

Search for Library Resources

With a single search, you can find print and digital resources.

To perform a keyword search of all library resources:

In the **Search** bar at the top of any page, type a search term, and then press **Enter** or **Return**.

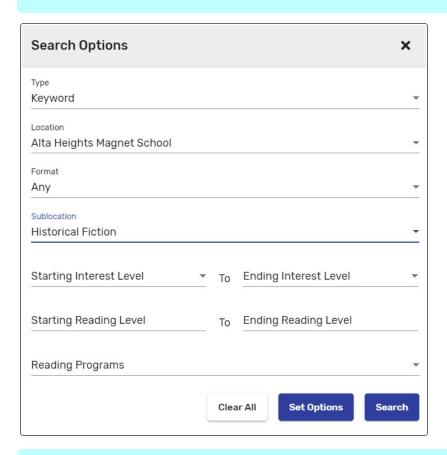
To use custom search settings to narrow your search (only available in the Standard version of the user interface):

- 1. In the **Search** bar at the top of any page, type a search term (optional).
- 2. Next to the **Search** bar, click +
- 3. Use any or all of the following drop-downs to narrow your search:
 - Type: Select a type of search to perform (Keyword, Title, Author, Subject or Series).
 - Location: Search your school, a group of schools (elementary, middle or high) or your entire district.
 - Format: Narrow your search to a specific format, such as eBooks.
 - **Sublocation:** Narrow your search by sublocation. Sublocation is defined in a copy record and typically represents the genre or a physical location in the library where the book can be found.
 - Starting and Ending Interest Level: Narrow your search to an Interest Level range.
 - Starting and Ending Reading Level: Narrow your search to a reading level range.
 - Reading Programs: Narrow your search by a reading program range.



4. Click **Search**.

Note: If you need to go back and add or edit your search term, click Set Options to save your selections and return to the Search bar.



Note: If the icon next to the Search bar appears with a white circle , that means custom search settings are applied. To clear them, click , and then Clear All.

You can expand or refine your search using the following tools:

Search tool	Description	Example
Quotation marks (")	Use quotes around search terms to find a specific phrase.	"Great Pyramid" (with quotation marks) will return results that include the exact phrase in the title record.
		Great Pyramid (without quotation marks) will return results with the words "Great" and "Pyramid" anywhere in the title record, in no specific order and not necessarily together.
Asterisk (*)	Type an asterisk in the middle of or after a set of characters to let Destiny fill in the blank.	hou* will return results such as house, Houdini, Houston, etc.
Question mark	Use a question mark to replace a single character.	ho?e will return hole, home, hose, Howe, etc.
AND, OR and NOT	Use these Boolean operators between search words (must be uppercase). The AND operator is always assumed if you include two words in your search.	red blue is the same as red AND blue.



Navigate Search Results

After you perform a search, you will see a search results page. From here, you can narrow or sort your search, see if a resource is available and more.

Search result organization

Search results are organized by tabs:

- Books: Includes all print books and other physical materials, as well as eBooks, audiobooks and interactive eBooks.
- Collections: Includes groups of curated resources from Collections by Destiny® that are shared with your school or district.
- Websites: Includes links to web resources (from WebPath Express).
- Databases: Contains links to free and subscription databases (from One Search).
- Open Educational Resources (only available in the Standard version of the user interface): Contains links that give educators access to teaching and learning resources.

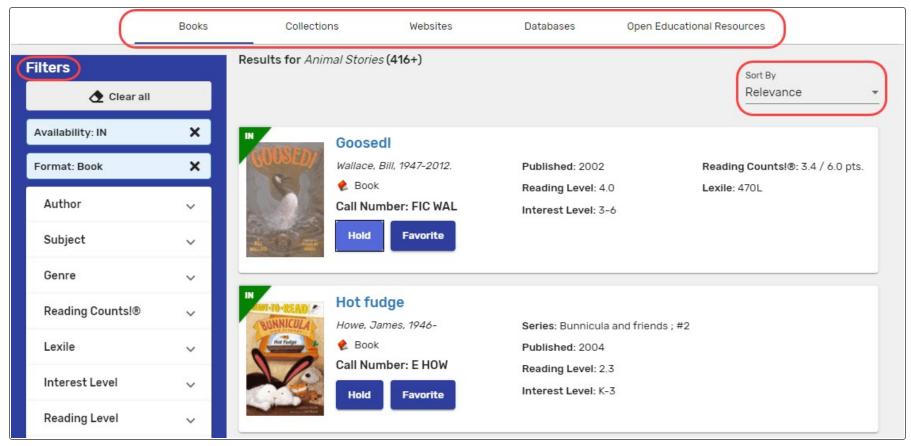
Note: Homepage navigation varies based on the display version selected by your school:

- Standard (default version has a plain/solid background)
- Simplified (varied background themes, such as: aquarium, space, kids outside or bookfair)



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Standard view



To narrow or sort your search results:

• Use one or more filters.

Note: If the filters are not visible, click **T Filter** to show them.

• In the top-right corner, use the **Sort by** drop-down to change the sort order.

Simplified view



Use one or more filters to narrow your search results.

Search result options

Search results also include the following options:

- Add hold/Unhold
- Favorite/Unfavorite (in Simplified view, available when you click/flip the cover)
- Add to Collection (in Simplified view, only available when viewing a title's details)
- Play (Audiobooks only)
- Checkout (Follett eBooks and Follett Audiobooks only)
- Open (eBooks and Open Educational Resources only)

Notes:

- The options that appear are based on the features available at your school.
- To see information about a specific search result, click its title or cover image.

You can perform a new search from a search results page.