# Searching Destiny Library Manager with Basic, Power, and Visual Searches

Your patrons have diverse searching needs and techniques. Destiny Library Manager offers flexible searching options with its Basic, Power, and Visual search features.

Using Basic Search

A Basic search lets you use simple search terms or phrases to find materials and set limiters to narrow your search results. To conduct a Basic search:

1. Go to **Catalog > Library Search > Basic**.

2. Enter a search term in the **Find** field.

3. Select any of the limiters to narrow your search (optional). For more information, see the *Narrowing Your Search with Limiters* section.

4. Select one of the following search buttons.
   - **Keyword:** Searches all title, author, subject, series, and note tags (fields of information) in the district's title records.

   - **Title:** Searches for the term anywhere in a title.

   - **Author:** Searches for authors and illustrators.

   - **Subject:** Searches for titles about a particular subject, topic, person, or place.

   - **Series:** Searches for titles in a particular series of books.
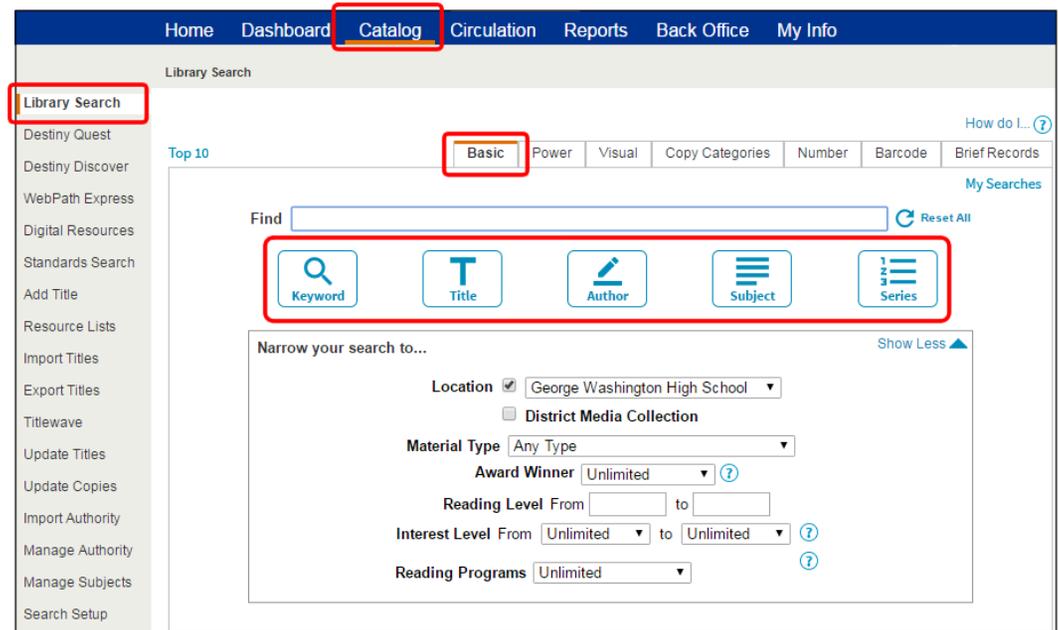
Using Power Search

A Power search is a more complex search interface that lets you use Boolean operators and additional limiters. To conduct a Power search:

1. Go to **Catalog > Library Search > Power**.

2. From the first drop-down, select the type of search you want to perform: **Keyword**, **Title**, **Author**, **Subject**, **Series**, or **Note**.

3. Enter a search term(s) in field next to the type of search you selected.

4. From the second drop-down, select how you want Destiny to search with the search term(s):

   - *All these words:* Finds materials that contain all of the words in the search term.

   - *Any of these words*: Finds materials that include at least one of the words in the search term.

   - *This exact phrase*: Finds materials that include a particular phrase.

5. If you want to narrow your search using the AND, OR, or NOT Boolean operators, select the appropriate option and complete steps 2-4 for the additional search term(s).

6. Select any of the limiters to narrow your search (optional). For more information, see the *Narrowing Your Search with Limiters* section.

7. To include One Search results in your search, select the **Online Resources** checkbox. Choose the resources to include in the search from the list of available resources.

