



Follett Institute

a community of learners

Fall 2015 - Winter 2016

Participant Edition

www.Follett.com ©2015 Follett School Solutions, Inc.

12170B 10/15

Table of Contents

Special Notes to Participants	1
Course Description	1
Who Should Take This?	1
Follett Institute Module Descriptions	1
Training Policies	4
Third-Party Proprietary Interest Statement	4
CEU Policy	4
Student Record and Privacy Policy	4
Discover Destiny's Universal Search	6
Finding Resources with Universal Search	12
Configuring and Accessing Universal Search	16
Access Print and Digital Resources from One Place with Universal Search	24
Getting Started with eBooks in Universal Search	31
BryteWave™ K-12 Edition	36
Using the Bookbag in Universal Search	41
Setting Up One Search	44
Promote Simple Ways to Access Library Resources from Any Device	52
Accessing eBooks with the BryteWave™ K-12 Edition App	58
Weed and Build Your Collection with Reports	63
TitleWise Collection Analysis Tool	71
Expanding your Content with Titlewave	90
Collection Development Reports	94
Get the Most out of Destiny Library Manager with Back Office Setup Tips	99
Destiny Library Manager Administrator's Toolbox	106
Setting Up Library Policies - Circulation Types	113

Setting Up Library Policies - Patron Types	116
Setting Up Library Manager - Site Configuration and Calendar	119
Setting Up Circulation Policies for Follett eBooks	122
Explore Destiny's Support Resources	126
Destiny's Help System	132
Follett Destiny Training Toolkits Catalog	135
Wrap-up	138
Technical Support	138
Course Survey	138

Special Notes to Participants

Course Description

Welcome to the Follett Institute. This training provides the tools you need to begin incorporating Destiny into your daily routine. You can easily transfer the knowledge you gain and the skills you develop in this training to your school or classroom, and participation in the discussions and evidence of learning activities will enable you to use Destiny immediately.

During the training, please do not hesitate to ask questions. Your trainer may take notes to respond to questions later in the training when the related topic arises.

We're delighted that you are a Follett customer, and we look forward to providing you with the training, professional development, and services you need to achieve success.

Who Should Take This?

Principals, assistant principals, curriculum directors, department chairs, lead teachers, and classroom teachers.

Follett Institute Module Descriptions

Description	Participant Objectives	Activities
<p><u>Discover Destiny's Universal Search</u></p> <p>Whether you are using Universal Search—or heard the buzz—and want to learn more, this session gives you an overview of this powerful search interface that provides access to your entire library collection. You'll learn how to set up Universal Search, how easy it is for you and your patrons to search your print and digital content, and what's on the horizon for this dynamic search interface.</p>	<ul style="list-style-type: none">■ Activate Universal Search.■ Describe the benefits of Universal Search.■ Navigate Universal Search.■ List the future plans of Universal Search.	<ul style="list-style-type: none">■ Answer questions about how you search for resources in your library's collection.■ Find resources with Universal Search.
<p><u>Access Print and Digital Resources from One Place with Universal Search</u></p> <p>Gone are the days of logging in to one platform for print materials, another for</p>	<ul style="list-style-type: none">■ Find and access print and digital resources in Universal Search, including eBooks, interactive books from various providers, online databases, and websites.	<ul style="list-style-type: none">■ Discuss how patrons access all types of resources in your library.■ Practice using Follett eBook note-taking tools.

Description	Participant Objectives	Activites
<p>eBooks and interactive content, and sometimes several others for online databases. Learn how to find and access various materials from any device with Destiny's Universal Search. This session includes an in-depth look at accessing and using Follett eBooks, as well as how to use the integrated Notebook feature. You will also look at ways to enhance your collection with resources like Destiny's One Search and subscriptions.</p>	<ul style="list-style-type: none"> ■ Use the Notebook feature. 	<ul style="list-style-type: none"> ■ Explore ideas for using Universal Search to find online databases and web resources in your lessons. ■ Develop a plan for setting up One Search for your school (if applicable).
<p><u>Promote Simple Ways to Access Library Resources from Any Device</u></p> <p>Universal Search gives you a consistent and straightforward search experience, regardless of the device you're using. In this session, you'll explore ways to easily access your resources from all devices (desktops, tablets, and smartphones) using a simplified login through www.gofollett.com and the BryteWave K-12 Edition mobile app.</p>	<ul style="list-style-type: none"> ■ Use Universal Search's simplified login from www.gofollett.com from different devices. ■ Learn the pros and cons of using the mobile app vs. browser version of the BryteWave K-12 Edition eReader. ■ Explore online and offline reading using the BryteWave K-12 Edition mobile app. 	<ul style="list-style-type: none"> ■ Access Universal Search via www.gofollett.com. ■ Download and launch the BryteWave K-12 Edition app to practice using the features. ■ Explore the options for accessing Universal Search from various devices.
<p><u>Weed and Build your Collection with Reports</u></p> <p>How do you decide which books to buy with a limited budget? How do you use data to support your budget requests to your administration? Destiny Library Manager's integration with Follett's Titlewave means that the most comprehensive online collection analysis tool is just a few clicks away. TitleWise analysis, in conjunction with Destiny's robust statistics reports, helps you develop your collection—from analyzing resource usage and effectiveness to weeding</p>	<ul style="list-style-type: none"> ■ Navigate the integration of Destiny Library Manager and Titlewave. ■ Set up the TitleWise collection analysis tool. ■ Use TitleWise reports to find resources to improve your collection. ■ Analyze pre-configured and custom reports in Destiny to enhance your collection. ■ Use collection analysis results to support library advocacy. 	<ul style="list-style-type: none"> ■ Answer questions about how you manage weeding and building your collection. ■ Identify the Titlewave/TitleWise process workflow. ■ Explain the data provided by the reports.

Description	Participant Objectives	Activites
<p>outdated materials to deciding which titles to build your collection with. You'll walk away from this session feeling confident you know how to use reports to support collection development and library advocacy efforts.</p>		
<p><u>Get the Most out of Destiny Library Manager with Back Office Setup Tips</u></p> <p>You want to make sure Destiny is set up so that it works best for your school, and maximizes your use of the available features. In this session, you will review some of the nuts and bolts of Destiny's Back Office setup options—paying special attention to new and overlooked options. You'll see how to empower your patrons to place their own holds, let teachers collaborate on and share resource lists, and customize the featured collections that appear on Universal Search home page, and more. You'll also gain insight into how your peers set up Destiny for their schools. Walk away with a Library Administrator's Toolbox checklist to bring back to your library.</p>	<ul style="list-style-type: none"> ■ Activate Universal Search. ■ Explore and discuss helpful hints for Destiny site administrators. 	<ul style="list-style-type: none"> ■ Discuss new and overlooked Back Office setup options. ■ Review the <i>Library Administrator's Toolbox</i> checklist and think about what setup options you might want to modify for your library.
<p><u>Explore Destiny's Support Resources</u></p> <p>Whether you want a refresher on conducting inventory, resources to train new library staff, or ideas from other Destiny users, Destiny has a wealth of support resources. In this session, you'll explore Destiny's ever-growing support resource collection, including Help, training toolkits, the newly re-designed Follett Community, and more.</p>	<ul style="list-style-type: none"> ■ Navigate Destiny Help. ■ Access Destiny Training Toolkits. ■ Navigate Follett Community. 	<ul style="list-style-type: none"> ■ Access and find resources in online Help. ■ Find a Destiny video. ■ Review a training plan. ■ Access Follett Community.

Training Policies

Third-Party Proprietary Interest Statement

Follett affirms that no trainer has any proprietary interest in any product, instrument, device, service, or material discussed during the training and receives no third-party compensation related to the delivery of this training event.

CEU Policy

To receive CEUs for the training event: You need to be present for at least 85% of the actual event. You also need to be actively involved in the training event, completing all hands-on activities and participating in any other activities designed to reinforce learning. Your Certificate of Participation will be sent to you within 10 business days of the completion of the learning event. You may submit the certificate to your state system for credit. It is up to each state to accept the credit hours based on that state's current policy. If you do not receive the certificate within that time, contact Learning Service at LearningServices@FollettSoftware.com or call Customer Service at 800.323.3397.

Student Record and Privacy Policy

Follett is committed to protecting the privacy of our customers' personal information. Any information collected as a result of any training event and your completion of a course evaluation survey will be used only with your express permission.

Follett may gather information during the course of your training, including personally identifying information about you such as your employer, your position, and the number of years in your current position or in your field.

You will have the opportunity to express your opinions, concerns, and perceptions during the training event and through the course evaluation survey, all of which will be protected.

Follett does reserve the right to ask your permission to follow up on some of your statements in the course evaluation survey; you have the right to refuse permission.

Follett will retain the following information about your training and be prepared to convey it to your employer on request:

- The date and title of the training event.
- Whether you participated satisfactorily in and completed the training event.

Any information resulting from scored exercises and quizzes or any activities that require a specific response or feedback will be recorded by the trainer and given to Follett at the end of the training. Follett will protect the information and convey it only to you on request.

If any of your contact information changes, you need to email that information to Follett Learning Services at LearningServices@FollettSoftware.com or call Customer Service at 800.323.3397.

If you have any questions or concerns, please send an email to Follett Learning Services at LearningServices@FollettSoftware.com or call Customer Service at 800.323.3397.

Discover Destiny's Universal Search

Description

Whether you are using Universal Search—or heard the buzz—and want to learn more, this session gives you an overview of this powerful search interface that provides access to your entire library collection. You'll learn how to set up Universal Search, how easy it is for you and your patrons to search your print and digital content, and what's on the horizon for this dynamic search interface.

Participant Objectives

- Activate Universal Search.
- Describe the benefits of Universal Search.
- Navigate Universal Search.
- List the future plans for Universal Search.

Activities

- Answer questions about how you search for resources in your library's collection.
- Find resources with Universal Search.

Notes

Resources

For more information on this lesson and to complete the Plan and Apply sections, refer to the resources listed below.

Videos

- An Overview of Universal Search*

*Recommended viewing prior to the lesson

Quick Reference Guide

- Finding Resources with Universal Search
- Configuring and Accessing Universal Search

Plan

Use the space provided to record your answers to the following questions.

1. What types of resources do your students and teachers search for most?

2. How do you encourage students to search for and use different types of resources?

3. How do your teachers currently find appropriate resources for their lessons?

Notes

Notes

Guided Exercises

Follow along with your Destiny trainer, or use the quick reference guide and video resources to practice the following skills. Mark the checkboxes as you complete each task to help you keep your place.

- 1. Discuss configuring Universal Search and identifying servers at the district level.
- 2. Enable Universal Search access level permissions for patrons at your site.
- 3. Conduct a search in Universal Search.
- 4. Discuss upcoming features in Universal Search.

Apply

Now that you've done the guided exercises, complete the following:

- 1. If you are the Destiny Administrator and have not yet configured Universal Search, configure Universal Search.
- 2. If you are a Site Administrator and have not enabled Universal Search permissions, enable the *Search using Universal Search* access level permission for one access level, such as Patron or Teacher.
- 3. With a single search, find a book, an eBook, and a website on a topic of your choosing. Write down the title of a search result from each type of resource.
- 4. With a partner, discuss which upcoming features in Universal Search will your patrons use most. Write down the three features you are most looking forward to.

Notes

Assess

Use the following rating scale to assess your level of understanding of the learning outcomes covered in this training.

Rating Scale:

- 1** - I need more help.
- 2** - I think I can figure it out with more practice.
- 3** - I am comfortable doing this on my own.
- 4** - I am proficient and can teach others.

I can...	Do this in Destiny...
	Activate Universal Search.
	Describe the benefits of Universal Search.
	Navigate Universal Search.
	List the future plans for Universal Search.

Notes:

Notes

Finding Resources with Universal Search

Destiny Library Manager's Universal Search feature makes it easy to find resources in your library's entire catalog. With a single search, you can find everything from eBooks to print materials to websites.

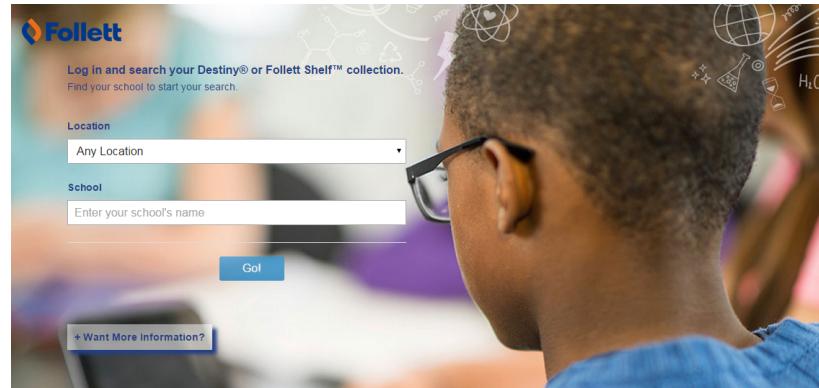
Accessing Universal Search

Before you can access your library's resources, you need to sign in to Universal Search. Use the following steps to access Universal Search from outside your school:

1. From any browser, go to www.gofollett.com.
2. From the **Location** drop-down, select your state or province.
3. In the **School** field, type the first few letters of your school's name. When your school appears in the suggestions, select it.
4. Click **Go!**.
5. Select **Guest > Login**.

Note: If you do not see the Guest button, click  to expand the menu.

Note: If you are already in Destiny, select **Catalog > Universal Search**.



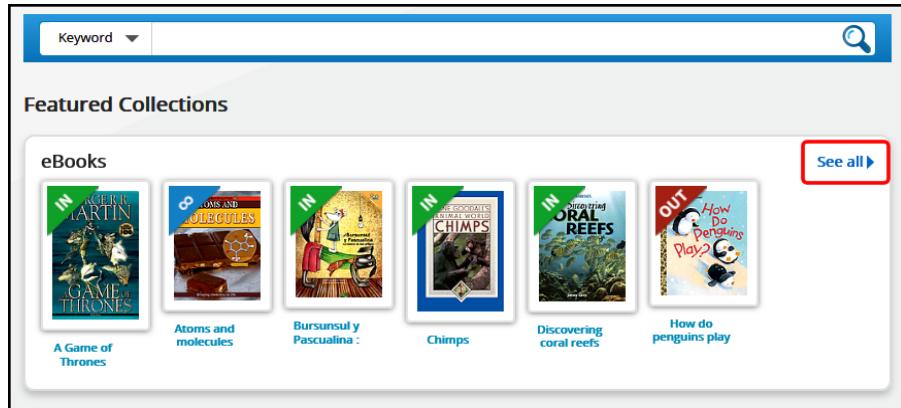
Searching with Universal Search

There are two different ways to search for resources—you can browse a Featured Collection or search for a specific resource.

To browse a Featured Collection:

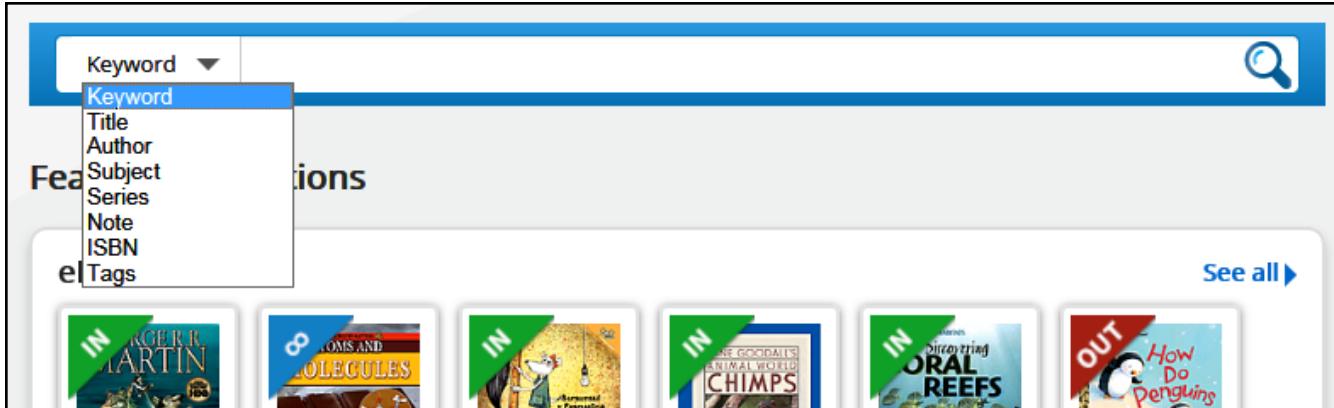
1. From the Universal Search Home page, click **See all** next to the collection you want to browse. Or, from any page, click **Collections** on the top toolbar.
2. To see details about a specific search result, click its cover image or title.
3. To access an eBook, click **Open** from the search results or title details.

Note: If you are accessing a Follett Audiobook, click **Play**.



To search for a specific resource:

1. Use the drop-down to select the type of search you want. If you skip this step, Universal Search performs a keyword search.



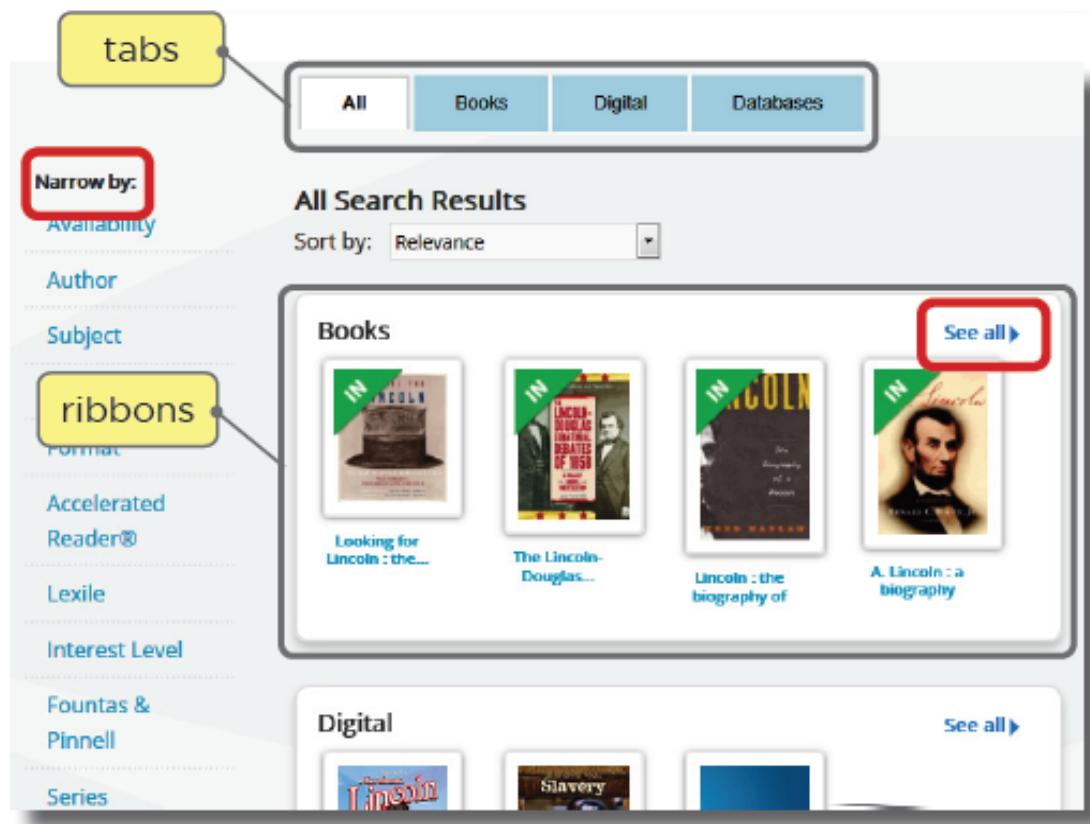
2. In the **Search** field, type your search term.
3. Press **Enter** or click .

Search results are organized into ribbons and tabs. If you're not sure which type of resource you want, use the ribbons—which visually highlight search results—as a guide.

Tips for using the search results:

- To limit your search results, select a filter from the **Narrow by:** list.
- To view all results of a material type category, click **See all...** on any of the ribbons, or select a tab.
- To see details about a specific search result, click its title or cover image.
- To access an eBook or digital resource, click **Open** from the title details.

Note: If you are accessing a Follett Audiobook, click **Play**.



Placing a Hold in Universal Search

If your school lets you place holds, use the following steps to place a hold on Follett eBooks and print materials in Universal Search:

1. After searching, click the **Books** or **Digital** tab or ribbon.
2. Next to the title you want to place on hold, click **Hold**.

Note: If you do not see the Hold button, you are not able to place holds or are not logged in. Talk to your librarian for more information.

The screenshot shows the 'Books Search Results' page. At the top, there are tabs for All, Books (which is selected), Digital, and Databases. On the left, there's a sidebar with 'Narrow by:' options: Availability, Author, Subject, Genre, Format, Accelerated Reader®, Lexile, Interest Level, Reading Level, Fountas & Pinnell, and Series. The search results list two books:

- The Howell book of dogs : the... (Book)**
Call Number: 636.7 PAL
Published: 2007
Interest Level: Young Adult
Buttons: Hold (red border), Favorite
- The complete dog book / subtitle 2 (Book)**
American Kennel Club.
Call Number: 636.7 COM
Published: 2006
Interest Level: Adult
Buttons: Hold (red border), Favorite

You can see and manage your holds in your Bookbag.

The screenshot shows the Follett Bookbag interface. At the top, there's a navigation bar with Home, Logout, S. Administrator, Collections, Bookbag (selected), Help, and Exit. A dropdown menu for 'Bookbag' is open, showing options: Favorites, Reading Path Setup, Checkouts, **Holds** (highlighted with a red box), History, Notebook, and See all 370. Below the menu, there's a 'Featured Collections' section for eBooks, showing several book covers and titles.

Configuring and Accessing Universal Search

Introduction

Follett is proud to announce significant performance and usability enhancements to our Follett eBook platform. These enhancements focus on the following areas and significantly improve the Follett eBook experience for your students and teachers:

- Faster performance and significant stability improvements
- Improved discoverability, making it easier for patrons to check out eBooks
- Simplified login when using our BryteWave K-12 mobile app
- Deeper integration between Follett Shelf and Destiny
- Easier access to Follett Shelf admin features from within Destiny

To take advantage of these enhancements, your district will need to be running the latest version of Destiny. Once you are doing so, you will also need to register your Destiny server with Follett and enable our new Universal Search interface.

Universal Search is a search interface that lets patrons search for all available resources, such as books, eBooks, and digital content from WebPath Express or One Search. Universal Search was developed using responsive design and is accessible from all types of devices; this means that students get a similar look and feel on all devices.

Configuring Universal Search

Follett recommends customers have the tech staff who maintain the Destiny server configure Universal Search. To use Universal Search, you must ensure:

- Destiny is available on the Web.
- Your district Destiny URL is configured.
- A valid port (80 or 443) is used.

Note: Follett-hosted customers do not need to perform these steps, as Follett has already configured availability of Universal Search in our hosted environment.

If you are using Internet Explorer, Universal Search requires IE9 or IE10. Universal Search cannot be accessed in the IE Compatibility View, which is used for accessing sites that were designed for IE8 or earlier. If your district uses specific websites that require Compatibility View, your district can list the specific URLs that require Compatibility View. The global options "Display all websites in Compatibility View" and "Display intranet sites in Compatibility View" should be deselected in Internet Explorer's Compatibility View Settings.

Follett recommends a more modern browser (such as Chrome, Firefox, or Safari). For more information on system requirements, see **Destiny Help > Home > Technical Info > Technical Information > Technical Documents > Destiny System Requirements – Workstation and Mobile Devices**.

When you install or upgrade to Destiny v12.0 or v12.5, if Destiny is not able to authenticate the correct URLs with Universal Search, the Destiny Admin will receive a message upon signing in that an externally-available URL and port must be configured to use Universal Search. You can select the **Don't remind me again** checkbox to make the message permanently disappear.

To configure Universal Search:

1. Log in as a Destiny Admin.
2. On the District Welcome page, select **Setup > District Options**.
3. Click **Edit** next to Universal Search Settings.

The screenshot shows the 'Update District Options' page with the 'District Options' tab selected. The 'Universal Search Settings' section is circled in red, indicating where the user should click to edit the settings.

4. Enter the **Destiny Server External Address** and the **Port**.

The screenshot shows the 'Universal Search Settings' dialog box. It contains fields for 'Protocol' (set to http), 'Destiny Server External Address' (set to destiny.mainserver.edu), and 'Port' (set to 80). At the bottom are 'Save' and 'Cancel' buttons.

5. Click **Save**.

After Universal Search is configured, permissions will be available and need to be enabled. The permission, Search using Universal Search, is enabled by default.

Identifying your Destiny Server

The easiest way for your students to access Universal Search is through GoFollett.com. Rather than having to remember a complex URL, students simply select their state or province and school from a list.

Since some schools set up test servers for Destiny, gofollett.com needs to know whether a Destiny server is a production server and should be available for students to access, or a test server. The Destiny Administrator can identify the server as a production or test server. It is important to note that Follett-hosted customers do not need to perform this configuration. Also, the server must be open to the Web and configured for Universal Search in Setup > District Options > Universal Search Settings.

Important: The Destiny Administrator needs to confirm that each site has a site customer number listed in Setup > Sites > Edit "Site Name".

To identify whether your server is a production or test server:

1. Log in to Destiny as a Destiny Administrator.
2. Click **Identify Server**.

Note: If you want to do this later, click **Remind me later**. Later, select **District Options**, and then click **Edit** next to **Server Identity**.

3. Choose whether this is a production or a test server from the **Installation Purpose** drop-down.



Warning: Please identify this Destiny server as either a Production server or a Test server.

[Identify Server](#)

[Remind me later](#)

Note: If the district name or number is incorrect, click for more information.

Option 1: If you selected Test server

If you selected **Test server**, you are finished until testing is complete.

4. Click  to close the pop-up. When you log in to Destiny, you will no longer receive the alert message to identify the server.



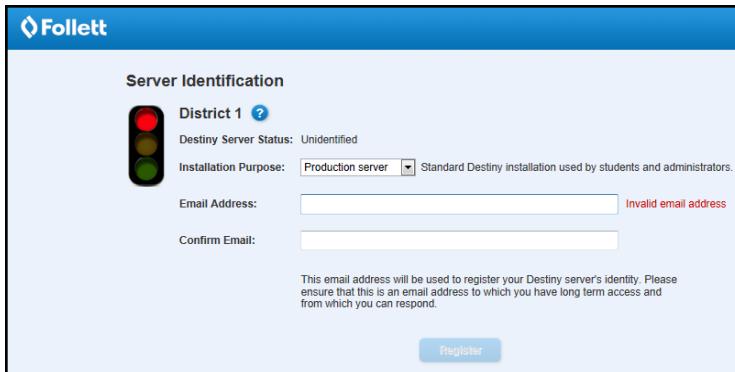
The screenshot shows the Follett Server Identification page. At the top, it says "District 1" with a question mark icon. Below that, "Destiny Server Status: Identified". Under "Installation Purpose:", there is a dropdown menu set to "Test server" with a note: "Destiny testing installation used for training and feature validation." A message at the bottom states: "Thank you. If this is a test server, no further action is necessary. Please note that test servers are not suggested to users when they log into Universal Search." Another note says: "At any time, you may re-purpose this instance as a production server by selecting that option above."

Option 2: If you selected Production server

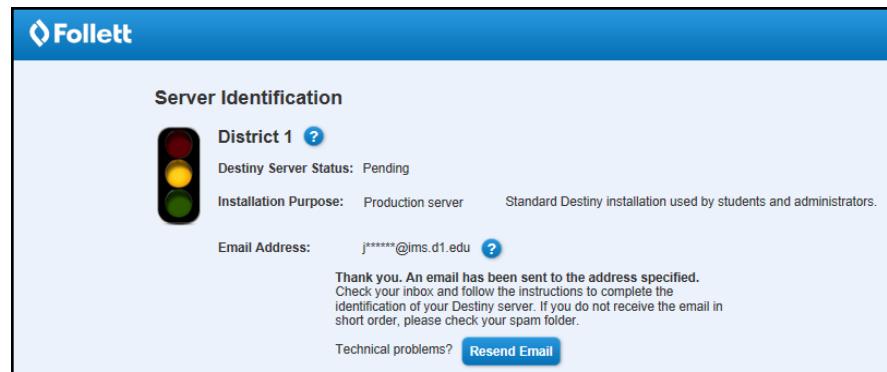
4. If you selected **Production server**, enter your email address in the fields that appear.
5. Click **Register**. Destiny sends you a verification email.

Important: Once you designate it as a production server, you cannot change it back.

Additionally, for any specific district customer number, only one Destiny server can be the production server.



The screenshot shows the Follett Server Identification page. It displays "District 1" with a question mark icon. The "Destiny Server Status" is listed as "Unidentified". Under "Installation Purpose:", the dropdown is set to "Production server" with the note: "Standard Destiny installation used by students and administrators." There are two input fields for "Email Address" and "Confirm Email". A red error message "Invalid email address" is shown next to the first field. A note below the fields states: "This email address will be used to register your Destiny server's identity. Please ensure that this is an email address to which you have long term access and from which you can respond." A "Register" button is at the bottom.



