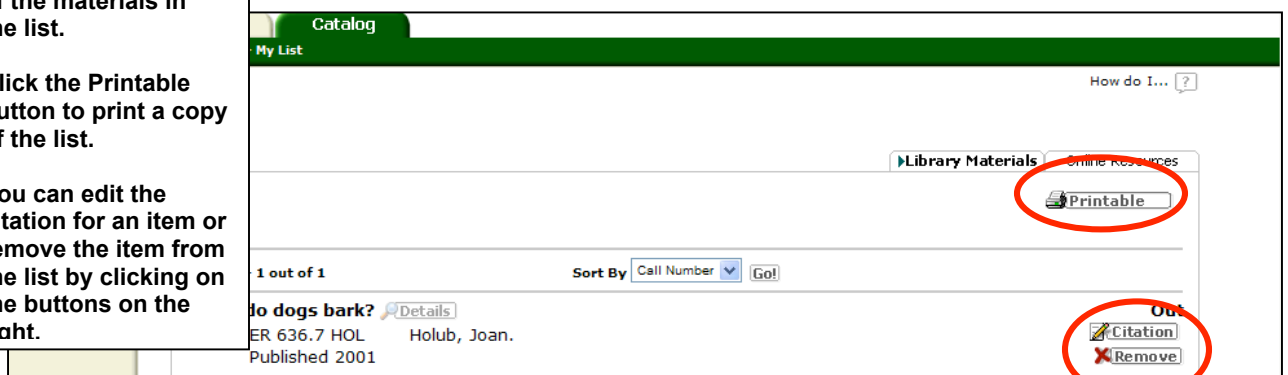
Click on the View button to see items that are in your list.



Clicking the View button reveals a list of the materials in the list.

Click the Printable button to print a copy of the list.

You can edit the citation for an item or remove the item from the list by clicking on the buttons on the right.



For more detailed information about Results or Resources Lists click on the “**How do I...?**” icon located in the upper-right corner of the screen.



To learn how to save your Resource list and use other advanced features in Destiny contact your local Library administrator