



## 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.

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### To find the Destiny Follett SD62 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

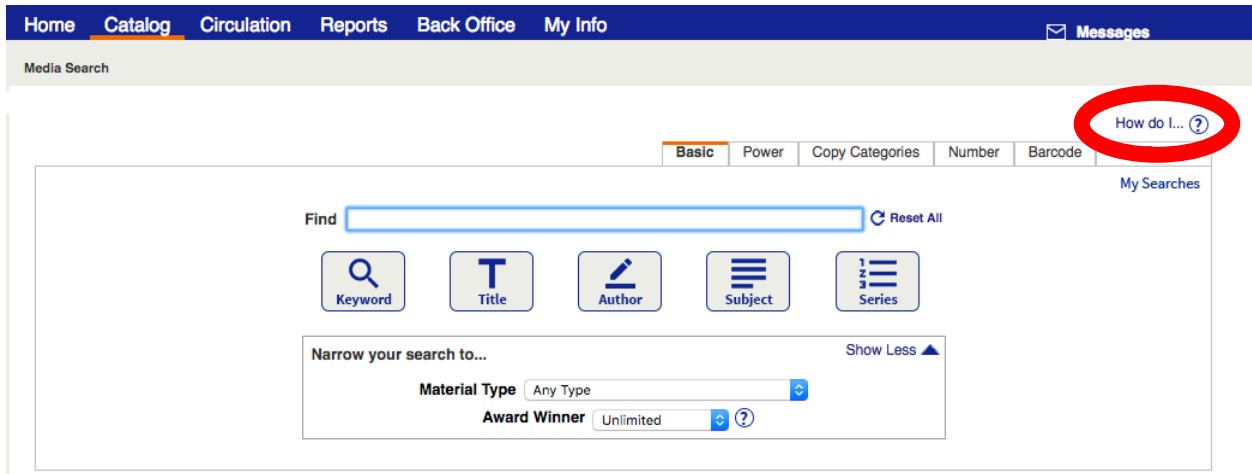
Select your school first, then log in at the top right corner of the page:



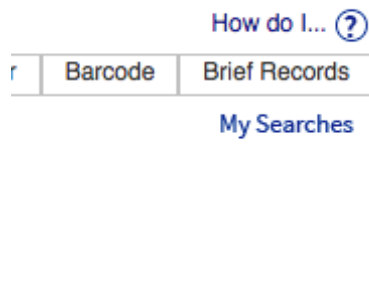
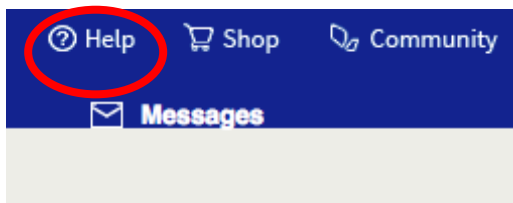
Username: your school district username (**without** “@sd62.bc.ca”)  
Password: your school district password

## 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.

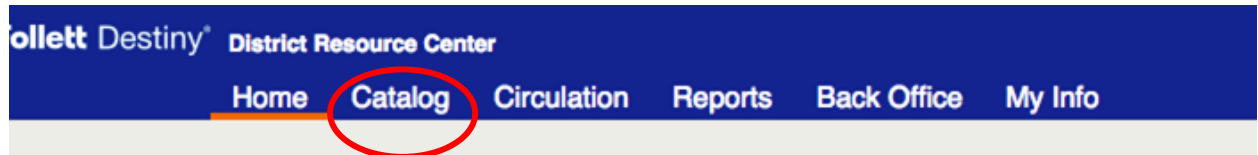


There is also help available for the Destiny Follett site at the top of the browser page.