The screenshot shows the Follett Server Identification page. It displays "District 1" with a question mark icon. The "Destiny Server Status" is listed as "Pending". Under "Installation Purpose:", the dropdown is set to "Production server" with the note: "Standard Destiny installation used by students and administrators." There are two input fields for "Email Address" and "Confirm Email". A note below the fields states: "This email address will be used to register your Destiny server's identity. Please ensure that this is an email address to which you have long term access and from which you can respond." A "Resend Email" button is at the bottom. A message to the right of the fields says: "Thank you. An email has been sent to the address specified. Check your inbox and follow the instructions to complete the identification of your Destiny server. If you do not receive the email in short order, please check your spam folder." A "Technical problems?" link is also present.

6. Open the verification email, and click **Complete Identification**.
The Server Identification page designates your server as a production server.



To change the identification of a test server to a production server:

Important: For any specific district customer number, only one Destiny server can be the production server.

1. Log in to Destiny as a Destiny Administrator.
2. Select **Setup > District Options**.
3. In the Server Identity section, if the server status is 'Unverified', click **Universal Search Settings** to first configure Universal Search.

This screenshot shows the "Server Identity" section with a red border. It displays a message: "Server Status: Unverified. Cannot determine server type due to invalid external URL/port. Please verify your [Universal Search Settings](#)".

4. If the server status is 'Test', click **Edit**.

This screenshot shows the "Server Identity" section with a red border. It displays a message: "Server Status: Test". To the right of the message is an "Edit" button with a pencil icon.

5. Click the **Installation Purpose** drop-down to select **Production server**.

The screenshot shows the Follett Server Identification page. At the top, it says "Server Identification" and "District 1 ?". Below that, there's a traffic light icon where the green light is illuminated. It says "Destiny Server Status: Identified". Under "Installation Purpose", a dropdown menu is open, showing "Test server" as the selected option. A note below the dropdown says "Destiny testing installation used for training and feature validation." At the bottom, there's a note: "Thank you. If this is a test server, no further action is necessary. Please note that test servers are not suggested to users when they log into Universal Search." Another note says "At any time, you may re-purpose this instance as a production server by selecting that option above."

6. Enter your email address in the fields that appear.
7. Click **Register**. Destiny sends you a verification email.

This screenshot shows the same Follett Server Identification page as the previous one, but with different values. The "District 1 ?" section now shows a red light and says "Destiny Server Status: Unidentified". The "Installation Purpose" dropdown has been changed to "Production server". Below these fields are two input boxes labeled "Email Address:" and "Confirm Email:", both of which contain placeholder text. At the bottom, a note reads: "This email address will be used to register your Destiny server's identity. Please ensure that this is an email address to which you have long term access and from which you can respond." A blue "Register" button is at the bottom left.

8. Open the verification email, and click **Complete Identification**. The Server Identification page now designates your server as a production server.

This screenshot shows the Follett Server Identification page again. The "District 1 ?" section now shows a green light and says "Destiny Server Status: Identified". The "Installation Purpose" dropdown is set to "Production server". The "Email Address:" field contains the placeholder "d*****@districtxyz.edu". At the bottom, a note states: "This Destiny server is designated as the production server for your district. Only one server per district can be designated as the production server. If you specify a different server as your district's production server, you will be asked to identify this server again." A blue "Register" button is visible at the bottom left.

Entering and Exiting Universal Search

Only patrons with the “Search using Universal Search” permission will see Universal Search on the Catalog tab. When a patron selects Universal Search, it opens in the same window.

Guests that have the “Allow Guests to exit Universal Search” permission, as well as all logged-in patrons, have the Exit link. After clicking **Exit**, the Universal Search page in Destiny opens.

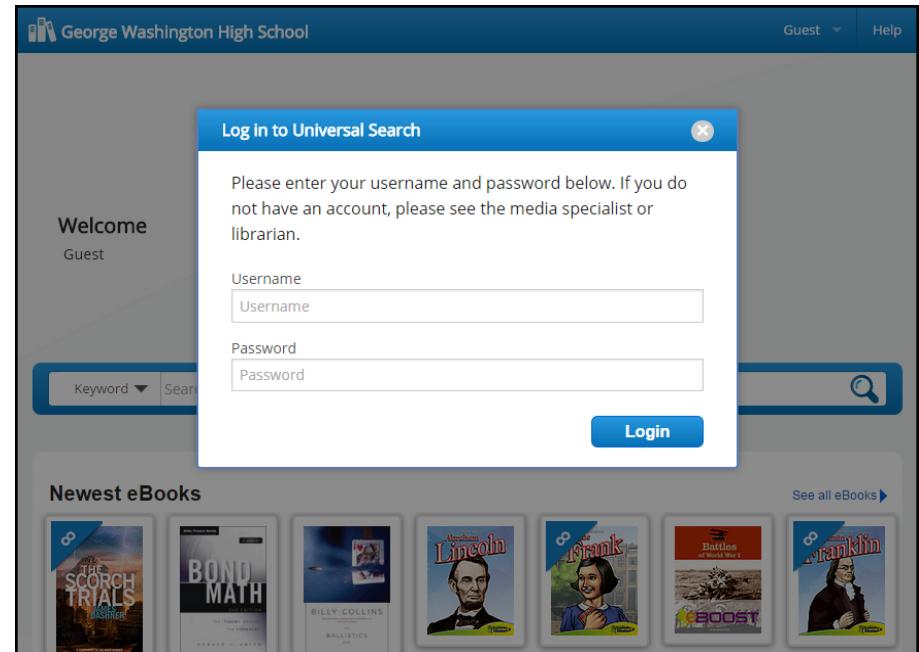
Logging In

Patrons that are logged into Destiny will not have to log into Universal Search. A patron can be one of three types in Universal Search:

- **Guest:** These patrons can search for materials.
- **Shared Account:** (from Follett Shelf—previously Guest): These patrons can search for materials and open Follett eBooks. If they want to check out or hold an eBook, they must log in with their personal credentials.
- **Logged-In User:** When a patron clicks or taps the Login link, a login box appears (unless the patron logged into Destiny before opening Universal Search).

A successful login presents the patron with features based on his or her permissions. The patron’s name appears at the top.

If the credentials don’t match, an error message appears and the patron gets another chance to log in.



Logging Out

A Logout link appears on desktops, tablets, and phones. When a patron clicks the link, Universal Search closes the user’s session and reopens the main Universal Search page.

Permissions

Only patrons with the appropriate access level permissions can access, search, and exit Universal Search. The following permissions are in Back Office > Access Levels.

Searching

"Search using Universal Search"

"Search using Universal Search: *Search all library sites through Universal Search*"

"Search using Universal Search: *Use Universal Search by default*"

"Search using Universal Search: *Search curriculum tags*"

Exiting Universal Search

"Allow Guests to exit Universal Search"

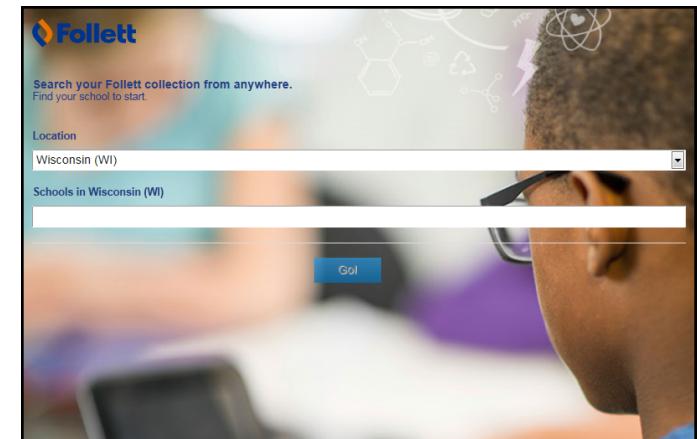
Accessing Universal Search through GoFollett.com

GoFollett.com allows your patrons to access Destiny without having to remember a complex URL.

Note that this functionality requires your Destiny Administrator to configure Destiny to be accessible from outside your school.

To access Universal Search from GoFollett.com:

1. Access www.gofollett.com from any web browser.
2. Select your state or province from the **Location** drop-down.
3. Type your school's name in the **School** field. As you type, GoFollett provides a list of schools to choose from. The more letters you type, the shorter the list becomes. Select your school from the list.
4. Click **Go**.



Once Universal Search launches, you can log in.

With so many exciting enhancements and new features, it is important for you to upgrade to the most current version of Destiny, register your Destiny server with Follett, and enable our new Universal Search interface. For more information or help with configuring Universal Search and identifying your production server, contact Technical Support via phone at 800.323.3397 or email at techsupport@Follett.com.

Access Print and Digital Resources from One Place with Universal Search

Description

Gone are the days of logging in to one platform for print materials, another for eBooks and interactive content, and sometimes several others for online databases. Learn how to find and access various materials from any device with Destiny's Universal Search.

This session includes an in-depth look at accessing and using Follett eBooks, as well as how to use the integrated Notebook feature. You will also look at ways to enhance your collection with resources like Destiny's One Search and subscriptions.

Participant Objectives

- Find and access print and digital resources in Universal Search, including eBooks, interactive books from various providers, online databases, and websites.
- Use the Notebook feature.

Activities

- Discuss how patrons access all types of resources in your library.
- Practice using Follett eBook note-taking tools.
- Explore ideas for using Universal Search to find online databases and web resources in your lessons.
- Develop a plan for setting up One Search for your school (if applicable).

Notes

Resources

For more information on this session and to complete the Plan and Apply sections, refer to the resources listed below.

Videos

- Using Universal Search - Students
- Reading a Follett eBook: Cover to Cover
- Organizing Follett eBook Notes with My Notebook
- Searching for and Accessing eBooks from Universal Search
- Overview of One Search
- Enabling and Setting Up One Search
- Setting Up One Search Databases
- Setting Up One Search for Multiple Sites
- Setting Up WebPath Express
- An Overview of WebPath Express
- Searching with WebPath Express

Quick Reference Guides

- Getting Started with eBooks in Universal Search
- BryteWave K-12 Edition
- Using the Bookbag in Universal Search
- Setting Up One Search

Plan

Use the space provided to record your answers to the following questions.

What types of resources do you have in your library? Do patrons access them from your Destiny catalog? Complete the following chart.

Resource	How do patrons find and access this resource?
Print books	
eBooks	
Online databases (free or subscription-based)	
Web resources	
Other	

Notes

Notes

Guided Exercises

Follow along with your Destiny trainer, or use the quick reference guide and video resources to practice the following skills. Mark the checkboxes as you complete each task to help you keep your place.

- 1. Conduct a search, and explore the digital materials in the search results.
- 2. Open and check out a Follett eBook.
- 3. Open an eBook from another source.
- 4. Open an interactive eBook.
- 5. Play and check out a Follett Audiobook.
- 6. Use the Follett eBook Notebook tools.
- 7. Explore WebPath Express.
- 8. Explore One Search.
- 9. Review the steps for setting up One Search.

Apply

Now that you've done the Guided Exercises, complete the following:

- 1. Practice using eBook features by completing the following activities:
 - Search for and open a Follett eBook.
 - Check out the eBook.
 - Highlight a passage of text.
 - Add a highlight note to the passage of text you highlighted.
 - Use the dictionary to look up a word.
 - Add a page note to the eBook.
 - Add a tag to a note.
 - Return the eBook.
 - View your notes in your Notebook.
- 2. Write at least one idea of how to use each of the following BryteWave K-12 Edition features in a lesson for yourself and for your students.

Tool	How to use as a teacher or librarian	How to assign for students to use
Highlighter and highlight notes		
Page notes		
Dictionary		
Tags		

Notes

Notes

- 3. How might you incorporate One Search and/or WebPath Express resources into a lesson?

- 4. If One Search is not set up at your school, review the *Setting Up One Search* quick reference guide. Answer the following questions to plan how you will set this up when you return to your school.
 - Who has Destiny or site administrator access to enable One Search?

 - How will you configure One Search Databases? Will each school set them up, or will the district set them up and push them to all schools? Even if they're pushed by the district, the schools can edit them.

 - What are some of the databases you want to enable? If you are adding any subscription databases, do you have the information you need to set them up? To see a list of One Search-supported databases, go to <http://follettlearning.com/go/one-search>.

Notes

Assess

Use the following rating scale to assess your level of understanding of the learning outcomes covered in this training.

Rating Scale

- 1** - I need more help.
- 2** - I think I can figure it out with more practice.
- 3** - I am comfortable doing this on my own.
- 4** - I am proficient and can teach others.

I can...	Do this in Destiny...
	Find and check out eBooks, interactive eBooks, and audiobooks with Universal Search.
	Find and access online database resources with Universal Search.
	Find and access website resources with Universal Search.
	Use the note-taking features in the Follett eBook Notebook.
	Find the instructions I need to set up One Search.

Notes:

Getting Started with eBooks in Universal Search

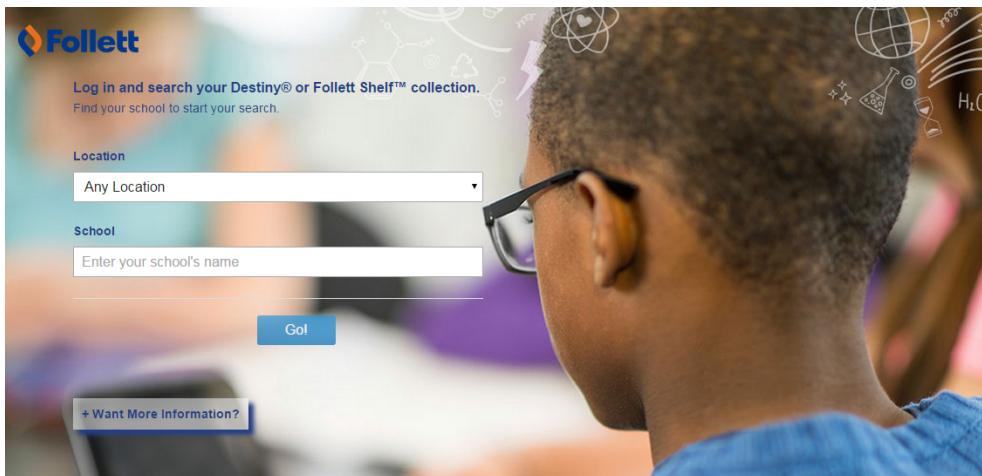
It's easy to find, check out, and read eBooks with Destiny's Universal Search. Save notes, highlights, and bookmarks that you can access even after you return the eBook.

Log In

Accessing Universal Search

Before you can access your library's resources, you need to sign in to Universal Search. Use the following steps to access Universal Search from outside your school:

1. From any browser, go to www.gofollett.com.
2. Use the **Location** drop-down to select your state or province.
3. In the **School** field, type the first few letters of your school's name. When your school appears in the suggestions, select it.
4. Click **Go**.
5. Select  > **Login**.



Note: If you are already in Destiny, you can access Universal Search from the **Catalog** tab, **Universal Search** option.

Search

There are multiple ways to find eBooks. You can start by browsing only eBooks or performing a search of all resources.

To browse your library's eBook collection

1. On the eBooks Featured Collection ribbon, click **See all**. Or, from any page, click **Collections** on the top toolbar.
2. To narrow down the eBooks you're browsing, use the search limiters.

The screenshot shows a search interface titled "Browsing eBooks". It displays a list of results with the heading "Results found: 370". On the left, there is a sidebar titled "Filter by:" with four options: "Availability", "Author", "Subject", and "Genre". The "Genre" option is highlighted with a red border. To the right, a specific book entry for "A Game of Thrones" by George R.R. Martin is shown, including its cover image, publisher information ("Follett eBook"), and publication year ("Published: 2011").

The screenshot shows the top navigation bar of a library management system. The "eBooks" tab is selected. In the top right corner, there is a "See all 370" link with a red arrow pointing to it. The rest of the screen shows a grid of book covers under the heading "Featured Collections".

Note: If you conduct a search from the Browsing eBooks page, the Digital Search Results page appears. Search results for other material types can be accessed by clicking the **All**, **Books**, or **Databases** tab.

To view eBook search results in a search for all resources

1. Use the drop-down to select the type of search you want. If you skip this step, Universal Search performs a keyword search.
2. In the **Search** field, type your search term.
3. Press **Enter** or click .
4. To view search results that are a specific material type, click **See all** in the appropriate ribbon or click the appropriate tab. If you want to narrow your search, use the search limiters.

The screenshot shows the digital search results page. At the top, there is a search bar with a dropdown menu showing "Keyword" selected. Below the search bar, a sidebar lists search limiters: "Title", "Author", "Subject", "Series", "Note", and "ISBN". The main area displays search results for the term "ns", showing three items: "A Game of Thrones" by George R.R. Martin, "Atoms and molecules", and "Bursunsul y Pascualina : Chimps". A "See all 370" link is visible at the bottom right of the results grid.

The or icon appears when the material type is an eBook. indicates the item is a Follett eBook, which means you can use the Notebook feature.

The search results show whether there are available copies. Some eBooks have unlimited copies.

Click the cover or title for more information about an eBook.

The screenshot shows a library search interface with a sidebar for filtering by Author, Subject, Genre, Interest Level, Series, Published, and Pages. The main search area is titled 'Searched Digital' for 'penguins'. It lists two items:

- How do penguins play** by Dombey, Elizabeth. (Follett eBook). Published: 2011. Interest Level: K-3. Includes 'Open', 'Checkout', and 'Remove Favorite' buttons. The 'Follett eBook' link is highlighted with a red box.
- Who would have thought it** by Ruiz de Burton, Maria Amparo. (Follett eBook). Published: 2009. Interest Level: Adult. Includes 'Open', 'Checkout', and 'Remove Favorite' buttons. The 'Follett eBook' link is highlighted with a red box.

Check Out

There are two ways to check out eBooks:

- From the search results: Click **Checkout** next to the title.
- From an open eBook: Click **Checkout** from the Information side bar. (To open the Information side bar, click .)

If there are no available copies of a title and your school lets you place holds, click **Hold** to place a hold.

Read

To read a checked-out eBook:

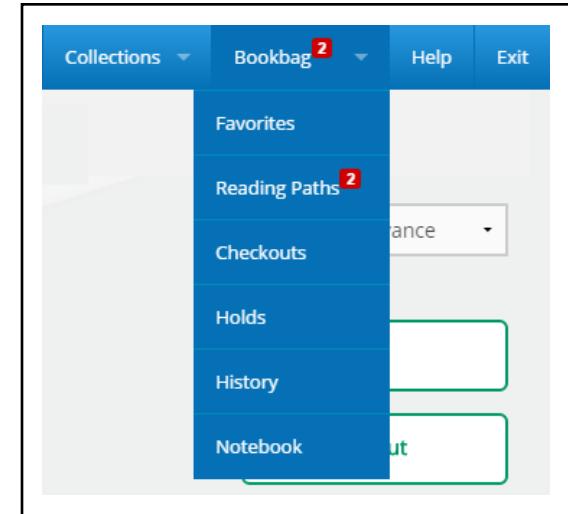
1. Select Bookbag > Checkouts.
2. Next to the eBook you want to read, click Open.

You can access display options, page notes, bookmarks, information about the title, and more from the toolbars. Click anywhere on a page to view or hide the toolbars.

Use the forward or back arrows to turn the pages.

The screenshot shows a page from the book 'The Mysterious Big Boxes'. At the top, there's a toolbar with icons for Close, Open, and a bookmark. Below that is another toolbar with icons for a magnifying glass, a list, and a search bar. The main content area displays a chapter from the book. At the bottom, there's a navigation bar with a yellow note icon, a left arrow, the page number 'p. 11', a right arrow, a circular progress bar indicating '12% - Page 43 of 368', and font size and style buttons.

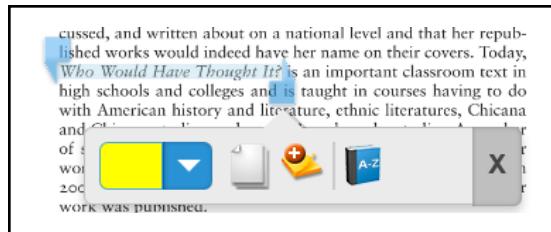
Note: If you open a Follett Audiobook, play options appear on the toolbars.



Take Notes

Click  on any page to mark a place in the eBook you want to come back to later. Then, type a name for the bookmark.

Click on a word, or click and drag on a passage to access the highlighter, highlight note, copy-paste, and dictionary features.



To access your notes, click the **Notebook** slider . View the notes for the current title, or click **All Titles** to see all of your notes, even if the eBook is not available.

Return

To return or renew an eBook from Universal Search, select **Bookbag > Checkouts**, and then click **Return** or **Renew**.

Note: Checked-out Follett eBooks and Follett Audiobooks are automatically returned on their due date.

Read Offline from your Mobile Device

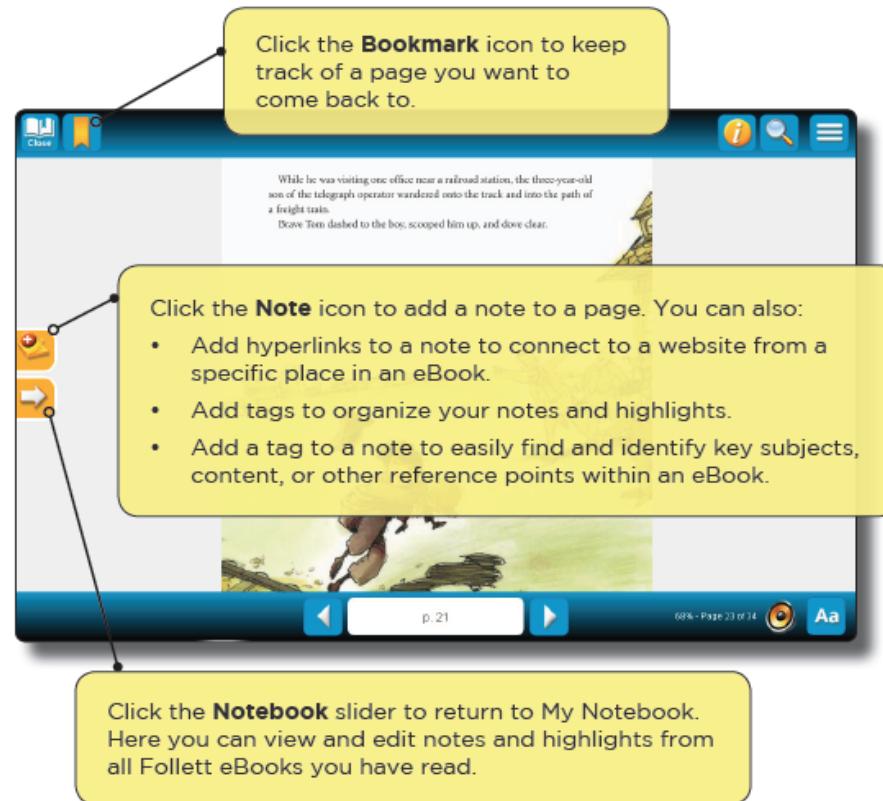
The BryteWave™ K–12 Edition app lets you download an eBook while you're online that you can access later offline. It's available for iOS devices, Android devices with access to Google Play, Nook HD, Nook HD+, Kindle Fire HD, and Mac and Windows laptops!

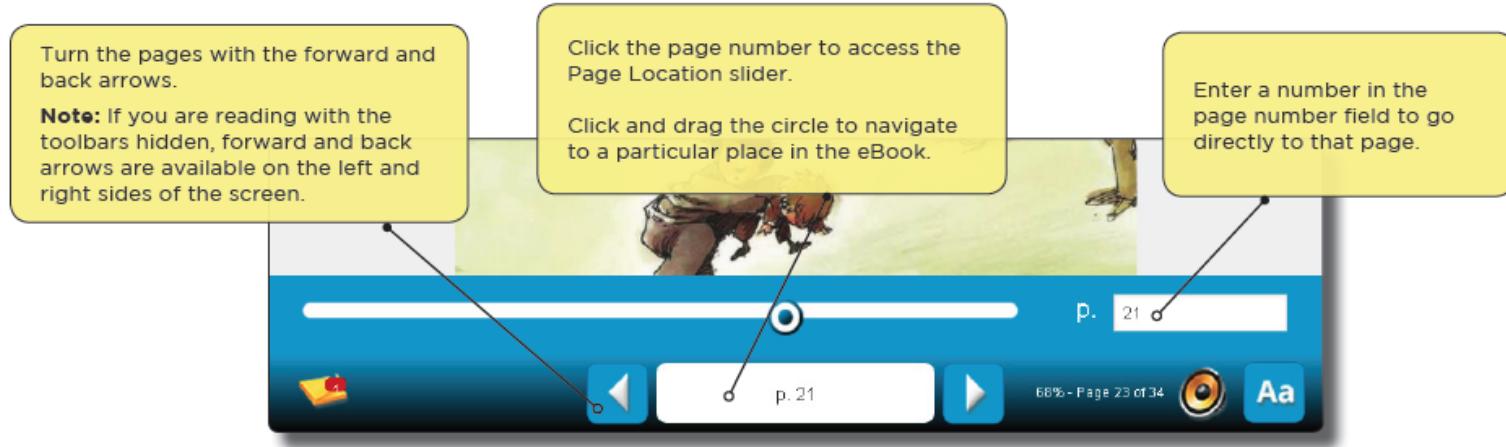


BryteWave™ K–12 Edition

BryteWave K–12 Edition delivers a consistent reading environment—whether you’re reading from your desktop, tablet, or smartphone.

	Click the Close icon in the top-left corner to return to the eBook library.
	Click the Information icon to see data about the eBook currently in use, including: <ul style="list-style-type: none">■ Option to check out/due date■ Contents■ Publisher permissions: printing, copying, text view, read-aloud, highlighting availability, and dictionary
	Click the Search icon to find a particular passage or word in the eBook or My Notebook.
	Click the Menu icon to see the following options: <ul style="list-style-type: none">■ My Library (returns you to the Home Search page)■ My eCheckouts■ Download App■ Print Page(s) (Note that the publisher sets page-printing permissions.)■ Help■ Logout





	A Note icon in the bottom toolbar means there is a note on that page. Click this icon to open the Notebook and view the note.
	Click the Text-to-Speech icon to play audio for compatible Follett eBooks. The text is highlighted as it is read.
	Click the Display Options icon in the bottom-right corner to access the following: <ul style="list-style-type: none"> View: Activate the 1 Page, 2 Page, or Text Only view. In Text Only view, text will resize to fit the given screen area. Note that not all eBooks support the Text Only view. Note: This option is not available for all titles. Magnification or Font Size: For titles with the Magnification option, click the height or width icon to fit the content to the height or width of the page. In the 1 or 2 Page views, zoom in or out to increase or decrease the size of the page. In Text Only view, decrease or increase the size of the font. For titles with the Font Size option, you can increase or decrease the font size. Screen Color: Switch between a white screen for daytime reading and sepia or black for nighttime reading.

Note: You can show or hide the toolbars by clicking the center of the page.

cussed, and written about on a national level and that her republished works would indeed have her name on their covers. Today, *Who Would Have Thought It?* is an important classroom text in high schools and colleges and is taught in courses having to do with American history and literature, ethnic literatures, Chicana and Chicano literature, and women's studies.

of the
work was published.



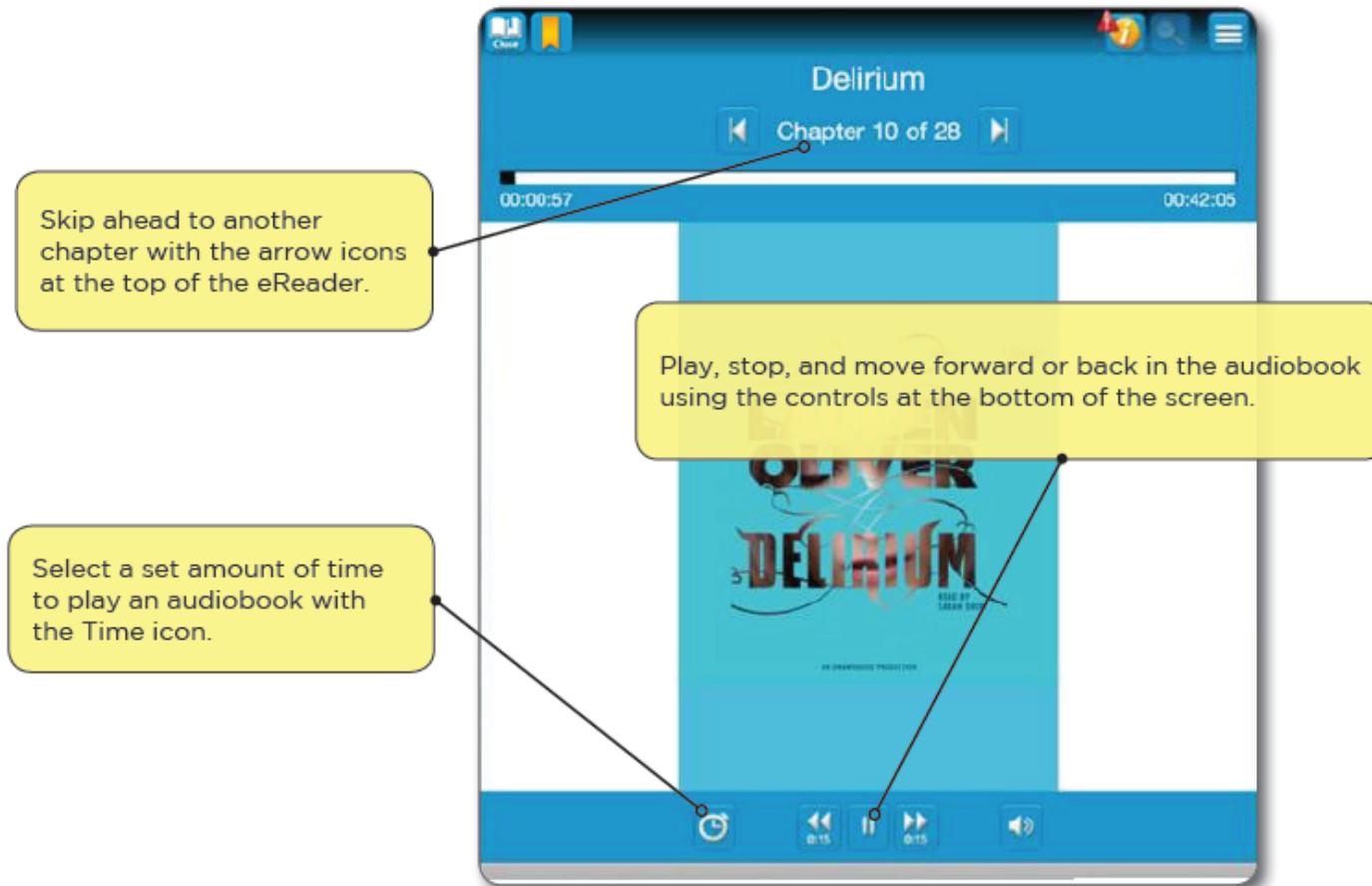
WORK WAS PUBLISHED.