8. Click **Search** at the top or bottom of the page.

Narrowing Your Searching Using Limiters

Library Manager offers the following options for narrowing your search:

- **Location** (available in Basic and Power search): Narrow the search to materials owned by your school, the entire district, or a group of schools (such as all elementary, middle, or high schools).
- **Material Type** (available in Basic and Power search): Narrow the search to a specific material type, such as Book, eBook, or Video.
  Note: You can narrow the search to Follett eBooks by selecting **Electronic Book (eBook)** and then selecting the **Limit to Follett eBooks** checkbox.
- **Publication Year** (available in Power search): Narrow the search to the year the item was published.
- **Call Number** (available in Power search): Narrow the search to a specified call number range.
- **Circulation Type** (available in Power search): Narrow the search to materials that share a particular Circulation Type. The default is All Circulation Types; click the **Update** button to limit the search to one Circulation Type.
- **Award Winner** (available in Basic and Power search): Narrow the search to award-winning materials by selecting the **Literary Prizes** option or a specific state from the drop-down list. Once you select one of those options, you can refine the search further by selecting a specific award. Destiny updates the list of award winners automatically once a month.
  Note: This limiter only appears if it was enabled by the Destiny Administrator on the Edit District page.
- **Reading Level** (available in Basic and Power search): Narrow the search to books that are not too easy or too hard to read. Enter a range of values between 0.1 and 20.0 or enter a specific value in both fields.
- **Interest Level** (available in Basic and Power search): Narrow the search to a grade level or range of grade levels. Be sure to select one from both the **From** and **To** drop-downs.
- **Reading Programs** (available in Basic and Power search): Narrow the search to books that match particular reading levels from the Accelerated Reader®, Reading Counts!® , Lexile®, or Fountas and Pinnell Reading Programs based on reading levels and point values.

Using Search Tools

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

- An asterisk (*) replaces any number of letters at the end of a word.
- A question mark (?) replaces single letters.

Note: Search results include results by the root word, whether it was entered in plural or singular form.

Using Visual Search

Visual search is a hierarchical interface where students click on a series of pictorial buttons to search for resources. To conduct a Visual search:

1. Go to **Catalog > Library Search > Visual**.

2. Click on a Visual search button on the topic of your choice:
   - Group buttons represent broad topics to help guide students toward a particular area of interest. Clicking a Group button takes you to a page with buttons on that search topic.
   - Search buttons perform pre-configured Power searches.
   - URL buttons link to a specific website.
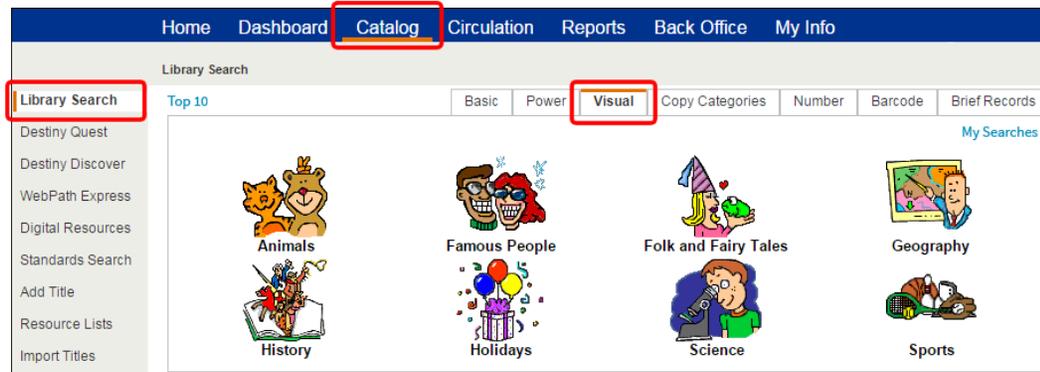
Viewing Search Results

Titles

Search results are organized by material types on subtabs on the Search Results page.

The Titles subtab lists materials in your library that match the search term. This includes Follett eBooks.

Note: If you perform a Keyword search and your search term does not return any results, Destiny will offer a "Did you mean…" suggestion.

To choose a sort order, select an option from the **Sort By** drop-down and click **Go**. Click **Go** again to reverse the sort order.

To add all search results to a Resource List, select the list from the **Selected List** drop-down and then click **Add Page**.

The Material Type icons show you what type of item it is, such as book, eBook, or DVD.

Click **Details** next to a search result for more information on the item.

Page through the search results list, or click **Show All** to view all of the titles.

Websites and One Search

In addition to the Titles subtab on the Search Results page, you might also see the following subtabs:

Web Sites: Lists all WebPath Express websites about the topic you searched for.

Note: WebPath Express is a subscription service.

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