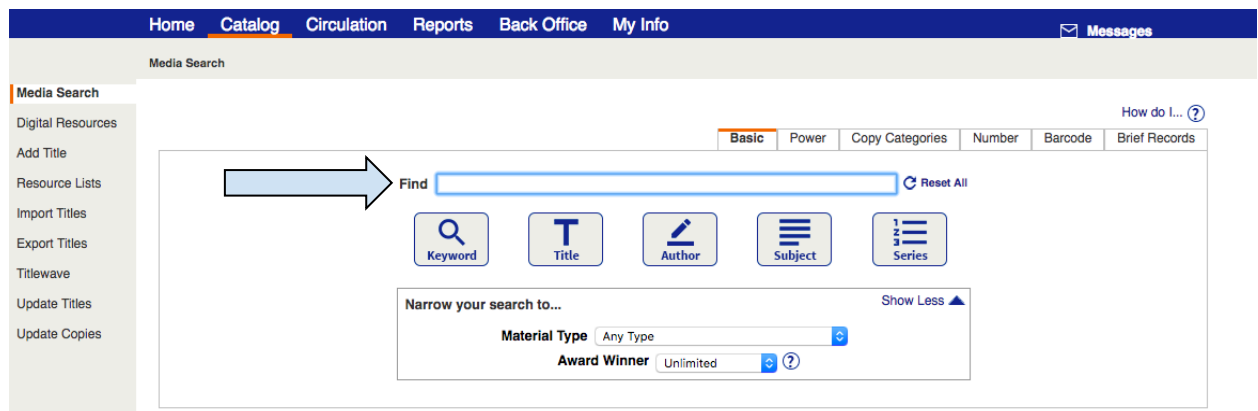


## To search for items

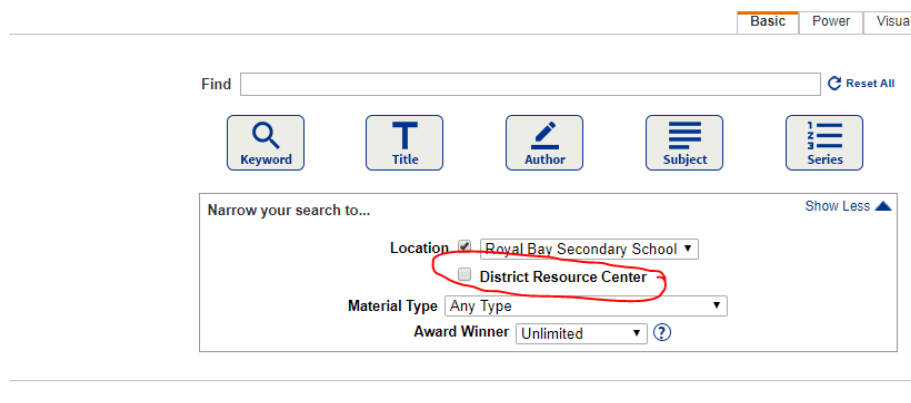
Select "Catalog" from the top menu list



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Make sure your search location is the District Resource Center.



**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)

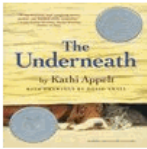


Basic Power Copy Categories **Number**

Find

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Searched Call Number for "LCN". Searched in: District Resource Center.  
[Not what you're looking for? [Refine your search?](#)]

Titles: 1 - 25 of 242 Sort By

	<b>UNDERNEATH, THE (6 copies)</b> <input type="button" value="Details"/> Call #: LCN APP Appelt, Kathi, 1954- Published 2008
	<b>One and Only Ivan, The (6 copies)</b> <input type="button" value="Details"/> Call #: LCN APP ONE Applegate, Katherine. Published 2012
	<b>A boy called Bat / (4 copies)</b> <input type="button" value="Details"/> Call #: LCN ARN Arnold, Elana K. Published 2018

**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)

**To book an item**

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

**SCIENCE STEAM PROJECT TINY DANCERS [KIT].**  
(Series: ADST)

Call #: ADST KIT 0005      Copies available: 1 of 1. [See all...](#)

Selected List: My Personal List [Add to This List](#)

Explore! | Publication Info | Additional Info

**Explore!**

- View all similar titles in Titlewave [Find It](#)
- ADST -- **Science**. [Find It](#)
- Computational Thinking. [Find It](#)
- Critical Thinking. [Find It](#)
- Energy. [Find It](#)
- Energy -- Harnessing.
- Homopolar Motors -- **Science**.
- **Science**. [Find It](#)

[Edit Title](#)  
[Duplicate It](#)  
[Delete Title](#)  
[Add Loan Period](#)  
[Add Copies](#)  
[Add to Wish List](#)  
[Recommend](#)  
[Update Image](#)  
[Book It](#)  
[Book Series](#)

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

How do I... (?)

**Requesting**

From District Resource Center  Ship to patron's site  
 Patron will pick up

**SCIENCE STEAM PROJECT TINY DANCERS**

Copies: 1 (?)

Book 1 Refresh Calendar

From 28/09/2018 to

The maximum loan period for this item in calendar days: 14

Override media policy

Save Cancel

Calendar: September 2018

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						

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

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.

How do I... (?)

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30						

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## Navigating tips

If you need to move back, follow the breadcrumb trail instead of using the back button.

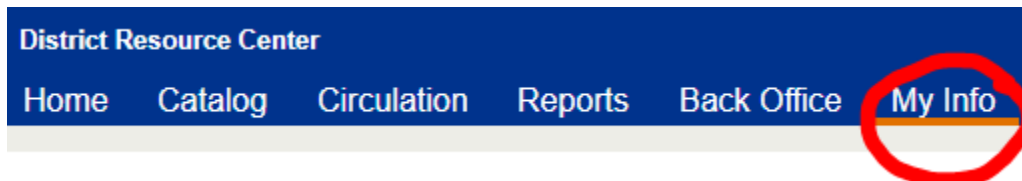


For example, in the image above, I would click on "Media Search" if I wanted to return to the main search area.

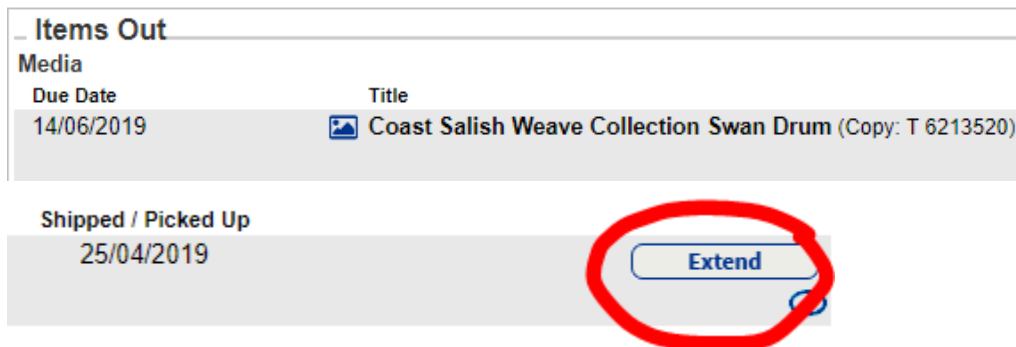
## Extending an item

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.



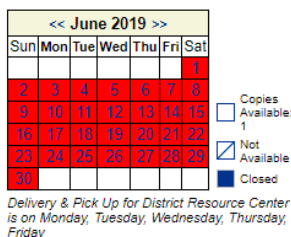
Click on this button and it will take you to the same calendar page as when you were first booking your item. If the item is available for extension you may click when you would like to extend it until (no longer than 28 more days) followed by the save button at the top. If the calendar shows red dates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

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



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