Place your cursor on the first word you want to select, then click and hold to activate the selection tool. When you drag your cursor over the text you want to select, additional options become available:

- Select a color to highlight a section. Then, click that color to apply the highlight.
- Select a note to add a note to a specific section.
- Click the dictionary to look up a word or phrase.

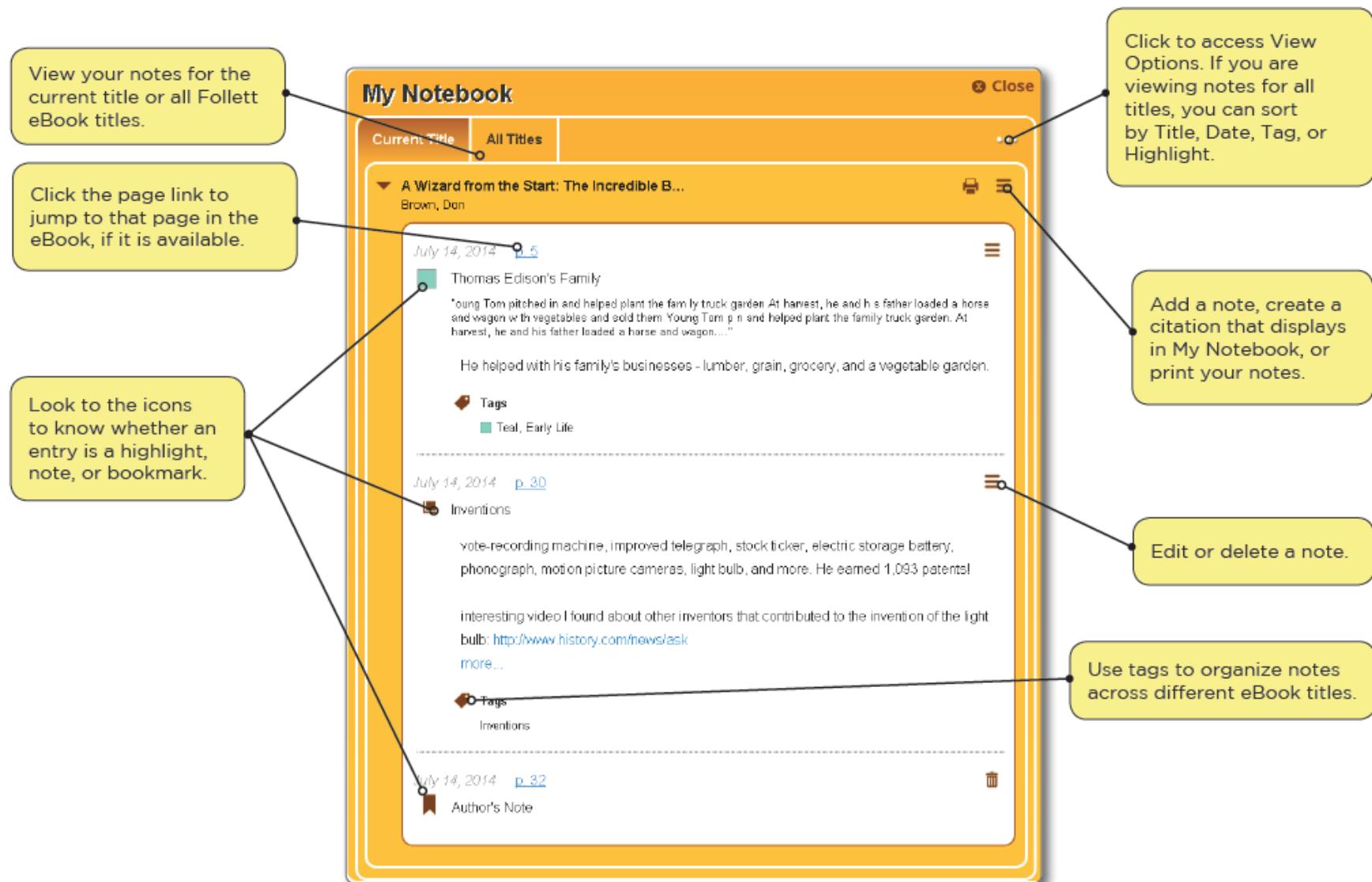
Follett Audiobooks

BryteWave K-12 Edition lets you stream Follett Audiobooks online.



My Notebook

Use My Notebook to save notes, highlights, and tags that you can access even when the eBook is not available.



Using the Bookbag in Universal Search

The Universal Search Bookbag lets you access information and resources you might want to come back to later—like your eBook checkouts, checkout history, resources you've marked as favorites, and your Notebook.

A screenshot of a library website for "George Washington High School". The top navigation bar includes links for "Haley Giudice", "Collections", "Bookbag" (which has a red notification badge with the number "1"), and "Help". The "Bookbag" menu is open, showing options: "Favorites", "Checkouts", "Holds" (with a red notification badge "1"), "History", and "Notebook". The main content area displays a welcome message "Welcome, Haley Giudice" and a link "You Recently Read". A search bar at the bottom left is labeled "Keyword".

Favorites

Save a list of books, eBooks, web resources, and other materials to support projects or for personal reading.

To add a resource to your Favorites list, click **Favorite** next to the title in the search results or from the title's details.

A screenshot of a book detail page for "Penguins" by Rachael Hanel. The page includes the book cover, title, author, genre (Book), a brief description, and call numbers. At the bottom right, there are two buttons: a red "Hold" button and a blue "Favorite" button with a sun icon.

Penguins
Rachael Hanel.
 Book
Describes the physical characteristics, behaviors, and habitats of penguins and discusses the species' relationship with humans throughout history.
Call Number: 598.47 HAN
Published: 2009
Reading Level: 6.8.
Interest Level: 5-8

Depending on a title's availability and material type, you can complete the following actions for items on your Favorites list:

- Place a hold on a book.
- Check out, open, or return a Follett eBook.
- Check out, play, or return a Follett Audiobook.
- Open an online resource.

Bookbag: My Favorites (3)

Sort by: Title A-Z

Cite these Titles

How do penguins play.
Dombey, Elizabeth.
Follett eBook
Series: Little golden books

Penguins.
Hanel, Rachael.
Book
Call Number: 598.47 HAN
Series: Living wild

Who would have thought it.
Ruiz de Burton, María Amparo, 1832-1895.
Follett eBook
Series: Penguin classics

Hold Remove Favorite

Hold Remove Favorite

Open Checkout Remove Favorite

Checkouts

Click the **Checkouts** option to see all of your checked-out resources, and perform the following actions:

- Open or return a Follett eBook or Follett eTextbook.
- See information about the title.
- Renew a print resource.
- Redeem a Follett eTextbook code.

Bookbag: My Checkouts (2)

Redeem Codes

The essentials of garden design
Brookes, John, 1933-
Book
Due: July 24, 2015

Rain gardens : managing water...
Dunnett, Nigel.
Book
Due: July 24, 2015

Renew

Renew

Holds

If your library allows holds, you will see a Holds option. Click **Holds** to see all resources you have on hold, and perform the following actions:

- Check out a Follett eBook that is available.
- Remove a hold if it is not available yet.
- Open a Follett eBook.
- See information about the title.

Bookbag: My Holds (2)



Street dogs
Scott, Traer.
 Book
Hold Ready (Expires: July 14, 2015) X Remove Hold



The complete guide to dog training
Schlegl-Kofler, Katharina.
 Book
Hold Pending (Expires: July 20, 2015) X Remove Hold

History

From the History option, view every item you have checked out from the library, as well as any Follett eBook or Follett Audiobook you have opened.

Bookbag: My History

Sort by: Most Recent



Who Would Have Thought
 Follett eBook
Opened: Jul 6, 2015



Washington
 Follett Audiobook
Opened: Jul 6, 2015



The essentials of garden...
 Book
Checked Out: Jul 6, 2015



Rain gardens :
managing
 Book
Checked Out: Jul 6, 2015



The essentials of garden...
 Book
Checked Out: Oct 27, 2014



Rain gardens :
managing
 Book
Checked Out: Oct 27, 2014

Setting Up One Search

Your teachers and students can take advantage of your school's subscription databases all in one place through Destiny® One Search™. One Search saves staff and patrons time and effort by letting them search the catalog and multiple free and subscription databases all at one time with a single search request. In addition, patrons do not need to remember the URLs, usernames, and passwords for multiple databases.

Prepare to Set Up One Search

Before you begin the setup process, you need the following:

- Your customer number, which can be found in your welcome letter.
- The URL location and the version of the web-based library catalogs you want to make available to your users.
- Usernames and passwords for paid subscription databases.
- IP addresses of your library web server for IP authenticated subscription databases, if applicable.
- A custom URL, if one is required, to access subscription databases.

The screenshot shows the 'Site Info' tab selected in the navigation bar. The 'Site Name' field contains 'East Elementary School'. The 'State School ID' and 'Short Name' fields are empty. The 'Postal' field is also empty. The 'Site Customer Number' field contains '7654321'. Below these fields are three checkboxes: 'Use Digital Resources' (unchecked), 'Use One Search' (checked and highlighted with a red box), and 'Use Fountas and Pinnell' (unchecked). At the bottom right are 'Save' and 'Update' buttons, with 'Save' also highlighted with a red box.

Set Up Site Configuration Settings

To set up the One Search Site Configuration setting as the Destiny Administrator:

1. On the district *Welcome* screen, click **Setup**.
2. Click next to the site that will use One Search.
3. Confirm that the site's customer number is correct.
4. Select the **Use One Search** checkbox.
5. Click **Save**.

To set up the One Search Site Configuration setting as the Site Administrator:

1. Select **Back Office > Site Configuration > Site Info**.
2. Confirm the customer number is correct. Click the **Use One Search** checkbox.
3. Click **Save**.

Set Up One Search Access Levels

Those who will add and edit One Search databases need the correct permissions. Most likely the Library Administrator should have this access, but you can also give other access levels, such as library staff, the rights to add and edit databases.

The screenshot shows the 'Access Levels > Edit Library Administrator Access' page. At the top, there are tabs for Home, Dashboard, Catalog, Circulation, Reports, Back Office, and My Info. Below the tabs, a sub-header says 'Access Levels > Edit Library Administrator Access'. On the left, a sidebar lists various administrative tasks: Manage Patrons, Update Patrons, Import Patrons, Export Patrons, Manage Homerooms, Upload Patron Pictures, Library Policies, and Access Levels (which is selected). Under Access Levels, there are links for Calendar / Hours, Site Configuration, Inventory, and Job Manager. The main content area is titled 'Access Level: Library Administrator'. It includes a note: 'User is automatically logged out after this many minutes of inactivity (max. 240):' with a field containing '120'. There are 'Save' and 'Cancel' buttons. The central part of the page shows several sections of checkboxes:

- Library Materials**: View home page, Edit home page, Check out library materials, Check out by homeroom, Check in library materials, Renew library materials, Change library due dates, Override library blocks, Add temporary titles during checkout, View library item status, Mark library copies "Lost", View library information.
- Library Catalog Search Access**: Use Library Search (Setup), Basic search (Setup), Power search, Visual search, Copy categories search, Search One Search as (with radio buttons for Student and Staff, the 'Staff' option is highlighted with a red box), Search Digital Resources as (with radio buttons for Student and Staff, the 'Staff' option is selected).

To set up administrative access to One Search:

1. Select **Back Office > Access Levels**.
2. Click next to **Library Administrator**.
3. Select the **Search One Search as** checkbox, then select **Staff**.
4. Next, select the **Set up One Search** checkbox to let users add and edit One Search databases.
5. Click **Save**.

To set up patron access to One Search:

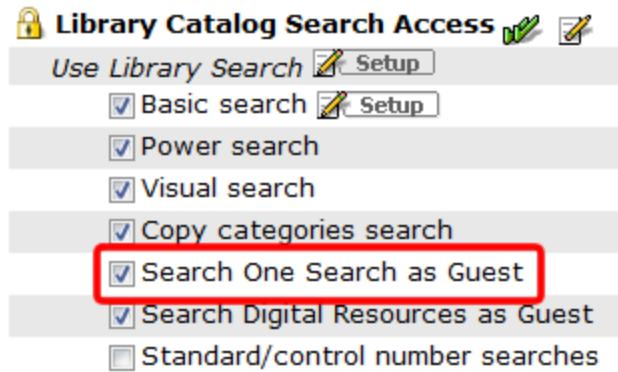
1. Click  next to **Patron**.
2. Select **Search One Search as**, then select **Student**.
3. Click **Save**.

To enable guests who access your library catalog to search One Search:

1. Click  next to **Guest**.
2. Select the **Search One Search as Guest** checkbox.

It is important to make sure you understand your online subscription database license agreement before you allow public access. Anyone who can access your Destiny URL from inside or outside your network may be able to use One Search if you allow guest access. You are responsible for complying with the license terms of third-party content vendors.

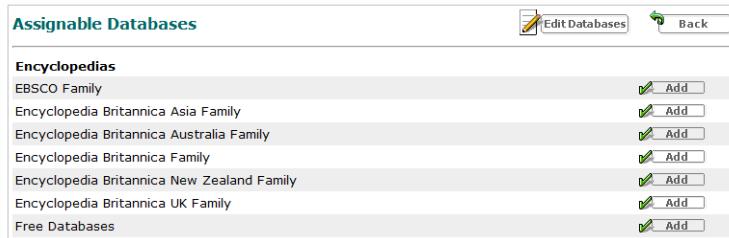
3. Click **Save** to complete or **Cancel** to leave without granting this access.



Add One Search Databases

To add non-IP verified subscription databases to the One Search service:

1. Select **Catalog > Search Setup > Enriched Content Searches**.
2. Click  next to **One Search Database Information**.
3. Click **Add Databases**.
4. Click **Add** next to the database(s) you want to add.

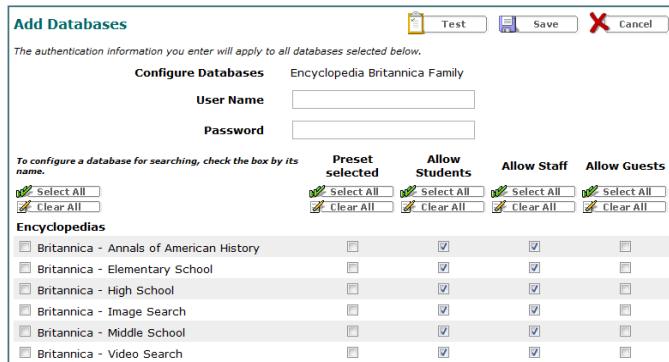


The screenshot shows a list of databases under two categories: 'Encyclopedias' and 'Free Databases'. Each database entry has an 'Add' button to its right. The 'Encyclopedias' section includes: EBSCO Family, Encyclopedia Britannica Asia Family, Encyclopedia Britannica Australia Family, Encyclopedia Britannica Family, Encyclopedia Britannica New Zealand Family, Encyclopedia Britannica UK Family. The 'Free Databases' section includes: Free Databases.

Each database you select might require you to enter different authentication information, such as a username, password, URL, or customer number. Obtain this information from the database vendor.

If you would like students to have access to search One Search databases away from school, ensure your students log in to Destiny with a username and password.

In the event your selection yields a list of multiple databases, such as when you select a subscription encyclopedia database, select the checkboxes to enable the databases you subscribe to.



The screenshot shows the 'Add Databases' configuration dialog for 'Encyclopedia Britannica Family'. It includes fields for 'User Name' and 'Password'. Below these are sections for selecting databases and configuring access levels ('Preset selected', 'Allow Students', 'Allow Staff', 'Allow Guests'). Under 'Encyclopedias', there is a list of Britannica databases with checkboxes for each. The 'Allow Students' column contains checked boxes for all entries.

Britannica Database	Allow Students
Britannica - Annals of American History	<input checked="" type="checkbox"/>
Britannica - Elementary School	<input checked="" type="checkbox"/>
Britannica - High School	<input checked="" type="checkbox"/>
Britannica - Image Search	<input checked="" type="checkbox"/>
Britannica - Middle School	<input checked="" type="checkbox"/>
Britannica - Video Search	<input checked="" type="checkbox"/>

Checking the boxes under Preset selected tells Destiny to search this database by default whenever users perform a Basic library search and set the Material Type drop-down list to Any Type. (Selecting Any Type ensures that the online databases are searched.) In Power Search, Destiny automatically selects the checkbox for the Preset selected databases under Include Online Resources. Patrons must manually select any database in Power Search not set as Preset selected.

The **Allow Students**, **Allow Staff**, and **Allow Guests** options let you decide which groups of patrons—students, staff, or guests, respectively—can search specific databases. You need to enable the students, staff, and guest access levels to give these patron groups permission to search One Search.

Ensure your Third-Party Subscription Database licenses allow public access before permitting guests to search One Search. You are responsible for complying with the license terms.

5. Click **Save**.
6. Repeat the steps for the databases you wish to include in One Search.
7. When you finish, close the window.

Set Up IP Verified Subscriptions

Download the Host Script

If your library has IP verified database subscriptions, which use verified IP addresses to access the database information, your network administrator must download the One Search host script and configure your web server to access this file.

Have your network administrator (or the person in charge of your computer network) access the One Search host script through Destiny online Help and provide you with the complete path to the FSCPROXY.PL file, as you need to enter it in Destiny when setting up IP verified subscriptions.

The only difference in patron use of IP verified database subscriptions and other One Search databases is that while students with a Destiny login can search One Search databases from home, they cannot click a search result in an IP verified subscription to view it as they can in other subscription databases. Instead, students must save the search result(s) to a resource list to view later at school.

Configure a Web Server for IP Verified Subscriptions

To authenticate your site's subscription to IP verified subscription databases, you need one or more of the following:

- User name and password
- Database IP address
- In addition, the server on which you install this proxy must connect to the Internet through an IP address that has been verified with the subscription service.
- Custom URL of the database

Important: Obtain this information from each database provider. Follett does not have access to this information.

You should also have the complete path to the FSCPROXY.PL file your network administrator provided after downloading the One Search host script and configuring your web server to access this file.

If you are setting up the FSCPROXY.PL host script to "tunnel" information through a proxy server, you need to edit the FSCPROXY.PL file once you download it:

1. Make sure Perl is configured on your web server. It is a free, cross-platform web server language you can download from numerous websites, including <http://aspn.activestate.com/ASP/N/Downloads/ActivePerl/>.
2. Download the zipped [fscproxy.pl](#) file.
 - If you are using the Apache server, place the file in your \cgi-bin directory in \WWW root on the web server with Execute permissions.
 - If you are using IIS, place it in the \Inetpub\Scripts folder on the web server with Execute permissions.
3. Open the FSCPROXY.PL file in a text editor such as Notepad or ConTEXT.
4. Enter the IP address of your proxy server by replacing the lines

my \$proxy_path
with
my \$proxy_path="127.0.0.1"
and replacing 127.0.0.1.
with
your proxy server IP address

Important: Quotation marks are required around the IP address.

5. Enter the port on which your proxy server is listening by replacing the line

my \$proxy_port
with
my \$proxy_port="8080"
and entering the correct port number instead of 8080.

Important: Quotation marks are required around the port number.

6. Save and close the FSCPROXY.PL file.
7. Provide the site or library administrators with the complete path to the FSCPROXY.PL file as they must enter this path when setting up Destiny to access IP verified subscriptions.

Note: All patrons search requests are handled through [onestore.fsc.follett.com](#), regardless of IP authentication settings. If IP authentication is enabled for a database, [onestore.fsc.follett.com](#) calls the One Search IP authentication host script (fscproxy.pl), which in turn contacts the selected subscription databases.

Important: At a minimum, the web server hosting the FSCPROXY.PLscript must allow requests from onesearch.fsc.follett.com and must allow outgoing HTTP connections to all supported subscription databases. Library patrons and outsiders do not need direct access to the machine hosting the FSCPROXY.PLscript.

We recommend that you configure the web server to deny access to the FSCPROXY.PLscript from all machines except <http://onesearch.fsc.follett.com/>.

Enter the Host Script Path in Destiny

To use IP verified subscriptions, enter the path to the FSCPROXY.PLhost script:

1. Select **Catalog > Search Setup > Enriched Content Searches**.

2. Click  next to IP Verified Subscriptions.
3. Enter the path to the FSCPROXY.PLhost script in the path field.
4. Click **Test** to test the path.
5. Click **Save**.

Set Up One Search for Multiple Sites

If your district purchases subscriptions to online databases for the entire district, you can push One Search database configurations to multiple sites. This provides a simple way to enter authentication information once and apply it to other schools in the district.

To push One Search database configurations to another site or sites:

1. Log in to Destiny as the Destiny Administrator.
 2. Select **Setup > District Options**.
3. Click  next to One Search Database Information.
 4. Select a school to be the source site.

The database configurations at the source site will be duplicated at other sites in the district. Therefore, you should set up the source site with every district subscription that you want to push to other sites.

5. Click **Configure**.

The push process only works for databases that use the same username and password for each school in the district. Any databases that require a unique username and password for each school need to be set up at the individual schools. Users at each school who have the Set up One Search permission can add or edit database configurations.

If any of the receiving schools already have databases configured that are not configured at the source site, those databases are not affected by the push. If the source school and any of the receiving schools have a database in common, the receiving school's configuration for that database will be overridden when the push is processed.

6. From the Push Configuration to drop-down, select the entire district, a site type, or a single site.

The push process will automatically enable the Use One Search checkbox in Site Configuration for any receiving sites that do not already have it enabled.

7. Click **Go**.

8. A message appears, notifying you which sites will receive the database configurations you set up at the source site. To proceed, click **Yes**.

Promote Simple Ways to Access Library Resources from Any Device

Description

Universal Search gives you a consistent and straightforward search experience, regardless of the device you're using. In this session, you'll explore ways to easily access your resources from all devices (desktops, tablets, and smartphones) using a simplified login through gofollett.com and the BryteWave K-12 Edition mobile app.

Participant Objectives

- Use Universal Search's simplified login at gofollett.com from different devices.
- Learn the pros and cons of using the mobile app versus browser version of the BryteWave K-12 Edition eReader.
- Explore online and offline reading using the BryteWave K-12 Edition mobile app.

Activities

- Access Universal Search via www.gofollett.com.
- Download and launch the BryteWave K-12 Edition app to practice using the features.
- Explore the options for accessing Universal Search from various devices.

Notes

Resources

For more information on this session and to complete the Plan and Apply sections, refer to the resources listed below.

Quick Reference Guide

BryteWave K-12 Edition Mobile App

Plan

Use the space provided to record your answers to the following questions.

1. How do your students currently access your library catalog? Do they access it the same way from various devices? Complete the following table for the devices that are relevant for your school.

Device	Method for accessing Destiny
Computer lab workstation	
Library workstation	
School-owned tablets	
Personally-owned tablets and smartphones	
Other	

2. How do students find out how to access your library catalog from various devices?

Notes

Notes

Guided Exercises

Follow along with your Destiny trainer, or use the quick reference guide and video resources to practice the following skills. Mark the checkboxes as you complete each task to help you keep your place.

- 1. Access Universal Search from a browser via gofollett.com.
- 2. Explore Universal Search from a browser on a tablet or smartphone.
- 3. Search for and open a Follett eBook from a mobile device.
- 4. Use the eBook note-taking tools from a mobile device.
- 5. Launch the BryteWave K-12 Edition app.
- 6. Explore the BryteWave K-12 Edition app, My Library tab.
- 7. Explore the BryteWave K-12 Edition app, My eCheckouts tab.

Apply

Now that you've done the guided exercises, complete the following:

- 1. Access your school's Universal Search via gofollett.com (if applicable). How might this be useful in your school?

- 2. If you have a mobile device with you and do not have the BryteWave K-12 Edition app, download and launch it to explore its features (optional).

- 3. Review the table you completed in the Plan section. Now that you know more about the pros and cons of accessing Universal Search from a browser versus the mobile app and accessing Universal Search via www.gofollett.com, would you change the way you set up school-owned devices or how you instruct students to access Universal Search?

- 4. What strategies can you use to promote access to your library catalog from various devices? For example, you might cover it during a library orientation, hang posters, or post information in your school newsletter or social media account.

Notes

Assess

Use the following rating scale to assess your level of understanding of the learning outcomes covered in this training.

Rating Scale:

- 1** - I need more help.
- 2** - I think I can figure it out with more practice.
- 3** - I am comfortable doing this on my own.
- 4** - I am proficient and can teach others.

I can...	Do this...
	Access Universal Search via www.gofollett.com .
	Explain the differences between accessing Universal Search via a browser or the mobile app.
	Download an eBook for offline reading.
	Create a plan for the best way for students and staff to access Universal Search from different devices.

Notes:

Notes

Accessing eBooks with the BryteWave™ K–12 Edition App

The BryteWave™ K–12 Edition app is available for iOS and Android devices with access to Google Play, as well as Nook HD and HD+, Kindle Fire HD and HDX, and Windows/Mac.

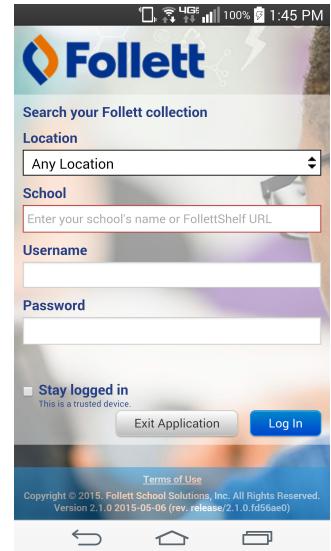
School name:	
--------------	--

Step 1: Log in to the BryteWave K–12 Edition app

- a. Download and install the BryteWave K–12 Edition app from the App store, Google Play, or the Amazon App store.
- b. Launch the mobile app.
- c. In the **Location** drop-down, select your state or province.
Note: If you are not in the US or Canada, select **Other**.
- d. In the **School** field, type the first three letters of your school's name. A suggestion list appears.
- e. Find and select your school's name.
- f. Enter your **Username** and **Password**.

Username:	
Password:	

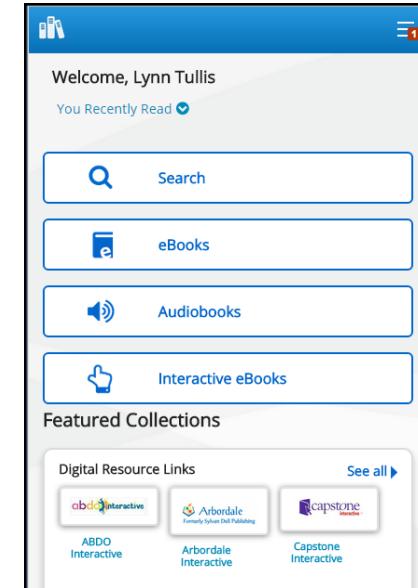
- g. If you are on a private/safe/secure device and want to skip Steps c–f the next time you access the mobile app, select the **Stay logged in** checkbox.



Step 2: Access and check out eBooks

- a. Tap **My Library** to access your school's eBooks.
- b. Use the following table to choose what you want to do:

If you want to...	Then...
Search for all resource types (print and digital)	<ol style="list-style-type: none">1. Click Search.2. Type a search term, and then click  or press Return or Enter.3. From the All tab, browse all of your library's resources, or limit your search results to a specific format by clicking the Books, Digital, or Databases tab.
Search for a specific type of digital resource (eBooks, Audiobooks, or Interactive eBooks)	<ol style="list-style-type: none">1. Click the type of resource you are looking for: eBooks, Audiobooks, or Interactive eBooks.2. Browse the search results, or type a search term in the Search all field to narrow your search.



c. Use the following table to see how to check out eBooks:

If you want to...	Then...
Check out an eBook from the search results	Click Checkout .
Check out an eBook from the title details	Click Checkout .
Check out an eBook that you have opened	From the top toolbar, select  > Checkout .

Note: You can read an eBook online without checking it out; however, if you close the eBook or it times out, it becomes available for others to check out.

