SD 62 District Resource Centre (DRC) How to Guide for Destiny Follett

Destiny Follett is the web based system SD 62 teachers use to view and book items from the DRC.

On the site, the term media refers to all of the items available through the DRC.

To find the Destiny Follett SD 62 link

You can access Destiny Follett from any computer with the link https://library.sd62.bc.ca/

The link is also on the district website under staff: http://www.sd62.bc.ca/staff/district-resource-centre/

To log in

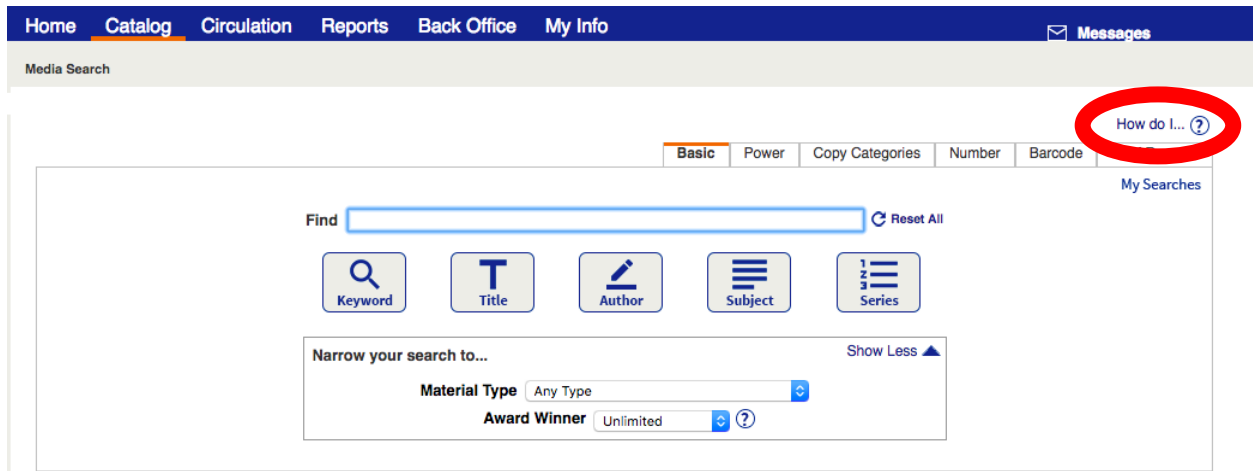Select your school first, then log in at the top right corner of the page:

Username: your school district username (**without "@sd62.bc.ca"**)
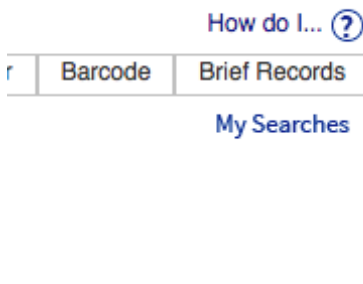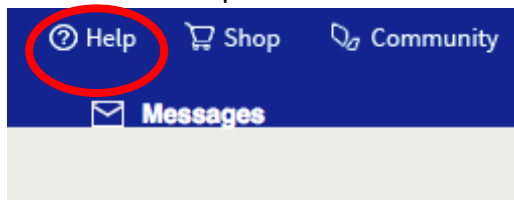Password: your school district password

To find help

At any point when using Destiny Follett, you can find help for the page that you are currently on by clicking on the "How do I.." link or clicking on the question mark.

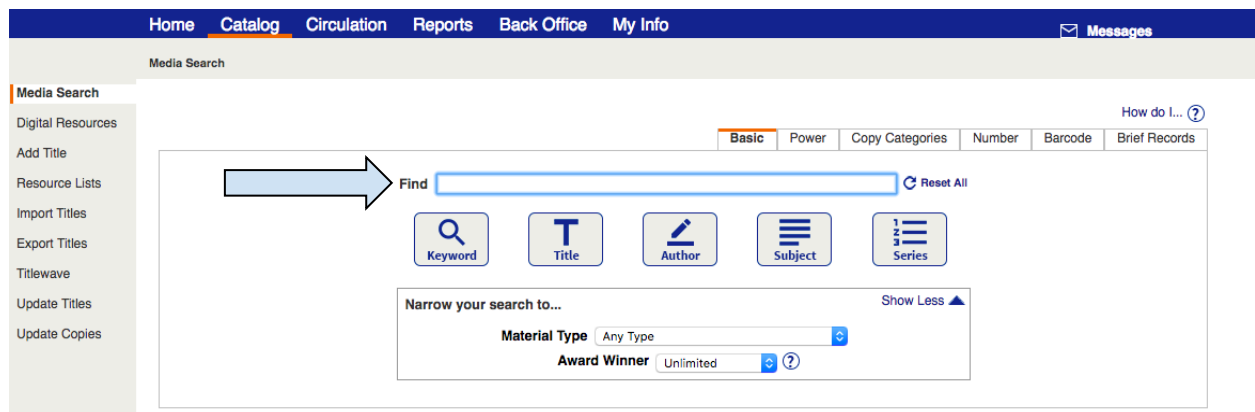There is also help available for the Destiny Follett site at the top of the browser page.
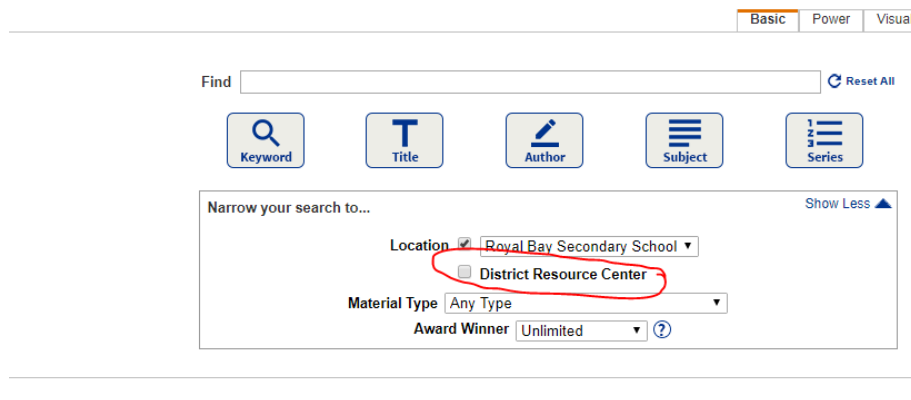
To search for items

