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.

**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.

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**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.
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!®**

![Accelerated Reader® or Reading Counts!® table]

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

**Lexile® Measures**

![Lexile® Measures table]

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

**Fountas and Pinnell**

![Fountas and Pinnell table]

Select your range of levels.

**Material Type**

![Material Type table]

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

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.
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

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.