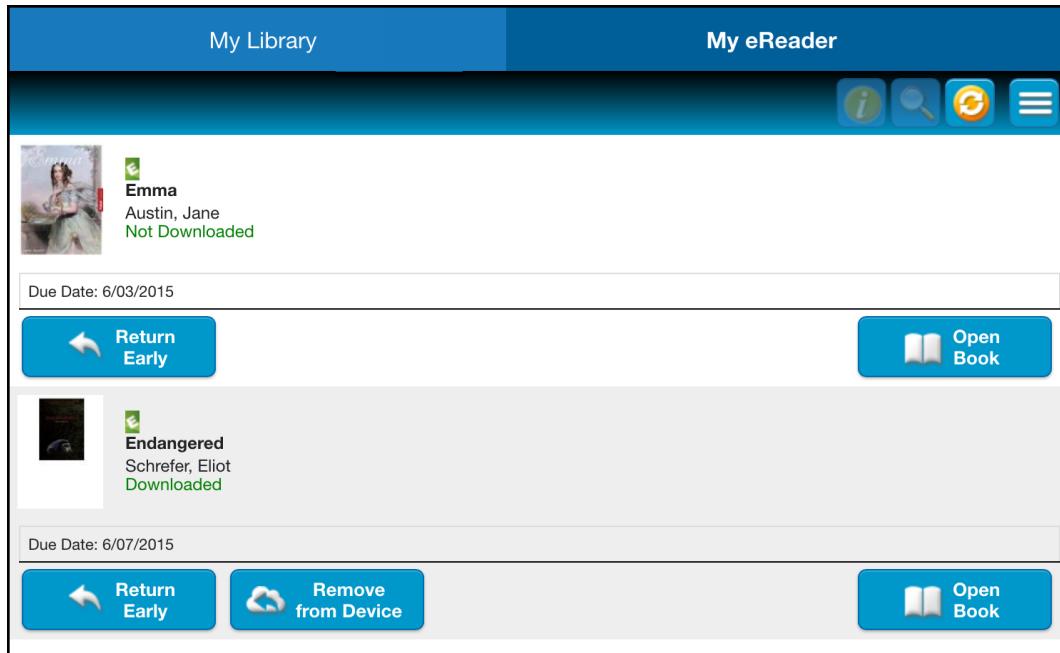
Important: To have an eBook available for offline reading, you must check it out and then download it to a device while you are online.

Step 3: Read or download a checked-out eBook

- a. Tap **My eReader**.

Note: If you do not see **My eReader**, tap  > **My eCheckouts**.

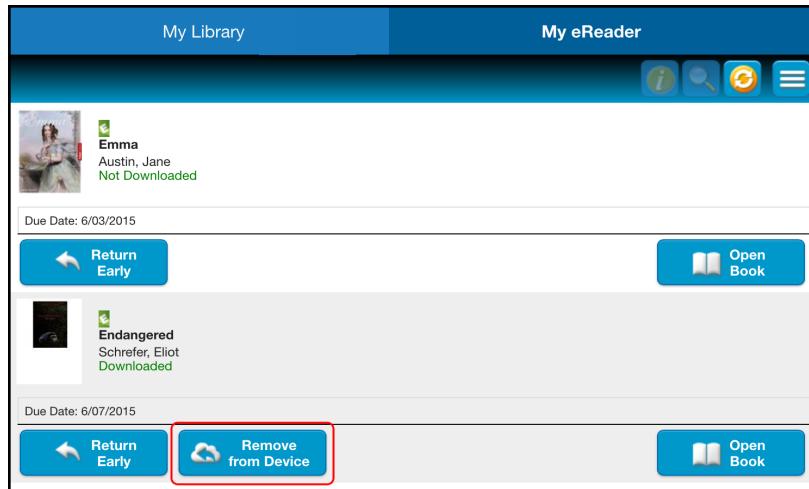
- b. If you do not see your latest checkouts, tap  . Then, next to the eBook you want to read or download for offline reading, tap **Open Book**.



c. Use the following table to choose what you want to do:

If you want to...	Then...
Read an eBook online without downloading it	<ol style="list-style-type: none"> 1. Next to the eBook you want to read or download for offline reading, tap Open Book. 2. In the Confirm Download pop-up, select Continue reading online. The eBook opens.
Download an eBook to read offline	<ol style="list-style-type: none"> 1. Next to the eBook you want to read or download for offline reading, tap Open Book. 2. In the Confirm Download pop-up, select Download Title. The eBook opens for online reading, and the download progress appears at the top of the page.
Play an audiobook (downloading is required)	<ul style="list-style-type: none"> ■ Next to the title, click Download. The download progress appears.

Note: To access an eBook or audiobook and corresponding notes that are downloaded on another device, you need to move the book back online. From the device it's downloaded on, tap **My eReader > Remove from Device**. Then, complete Step 3 to read or download the checked-out eBook.



Weed and Build Your Collection with Reports

Description

How do you decide which books to buy with a limited budget? How do you use data to support your budget requests to your administration? Destiny Library Manager's integration with Follett's Titlewave means that the most comprehensive online collection analysis tool is just a few clicks away. TitleWise analysis, in conjunction with Destiny's robust statistics reports, helps you develop your collection—from analyzing resource usage and effectiveness to weeding outdated materials to deciding which titles to build your collection with. You'll walk away from this session feeling confident you know how to use reports to support collection development and library advocacy efforts.

Participant Objectives

- Navigate the integration of Destiny Library Manager and Titlewave.
- Set up the TitleWise collection analysis tool.
- Use TitleWise reports to find resources to improve your collection.
- Analyze pre-configured and custom reports in Destiny to enhance your collection.
- Use collection analysis results to support library advocacy.

Activities

- Answer questions about how you manage weeding and building your collection.
- Identify the Titlewave/TitleWise process workflow.
- Explain the data provided by the reports.

Notes

Resources

For more information on this lesson and to complete the Plan and Apply sections, refer to following resources:

Videos

- Titlewave Collection Development Through Destiny Integration*

*Recommended viewing prior to the lesson

Quick Reference Guides

- TitleWise Collection Analysis
- Expanding Your Content with Titlewave
- Collection Development Reports

Plan

Use the space provided to record your answers to the following questions.

1. How do you currently evaluate your collection for weeding, collection development, and curriculum development?

2. What resources do you use to determine your collection development budget?

Notes

Notes

Guided Exercises

Follow along with your Destiny trainer, or use the quick reference guide and video resources to practice the following skills. Mark the checkboxes as you complete each task to help you keep your place.

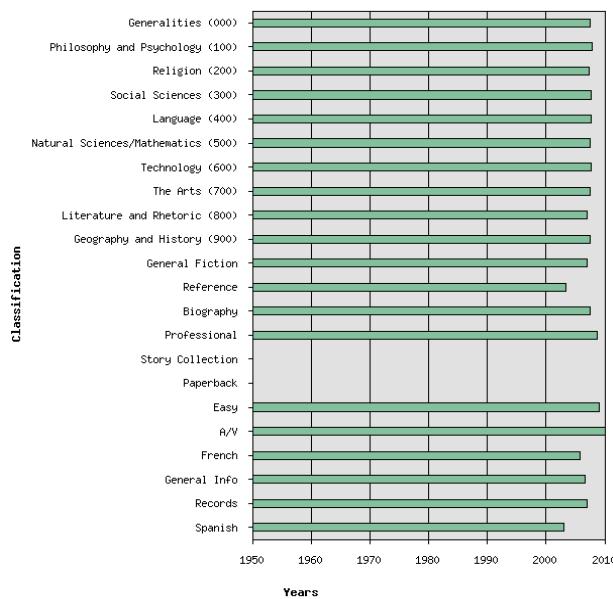
- 1. Explore **Catalog > Titlewave**.
- 2. Submit your collection for analysis by TitleWise.
- 3. Explore the different TitleWise reports.
- 4. Explore **Reports > Library Reports > Collection Statistics**.

Apply

Now that you've done the guided exercises, complete the following:

- 1. You decide to apply for a grant to purchase books on STEM fields. To acquire the grant, you have to submit data that shows the need in your library. Which reports and charts might you want to include in your application?

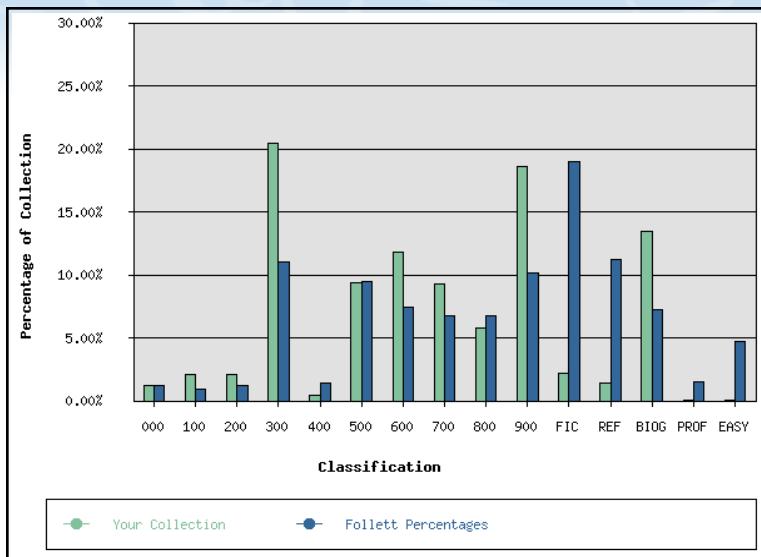
- 2. Based on the chart, which call number range is the oldest in the collection? Which call number range is the newest?



Notes

Notes

3. Based on the chart, is there a call number range that is a disproportionate percentage of the collection?



Notes

4. For each statement, write the letter of the report that best provides the information:
1. _____ You notice that the data integrity of your recent analysis is less than 90%. You suspect you might need to adjust the collection profile information and submit it for another analysis.
 2. _____ You want to ensure that you have a well-balanced collection that takes into account average age, number of titles, percentages of the main Dewey ranges, and grade-appropriate books. However, you are not sure how to search for this information.
 3. _____ You want to know how many titles in your collection have copyright dates older than 15 years.
 4. _____ You want to know the ranges of your collection patrons check out most and how many copies you have in those ranges.
 5. _____ You want to know what percentage of your collection is made up of Social Sciences (Dewey 300) titles.
 - a. Summary By 100s
 - b. Balanced Dewey Comparisons
 - c. Incomplete Records
 - d. Aged Titles
 - e. Collection Statistics - Summary

Notes

Assess

Use the following rating scale to assess your level of understanding of the learning outcomes covered in this training.

Rating Scale:

- 1** - I need more help.
- 2** - I think I can figure it out with more practice.
- 3** - I am comfortable doing this on my own.
- 4** - I am proficient and can teach others.

Rating (1-4)	Learning Outcomes
	Navigate the integration of Destiny Library Manager and Titlewave.
	Set up the TitleWise collection analysis tool.
	Use the TitleWise reports to find resources to improve my collection.
	Analyze pre-configured and custom reports in Destiny to enhance my collection.
	Use collection analysis results to support library advocacy.

TitleWise Collection Analysis Tool

TitleWise is the quickest, easiest, and most comprehensive online collection analysis service available! TitleWise makes it easy to identify the strengths and weaknesses of your school library collection; view and/or print reports, graphs, and charts that help you key in on the areas that need improvement; and use TITLEWAVE to find titles that address your collection's needs.

Just export your records and send them to us online. We'll analyze the titles you have, compare your library to recommended collections, provide detailed reports you can use to determine what areas need to be improved, and help you find new titles that meet your needs.

Submitting a Collection

Click on Your Account in the upper right-hand corner of the Titlewave homepage. Use the drop-down menu to select TitleWise Analysis. Next push the blue Submit Collection button in the center of the screen. If you have any questions about TitleWise or the submission process and reports at any point, please call 888-511-5114 extension 1164 to speak with one of our TitleWise experts.

The screenshot shows the titlewave.com homepage with a blue header. In the top right, there is a 'Your Account' dropdown menu with options like 'Manage my ...', 'Account Profile', 'Cataloging & Processing', 'Reading Programs', 'TitleWise Analysis', and 'Current Holdings'. Below this, there is a 'USD 0.00' balance and a 'Submit List' button. The main content area features a large green 'Submit Collection' button. Above the button, the text reads 'Begin Improving Your Collection'. To the left of the button, there is a 'Browse All Analyses' link. On the far left, there is a sidebar with links for 'Collection Development', 'Advanced Search', 'All of Titlewave', 'Books', 'eBooks', 'Audiovisual', 'Book Sets, Series and State Lists', 'Batch By ISBN/UPI/C, FLR Number', 'Advanced Search by Reading Programs & Levels', and 'Accelerated Reader'.

1. Collection Profile

Tell us a little about your school and your library collection. Some of your information is prepopulated. You must enter your school's enrollment, but the recommended books per student and its description are optional. You may want to complete this section if your state/district has specific recommendations.

2. Circulation System

You need to export your records from your circulation system with the holdings tag and copy information included. Instructions are included in your circulation system's help section or you can select your circulation system in the TitleWise pull-down menu shown below and click the Instructions button. (Please export your records onto your desktop and save them as one file.)

Circulation System Information

Record Format: MARC 21 / USMARC

MicroLIF

Circulation System:

Destiny

Instructions

TitleWise® Collection Analysis

3. Categories

Book Categories

AV Categories



Book

Please enter the prefix(es) used in your collection to identify each of these seven standard book categories (enter N/A if a category is not used in your library). Prefixes may consist of letters or special characters such as asterisks. If your collection uses the first two or three letters of the author's surname (or the entire surname) for general fiction titles, click the Author's surname box. You can also include up to eight custom book categories in your analysis by entering the name(s) and prefix(es) in the additional spaces provided.

Using a separate category means the information in that category will be reported separately. For example, this can be helpful in situations where Spanish titles are classified as Span.

Book Categories

General Fiction:

Author's surname

and/or and/or

General Fiction:

Author's surname

and/or and/or

Reference:

Author's surname

and/or and/or

Professional:

Author's surname

and/or and/or

Story Collection:

Author's surname

and/or and/or

Paperback:

Author's surname

and/or and/or

Easy:

Author's surname

and/or and/or

Audiovisual

If your collection contains audiovisual items, you will need to decide if you want to include them in your analysis and click the appropriate button. If you choose to ignore them or include them, they will be reported as a separate category. In both cases, you need to identify your AV category prefixes – RAL, CASS, VHS, AV, CD, DVD, etc. – in the spaces provided.

AV processing preference:

- Ignore AV items in the collection analysis (AV item in any analysis statistic).
- Include AV items to be reported as a separate category.

A/V Items in the collection have call numbers that begin with:

or	or	or

TitleWise® Collection Analysis

4. Options

Ignore Prefix

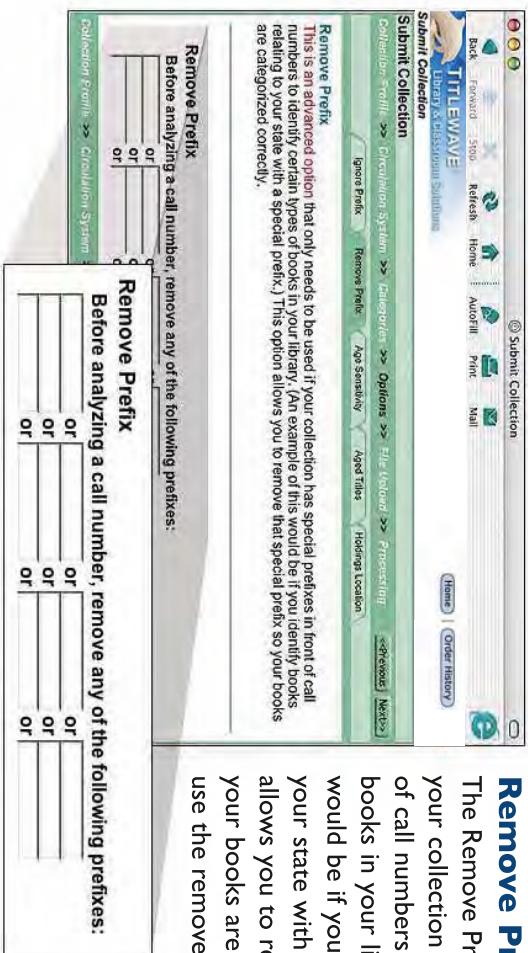
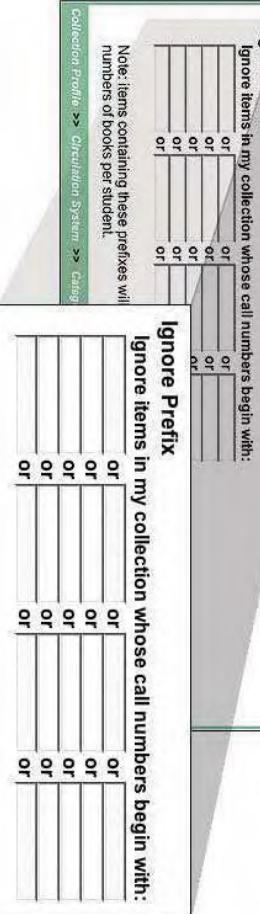
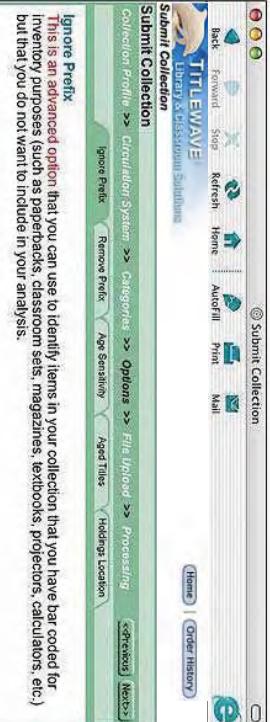
Remove Prefix

Age Sensitivity

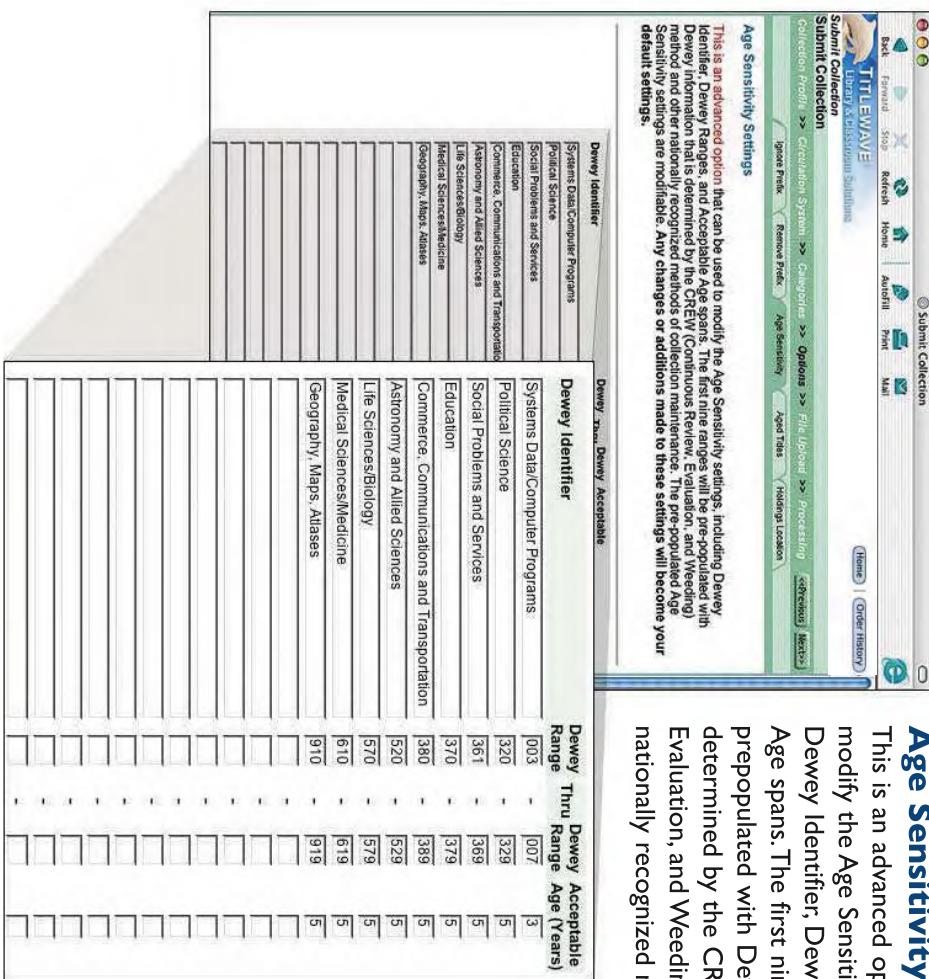
Aged Titles

Holdings Location

The Ignore Prefix, Remove Prefix, Age Sensitivity, Aged Titles, and Holdings Location subtabs are all advanced options that you may not need to use.



Titlewise® Collection Analysis



Age Sensitivity:

This is an advanced option that can be used to modify the Age Sensitivity settings, including Dewey Identifier, Dewey Ranges, and Acceptable Age spans. The first nine ranges will be repopulated with Dewey information that is determined by the CREW (Continuous Review, Evaluation, and Weeding) method and other nationally recognized methods of collection

prepopulated Age
Sensitivity settings are
modifiable. Any changes
or additions made to
these settings will
become your default
settings.

This is an advanced option that can be used to modify the Acceptable Age span by Dewey range/category for the titles in your collection. Initially, the Acceptable Age span is 15 years. If you modify the Acceptable Age span for any of these categories, the new span will apply to all titles in that category.

This is an advanced option that can be used to modify the Acceptable Age span by Dewey range category for the titles in your collection. Initially, the Acceptable Age span is 15 years. If you modify the Acceptable Age span for any of the ranges/categories, it will override the custom value being used for your default selection.

us become	Dewey Range	Acceptable Age (Years)
000-099	Generalities	15
100-199	Philosophy and Psychology	15

largest categories, this custom value becomes your default selection.

TitleWise® Collection Analysis

Holdings Location

The Holdings Information function only needs to be used if your holdings information is NOT located in the field your circulation system normally uses. In this situation (which is common in union catalogs), please tell us what field TitleWise needs to look at to find your holdings information.

5. File Upload

File Upload

Now you're ready to send us your MARC records. Once you have selected the file, click the button to finish and run the analysis. Your analysis—including an Analysis Overview and 7 different reports—will be ready in just a few minutes (length of time varies depending on collection size and the speed of your Internet connection).

File Upload

Select your MARC records file to upload:

Save time by submitting your next
TitleWise analysis through **Destiny® 10.1 & above**.

Where do I get the file?

Pick your system from the list below for instructions. If you have any additional questions please call 888.511.5114 ext. 1164 or 815.759.1700 to speak with one of our TitleWise experts.

- Follett Destiny
 - Follett Circulation Plus
 - Alexandria
 - Athena
 - Book Systems Atrium
 - CASPR/LibraryWorld
 - Concourse
 - Dynix/Horizon
- LibraryPro
- Mandarin
- Sagebrush InfoCentre
- SirsiDynix
- Sumpass Central
- Winnebago/Spectrum
- generic MARC/852 holdings

Note: Network proxy servers and firewalls can be configured to restrict file uploads. Contact your network administrator if you experience difficulties uploading, e.g. a "page cannot be displayed" browser error. For further information or assistance, contact our Technical Support department at 888.511.5114, ext. 1513 or 815.759.1700.

TitleWise® Collection Analysis

6. Processing

After your records have been analyzed your analysis will be assigned a success rate indicating what percentage of your records have been analyzed successfully. A green button ● refers to an analysis with a success rate of 90% or more; a yellow button ○ refers to an analysis with a success rate of between 40% and 90%; a red button ■ refers to an analysis with a success rate under 40%. Click on the View Analysis Overview link to see the reports.

The screenshot shows a web-based application interface for collection analysis. At the top, there's a navigation bar with icons for Back, Forward, Stop, Refresh, Home, AutoFill, Print, and Mail. Below the navigation bar, the title "TITLEWISE" is displayed, followed by "LIBRARY & CIRCULATION Solutions". On the left, there's a sidebar with "Submit Collection" and "Submit Collection" buttons. The main content area displays a message: "Processing" followed by "Congratulations—we received your MARC records and over 90% of your records have been analyzed successfully! Please click the Analysis Overview link to see your Analysis Overview and related reports." Below this message, there's a section titled "Analysis Successful" with the text "97.44% Data Integrity: 2011 records read; 2656 holdings read; 2588 holdings recognized" and a "View Analysis Overview" link. At the bottom of the page, there's another "View Analysis Overview" link.

TitleWise® Collection Analysis

Collection Analysis Reports

Your Collection Analysis consists of an Analysis Overview and seven different reports. These reports will give you detailed insight into the strengths and weaknesses of your collection.

The screenshot shows the 'Analysis (07-Apr-2006)' screen. At the top, there are navigation buttons: Back, Forward, Stop, Refresh, Home, AutoFill, Print, and Mail. Below these are tabs for Analysis, Summary, Detail, Balanced Dewey, Collection, Age, Sensitivity, Aged Titles, and Incomplete Records. A note says: 'Click here for a printer-friendly version of these reports (does not include the Aged Titles Report). For best results when printing the PDF, set your print quality to best.' A sidebar on the left lists 'Collection Analysis - Analysis Overview' and 'Collection Analysis - Unrecognized and Missing Call Numbers'.

Improving the Success of Your Analysis

If your analysis has a success rate below 90% we recommend that you review the Incomplete Records reports, edit your collection profile information, and rerun your analysis. The Incomplete Records reports is the tab located to the far right. Take a look at the Unrecognized and Missing Call Number report to determine if any additional call number prefixes should have been identified using the standard or unique book categories or

any of the advanced options. Write these prefixes down and click the

Edit Profile & Rerun Analysis button to return to the collection submission section **①**. Enter this new information

in the appropriate sections (all the information you entered previously will already appear on each screen).

Then simply rerun your analysis – you don't need to resubmit your records.

You can continue to refine this information and rerun your analysis until you are happy with your success rate.

The screenshot shows the 'Incomplete and Missing Call Numbers' report. It lists various call numbers and their details. The first few entries are:

Call #	Title	Author	Year Published
915.258	Strangers for Team	Day, Stephen	1987 000.0849
915.258	Woman Overboard /	McWayne, Garry	1990 00010540
92 Acta,	Sam and John Radney,	Ince, Susan	1994 0000146
92 ALC	Ionia, May Abbott :	Nicoll, Julian Bay	1993 0000188
92 Aut	Susan B. Anthony :	Bonkall, Helen Albion	1994 0000431
92 Aut	Learning about Farm	Monter, Vicki	1996 00011038
92 Aut	Johnny Applesseed :	Kelllog, Steven	1998 0000853
92 APP	Johnny Applesseed :	Kelllog, Steven	1998 0000854
92 APP	Johnny Applesseed :	Kelllog, Steven	1998 0000855
92 APP	Johnny Applesseed :	Kelllog, Steven	1998 0000856
92 APP	Johnny Applesseed :	Kelllog, Steven	1998 0000857
92 APP	Johnny Applesseed :	Kelllog, Steven	1998 0000858
92 APP	Johnny Applesseed :	Kelllog, Steven	1998 0000859
92 APP	Johnny Applesseed :	Kelllog, Steven	1998 0000860
92 APP	Johnny Applesseed :	Kelllog, Steven	1998 0000861

Incomplete Records

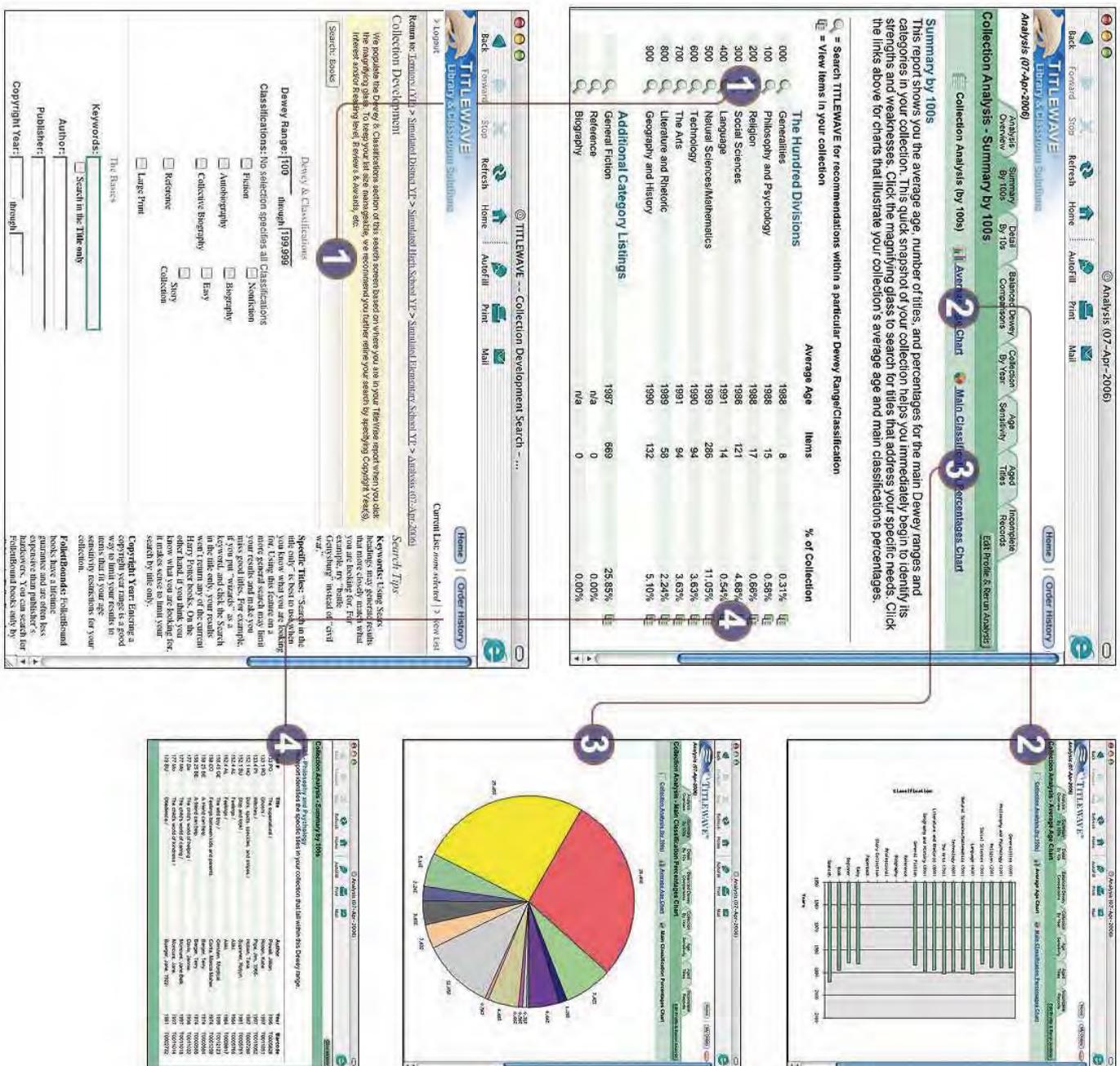
These reports identify any record that we received with unrecognized or missing call numbers and unrecognized publication dates. Click the links above to view these reports.