Select Catalog from the top menu list

<mark>Make sure your search location is the District Resource Center.</mark>

Basic search:
- Is the simplest, most frequently used search
- Is often used with a keyword or title
- Supports wildcard (*) use

Enter your search term in the Find search area. You can hit the return button on your keyboard to see all entries for that term, or narrow the search by using one of the button below: Keyword, Title, Author, Subject, or Series.

You can further narrow your search by Material Type or Award Winner in the box below the buttons

Power search:
- Is used for more complex searches and helps narrow or expand the search
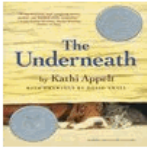- Supports Boolean (and, or, not) searches

Number search:
- If you know what subject you'd like to search you can type in the call number (ex: LCN will pull up all Lit Circle Novels)

COMMONLY USED CALL NUMBERS ARE:
- BB (Big Books)
- BP (Book Packs)
- LCN (Lit Circle Novels)
- RA (Read Along)
- LAK (Language Art Kits)
- NO (Novel Sets)

- MAK (Math Kits)
- SCK (Science Kits)
- SSK (Social Studies Kits)
- ADST (Applied Design, Skills and Technology)
- FN (First Nation/Aboriginal Kits)
- MO (Models)

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To book an item

One you have found an item you would like to book, select the Book It button on the bottom right hand corner.

Select if you would like the item shipped or if you will pick it up.

Select the day you would like the booking to start, and then select the date you would like the booking to end. Different items have different ranges of borrowing periods, anywhere from 14-28 days.

Navigating tips

If you need to move back, follow the breadcrumb trail instead of using the back button.
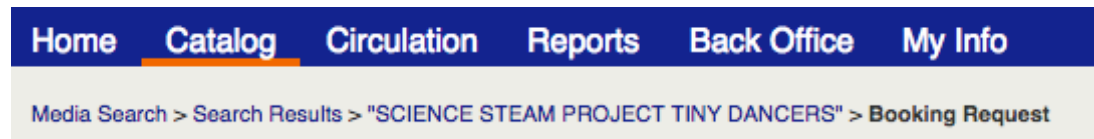
For example, in the image above, I would click on 'Media Search' if I wanted to return to the main search area.

Extending an item

If your due date is coming close and you'd like to keep your item longer, you can login to your account to see if it is available to extend.

To do this first login. Then click on the "My Info" top tab.
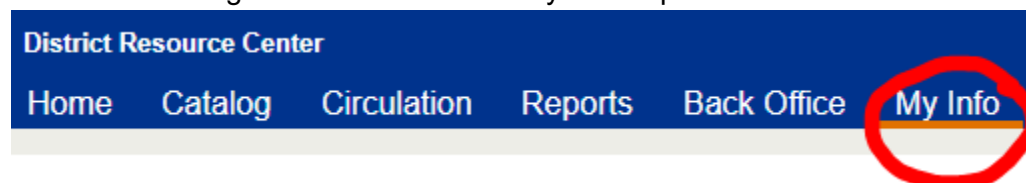
Here it will list all of your items with an "extend" button next to each one.

Items Out

Media

Due Date	Title
14/06/2019	Coast Salish Weave Collection Swan Drum (Copy: T 6213520)

Shipped / Picked Up
25/04/2019   Extend

Click on this button and it will take you to the same calendar page as when you were first booking your item. If the item is available for extension you may click when you would like to extend it until (no longer than 28 more days) followed by the save button at the top. If the calendar shows red dates it has been reserved by someone else and you will have to send the item back.

Booking

Coast Salish Weave Collection Swan Drum

Extend To 14/06/2019

The maximum extension for this item is 28 calendar days from today. Check the calendar for availability.

Save   Cancel

<< June 2019 >>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

☐ Copies Available: 1
☑ Not Available
■ Closed

*Delivery & Pick Up for District Resource Center is on Monday, Tuesday, Wednesday, Thursday, Friday*

(In this case I would be unable to extend my item as all the blocks are red)