You can use the Unrecognized & Missing Call Numbers report to increase the success rate of your collection analysis. First, take a look at the call numbers to determine if any of their prefixes should have been identified using the standard or unique book categories or any of the advanced options. Write these prefixes down and click the Edit Profile & Rerun Analysis button at the bottom of this screen to return to the collection submission section. Enter this new information in the appropriate sections (all the information you entered previously will already appear on each screen). Then simply rerun your analysis – you don't need to resubmit your MARC records. You can continue to refine this information and rerun your analysis until you are happy with its success rate.

TitleWise® Collection Analysis

Summary By 100s Report

This report shows you the average age, number of titles, and percentages for the main Dewey ranges and categories in your collection. This quick snapshot of your collection helps you immediately begin to identify its strengths and weaknesses. Click the magnifying glass **1** to search for titles that address your specific needs within our recommended lists or throughout all of TITLEWISE (note that the Dewey range is prepopulated). Click the links for charts that illustrate your collection's average age **2** and main classifications percentages **3**. Click the  list icon **4** to view a list of items in your collection that fall into each range/category.



1  Search TITLEWISE for recommendations within a particular Dewey Range/Classification

2  Collection Analysis - Main Classification Chart

3  Collection Analysis - Summary by 100s

4  Collection Analysis - Collection Development Search - ...

The screenshot displays the "Collection Analysis - Summary by 100s" report. It includes a summary table, a main classification chart, and a detailed classification chart. The summary table shows the following data:

Dewey Range	Average Age	Items	% of Collection
000	1888	8	0.31%
100	1988	15	0.58%
200	1988	17	0.68%
300	1986	121	4.68%
400	1991	14	0.54%
500	1989	286	11.05%
600	1990	94	3.63%
700	1991	94	3.63%
800	1989	58	2.24%
900	1990	132	5.10%
Total		659	25.85%
General Fiction		n/a	0.00%
Reference		n/a	0.00%
Biography		n/a	0.00%

The main classification chart shows the distribution of titles across Dewey ranges. The detailed classification chart provides a breakdown of titles by specific Dewey numbers.

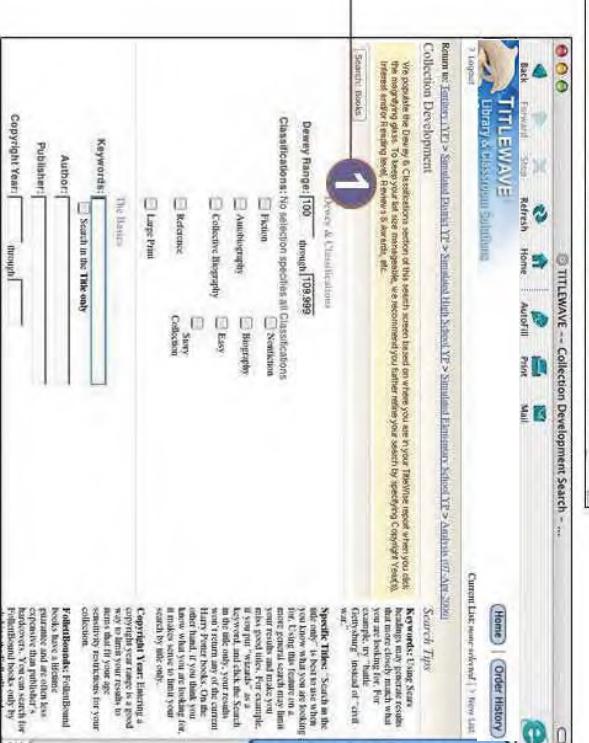
TitleWise® Collection Analysis

Detail By 10s Report

By breaking your collection down into much smaller increments, this report gives you a more detailed view of its average age, number of titles, and percentages. You can use this information to pinpoint specific areas in each Dewey range that need immediate attention. Click the magnifying glass **1** to search for titles that address your specific needs within our recommended lists or throughout all of TITLEWAVE (note that the Dewey range is prepopulated). Click the  list icon **2** to view a list of items in your collection that fall into each range/category.



Dewey Range	Avg. Age	Items	% of Collection
000	1887	5	0.19%
010	n/a	0	0.00%
020	n/a	0	0.00%
030	1991	3	0.12%
040	n/a	0	0.00%
050	n/a	0	0.00%
060	n/a	0	0.00%
070	n/a	0	0.00%
080	n/a	0	0.00%
090	n/a	8	0.31%
100	n/a	0	0.00%
110	n/a	0	0.00%
120	n/a	0	0.00%
130	1897	3	0.12%
140	n/a	0	0.00%



1  TITLEWAVE -- Collection Development Search --

2  Collection Development

Rumor we Teller's YTC > Simulated High School YTC > Simulated Elementary School YTC > Analysis (07-Apr-2006)

We calculate the Dewey & Classification section of this search based on what you see in your library (not what you do; we know you like to manage, we recommend you filter refine your search by specifying Copyright Year).

Internet Archive Publishing Project (archive.org)

Search Books

Call #	Title	Author	Year	Barcode
031 G41	Guinness World Records 2000	Smith, Katie	1985	1000697
031.02 W1	Wonders of the world.	Billingstea	1987	10004964

1  TITLEWAVE -- Collection Development Search --

2  Collection Development

Rumor we Teller's YTC > Simulated High School YTC > Simulated Elementary School YTC > Analysis (07-Apr-2006)

We calculate the Dewey & Classification section of this search based on what you see in your library (not what you do; we know you like to manage, we recommend you filter refine your search by specifying Copyright Year).

Internet Archive Publishing Project (archive.org)

Search Books

1  TITLEWAVE -- Collection Development Search --

2  Collection Development

Rumor we Teller's YTC > Simulated High School YTC > Simulated Elementary School YTC > Analysis (07-Apr-2006)

We calculate the Dewey & Classification section of this search based on what you see in your library (not what you do; we know you like to manage, we recommend you filter refine your search by specifying Copyright Year).

Internet Archive Publishing Project (archive.org)

Search Books

TitleWise® Collection Analysis

Balanced Dewey Comparisons Report

These reports compare the average age, number of titles, and percentages of the main Dewey ranges of your collection with those of grade-appropriate Follett core collections(s). Click the link marked **Comparison Chart 2** to view the comparisons or for their related charts.

Analysis (12-Apr-2012)

Analysis Overview Summary By 100s Detail By 10s Balanced Dewey Collection By Year Age Sensitivity Aged Titles Incomplete Records

Collection Analysis - Balanced Dewey Comparisons

Balanced Dewey Comparison

Comparison Chart 2

[Edit Profile & Rerun Analysis](#)

Balanced Dewey Comparisons

This report compares the average age, number of titles, and percentages of the main Dewey ranges of your collection with those of grade-appropriate Follett Library Resources core collection(s). Click the links above to view these comparisons or for their related charts.

≡ = Search TITLEWAVE for recommendations within a particular Dewey Range/Classification

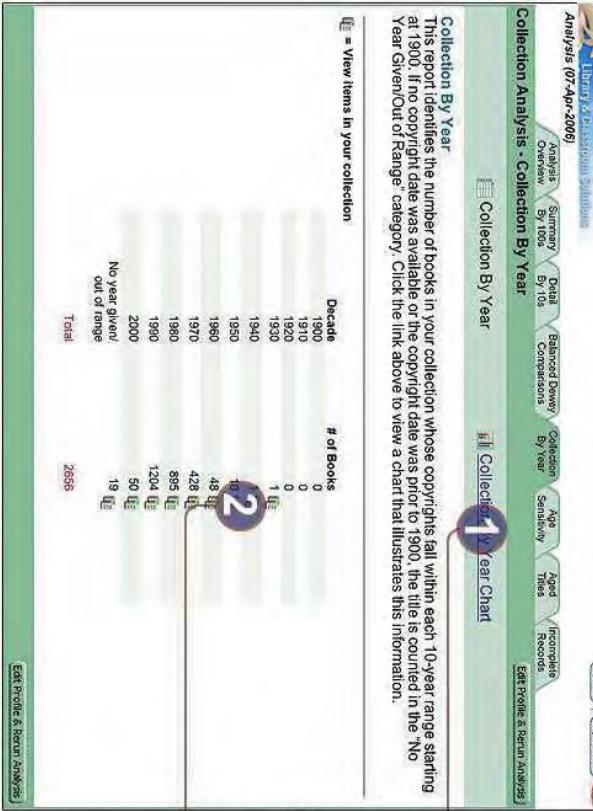
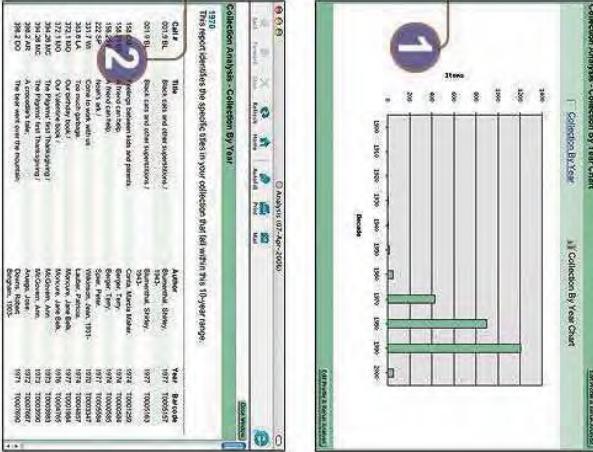
	Average Age	Items	% of Collection	FLR Balanced Dewey	Difference
The Hundred Divisions					
000 Generalities	1988	328	1.70%	1.25%	0.45%
100 Philosophy and Psychology	1982	401	2.08%	0.88%	1.20%
200 Religion	1974	245	1.27%	1.25%	0.02%
300 Social Sciences	1984	2649	13.75%	11.00%	2.75%
400 Language	1985	84	0.44%	1.38%	-0.94%
500 Natural Sciences/Mathematics	1991	759	3.94%	9.50%	-5.56%
600 Technology	1994	1001	5.20%	7.38%	-2.18%
700 The Arts	1993	995	5.17%	6.75%	-1.58%
800 Literature and Rhetoric	1986	1614	8.38%	1.63%	6.75%
900 Geography and History	1991	1390	7.22%	10.13%	-2.91%
Additional Category Listings					
General Fiction	1983	7363	38.22%	19.00%	19.22%
Reference	1998	227	1.18%	11.25%	-10.07%
Biography	1992	1229	6.38%	7.25%	-0.87%
Professional	1996	22	0.11%	1.50%	-1.39%
Story Collection	1980	419	2.18%	n/a	n/a

TitleWise® Collection Analysis

Collection By Year Report

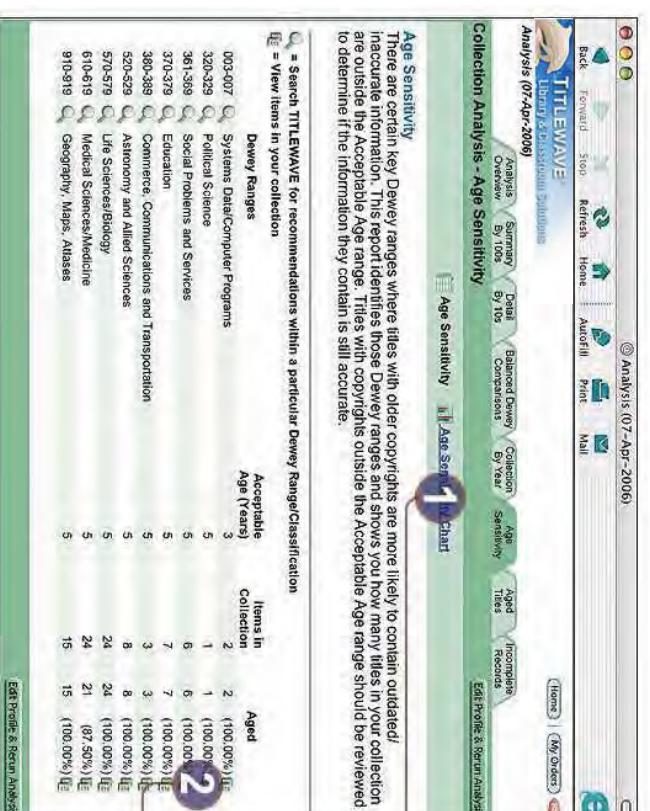
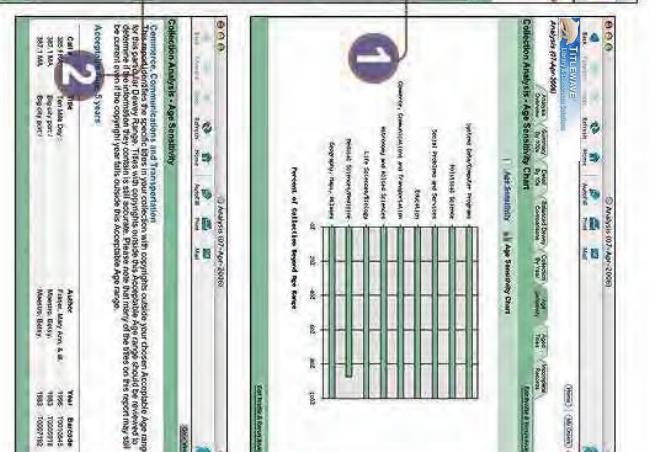
This report identifies the number of books in your collection whose copyrights fall within each 10-year range starting at 1900. If no copyright date was available or the copyright date was prior to 1900, the title is counted in the “No Year Given/Out of Range” category. Click the link to view a chart **1** that illustrates this information. Click the  list icon **2** to view a list of items in your collection that fall into each range/category.



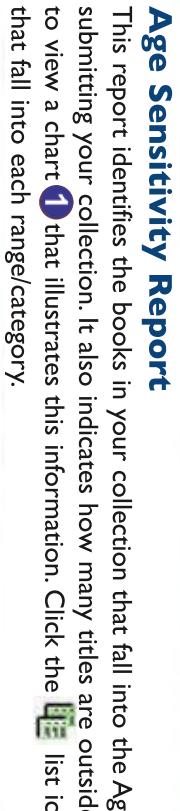
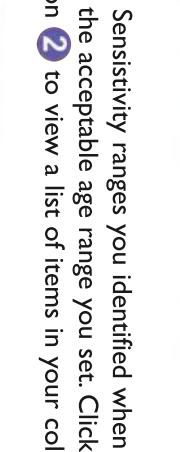



Age Sensitivity Report

This report identifies the books in your collection that fall into the Age Sensitivity ranges you identified when submitting your collection. It also indicates how many titles are outside the acceptable age range you set. Click the link to view a chart **1** that illustrates this information. Click the  list icon **2** to view a list of items in your collection that fall into each range/category.

Age Sensitivity
There are certain key Dewey ranges where titles with older copyrights are more likely to contain outdated/inaccurate information. This report identifies those Dewey ranges and shows you how many titles in your collection are outside the Acceptable Age range. Titles with copyrights outside the Acceptable Age range should be reviewed to determine if the information they contain is still accurate.

TitleWise® Collection Analysis

Aged Titles Report

The screenshot shows a report titled "Aged Titles" with a subtitle "Collection Analysis - Aged Titles". The table lists the following data:

Call #	Title	Author	Year	Barcode
001.6 DL	The Star Wars question & answer book about computers /	D'Ingnazio, Fred.	1983	T0005181
001.9 BL	Black cats and other superstitions /	Blumenthal, Shirley.	1977	T0005163
001.9 BL	Black cats and other superstitions /	Blumenthal, Shirley.	1977	T0005157
031 SM	When /	Smith, Kathie Billingslea.	1985	T0005907

Aged Titles: Generalities (000-999)
This report simply identifies the specific titles in your collection with copyrights 15 years or older. Please note that many of the titles on this report, such as classic literature and those titles that support your school's curriculum, may still be current even if the copyright year falls outside the 15-year age span.

Incomplete Records Reports
These reports identify any record that we received with unrecognized or missing call numbers and unrecognized or missing publication dates. Click the links above to view these reports.

You can use the Unrecognized & Missing Call Numbers report to increase the success rate of your collection analysis. First, take a look at the call numbers to determine if any of their prefixes should have been identified using the standard or unique book categories or any of the advanced options. Write these prefixes down and click the Edit Profile & Rerun Analysis button at the bottom of this screen to return to the collection submission section. Enter this new information in the appropriate sections (all the information you entered previously will already appear on each screen). Then simply rerun your analysis – you don't need to resubmit your MARC records. You can continue to refine this information and rerun your analysis until you are happy with its success rate.

You don't need to resubmit your records. You can continue to refine this information and rerun your analysis until you are happy with its success rate. The Missing Publication Dates report helps you determine which titles in your collection are missing this information so you can find the date and update your records.

The screenshot shows a report titled "Incomplete and Missing Call Numbers" with a subtitle "Collection Analysis - Unrecognized and Missing Call Number". The table lists the following data:

Call #	Title	Author	Year	Barcode
912 ARF	Autobots	Great Autobots	1987	T0001039
912 ARF	Strategies for teach	Gacy, Stephen	1989	T0001039
912 ARF	Robot Overboard!	McGroarty, Shelly	1986	T0001030
92 ALG	Saint and John Adams	Lewis, William	1974	T0000156
92 ALG	Latinish American boy	Alberto, Andoni Hoy	1984	T0001184
92 ALG	Saints & Anthony	Morrell, Helen Anne	1984	T0001493
92 ARF	Learnin' for short hair	Heather, Kristen	1985	T0001039
92 ARF	Strategies for teach	Great Autobots	1987	T0001039
92 ARF	Robot Overboard!	McGroarty, Shelly	1986	T0001030
92 ARF	Latinish American boy	Alberto, Andoni Hoy	1984	T0001184
92 ARF	Saints & Anthony	Morrell, Helen Anne	1984	T0001493
92 ARF	Learnin' for short hair	Heather, Kristen	1985	T0001039
92 ARF	Strategies for teach	Gacy, Stephen	1989	T0001039
92 ARF	Robot Overboard!	McGroarty, Shelly	1986	T0001030
92 ARF	Latinish American boy	Alberto, Andoni Hoy	1984	T0001184
92 ARF	Saints & Anthony	Morrell, Helen Anne	1984	T0001493
92 ARF	Learnin' for short hair	Heather, Kristen	1985	T0001039
92 ARF	Strategies for teach	Gacy, Stephen	1989	T0001039
92 ARF	Robot Overboard!	McGroarty, Shelly	1986	T0001030
92 ARF	Latinish American boy	Alberto, Andoni Hoy	1984	T0001184
92 ARF	Saints & Anthony	Morrell, Helen Anne	1984	T0001493
92 ARF	Learnin' for short hair	Heather, Kristen	1985	T0001039
92 ARF	Strategies for teach	Gacy, Stephen	1989	T0001039
92 ARF	Robot Overboard!	McGroarty, Shelly	1986	T0001030
92 ARF	Latinish American boy	Alberto, Andoni Hoy	1984	T0001184
92 ARF	Saints & Anthony	Morrell, Helen Anne	1984	T0001493
92 ARF	Learnin' for short hair	Heather, Kristen	1985	T0001039
92 ARF	Strategies for teach	Gacy, Stephen	1989	T0001039
92 ARF	Robot Overboard!	McGroarty, Shelly	1986	T0001030
92 ARF	Latinish American boy	Alberto, Andoni Hoy	1984	T0001184
92 ARF	Saints & Anthony	Morrell, Helen Anne	1984	T0001493
92 ARF	Learnin' for short hair	Heather, Kristen	1985	T0001039
92 ARF	Strategies for teach	Gacy, Stephen	1989	T0001039
92 ARF	Robot Overboard!	McGroarty, Shelly	1986	T0001030
92 ARF	Latinish American boy	Alberto, Andoni Hoy	1984	T0001184
92 ARF	Saints & Anthony	Morrell, Helen Anne	1984	T0001493
92 ARF	Learnin' for short hair	Heather, Kristen	1985	T0001039
92 ARF	Strategies for teach	Gacy, Stephen	1989	T0001039
92 ARF	Robot Overboard!	McGroarty, Shelly	1986	T0001030
92 ARF	Latinish American boy	Alberto, Andoni Hoy	1984	T0001184
92 ARF	Saints & Anthony	Morrell, Helen Anne	1984	T0001493
92 ARF	Learnin' for short hair	Heather, Kristen	1985	T0001039
92 ARF	Strategies for teach	Gacy, Stephen	1989	T0001039
92 ARF	Robot Overboard!	McGroarty, Shelly	1986	T0001030
92 ARF	Latinish American boy	Alberto, Andoni Hoy	1984	T0001184
92 ARF	Saints & Anthony	Morrell, Helen Anne	1984	T0001493
92 ARF	Learnin' for short hair	Heather, Kristen	1985	T0001039
92 ARF	Strategies for teach	Gacy, Stephen	1989	T0001039
92 ARF	Robot Overboard!	McGroarty, Shelly	1986	T0001030
92 ARF	Latinish American boy	Alberto, Andoni Hoy	1984	T0001184
92 ARF	Saints & Anthony	Morrell, Helen Anne	1984	T0001493
92 ARF	Learnin' for short hair	Heather, Kristen	1985	T0001039
92 ARF	Strategies for teach	Gacy, Stephen	1989	T0001039
92 ARF	Robot Overboard!	McGroarty, Shelly	1986	T0001030
92 ARF	Latinish American boy	Alberto, Andoni Hoy	1984	T0001184
92 ARF	Saints & Anthony	Morrell, Helen Anne	1984	T0001493
92 ARF	Learnin' for short hair	Heather, Kristen	1985	T0001039
92 ARF	Strategies for teach	Gacy, Stephen	1989	T0001039
92 ARF	Robot Overboard!	McGroarty, Shelly	1986	T0001030
92 ARF	Latinish American boy	Alberto, Andoni Hoy	1984	T0001184
92 ARF	Saints & Anthony	Morrell, Helen Anne	1984	T0001493
92 ARF	Learnin' for short hair	Heather, Kristen	1985	T0001039
92 ARF	Strategies for teach	Gacy, Stephen	1989	T0001039
92 ARF	Robot Overboard!	McGroarty, Shelly	1986	T0001030
92 ARF	Latinish American boy	Alberto, Andoni Hoy	1984	T0001184
92 ARF	Saints & Anthony	Morrell, Helen Anne	1984	T0001493
92 ARF	Learnin' for short hair	Heather, Kristen	1985	T0001039
92 ARF	Strategies for teach	Gacy, Stephen	1989	T0001039
92 ARF	Robot Overboard!	McGroarty, Shelly	1986	T0001030
92 ARF	Latinish American boy	Alberto, Andoni Hoy	1984	T0001184
92 ARF	Saints & Anthony	Morrell, Helen Anne	1984	T0001493
92 ARF	Learnin' for short hair	Heather, Kristen	1985	T0001039
92 ARF	Strategies for teach	Gacy, Stephen	1989	T0001039
92 ARF	Robot Overboard!	McGroarty, Shelly	1986	T0001030
92 ARF	Latinish American boy	Alberto, Andoni Hoy	1984	T0001184
92 ARF	Saints & Anthony	Morrell, Helen Anne	1984	T0001493
92 ARF	Learnin' for short hair	Heather, Kristen	1985	T0001039
92 ARF	Strategies for teach	Gacy, Stephen	1989	T0001039
92 ARF	Robot Overboard!	McGroarty, Shelly	1986	T0001030
92 ARF	Latinish American boy	Alberto, Andoni Hoy	1984	T0001184
92 ARF	Saints & Anthony	Morrell, Helen Anne	1984	T0001493
92 ARF	Learnin' for short hair	Heather, Kristen	1985	T0001039
92 ARF	Strategies for teach	Gacy, Stephen	1989	T0001039
92 ARF	Robot Overboard!	McGroarty, Shelly	1986	T0001030
92 ARF	Latinish American boy	Alberto, Andoni Hoy	1984	T0001184
92 ARF	Saints & Anthony	Morrell, Helen Anne	1984	T0001493
92 ARF	Learnin' for short hair	Heather, Kristen	1985	T0001039
92 ARF	Strategies for teach	Gacy, Stephen	1989	T0001039
92 ARF	Robot Overboard!	McGroarty, Shelly	1986	T0001030
92 ARF	Latinish American boy	Alberto, Andoni Hoy	1984	T0001184
92 ARF	Saints & Anthony	Morrell, Helen Anne	1984	T0001493
92 ARF	Learnin' for short hair	Heather, Kristen	1985	T0001039
92 ARF	Strategies for teach	Gacy, Stephen	1989	T0001039
92 ARF	Robot Overboard!	McGroarty, Shelly	1986	T0001030
92 ARF	Latinish American boy	Alberto, Andoni Hoy	1984	T0001184
92 ARF	Saints & Anthony	Morrell, Helen Anne	1984	T0001493
92 ARF	Learnin' for short hair	Heather, Kristen	1985	T0001039
92 ARF	Strategies for teach	Gacy, Stephen	1989	T0001039
92 ARF	Robot Overboard!	McGroarty, Shelly	1986	T0001030
92 ARF	Latinish American boy	Alberto, Andoni Hoy	1984	T0001184
92 ARF	Saints & Anthony	Morrell, Helen Anne	1984	T0001493
92 ARF	Learnin' for short hair	Heather, Kristen	1985	T0001039
92 ARF	Strategies for teach	Gacy, Stephen	1989	T0001039
92 ARF	Robot Overboard!	McGroarty, Shelly	1986	T0001030
92 ARF	Latinish American boy	Alberto, Andoni Hoy	1984	T0001184
92 ARF	Saints & Anthony	Morrell, Helen Anne	1984	T0001493
92 ARF	Learnin' for short hair	Heather, Kristen	1985	T0001039
92 ARF	Strategies for teach	Gacy, Stephen	1989	T0001039
92 ARF	Robot Overboard!	McGroarty, Shelly	1986	T0001030
92 ARF	Latinish American boy	Alberto, Andoni Hoy	1984	T0001184
92 ARF	Saints & Anthony	Morrell, Helen Anne	1984	T0001493
92 ARF	Learnin' for short hair	Heather, Kristen	1985	T0001039
92 ARF	Strategies for teach	Gacy, Stephen	1989	T0001039
92 ARF	Robot Overboard!	McGroarty, Shelly	1986	T0001030
92 ARF	Latinish American boy	Alberto, Andoni Hoy	1984	T0001184
92 ARF	Saints & Anthony	Morrell, Helen Anne	1984	T0001493
92 ARF	Learnin' for short hair	Heather, Kristen	1985	T0001039
92 ARF	Strategies for teach	Gacy, Stephen	1989	T0001039
92 ARF	Robot Overboard!	McGroarty, Shelly	1986	T0001030
92 ARF	Latinish American boy	Alberto, Andoni Hoy	1984	T0001184
92 ARF	Saints & Anthony	Morrell, Helen Anne	1984	T0001493
92 ARF	Learnin' for short hair	Heather, Kristen	1985	T0001039
92 ARF	Strategies for teach	Gacy, Stephen	1989	T0001039
92 ARF	Robot Overboard!	McGroarty, Shelly	1986	T0001030
92 ARF	Latinish American boy	Alberto, Andoni Hoy	1984	T0001184
92 ARF	Saints & Anthony	Morrell, Helen Anne	1984	T0001493
92 ARF	Learnin' for short hair	Heather, Kristen	1985	T0001039
92 ARF	Strategies for teach	Gacy, Stephen	1989	T0001039
92 ARF	Robot Overboard!	McGroarty, Shelly	1986	T0001030
92 ARF	Latinish American boy	Alberto, Andoni Hoy	1984	T0001184
92 ARF	Saints & Anthony	Morrell, Helen Anne	1984	T0001493
92 ARF	Learnin' for short hair	Heather, Kristen	1985	T0001039
92 ARF	Strategies for teach	Gacy, Stephen	1989	T0001039
92 ARF	Robot Overboard!	McGroarty, Shelly	1986	T0001030
92 ARF	Latinish American boy	Alberto, Andoni Hoy	1984	T0001184
92 ARF	Saints & Anthony	Morrell, Helen Anne	1984	T0001493
92 ARF	Learnin' for short hair	Heather, Kristen	1985	T0001039
92 ARF	Strategies for teach	Gacy, Stephen	1989	T0001039
92 ARF	Robot Overboard!	McGroarty, Shelly	1986	T0001030
92 ARF	Latinish American boy	Alberto, Andoni Hoy	1984	T0001184
92 ARF	Saints & Anthony	Morrell, Helen Anne	1984	T0001493
92 ARF	Learnin' for short hair	Heather, Kristen	1985	T0001039
92 ARF	Strategies for teach	Gacy, Stephen	1989	T0001039
92 ARF	Robot Overboard!	McGroarty, Shelly	1986	T0001030
92 ARF	Latinish American boy	Alberto, Andoni Hoy	1984	T0001184
92 ARF	Saints & Anthony	Morrell, Helen Anne	1984	T0001493
92 ARF	Learnin' for short hair	Heather, Kristen	1985	T0001039
92 ARF	Strategies for teach	Gacy, Stephen	1989	T0001039
92 ARF	Robot Overboard!	McGroarty, Shelly	1986	T0001030
92 ARF	Latinish American boy	Alberto, Andoni Hoy	1984	T0001184
92 ARF	Saints & Anthony	Morrell, Helen Anne	1984	T0001493
92 ARF	Learnin' for short hair	Heather, Kristen	1985	T0001039
92 ARF	Strategies for teach	Gacy, Stephen	1989	T0001039
92 ARF	Robot Overboard!	McGroarty, Shelly	1986	T0001030
92 ARF	Latinish American boy	Alberto, Andoni Hoy	1984	T0001184
92 ARF	Saints & Anthony	Morrell, Helen Anne	1984	T0001493
92 ARF	Learnin' for short hair	Heather, Kristen	1985	T0001039
92 ARF	Strategies for teach	Gacy, Stephen	1989	T0001039
92 ARF	Robot Overboard!	McGroarty, Shelly	1986	T0001030
92 ARF	Latinish American boy	Alberto, Andoni Hoy	1984	T0001184
92 ARF	Saints & Anthony	Morrell, Helen Anne	1984	T0001493
92 ARF	Learnin' for short hair	Heather, Kristen	1985	T0001039
92 ARF	Strategies for teach	Gacy, Stephen	1989	T0001039
92 ARF	Robot Overboard!	McGroarty, Shelly	1986	T0001030
92 ARF	Latinish American boy	Alberto, Andoni Hoy	1984	T0001184
92 ARF	Saints & Anthony	Morrell, Helen Anne	1984	T0001493
92 ARF	Learnin' for short hair	Heather, Kristen	1985	T0001039
92 ARF	Strategies for teach	Gacy, Stephen	1989	T0001039
92 ARF	Robot Overboard!	McGroarty, Shelly	1986	T0001030
92 ARF	Latinish American boy	Alberto, Andoni Hoy	1984	T0001184
92 ARF	Saints & Anthony	Morrell, Helen Anne	1984	T0001493
92 ARF	Learnin' for short hair	Heather, Kristen	1985	T0001039
92 ARF	Strategies for teach	Gacy, Stephen	1989	T0001039
92 ARF	Robot Overboard!	McGroarty, Shelly	1986	T0001030
92 ARF	Latinish American boy	Alberto, Andoni Hoy	1984	T0001184
92 ARF	Saints & Anthony	Morrell, Helen Anne	1984	T0001493
92 ARF	Learnin' for short hair	Heather, Kristen	1985	T0001039
92 ARF	Strategies for teach	Gacy, Stephen	1989	T0001039
92 ARF	Robot Overboard!	McGroarty, Shelly	1986	T0001030
92 ARF	Latinish American boy	Alberto, Andoni Hoy	1984	T0001184
92 ARF	Saints & Anthony	Morrell, Helen Anne	1984	T0001493
92 ARF	Learnin' for short hair	Heather, Kristen	1985	T0001039
92 ARF	Strategies for teach	Gacy, Stephen	1989	T0001039
92 ARF	Robot Overboard!	McGroarty, Shelly	1986	T0001030
92 ARF	Latinish American boy	Alberto, Andoni Hoy	1984	T0001184
92 ARF	Saints & Anthony	Morrell, Helen Anne	1984	T0001493
92 ARF	Learnin' for short hair	Heather, Kristen	1985	T0001039
92 ARF	Strategies for teach	Gacy, Stephen	1989	T0001039
92 ARF	Robot Overboard!	McGroarty, Shelly	1986	T0001030
92 ARF	Latinish American boy	Alberto, Andoni Hoy	1984	T0001184

TitleWise® Collection Analysis

District Aggregate Reports

TitleWise offers district users several specialized functions. Click the Browse All Schools link to submit, view, and/or rerun analyses for any school in your district. You can also combine some or all of the collections in your district and perform an aggregate analysis as well as review any past aggregate analyses.

The screenshot shows the titlewave.com homepage with a blue header and a white main content area. In the top right corner, there are links for 'Your Account', 'Order History', 'Saved Lists', and a shopping cart icon showing \$0.00. Below these are buttons for 'Search' and 'Current List'. The main content area has two main sections:

- Collection Development**: This section includes a dropdown menu for 'Shop by Department' (set to 'All of Titlewave'), a search bar, and a link 'or for more options, use our Advanced Search'. It lists categories: Books, eBooks, Audiovisual, Book Sets, Series and State Lists, Batch By (ISBN/NUPC, FLR Number), Advanced Search by Reading Programs & Levels, Accelerated Reader, Reading Counts, and Lexile.
- Aggregate Analysis**: This section includes a dropdown menu for 'New Aggregate Analysis' (set to 'Aggregate Profile'), a search bar, and a link 'Browse All Aggregate Analyses'. It lists categories: Browse All Schools (selected), Browse All Schools, and a note: 'TitleWise Collection Analysis is a quick and easy way to identify the strengths and weaknesses of the individual school library collections in your district.' It also includes a note: 'Click the Browse All Schools link to review which schools in your district have performed a collection analysis. If you are looking for a particular school's information, type its name in the search box and click the Go button.'

Submitting an Aggregate Analysis

Click on Your Account in the upper right-hand corner of the Titlewave homepage. Use the drop-down menu to select Titlewise Analysis. Next push the blue New Aggregate Analysis button in the center of the screen. If you have any questions about TitleWise or the submission process and reports at any point, please call 888-511-5114 extension 1164 to speak with one of our TitleWise experts.

1. Collection Profile

You will need to tell us a little about your district and your library collections, but some of your information is prepopulated. You have the ability to name your analysis or include notes. These will appear on the first page of your report when it is finished. If audiovisual items are part of any of your individual school analyses you are given an option to ignore them. Click the Next button to select your schools.

District Information

Customer #: _____
District #: _____
Address: _____
City: _____
State: _____
ZIP/Postal Code: _____

Contact Information

Contact Name: _____
Contact Title: _____
Phone: _____
Phone (alternate): _____
Fax: _____
Email: _____
Additional Contact: _____
(e.g. School Contact): _____

TitleWise® Collection Analysis

2. Select Participating Schools

On the next page you will need to select the schools you want to include in your aggregate analysis. You can only pick from a list of all the schools in this district that have performed a collection analysis.

TitleWise always uses the most recent analysis for each school when creating an aggregate analysis. If you are not satisfied with the success rate of an individual school's analysis, you may want to refine the input parameters and rerun the analysis before you perform an aggregate analysis. To choose the schools you want included in this aggregate analysis you can do one of two things. You can either check the box next to each school name or you can select all of the schools at once by choosing Select All Schools from the Options menu. Click the Next button to continue.

 TITLEWAVE
Title & Collection Software

[Territory \(AZ\) >> New Aggregate Analysis](#)

New Aggregate Analysis

[Aggregate Analysis Profile >> Select Participating Schools >> Age Sensitivity Settings >> Processing](#)

Select Participating Schools

Here is a list of all the schools in this region that have performed a collection analysis. The date of the most recent analysis and its success rate are shown in the columns at the right side of your screen. Under the status heading, a green button refers to an analysis with a success rate of 90% or more; a yellow button refers to an analysis with a success rate of between 40% and 90%; a red button refers to an analysis with a success rate under 40%. TitleWise always uses the most recent analysis for each school when creating an aggregate analysis. If you are not satisfied with the success rate of an individual school's analysis, you may want to refine the input parameters and rerun the analysis before you perform an aggregate analysis.

To choose the schools you want to include in this aggregate analysis, check the schools from the Select column, then click the Next button.

Options: [Select All Schools](#) [Go](#)

Select	School Name	City, State	Grades	Status	Date of Last
<input checked="" type="checkbox"/>	Simulated Elementary School AA	MCHENRY, IL	K-05		13-FEB-08
<input checked="" type="checkbox"/>	Simulated High School AA	MCHENRY, IL	09-12		27-NOV-06
<input checked="" type="checkbox"/>	Simulated Middle School AA	MCHENRY, IL	06-08		22-JUL-08

[Aggregate Analysis Profile >> Select Participating Schools >> Age Sensitivity Settings >> Processing](#)

[<Previous](#) [Next>](#)

Titlewise® Collection Analysis

3. Age Sensitivity:

This is an advanced option that can be used to modify the Age Sensitivity settings, including Dewey Identifier, Dewey Ranges, and Acceptable Age spans. The first nine ranges will be prepopulated with Dewey information that is determined by the CREW (Continuous Review, Evaluation, and Weeding) method and other nationally recognized methods of collection maintenance. The prepopulated Age Sensitivity settings are modifiable. Please note that these values are only applied to aggregate analyses. No changes will be made to the values entered for each individual school's analysis. Additional Age Sensitivity Data may be requested by your local state, county or district agency. Please use the empty boxes below to include the additional ranges required. Then click the Finish Button to Continue.

Dewey Identifier	Dewey Range	Thru Range	Dewey Range	Acceptable Age (Years)
Systems Data/Computer Programs	003	-	007	3
Political Science	320	-	329	5
Social Problems and Services	361	-	369	5
Education	370	-	379	5
Commerce, Communications and Transportation	380	-	389	5
Astronomy and Allied Sciences	520	-	529	5
Life Sciences/Biology	570	-	579	5
Medical Sciences/Medicine	610	-	619	5
Geography, Maps, Atlases	910	-	919	5

4. Processing

After your records have been analyzed your analysis will be assigned a success rate. A green button refers to an analysis with a success rate of 90% or more; a yellow button  refers to an analysis with a success rate of between 40% and 90%; a red button  refers to an analysis with a success rate under 40%. Click on the View Aggregate Analysis Overview link to see the reports.

 **TITLEWAVE**
Library & Classroom Solutions

Back Forward Stop Refresh Home Autofil Print Mail

 **New Aggregate Analysis**

New Aggregate Analysis

Aggregate Analysis Profile >> **Select Participating Schools** >> **Age Sensitivity Settings** >> **Processing**

Processing
Congratulations—we have completed your aggregate analysis and over 90% of your records have been analyzed successfully! Please click the Aggregate Analysis Overview link to see your Aggregate Analysis Overview and additional reports.

Analysis is Successful

- **90.01% Data Integrity: 10055 records read ; 13031 holdings read ; 11729 holdings recognized**

Aggregate Analysis Overview

Aggregate Analysis Profile >> **Select/Participating Schools** >> **Age Sensitivity Settings** >> **Processing**

 **Home** |  **My Orders** 

TitleWise® Collection Analysis

Aggregate Analysis Reports

Analysis Overview

An overview of your district's collection information is provided in the Aggregate Overview at the top of the page. When viewing the completed aggregate analysis, you will see several tabs of information plus a View/Hide Aggregate Overview link **1** that can be clicked to collapse or expand the overview details.

Printable Reports

The Aggregate Overview includes two links that allow you to view the information in Adobe Acrobat Reader or Microsoft Excel **2**. We encourage you to share the results of your analysis with your principal, your school board, and/or your district administrators. You can also include the results of your analysis with grant applications. For best results, make sure your printer is set at the highest quality print setting.

The screenshot shows the 'Aggregate Analysis (02-Sep-2008)' section of the TitleWise interface. At the top, there are links for 'View/Hide Aggregate Overview' (with a circled '1') and 'PDF of Aggregate Analysis' (with a circled '2'). Below these are sections for 'District', 'Participating Schools', 'Customer', 'Notes', and 'Excel of Aggregate Analysis'. A green navigation bar at the bottom includes tabs for 'Overview Comparisons', 'Nonfiction Comparisons', 'Fiction & Other Comparisons', 'Age-Sensitive Comparisons', and 'Collections By Decade'. The main content area displays summary statistics: Total # of Records (Titles): 24,332, Total # of Holdings (Copies): 30,689, Total # of Recognized Call Numbers: 28,643, Average Age: 1983, and Items per Student: 13.47. On the right, contact information is listed for a customer: Contact Name: [redacted], Phone: [redacted], Phone (alt): [redacted], Fax: [redacted], Email: [redacted], and Email (alt): [redacted]. Navigation buttons 'Home' and 'My Orders' are at the bottom right.

Comparison Report

This report mirrors the overview information found in each of the school analyses. The table provides a side-by-side comparison of this data. Select the chart tab to view the Average Age or items per Student chart.

Comparison Report Table										
School Name	City, State	Grades	Analysis Date	File Upload Date	Status	Recommended Call #	# of Records	# of Holdings	Enrollment	Items Per Student
Simulated Elementary School Aa	N/A,	K-05	13-Feb-2008	13-Feb-2008	98.25%	225	229	714	0.32	2001
Simulated High School Aa	N/A,	09-12	27-Nov-2006	27-Nov-2006	92.96%	17,828	14,304	19,179	500	35.66
Simulated Middle School Aa	N/A,	06-08	22-Jul-2008	19-Jun-2008	93.87%	10,590	9,799	11,281	912	11.61
Totals					93.33%	28,543	24,332	30,689	2,126	13.47
										1983

Overview Comparisons

The first report that is displayed is the Comparison Overview. This report mirrors the overview information found in each of the school analyses. The table provides a side-by-side comparison of data. Select the chart tab to view the Average Age or items per Student charts.

TitleWise® Collection Analysis

Nonfiction Comparisons

The Nonfiction Comparison report tab contains a side by side comparison for each Dewey range by 100's, biography, and reference. You can view this one of three ways – by percentage, average age, and number of titles.

TITLEWISE® Library & Classroom Solutions

Aggregate Analysis (02-Sep-2008)

Analysis (02-Sep-2008) | View/Hide Aggregate Overview

Nonfiction Comparisons

This report relates the titles found in the Nonfiction categories. The table provides a side-by-side comparison of these categories for each school that can be viewed by percentage, average age and number of titles.

Learn more about the Hundreds Divisions

View this table by percentage, average age or number of titles.

School Name	000-099	100-199	200-299	300-399	400-499	500-599	600-699	700-799	800-899	900-999	Reference	Biography	Nonfiction Total	Fiction/Other Total
Simulated Elementary School Aa	16.00%	11.11%	-	8.44%	5.33%	5.33%	27.56%	4.00%	0.89%	19.11%	-	97.76%	2.22%	
Simulated High School Aa	1.60%	1.30%	0.98%	16.73%	0.84%	4.04%	5.13%	6.47%	12.50%	17.38%	13.47%	9.22%	89.65%	
Simulated Middle School Aa	0.73%	0.89%	0.71%	4.42%	0.21%	4.96%	4.51%	6.47%	2.76%	16.27%	9.37%	1.01%	52.29%	
All	All percentages are rounded to the nearest hundredth of a percentage.												47.71%	

Fiction and Other Comparisons

These reports contain the following categories: General Fiction, Professional, Story Collection, Paperback, Easy, Custom Categories and when applicable Audiovisual. All Custom Categories (excluding custom age sensitive categories) included in a school's TitleWise analysis will be accounted for and consolidated under Custom Categories. Again, this data can be viewed in the three ways listed above.

TITLEWISE® Library & Classroom Solutions

Aggregate Analysis (02-Sep-2008)

Analysis (02-Sep-2008) | View/Hide Aggregate Overview

Fiction & Other Comparisons

This report relates the titles found in the Fiction & Other categories. The table provides a side-by-side comparison of these categories for each school that can be viewed by percentage, average age and number of titles.

View this table by percentage, average age or number of titles.

School Name	General Fiction	Professional	Story Collection	Paperback	Easy	Custom Categories	Fiction/Other Total	Nonfiction Total
Simulated Elementary School Aa	2.22%	-	-	-	-	-	2.22%	97.76%
Simulated High School Aa	10.25%	-	-	0.02%	0.08%	-	10.35%	89.65%
Simulated Middle School Aa	44.66%	1.59%	1.45%	-	-	-	47.71%	52.29%
All	All percentages are rounded to the nearest hundredth of a percentage.							

TitleWise® Collection Analysis

Age-Sensitive Comparisons

This report reflects the age-sensitive ranges you set up. The table provides a side-by-side comparison of schools based on the number of titles that are within each range, number of titles aged, and percentage of titles aged. Select the chart tab to view the Age-Sensitive chart.

TITLEWAVE
Library & Classroom Solutions

Analysis (02-Sep-2008) | [View/Hide Aggregate Overview](#)

[Aggregate Analysis \(02-Sep-2008\)](#)

[Home](#) | [My Orders](#)

School Name	3 Years	5 Years	7 Years	10 Years	15 Years	20 Years	30 Years	40 Years	50 Years	60 Years	70 Years	80 Years	90 Years	Totals
Simulated Elementary School Aa	92.86%	-	-	100.00%	100.00%	66.67%	-	100.00%	520.529	570.579	610.619	910.919	91.32%	90.32%
Simulated High School Aa	100.00%	94.84%	90.75%	95.29%	89.56%	98.04%	86.67%	82.23%	97.37%	96.43%	94.00%	91.59%	95.89%	95.89%
Simulated Middle School Aa	100.00%	85.71%	95.24%	100.00%	100.00%	100.00%	97.37%	96.43%	94.00%	91.59%	90.32%	91.32%	91.32%	91.32%

This report reflects the age-sensitive ranges you set up. The table provides a side-by-side comparison of schools based on the number of titles that are within each range, number of titles aged, and percentage of titles aged and percentage of titles aged. Select the chart tab to view the Age-Sensitive chart.

[Table](#) [Chart](#)

[View this table by percentage or number of titles.](#)

Age-Sensitive Percentage of Aged Titles Table

Aged Percentages 50% or more have been highlighted.

School Name	3 Years	5 Years	7 Years	10 Years	15 Years	20 Years	30 Years	40 Years	50 Years	60 Years	70 Years	80 Years	90 Years	Totals
Simulated Elementary School Aa	92.86%	-	-	100.00%	100.00%	66.67%	-	100.00%	520.529	570.579	610.619	910.919	91.32%	90.32%
Simulated High School Aa	100.00%	94.84%	90.75%	95.29%	89.56%	98.04%	86.67%	82.23%	97.37%	96.43%	94.00%	91.59%	95.89%	95.89%
Simulated Middle School Aa	100.00%	85.71%	95.24%	100.00%	100.00%	100.00%	97.37%	96.43%	94.00%	91.59%	90.32%	91.32%	91.32%	91.32%

All percentages are rounded to the nearest hundredth of a percentage.

Collections By Decade

This report identifies for each school the number of items whose copyrights fall within each decade. If no copyright date is available or the copyright date is prior to 1900, the title is counted in the "No Year Given/Out of Range" category. The table provides a side-by-side comparison of these decades. Select the chart tab to view percentages of school collections by decade.

TITLEWAVE
Library & Classroom Solutions

Analysis (02-Sep-2008) | [View/Hide Aggregate Overview](#)

[Aggregate Analysis \(02-Sep-2008\)](#)

[Home](#) | [My Orders](#)

[Overview](#) [Comparisons](#) [Nonfiction](#) [Fiction & Other](#) [Age-Sensitive](#) [Collections](#) [By Decade](#)

Collections By Decade

This report identifies for each school the number of items whose copyrights fall within each decade. If no copyright date is available or the copyright date is prior to 1900, the title is counted in the "No Year Given/Out of Range" category. The table provides a side-by-side comparison of these decades. Select the chart tab to view percentages of school collections by decade.

[Table](#) [Chart](#)

[View this table by percentage or number of titles.](#)

Collections By Decade Percentage Table

School Name	2000s	1990s	1980s	1970s	1960s	1950s	1940s	No Year Given / Out of Range
Simulated Elementary School Aa	74.67%	22.71%	2.18%	0.44%	-	-	-	-
Simulated High School Aa	114.7%	24.60%	21.42%	12.43%	11.05%	4.97%	5.38%	8.69%
Simulated Middle School Aa	20.26%	32.99%	16.58%	12.76%	6.58%	1.81%	1.02%	8.00%

All percentages are rounded to the nearest hundredth of a percentage.

TitleWise® Collection Analysis

Weeding Your Collection Is The First Step In Developing Your Collection

Your TitleWise Online Collection Analysis Reports give you insight to the strengths and weaknesses of your collection and will assist you in weeding your collection.

Once you complete the weeding process, use TITLEWAVE® to find the new copyright titles you need to address the weaknesses in your collection.

Why Weed	What to Weed
<ul style="list-style-type: none">To remove outdated, obsolete items and make room for newer more valuable itemsTo make the library more user friendlyTo strengthen the collection in support of the classroom curriculumTo remove the illusion of a well-rounded, well-stocked collection	<p>Subjective Criteria</p> <p>Physical Condition</p> <ul style="list-style-type: none">Torn pagesBook covers torn, not repaired, or not repaired appropriatelyRagged bindings, poorly repaired bindings
<p>How to Weed</p> <ul style="list-style-type: none">Identify a target circulation date (i.e., two years, five years)Identify a target copyright date<ul style="list-style-type: none">General copyright target dateSpecific to Dewey areas, (i.e., Fiction – 20 years, 600s – 3 years)Pull materials for further evaluationIdentify other items that meet the subjective criteria (i.e., condition, format, and/or content)Include lead teachers, department chairs, etc., to evaluate the identified materials and assist in final determinationThe Library Media Specialist should make the final decision	<p>Content</p> <ul style="list-style-type: none">Out-of-dateTrivial subject matter or approach to subject matterInaccurate information (Misinformation is worse than no information!)Newer editions availableNot on a standards list <p>Inappropriate</p> <ul style="list-style-type: none">Not circulatedNot used for referenceUnneeded duplicateBias/stereotypeInterest or reading level inappropriate for student body
<p>Objective Criteria</p> <ul style="list-style-type: none">Exceeds target copyright dateLow circulation ratePurchase date	

Special thanks to Martha Alewine, State Library Media Consultant,
South Carolina Department of Education, for allowing us to share her information on weeding.

Expanding your Content with Titlewave

Use the following planning guide to assist you with collection development. Follow each element in the order listed to walk step-by-step through the process. When you are finished, you'll have a valuable record of the decisions you made.

Collection Development Planning Guide		
Check access to Titlewave® through Destiny®.		
Do you have the Titlewave option?	Yes	No
		Contact your Destiny Admin. to have the permission set.
Do you have the  Submit button?	Yes	No
		Click the  Change button to make sure the correct login is being used.
Upload MARC records to TitleWise®.		
Select the  Submit button to upload records.		

TitleWise report analysis

	Yes	No
Is the Data Integrity 90% or better in the Analysis Overview report?		Review Incomplete Records report, and adjust collection profile settings. Resubmit MARC records.

Reports (List all ranges or categories that need attention.)

Summary by 100s	
Detail by 10s	
Balanced Dewey Comparisons	
Collection By Year	
Age Sensitivity	
Aged Titles	

Collection weeding

	Yes	No
Based on the analysis of the reports, is weeding of the collection necessary?	Weed the collection, and resubmit the MARC records.	

Select titles to add using Titlewave.

Using the magnifying glass or selecting from the Titlewave options, identify the books you would like to add to your collection. Be sure to look for the TitleCheck® marker to avoid duplicate records. Add the titles to a Want list, and record the number of books for each Dewey range or category that you intend to order.

NOTE: Include a **Copyright Year** for all Dewey-sensitive reports.

Category	Count	How Many 1 st Choices?	Dewey Range	Count	How Many 1 st Choices?
General Fiction			000		
Reference			100		
Biography			200		
Professional			300		
Story Collection			400		
Paperback			500		
Easy			600		
			700		
			800		
			900		

Send order to Follett.

After adding all of the titles to your selected list, use the **Order Online** link in Titlewave to send the list directly to FLR for processing. Or use the **Print** link to print a hard copy for mailing.

NOTE: To receive notification when your order is ready, make sure that the **Notify me by e-mail when new MARC records arrive** option is selected in your Titlewave profile.

Date ordered:	\	\	Date received:	\	\
---------------	---	---	----------------	---	---

Import the MARC file into Destiny.

After your order has been processed, import the MARC records into Destiny by navigating to the **Catalog** tab, **Titlewave** option, and **Order History** subtab.

Select the  **Import** button associated with the order. When the Import Titles page opens, select the title matching options that best meets your needs.

NOTES:

Collection Development Reports

How do you know if you have enough copies of your most popular titles? Do you know the age and value of the titles in your collection? Destiny Library Manager's reports help keep you up-to-date on your most popular titles, circulation trends, and the monetary value of your collections.

Hold Statistics Report

The Hold Statistics report shows you the most popular titles in your collection based on the number of holds placed. This report is a great way to see if you should purchase more copies of a particular title.

Use the following steps to run the Hold Statistics report:

1. Select **Reports > Library Reports > Hold Statistics**.
2. Click the **Select by** drop-down to select how to identify titles you want to include in the report.
3. In the **From** and **to** fields, enter a range of items to include.

Note: Leaving both fields blank will include all titles.

4. To limit the report to titles requested a certain number of times, click the **Include titles with holds this year** drop-down to select the appropriate limiter, and enter the desired number.
5. Click **Run Report**.

The screenshot shows the 'List library hold statistics...' report page. At the top, there is a navigation bar with tabs: Home, Dashboard, Catalog, Circulation, Reports (which is the active tab), Back Office, and My Info. Below the navigation bar, the URL 'Library Reports > Hold Statistics' is visible. On the left side, there is a sidebar with links: My Favorites, Library Reports (which is the active link), Patron Reports, Report Builder, and Report Manager. The main content area has a title 'List library hold statistics...'. It contains several input fields:

- 'Select by:' dropdown menu set to 'Title'.
- 'From' and 'to' date range input fields.
- 'Include titles with holds this year:' dropdown menu set to 'More than' with value '0'.
- A 'Run Report' button with a grid icon.

Collection Statistics – Summary Report

The Collection Statistics – Summary report lets you see summary information about your collection for the following:

- Value
- Age
- Circulation

This report helps you to track circulation trends, gauge areas of your collection, determine additional material purchases, and monitor dollar values of your collection. The report is sorted by the Dewey range and prefix.

Value

The Value view gives an overall value of copies that have prices in their records. This report shows the actual value for copies with prices and creates an estimated value based on an average price for copies without price information.

The screenshot shows a software interface for a 'Collection Statistics – Summary Report'. At the top, there are three tabs: 'Circulation' (selected), 'Age', and 'Value'. Below the tabs is a toolbar with 'How do I...', a question mark icon, and a 'Printable' button. A checkbox labeled 'Group call numbers based on the prefix' is checked. The main area is a table with the following data:

Range	Copies w/Prices	Value		Circulations		Collection
		Actual Value	Estimated Value*	This Year	Total	
000 - 099	116 [100.00%]	\$2,369.13	\$2,369.13	0 [0.00%]	294 [1.37%]	116 [1.47%]
100 - 199	118 [100.00%]	\$2,532.06	\$2,532.06	0 [0.00%]	279 [1.30%]	118 [1.49%]
200 - 299	113 [100.00%]	\$2,740.72	\$2,740.72	0 [0.00%]	286 [1.33%]	113 [1.43%]
300 - 399	1,195 [99.42%]	\$27,970.49	\$28,134.33	0 [0.00%]	3,007 [13.98%]	1,202 [15.19%]
400 - 499	17 [100.00%]	\$261.30	\$261.30	0 [0.00%]	57 [0.27%]	17 [0.21%]
500 - 599	1,021 [100.00%]	\$23,487.54	\$23,487.54	0 [0.00%]	2,907 [13.52%]	1,021 [12.90%]
600 - 699	1,110 [100.00%]	\$23,305.57	\$23,305.57	0 [0.00%]	2,825 [13.14%]	1,110 [14.03%]

Age

The Age view gives the average age of the items in your collection that have publication dates in their title records.

[How do I... ?](#)

		Age		Circulations		Collection
Range	Copies w/ Dates	Average Age	This Year	Total	Copy Count	
000 - 099	116 [100.00%]	2008 [6 yrs.]	0 [0.00%]	294 [1.37%]	116 [1.47%]	
100 - 199	118 [100.00%]	2008 [6 yrs.]	0 [0.00%]	279 [1.30%]	118 [1.49%]	
200 - 299	113 [100.00%]	2008 [6 yrs.]	0 [0.00%]	286 [1.33%]	113 [1.43%]	
300 - 399	1,202 [100.00%]	2008 [6 yrs.]	0 [0.00%]	3,007 [13.98%]	1,202 [15.19%]	
400 - 499	17 [100.00%]	2006 [8 yrs.]	0 [0.00%]	57 [0.27%]	17 [0.21%]	
500 - 599	1,021 [100.00%]	2008 [6 yrs.]	0 [0.00%]	2,907 [13.52%]	1,021 [12.90%]	
600 - 699	1,110 [100.00%]	2008 [6 yrs.]	0 [0.00%]	2,825 [13.14%]	1,110 [14.03%]	

Circulation

The Circulation view gives circulation statistics for today, this month, this year, and total. You can customize this view of the report.

[How do I... ?](#)

		Circulations				Collection
Range	Today	This Month	This Year	Total	Copy Count	
000 - 099	0 [0.00%]	0 [0.00%]	0 [0.00%]	294 [1.37%]	116 [1.47%]	
100 - 199	0 [0.00%]	0 [0.00%]	0 [0.00%]	279 [1.30%]	118 [1.49%]	
200 - 299	0 [0.00%]	0 [0.00%]	0 [0.00%]	286 [1.33%]	113 [1.43%]	
300 - 399	0 [0.00%]	0 [0.00%]	0 [0.00%]	3,007 [13.98%]	1,202 [15.19%]	
400 - 499	0 [0.00%]	0 [0.00%]	0 [0.00%]	57 [0.27%]	17 [0.21%]	
500 - 599	0 [0.00%]	0 [0.00%]	0 [0.00%]	2,907 [13.52%]	1,021 [12.90%]	
600 - 699	0 [0.00%]	0 [0.00%]	0 [0.00%]	2,825 [13.14%]	1,110 [14.03%]	

Use the following steps to customize the Circulation view of the Collection Statistics – Summary report:

1. Select **Reports > Library Reports > Collection Statistics – Summary**.

2. To limit the copies displayed to specific call numbers, select one of the following options in the "Call numbers" section:

■ **Ranges displayed in the summary**

■ **Selected ranges**

■ **All the ranges and prefixes you have in your collection**

Customize Copy View [?](#)

Use the following options to create a customized copy circulation report.

View copy details:

Call numbers

Ranges displayed in the summary (above) [?](#)
 Ranges selected (above)
 All ranges and prefixes in the collection

Circulations

At any time [?](#)
 Today [?](#)
 From [\[Z\]](#) to [\[Z\]](#)

Number of circulations

Any number of times (all copies)
 Less than [?](#) 1 times.

Grouped on

Call number prefix [?](#)
 Dewey call number

3. To limit the copies displayed by when they circulated, select one of the following options in the Circulations section:

■ **Any copy that ever circulated**

■ **Any copies circulated in a certain time frame**

■ **Any copies circulated between specific dates**

Circulations

At any time [?](#)
 Today [?](#)
 From [\[Z\]](#) to [\[Z\]](#)

4. To limit the copies displayed to those circulated a specific number of times, select one of the following options in the "Number of circulations" section:

- Any copy circulated at least once**
- Any copies with more than a specific number of circulations**
- Any copies with less than a specific number of circulations**

Note: If you select copies with more or less than a specific number of circulations, you need to enter the desired number of circulations.

5. Select how you want to group copies in the report.

Grouped on	<input checked="" type="radio"/> Call number prefix 
	<input type="radio"/> Dewey call number

6. Click **View Details**.

Number of circulations	<input checked="" type="radio"/> Any number of times (all copies)
<input type="radio"/> Less than	<input type="text" value="1"/> times.

Get the Most out of Destiny Library Manager with Back Office Setup Tips

Description

You want to make sure Destiny is set up so that it works best for your school, as well as maximizes your use of the available features. In this session, you will review some of the nuts and bolts of Destiny's Back Office setup options—paying special attention to new and overlooked options.

You'll see how to empower your patrons to place their own holds, let teachers collaborate on and share Resource Lists, and customize the featured collections that appear on the Universal Search Home page. Also, gain insight into how your peers set up Destiny for their schools. Walk away with a Library Administrator's Toolbox checklist to bring back to your library.

Participant Objectives

- Explore and discuss helpful hints for Destiny site administrators.

Activities

- Discuss new and overlooked Back Office setup options.
- Review the *Library Administrator's Toolbox* checklist, and think about which setup options you might want to modify for your library.

Notes

Resources

For more information on this session and to complete the Plan and Apply sections, refer to the resources listed below.

Videos

- Getting Ready to Set Up Library Manager for Circulation

Quick Reference Guide

- Setting Up Library Policies—Circulation Types
- Setting Up Library Policies—Patron Types
- Setting Up Library Manager—Site Configuration and Calendar
- Setting Up Circulation Policies for Follett eBooks

Plan

Use the space provided to record your answers to the following questions.

Are there any Destiny features that you've heard about that you haven't had the time to set up?

Notes

Notes

Guided Exercises

Follow along with your Destiny trainer, or use the quick reference guide and video resources to practice the following skills. Mark the checkboxes as you complete each task to help you keep your place.

- 1. Review the access level permissions related to Universal Search, including how to make Universal Search the default catalog and how to enable curriculum tag searches.
- 2. Review the access level permissions related to ratings and reviews.

(Guided Exercises continue on next page.)

Notes

Guided Exercises (*continued*)

- 3. Review the Self-Empowered Patron Access access level permissions related to holds.
- 4. Review the Self-Empowered Patron Access access level permissions related to Resource Lists.
- 5. Explore the options in Follett Shelf Setup.
- 6. Discuss patron management strategies.

Apply

Now that you've done the Guided Exercises, complete the following:

Use the *Destiny Library Administrator's Toolbox* checklist to think about which setup changes you might want to consider at your school. This checklist covers the setup options you've seen in this session. If you do not have site administrator access, think about which options you might want to discuss further with your colleagues.

Notes

Assess

Use the following rating scale to assess your level of understanding of the learning outcomes covered in this training.

Rating Scale:

- 1** - I need more help.
- 2** - I think I can figure it out with more practice.
- 3** - I am comfortable doing this on my own.
- 4** - I am proficient and can teach others.

I can...	Do this...
	Explore the setup options for features like holds, Resource Lists, ratings/reviews, and Universal Search.
	Modify settings related to Follett eBooks and Universal Search.

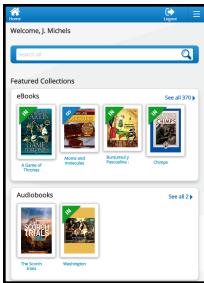
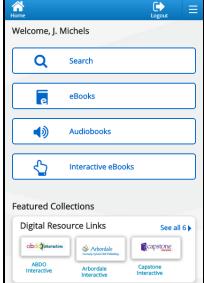
Notes:

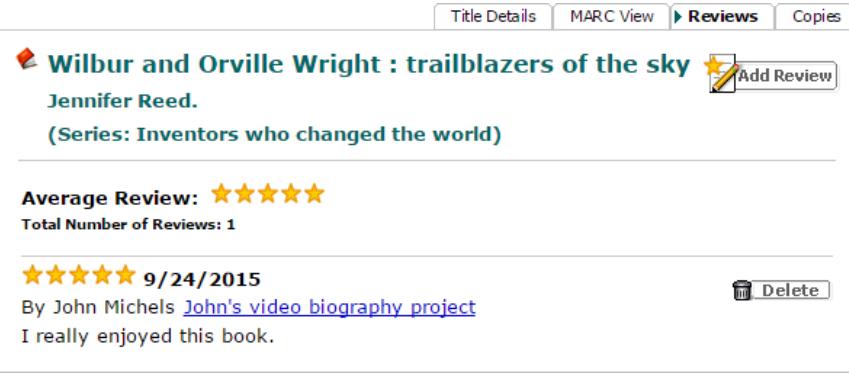
Notes

Destiny Library Manager Administrator's Toolbox

To help you set up Destiny to work best for your school, as well as maximize your use of available features, use the following checklist of new and sometimes overlooked Destiny Library Manager Setup options to make note of options that you want to edit or explore further when you return to school.

Setup Option	Explore this option for my school?	Instructions and Information
Universal Search		
Enable Universal Search		<p>For detailed instructions on configuring Universal Search:</p> <ol style="list-style-type: none">1. Go to Destiny Help.2. From the Destiny Help Home page, click Universal Search.3. Click the Configuring and Accessing Universal Search link.
Make Universal Search the default library catalog		<p>To make Universal Search the default library catalog:</p> <ol style="list-style-type: none">1. Select Back Office > Access Levels.2. Next to the access level that you want to make Universal Search the default library catalog for, click .3. Select Library Materials, and then from the Library Catalog Search Access section, select Use Universal Search by default.4. Click Save.
Let patrons search curriculum tags		<p>To enable patrons to search curriculum tags:</p> <ol style="list-style-type: none">1. Select Back Office > Access Levels.2. Next to the access level that you want to make Universal Search the default library catalog for, click .3. Select Library Materials, and then from the Library Catalog Search Access section, select Search curriculum tags.

Setup Option	Explore this option for my school?	Instructions and Information
Customize the Universal Search homepage layout		<p>To choose the collections featured on the Universal Search Home page and customize how they display on medium and small screens (tablets and phones):</p> <ol style="list-style-type: none"> 1. Select Catalog > Search Setup > Follett Shelf. 2. Click Follett Shelf Setup. 3. Select Maintenance > Setup, and then go to the Universal Search Homepage Layout section. 4. In the Large Screens section, select the collections you want to appear on the Home page when it's accessed from a desktop or laptop. 5. In the Medium and Small Screens section, choose how Featured Collections appear on the Universal Search Home page when it's accessed from a tablet or phone: <ul style="list-style-type: none"> ■ Same as large: Featured Collections appear as ribbons:  ■ Less is more: Featured Collections appear as buttons:  <p>6. Click Save.</p>

Setup Option	Explore this option for my school?	Instructions and Information
One Search		
Let patrons rate and/or review print materials		<p>To enable ratings and reviews functionality for print materials in the Destiny Classic Catalog:</p> <ol style="list-style-type: none"> 1. Select Back Office > Access Levels. 2. Next to the patrons' access level, click . 3. Select Library Materials, and then from the Library Catalog Search Access section, select the permissions to enable: <ul style="list-style-type: none"> ■ Submit library review ratings lets patrons rate library titles by selecting from 1 to 5 stars. ■ Submit library review comments lets patrons enter a text review of a library title. <ul style="list-style-type: none"> ■ Approval not required lets patrons' reviews appear in the Catalog without being approved first. ■ Upload digital content to review lets patrons upload a digital file to the Destiny server as part of a library review. It creates a link on the review so other patrons can view the file. ■ Approval not required makes patrons' uploaded reviews available in the Catalog without being approved first. 4. Click Save. 

Setup Option	Explore this option for my school?	Instructions and Information
Holds		
Let patrons place holds and/or reserves for themselves		<p>To enable self-empowered holds functionality:</p> <ol style="list-style-type: none"> 1. Select Back Office > Access Levels. 2. Next to the patron's access level, click . 3. Select Patrons, and then from the Self-Empowered Patron Access section, select the holds-related permissions to enable: <ul style="list-style-type: none"> ■ Place hold for self from Catalog lets patrons place a hold request for themselves from the Catalog. ■ Place multiple holds for self lets patrons place holds on multiple copies of a title for themselves from the Catalog. ■ Delete holds and reserves for self lets patrons delete holds and reserves for themselves from the My Info tab. ■ Place reserve for self from Catalog lets patrons place a reserve on library materials for themselves from the Catalog. ■ Place holds on available copies lets patrons place holds on copies that are currently available for checkout. ■ Place ILL for self from Catalog lets patrons place holds on materials from other schools in the district. 4. Click Save. 

Setup Option	Explore this option for my school?	Instructions and Information
Resource Lists		
Give patrons options for creating and managing resource lists		<p>To enable self-empowered resource list functionality:</p> <ol style="list-style-type: none"> 1. Select Back Office > Access Levels. 2. Next to the patrons' access level, click . 3. Select Patrons, and then from the Self-Empowered Patron Access section, select the resource list-related permissions to enable: <ul style="list-style-type: none"> ■ Create multiple Lists (At least one "Access My Lists..." right is needed) lets patrons create more than one resource list. ■ Publish My Lists lets patrons make a resource list available to other patrons at their school that have access to view local public lists. <ul style="list-style-type: none"> ■ Publish My Lists across the District lets patrons make a resource list available to other patrons at all schools in the district that have access to view district public lists. ■ Share Ownership of My Lists lets patrons share resource lists, allowing multiple people to edit a list. A shared list can be private or public, local or district-wide. ■ Save and Email List (SMTP Server required for email) lets patrons email a resource list if the SMTP server is set up. ■ View Local Public Lists lets patrons view resource lists that were made public in their school. <ul style="list-style-type: none"> ■ View District Public Lists lets patrons view resource lists that were made public in any school in the district. ■ Transfer ownership of Public Lists lets patrons reassign the ownership of any public resource list from one patron to another patron.

Setup Option	Explore this option for my school?	Instructions and Information
Resource Lists		
		<p>4. Click Save.</p> 
Follett eBooks Setup		
Explore Follett eBook setup options		<p>The recently re-designed Follett Shelf Setup feature is accessible from within Destiny, letting you easily manage setup options for your print and digital collections in one platform. You will see many of the options you previously accessed from Follett Shelf in a simplified format. Options that are not relevant to Destiny Universal Search users were removed and some options were renamed to better reflect their functionality.</p> <p>To access the new Follett Shelf Setup: Select Catalog > Search Setup > Follett Shelf > Follett Shelf Setup.</p> <p>Below is a summary of options highlighted in the training:</p> <ul style="list-style-type: none"> ■ Manage Patrons: Patron management options are in Destiny Back Office. Note: If you have the Follett Classroom Connections feature, you can edit the Classroom Connections Instructor permission, which is on by default for anyone with a Faculty access level, from the Manage Patrons option in Follett Shelf Setup.

Setup Option	Explore this option for my school?	Instructions and Information
		<p>■ Access Levels: In the Patron Accounts section, you can enable patrons to submit reviews of Follett eBooks and Follett Audiobooks in Universal Search, and choose if you want to require approval of submitted reviews before they are posted.</p> <p>In the Shared Account section, you can create a general login to be used by patrons that do not have a unique login. You can also configure IP authentication for the shared account. For the best eBook experience, including the ability to check out eBooks and save notes, it is recommended that patrons log in with unique usernames and passwords.</p> <p>■ Title Maintenance: You can change the circulation type of a title or hide a title.</p> <p>■ Approve Reviews: This is where you approve or delete a Follett eBook or Follett Audiobook review submitted by a patron.</p>

Setting Up Library Policies - Circulation Types

Does your school have different loan policies for different types of materials in your collection? For example, you might have unique loan policies for DVDs, professional development materials, and the rest of your collection. Destiny Library Manager lets you set up customized circulation types for your school's collection.

Note: To add or edit Follett eBook policies, see the *Setting Up Follett eBook Circulation Policies* Quick Reference Guide.

Adding a New Circulation Type

1. Select **Back Office > Library Policies > Circulation Types > +Circ. Type.**

Patron Type	Checkout Limit	Loan Period	Grace Period	Renewable	Fine Increment	Max Fine
Faculty	Days: 14	Days: 0	Times: 0	\$0.05 per day	\$5.00	
Student	Days: 14	Days: 0	Times: 0	\$0.05 per day	\$5.00	

2. In the **Circulation Type** field, type the new type.
3. To associate call numbers, click **Call Number** and type any call number patterns that are unique to this Circulation Type.

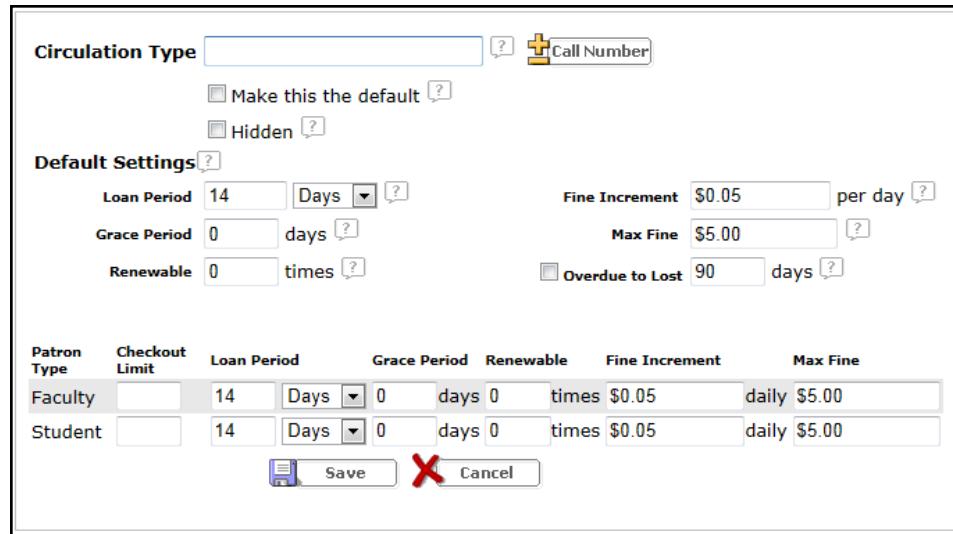
Note: This association lets Library Manager assign Circulation Types to copies that you import.
4. To make this the default Circulation Type when importing titles and adding copies, select the **Make this the default** checkbox.
5. To make this Circulation Type only available to patrons with the *See local hidden materials* permission, select the **Hidden** checkbox.
6. Review the Default Settings fields and make any changes:
 - **Loan Period:** Period of time patrons can keep library materials. This period can be customized for different patron types. For example, students can check out books for 14 days, while faculty can check them out for 30 days or until the end of the school year.

- **Grace Period:** Number of days after the due date during which checked-out materials are not yet considered overdue. An overdue fine is not assessed if the materials are returned within this period. If the library does not have a grace period, set this field to zero.
- **Renewable:** Number of times a patron can renew an item before Library Manager blocks the transaction.
- **Fine Increment:** Monetary amount charged for each day a checked-out item is overdue. If the library does not charge fines for overdue items, set this amount to zero. If your library does not charge fines, go to the **Back Office** tab, **Site Configuration** option and deselect the **Automatically calculate fines for overdue items** checkbox.
- **Max Fine:** Maximum unpaid fine a patron can accumulate before the system displays a block message.
- **Overdue to Lost:** Number of days an item can be overdue before the copy status changes automatically to Lost.

Note: Library staff can override any of the circulation policies during checkout if they want to waive the existing policy.

7. Click **Save**.

Note: For more information on Default Settings field, click  to the right of a field.



The screenshot shows the 'Circulation Type' configuration window. At the top, there's a 'Circulation Type' dropdown, a 'Call Number' button, and two checkboxes: 'Make this the default' and 'Hidden'. Below this is a 'Default Settings' section with fields for 'Loan Period' (14 Days), 'Grace Period' (0 days), 'Renewable' (0 times), 'Fine Increment' (\$0.05 per day), 'Max Fine' (\$5.00), and 'Overdue to Lost' (90 days). At the bottom, there's a table for 'Patron Type' settings with rows for 'Faculty' and 'Student', and buttons for 'Save' and 'Cancel'.

Patron Type	Checkout Limit	Loan Period	Grace Period	Renewable	Fine Increment	Max Fine
Faculty		14 Days	0 days	0 times	\$0.05 daily	\$5.00
Student		14 Days	0 days	0 times	\$0.05 daily	\$5.00

Editing a Circulation Type

1. Select **Back Office > Library Policies > Circulation Types**.
2. Find the Circulation Type you want to edit, and click next to it.
3. To make this the default Circulation Type when importing titles and adding copies, select the **Make this the default** checkbox.
4. To make this Circulation Type only available to patrons with the *See local hidden materials* permission, select the **Hidden** checkbox.
5. Edit any of the Default Settings fields described in step 5 of *Adding a New Circulation Type*.
6. Click **Save**.

Circulation Type **Regular**

Default Circulation Type
 Hidden

Default Settings

Loan Period	14	Days		Fine Increment	\$0.05	per day	
Grace Period	0	days		Max Fine	\$5.00		
Renewable	0	times		<input type="checkbox"/> Overdue to Lost	90	days	

Patron Type Checkout Limit Loan Period Grace Period Renewable Fine Increment Max Fine

Patron Type	Checkout Limit	Loan Period	Grace Period	Renewable	Fine Increment	Max Fine
Faculty	<input type="text"/>	7	Days	1	days 2 times \$0.00	daily \$0.00
Student	<input type="text"/>	14	Days	0	days 1 times \$0.05	daily \$5.00

Save Cancel

Setting Up Library Policies - Patron Types

Do you have different circulation policies for different groups of patrons that visit your library? For example, you might have professional development or instructional materials that you only let faculty and staff check out. Or, you might let teachers check out materials for longer than students. Destiny Library Manager lets you set up customized patron types to meet the needs of your school.

Note: The Library Manager installation provides two patron types: Faculty and Student (the latter is the default patron type).

Adding a New Circulation Type

1. Select **Back Office > Library Policies > Patron Types > +Patron Type**.

A screenshot of the Destiny Library Manager Back Office interface. The top navigation bar includes Home, Dashboard, Catalog, Circulation, Reports, Back Office (which is selected and highlighted in green), and My Info. Below this is a sub-menu for Library Policies with options: Manage Patrons, Update Patrons, Import Patrons, Export Patrons, Manage Homerooms, Upload Patron Pictures, Library Policies (selected and highlighted in green), Access Levels, Calendar / Hours, and Site Configuration. The main content area is titled 'Patron Types' and shows a table for the 'Faculty' type. The table columns are: Max Checkouts (10), Fixed Due Date (None), Ceiling Date (None), Block on Fines/Overdues (No), Max Holds (5), Ready Holds Expire in (Days: 7), Pending Holds Expire in (Days: 21), and Default Hold Priority (Standard). There are edit and delete icons next to each row. A note at the bottom of the table says: 'To add Follett eBook Policies, click [here](#). (You will be redirected to the Follettshelf.)' There are also 'Patron Type' and 'Circ. Type' buttons at the top of the table.

2. In the **Patron Type** field, type the new patron type.
3. If you want this Patron Type to be the default when you import a patron record that does not have one, select the **Make this the default** checkbox.
4. Review the loan policy setting fields and make any changes:
 - **Max Checkouts:** Number of copies of all Circulation Types a person of this Patron Type can check out at any time.
 - **Fixed Due Date:** A specific due date applied no matter when the item is checked out.

Note: A fixed due date must be entered here before Fixed Due Date can be selected from the Loan Period drop-down list in the Circulation Type table at the bottom of this page or on the Circulation Type edit page.

- **Ceiling Date:** Due date that overrides the normal loan period's calculated due date when the ceiling date is earlier than the calculated date. A Ceiling Date is normally used for the end of the school year. On this date, checkouts revert back to the normal loan period.
- **Max Holds:** Maximum number of holds a patron can place at one time.
- **Ready Holds Expire in ___ day(s):** Number of days an available copy is held for a patron until it is released for the next patron in the hold queue or placed back on the shelf for circulation to others.

- *Pending Holds Expire in* ___ day(s): Number of days a patron hold remains active in the hold queue.
- *Default Hold Priority*: Order of patrons in the hold queue.

Note: Library staff can override any of the circulation policies during checkout if they want to waive the existing policy.

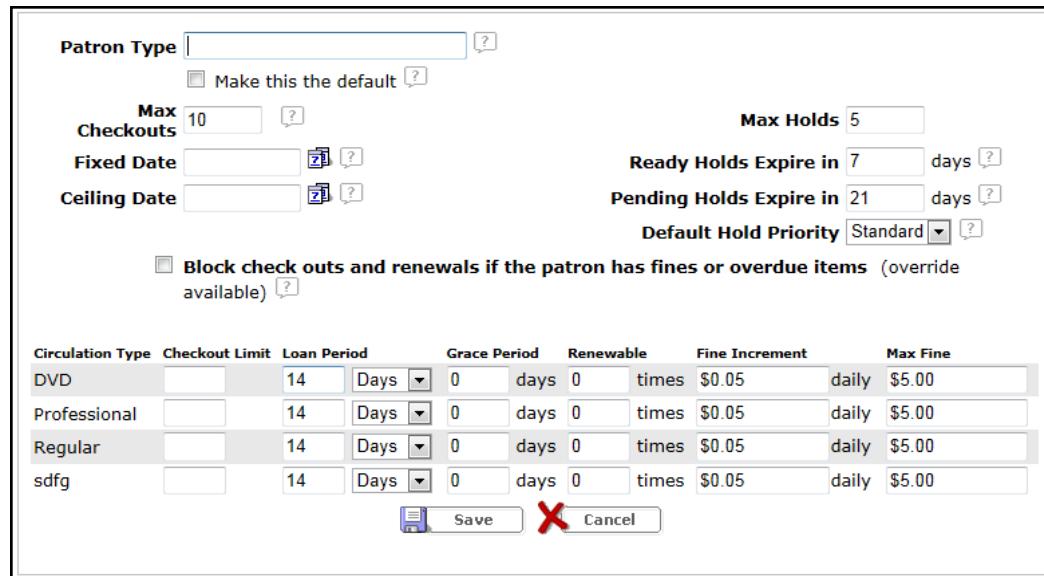
5. If you want Library Manager to alert you when you look up a patron in Circulation that has any fines or overdue items, select **Block check outs and renewals if the patron has fines or overdue items (override available)**.

Note: You must address the block condition or override it before continuing with the transaction. To override messages, a staff member must have the permission Override blocks.

Note: For more information on loan policy options, click  to the right of a field.

6. Fill in the Circulation Type policies in the table at the bottom of the page.

7. Click **Save**.



Circulation Type	Checkout Limit	Loan Period	Grace Period	Renewable	Fine Increment	Max Fine
DVD		14 Days	0 days	0 times	\$0.05 daily	\$5.00
Professional		14 Days	0 days	0 times	\$0.05 daily	\$5.00
Regular		14 Days	0 days	0 times	\$0.05 daily	\$5.00
sdfg		14 Days	0 days	0 times	\$0.05 daily	\$5.00

Buttons: Save, Cancel

Editing a Patron Type

1. Select **Back Office > Library Policies > Patron Types** > next to the Patron Type you want to edit.
2. If you want this Patron Type to be the default when importing titles and adding copies, select the **Make this the default** checkbox.
3. Edit any of the Default Settings fields described in steps 4-5 of *Adding a New Patron Type*.
4. Click **Save**.

The screenshot shows the 'Edit Patron Type' dialog box. At the top, the 'Circulation Type' is set to 'Regular'. Below it, there's a section for 'Default Circulation Type' with a checked checkbox and a 'Hidden' checkbox. Under 'Default Settings', the 'Loan Period' is set to 14 days, 'Grace Period' to 0 days, 'Renewable' to 0 times, 'Fine Increment' to \$0.05 per day, 'Max Fine' to \$5.00, and 'Overdue to Lost' to 90 days. A table below lists patron types with their specific settings: Faculty has a loan period of 7 days, grace period of 1 day, and renewable 2 times; Student has a loan period of 14 days, grace period of 0 days, and renewable 1 time. At the bottom are 'Save' and 'Cancel' buttons.

Patron Type	Checkout Limit	Loan Period	Grace Period	Renewable	Fine Increment	Max Fine
Faculty		7 Days	1 days	2 times	\$0.00 daily	\$0.00
Student		14 Days	0 days	1 times	\$0.05 daily	\$5.00

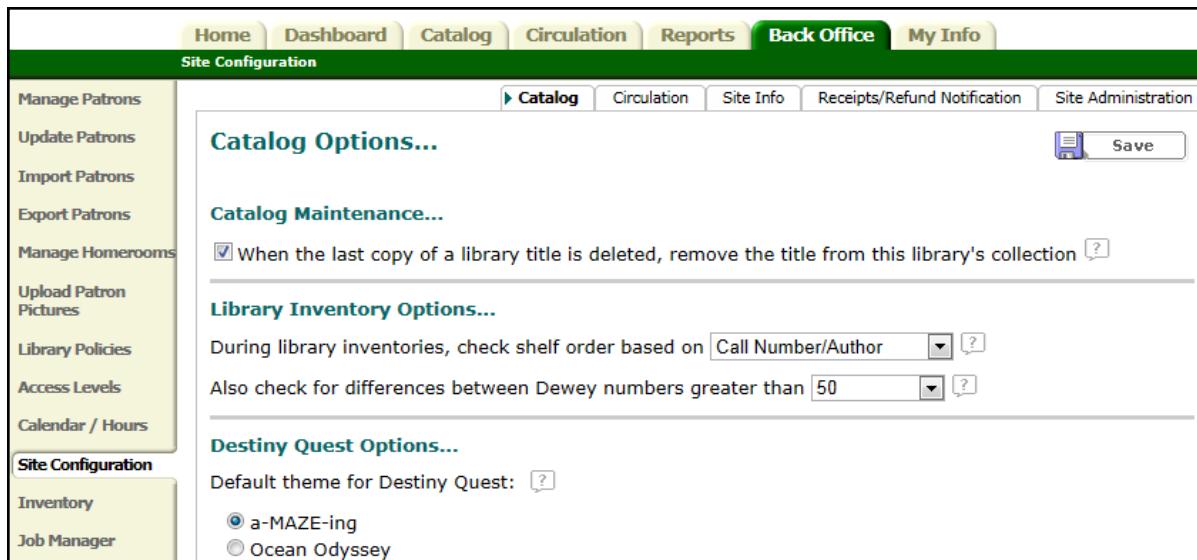
Setting Up Library Manager - Site Configuration and Calendar

Destiny Library Manager's flexible site configuration and calendar options let you set up Library Manager with your preferences. Site Configuration options let you customize catalog and circulation procedures, controlling settings like interlibrary loans, fines, preferred barcode symbologies, and even circulation sounds. Setting up the Library Manager calendar ensures accurate calculations for due dates, fines, holds, and report circulation statistics.

Site Configuration Catalog Options

Site Configuration catalog options let you customize how your catalog displays. To review and edit the options:

1. Select **Back Office > Site Configuration > Catalog**.
2. To enable the catalog settings, click the checkbox or select the appropriate option. Click  for more information about an option.
3. After choosing the preferred **Site Configuration** options, click **Save** at the top or bottom of the page.

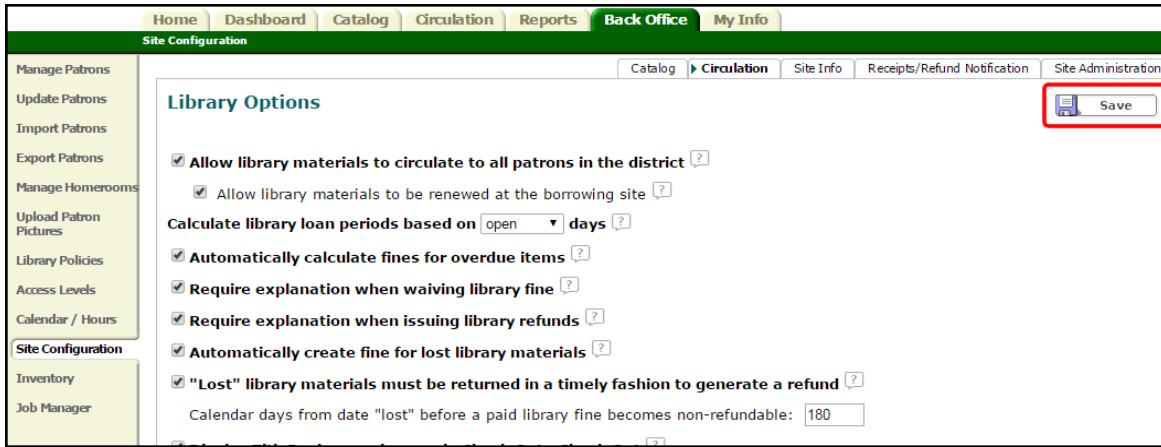


The screenshot shows the 'Catalog' tab selected in the top navigation bar. On the left, a sidebar menu includes 'Manage Patrons', 'Update Patrons', 'Import Patrons', 'Export Patrons', 'Manage Homerooms', 'Upload Patron Pictures', 'Library Policies', 'Access Levels', 'Calendar / Hours', 'Site Configuration' (which is highlighted), 'Inventory', and 'Job Manager'. The main content area is titled 'Catalog Options...' and contains three sections: 'Catalog Maintenance...', 'Library Inventory Options...', and 'Destiny Quest Options...'. Under 'Catalog Maintenance...', there is a checked checkbox for 'When the last copy of a library title is deleted, remove the title from this library's collection' with a help icon. Under 'Library Inventory Options...', there are dropdown menus for 'During library inventories, check shelf order based on' (set to 'Call Number/Author') and 'Also check for differences between Dewey numbers greater than' (set to '50'). Under 'Destiny Quest Options...', there is a dropdown for 'Default theme for Destiny Quest' with two options: 'a-MAZE-ing' (selected) and 'Ocean Odyssey', each with a help icon.

Site Configuration Circulation Policies

Site Configuration circulation options let you customize circulation procedures. To review and edit the options:

1. Select **Back Office > Site Configuration > Circulation**.
2. To enable the circulation settings, click the checkbox. Click  for more information about an option.
3. After choosing the preferred **Site Configuration** options, click **Save** at the top or bottom of the page.



The screenshot shows the 'Circulation' tab selected in the top navigation bar. On the left, a sidebar lists various site configuration options. The main content area is titled 'Library Options' and contains several configuration settings with checkboxes. A red box highlights the 'Save' button in the top right corner of the form area.

Manage Patrons
Update Patrons
Import Patrons
Export Patrons
Manage Homerooms
Upload Patron Pictures
Library Policies
Access Levels
Calendar / Hours
Site Configuration
Inventory
Job Manager

Catalog Circulation Site Info Receipts/Refund Notification Site Administration

Library Options

Allow library materials to circulate to all patrons in the district 

Allow library materials to be renewed at the borrowing site 

Calculate library loan periods based on days 

Automatically calculate fines for overdue items 

Require explanation when waiving library fine 

Require explanation when issuing library refunds 

Automatically create fine for lost library materials 

"Lost" library materials must be returned in a timely fashion to generate a refund 

Calendar days from date "lost" before a paid library fine becomes non-refundable:

Library Calendar/Hours

It is important to update the Library Manager library calendar regularly as Library Manager uses it to assign due dates, calculate fines, manage holds, and report circulation statistics. To ensure that Library Manager's calculations are accurate, it is ideal to mark closed dates for the entire school year, either at the end of the previous school year or the first day library staff return at the beginning of the new school year. The Destiny Administrator can set up the calendar for the whole district, or librarians can edit their individual site calendars. To set up the calendar:

1. Select **Back Office > Calendar/Hours**.
2. Closed dates are marked "Closed" and highlighted in gray. By default, all Saturdays and Sundays are marked closed. To close another day of the week for every week of the year, click the **Closed: Sundays, Saturdays** link in the lower left-hand corner and select the closed day of the week.
3. To close additional dates, go to and click on each date link. This changes the date to "Closed." To navigate to another month, select the forward or back arrows beside the name of the month at the top of the calendar. Or, select the **View (Year)** link in the lower-right corner to view an annual calendar. Clicking on the name of a month advances the calendar to that month.

Note: If you click a date by mistake, click it again to toggle back to the "open" status.

4. Select the hours link beneath the calendar to enter the normal opening and closing times for the library. If your library has a Circulation Type with an hourly circulation period, Library Manager uses the library hours to computer the time a resource is due when it is checked out.

The screenshot shows a navigation bar at the top with links: Home, Dashboard, Catalog, Circulation, Reports, Back Office, and My Info. Below this is a green header bar with the word "Calendar". On the left, there is a sidebar with various management links: Manage Patrons, Update Patrons, Import Patrons, Export Patrons, Manage Homerooms, Upload Patron Pictures, Library Policies, Access Levels, Calendar / Hours (which is selected and highlighted in yellow), Site Configuration, Inventory, and Job Manager. The main content area displays a monthly calendar for September 2015. The days of the week are labeled from Sunday to Saturday. Specific dates are marked with blue numbers: 1, 2, 3, 4, 5, 6, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, and 30. Days 6, 13, 20, and 27 are explicitly labeled "Closed". The days 1 through 5 and 26 are also labeled "Closed". The days 1 through 5 are shaded in grey, while the day 26 is shaded in yellow. At the bottom of the calendar, there is a note: "Closed: Sunday, Saturday" and "Hours: 8:00 AM - 4:00 PM". There is also a link "View 2015".

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5 Closed
6 Closed	7	8	9	10	11	12 Closed
13 Closed	14	15	16	17	18	19 Closed
20 Closed	21	22	23	24	25	26 Closed
27 Closed	28	29	30			

Closed: [Sunday, Saturday](#) Hours: [8:00 AM - 4:00 PM](#) [View 2015](#)

If there is an unscheduled closed day (such as a bad weather day), the date can be marked closed retroactively as soon as school opens again. While the due dates for checked out items do not change, Library Manager does not assess fines for items due on the dates that were closed retroactively. Library Manager counts only open days when calculating fines.

Setting Up Circulation Policies for Follett eBooks

As with print materials, you might want to set up different circulation policies for different types of eBooks in your collection. For example, you have professional development eBooks that are only available to faculty and staff. Or, you create a circulation type with a short loan period for popular, new eBooks. With Destiny and Destiny Library Manager, you can set up Follett eBook circulation policies to best meet your patrons' needs.

Adding or Editing a Follett eBook Circulation Type

To add or edit a Follett eBook circulation type:

1. Log in to Destiny as the site administrator.
2. Select **Back Office > Library Policies**, and then click the **To add Follett eBook Policies, click here** link.
3. From the Circulation Types page, do one of the following:
 - To add a new circulation type, select **+Add Circulation Type**.
 - To edit an existing circulation type, click the **Action** drop-down next to its name, and then click **Edit**.
4. In the **Circulation Type Name** field, type a name.
5. In the **Default Loan Period** field, type the number of days for the loan period that will be assigned to this circulation type by default.



The screenshot shows the 'Follettshelf Setup' interface under 'Policies > Circulation types'. It displays a table of circulation types with columns for 'Circulation Type', 'Default Loan Period', and 'Default'. The table includes rows for '1 Day', 'Class novels', 'ebook' (which has a green checkmark in the 'Default' column), and 'Fiction'. A red box highlights the green '+ Add Circulation Type' button at the top right of the table area.

Circulation Type	Default Loan Period	Default
1 Day	1	Action ▾
Class novels	90	Action ▾
ebook	5	✓ Action ▾
Fiction	5	Action ▾

- In the fields next to the patron type, type the number of days each Patron Type can check out eBooks for this circulation type.
- If you have a Shared Account and do not want shared account users to access the circulation type, deselect the **Allow Access to this Circulation Type** checkbox.
- Click **Save**.
- To set a circulation type as the default for newly added Follett eBooks, click the **Action** drop-down next to the circulation type, and then select **Make Default**.

ebook	5	<input checked="" type="checkbox"/>	Action ▾
Fiction	5	<input type="checkbox"/>	Action ▾
K-3	5	<input type="checkbox"/>	Action ▾
Professional	5	<input type="checkbox"/>	Action ▾

Changing a Follett eBook's Circulation Type

New Follett eBooks are assigned the default circulation type. To change a Follett eBook title's circulation type:

- Select **Back Office > Library Policies**, and then click the **To add Follett eBook Policies, click here** link.
- Select **Maintenance > Title Maintenance**.
- Find the title of the eBook. Note that you can click a column name to sort the titles.
- Click the **Circulation Type** drop-down, and then select a circulation type.
- Click **Save**.

Note: If you are changing circulation types on more than one page, make sure to save the page you made a change to before going to the next page.

Hidden	Title	Author	Material Type	Circulation Type	Interest Level
<input type="checkbox"/>	The 10 p.m. question	De Goldi, Kate, 1959-	Follett eBook	ebook	All
<input checked="" type="checkbox"/>	20 fun facts about dragonflies	Nelson, Maria	Interactive eBook	ebook	Young Adult
<input type="checkbox"/>	100 words every middle schooler should know the 100 words.	from the editors of the American Heritage Dictionaries.	Follett eBook	1 Day	
<input type="checkbox"/>	The 1920s and 1930s	McEvoy, Anne.	Follett eBook	Class novels	
<input type="checkbox"/>	A baby polar bear story	Rustad, Martha E. H. (Martha Elizabeth Hillman), 1975-	Interactive eBook	Fiction	
				K-3	
				Professional	
				Quarter check out	
				Teacher Workbook	
				Test	
				To Kill a Mocking Bird	
				YA eBook	

Hiding or Un-Hiding a Follett eBook Title

If your district distributes Follett eBooks to multiple schools, new titles might appear as hidden until you un-hide them. Or, they might automatically appear in your catalog when they're added by the district and you want to hide them for your school.

To hide or un-hide a Follett eBook:

1. Select **Back Office > Library Policies**, and then click the [To add Follett eBook Policies, click here](#) link.
2. Select **Maintenance > Title Maintenance**.
3. Find a title you want to hide or un-hide, and then select or deselect the **Hidden** checkbox accordingly. If you want to find all hidden titles, click the **Hidden** column name.

Hidden	Title	Author	Material Type	Circulation Type
<input type="checkbox"/>	The 10 p.m. question	De Goldi, Kate, 1959-	Follett eBook	ebook
<input checked="" type="checkbox"/>	20 fun facts about dragonflies	Nelson, Maria	Interactive eBook	ebook
<input type="checkbox"/>	100 words every middle schooler should know the 100 words.	from the editors of the American Heritage Dictionaries.	Follett eBook	ebook

Setting Up a Shared Account

For the best eBook experience, it is recommended that students log in with unique usernames and passwords. This gives them access to check out, place a hold, and add a review to Follett digital materials, as well as use the Notebook features. However, if your students do not have unique logins, you can set up a Shared Account as follows:

1. Select **Back Office > Library Policies**, and then click the [To add Follett eBook Policies, click here](#) link.
2. Click **Access Levels**.
3. In the Shared Account section, type a **Login** and **Password** for students to use to log in to Universal Search.
4. Click **Save**.

Shared Account

Login

Password

IP Authentication for the Shared Account
Users accessing the FollettShelf from configured IP addresses will be automatically logged into the Shared Account.
(Shared Account login and password must be defined.)

[Configure IP Addresses](#)

To let students read and listen to digital materials without logging in, but also prevent unauthorized users outside of school from accessing these digital materials, you can identify IP addresses/ranges so that patrons on an identified computer are automatically logged in as Shared users. To do so:

1. Select **Back Office > Library Policies**, and then click the **To add Follett eBook Policies, click here** link.
2. Click **Access Levels**.
3. In the Shared Account section, click **Configure IP Addresses**.

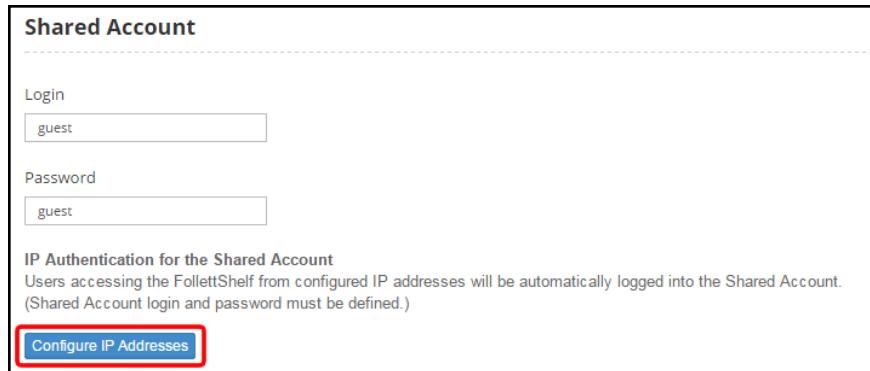
Shared Account

Login
guest

Password
guest

IP Authentication for the Shared Account
Users accessing the FollettShelf from configured IP addresses will be automatically logged into the Shared Account.
(Shared Account login and password must be defined.)

Configure IP Addresses



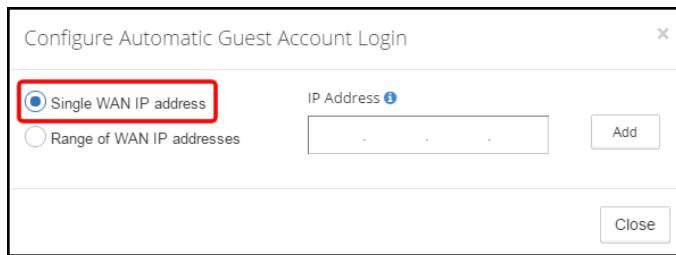
4. Select **Single WAN IP address** or **Range of WAN IP addresses**.

Configure Automatic Guest Account Login

Single WAN IP address Range of WAN IP addresses

IP Address Add

Close



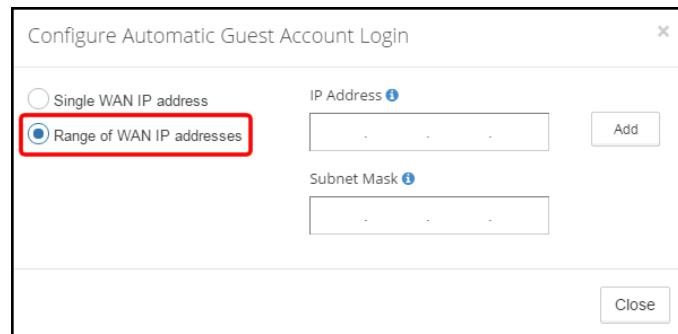
Configure Automatic Guest Account Login

Single WAN IP address Range of WAN IP addresses

IP Address Add

Subnet Mask

Close



5. Type the IP addresses of the computer or group of computers for which you want to grant access. If you selected **Range of WAN IP addresses**, type the subnet mask of the network in the **Subnet Mask** field.
6. Click **Add**.
7. When you are done adding computers or ranges, click **Close**.

When patrons open Universal Search from a configured address, they can search for and open Follett digital materials but cannot check them out, place a hold, or add a review.

Explore Destiny's Support Resources

Description

Whether you need a refresher on conducting inventory, resources to train new library staff, or ideas from other Destiny users, Destiny has a wealth of support resources. In this session, you'll explore Destiny's ever-growing support resource collection, including online Help, training toolkits, the newly re-designed Follett Community, and more.

Participant Objectives

- Navigate Destiny Help.
- Access Destiny Training Toolkits.
- Access Follett Community.

Activities

- Access and find resources in online Help.
- Find a Destiny video.
- Review a training plan.
- Access Follett Community.

Notes

Resources

For more information on this lesson and to complete the Plan and Apply sections, refer to following resources:

Videos

- Getting Around in Destiny*
- Using Destiny Training Toolkits*

*Recommended viewing prior to the lesson

Quick Reference Guides

- Destiny Support Resources
- Destiny Training Toolkits Catalog

Plan

Use the space provided to record your answers to the following questions.

1. What types of materials do you turn to when you need help using software? Mark your preferred materials below:

- Online Help
- Short videos
- Quick reference guides
- Instructor-led training

2. How do you collaborate with peers in your district and other districts?

Notes

Notes

Guided Exercises

Follow along with your Destiny trainer, or use the quick reference guide and video resources to practice the following skills. Mark the checkboxes as you complete each task to help you keep your place.

- 1. Explore online Help.
- 2. Explore the Destiny Training Toolkits page.
- 3. Explore Follett Community.

Apply

Now that you've done the guided exercises, complete the following:

- 1. Find the Configuring and Accessing Universal Search guide in Help.
- 2. Find a video and quick reference guide about Universal Search on the Destiny Training Toolkits page.
- 3. From the Destiny Training Toolkits page, open the training plan for Destiny Library Manager: Beyond the Basics. List two toolkits you'd like to review further when you get back to your district or school.

- 4. Log in to Follett Community. Find a blog post on supporting literacy with graphic novels and the Enhance My Library group.

Notes

Assess

Use the following rating scale to assess your level of understanding of the learning outcomes covered in this training.

Rating Scale:

- 1** - I need more help.
- 2** - I think I can figure it out with more practice.
- 3** - I am comfortable doing this on my own.
- 4** - I am proficient and can teach others.

Rating (1-4)	Learning Outcomes
	Navigate Destiny Help.
	Access Destiny Training Toolkits.
	Access Follett Community.

Notes

Destiny's Help System

Destiny's Help System lets you find information on hundreds of topics. This real-time information, hosted on a Follett server, is updated regularly.

To access the help system directly, click the Help link in the upper-right corner of any page in Destiny. Using Destiny Help requires the "Access Destiny online help & support" permission.

Because Destiny Help opens in a new window, you can view both Help and your Destiny software at the same time. This lets you continue to work in Destiny as you access information in Help.

The screenshot shows the 'WELCOME TO DESTINY HELP' page. At the top, there are navigation links: Search, Print, Contents, Search, Home, and Videos and more... Below the search bar, a message says: 'Destiny® Help provides you with entryways to specific related topics based on seasonal- and function-based Help.' A checkbox link is provided: 'Click here to learn about Destiny online Help and how to get around Destiny.' The main content area features a grid of icons with labels: PATRONS, BACK TO SCHOOL, HOME PAGE (EDIT), FOLLETT SHELF; CIRCULATION, CATALOGING, READING PROGRAMS, QUEST; HARDWARE, REPORTS, DESTINY ADMIN, TECHNICAL DOCS. A red box highlights the 'FOLLETT SHELF' icon. At the bottom, there are links: Videos and more..., What's New, Contact Us, and a copyright notice: ©2014 Follett School Solutions, Inc.

Click Contents to see an alphabetical list of Contents on the left side of the screen. Click a topic to expand it and show the content available.

Click Search to perform a keyword search for a Help topic.

Click **Videos and more...** to access Destiny Training Toolkits, many of which contain videos. Many Help topics also contain videos. When a video is available, you'll see Watch video*. To find Help topics that contain videos, type "watch video" (in quotes) in the Search field.

The Welcome page displays clickable icons to guide you to frequently-accessed topics.

The Destiny Help System provides quick access to other Follett resources. Click the **Contact Us** tab at the top of any page or the **Contacts** link at the bottom of any page to access links to Ask Ms. MARC, Customer Service, Enhancement Requests, the Follett-Talk listserv, eLearning modules, and Technical Support.

Context-Sensitive Help

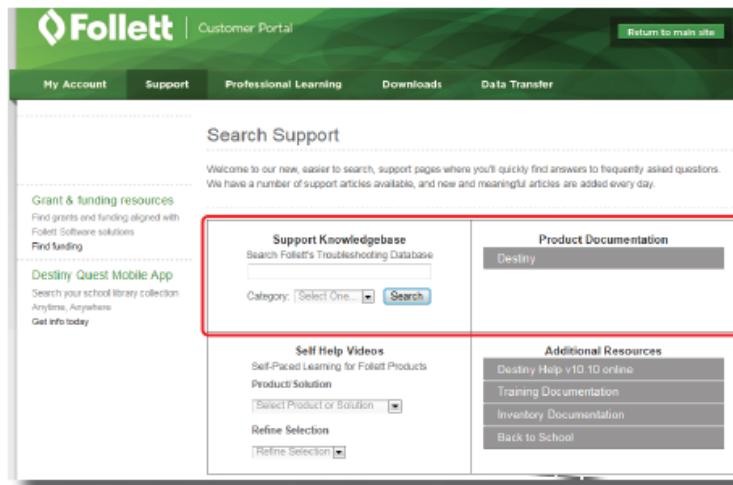
If you need help with a specific page or field in Destiny, you can access Destiny Help using its context-sensitive features:

- To get help using a page, click the **How do I...** link. This appears on most pages in the top-right corner. A separate window displays information about the functions on the page you're looking at.
- To get help using a specific field, if a question mark appears next to its name, click the icon. A separate window displays information about the field.



Support Knowledgebase

The Support Knowledgebase is an easy-to-search troubleshooting database. The Knowledgebase is regularly updated with new articles to help you quickly resolve any support issues.



Technical Support

With a current support subscription, you can contact Technical Support at 888.511.5114 or techsupport@follett.com for help with configuration of Destiny, operational issues, troubleshooting, or problems with your peripheral hardware.

Follett Destiny Training Toolkits Catalog

Discovering the Training Toolkits

No single instructional method is right for everyone. That's why Destiny Training Toolkits combine lesson plans with supporting videos and quick reference guides to offer a truly blended learning solution. Your district can use them to train new users, provide existing users with refresher workshops, or direct users to DIY learning.

Use the toolkits on your own, or as part of an instructor-led training. They can help you find valuable print and digital resources, as well as discover best practices in applying Destiny to everyday tasks.

Each toolkit contains everything you need to learn about how Destiny works in key areas, such as locating resources, cataloging, circulating, and reporting.

Tools include:

- Training plans
- Lesson plans
- Quick reference guides
- Videos



A screenshot of the Destiny Library Manager Training Toolkit. The title 'Destiny Library Manager' is at the top. Below it is a navigation bar with tabs: 'Essentials' (selected), 'Lesson Plan', 'QRG', and 'Video'. Under 'Essentials' are four sections: 'Getting Started in Destiny', 'Managing Patron Records', 'Configuring Library Manager for Your School NEW', and 'Reporting on Library Data NEW'. Each section has a corresponding icon (book, clapperboard, book with gear, clapperboard). At the bottom is a 'Training Plan' tab with a small icon.

Using the Training Toolkits Page



To access the Destiny Training Toolkits, log in to Destiny and click Help.

Then, click Videos and more...

Click the product you want to learn more about and to see the toolkits—listed by topic.

Here, you can print a lesson plan with its associated quick reference guide, or just the QRG itself. Guides include step-by-step instructions and are great to have handy at your desk. Follow along until you are comfortable using a feature on your own.

Also, watch any of the videos. At about five minutes long, they are perfect to help you prepare for a training or use as a refresher afterwards.

The choice is yours—use all of the tools in the kit, or only the ones you find most helpful.

Using a Training Plan

Training plans are a great resource—they give an overview of an entire topic, from intended audience to objectives to individual lesson plan names. Use them to decide which order you want to go through the lessons, and how much time to spend on each one.

The first page of each training plan includes a QR Code. Print the training plan and scan the QR Code using your phone, tablet, or other mobile device to access all related lesson plans, QRGs, and videos.

This way, you can watch the video on your mobile device while following along in Destiny.



Follett Destiny®
Library Manager

Description:
The Destiny Library Manager Essential Edition software uses a "plain," intuitive interface that makes it easy for new users to learn. It includes a robust set of features such as a catalog, circulation, and reporting modules and videos are a key part of the training.

You can access the lesson plan directly or by navigating to the lesson at any time.

Who Should Take This?

- Site Administrators
- Librarians
- Library Staff

Modules:

1. Getting Started in Destiny
2. Logging In and Logging Out
3. Logging Patrons In
4. Locating Resources
5. Searching the Catalog
6. Building Your Catalog
7. Configuring Destiny
8. Reporting in Destiny

Learning Objectives:

- Log In to Destiny
- Navigate tabs
- Access the catalog
- Create a patron in Destiny
- Locate a patron in Destiny
- Edit a patron's information
- Add items to a patron's account
- Locate print and digital resources
- Create a search
- Identify a place
- Access Universe
- Locate results

Training Plan

This training plan will help you quickly learn how to use Follett Destiny Library Manager. It is designed to help you learn the system quickly and easily.

Destiny Library Manager Training Plan

Destiny Library Manager - Essentials

Locating Resources

Objectives:

- Create print and digital resources
- Create a visual search
- Create a search for setting up One Search

Description:

Students' schedules often vary with classes, after school activities, and part-time jobs. That's why it's important that they can quickly search for their class schedule. Destiny Library Manager makes it easy for students to make it available to them. The One Search feature in Destiny Library Manager allows you to search your catalog and Destiny Universe simultaneously. When you search for a title, Destiny Library Manager supports many databases with the One Search feature. This means that instead of accessing multiple websites and searching through multiple databases, in One Search, you can search all of them simultaneously and get results available in Library Manager.

Video:

Locating Library Resources
Getting Started and Accessing eBooks
Overview of One Search
Setting Up One Search
Setting Up One Search for Multiple Sites

QRG:

Searching with Destiny Library Manager with Basic, Power, and Visual Searches
Setting Up One Search
Setting Up One Search

Lesson Plan:

Locating Resources

Searching with Universal Search

Objectives:

- Access Universal Search
- Search with Universal Search

Description:

The Universal search feature in Destiny empowers you and your students to search your entire collection in one search. By combining all of the resources in your collection, you can use OneSearch™ databases to search your digital and physical collections. You and your students can learn how to use Universal Search, in OneSearch, to search for books and media.

Video:

An Overview of Universal Search
Using Universal Search

QRG:

Finding Resources with Universal Search

Lesson Plan:

Searching with Universal Search

Using the Lesson Plans

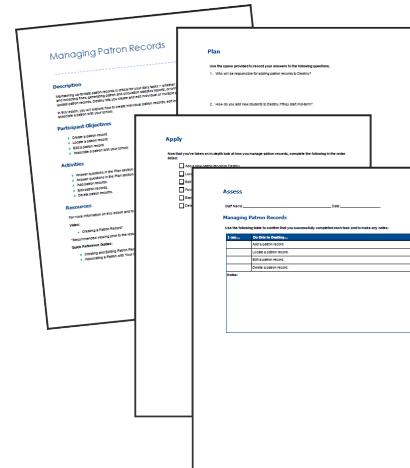
Each training toolkit has an associated lesson plan.

Lesson plans use the **Plan**, **Apply**, and **Assess** curriculum model. This model flips the focus from the more traditional "This is how Destiny works..." approach to "What do I need to be able to do in Destiny, and how do I do it?" As a result, you enjoy a more personalized learning experience.

For each lesson plan, be sure to note if there are any prerequisites.

In the **Plan** section, you take time to think about and answer specific questions about your day-to-day practices. For example, in the Building Your Catalog lesson plan, you're asked, "How does your school handle adding new resources to your catalog? Do you receive copies of the MARC record for each new item?"

Then, a trainer demonstrates how to add a copy to Destiny.



Next comes the **Apply** section, where you actually perform the tasks identified in the Plan section. For example, you will explore the different ways to add a book to your catalog. If you like to do-it-yourself, follow the quick reference guide while completing the **Apply** section.

Finally, in the **Assess** section, complete an Assessment Checklist to show which tasks you are comfortable with, and ones you might need more help on. District trainers can collect these checklists to determine future training needs.

Current topics include:

- Getting Started in Destiny
- Locating Resources
- Universal Search
- WebPath Express
- Standards
- Building Your Catalog
- Reporting on Library Data
- Creating Resource Lists
- Interlibrary Loans
- Assigning Access Levels, Usernames, and Passwords
- Check the Destiny Training Toolkits page periodically, as new material is added often.

Wrap-up

Thank you for participating in the Follett Institute today. Follett greatly appreciates your business and that you took time out of your day to participate in this training. Please do not hesitate to ask any questions that the training did not fully address. Your facilitator is happy to answer your questions.

Technical Support

For help with Destiny configuration, operational issues, or troubleshooting, contact Technical Support via phone at 888.244.1366.

Course Survey

Follett greatly appreciates your time and feedback. The feedback you provide us helps us improve current and future courses and better meet your needs. Please take a few minutes to complete a brief survey regarding the training today.