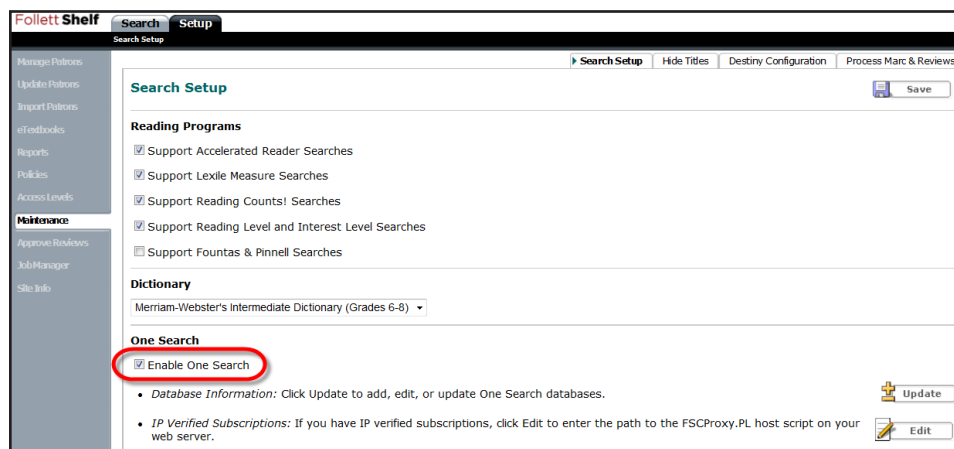


One Search supports many of the most common K-12 online subscription databases and websites. Follett Shelf Classroom Connections allows you to integrate One Search content with your instruction.

Enabling One Search

To enable One Search:

1. Log in as a Follett Shelf administrator.
2. On the Follett Shelf *Home* page, click the **Tools** menu.
3. In the **Tools** drop-down list, select **Setup**.
4. Choose the **Maintenance** option.
5. Select the **Enable One Search** checkbox.



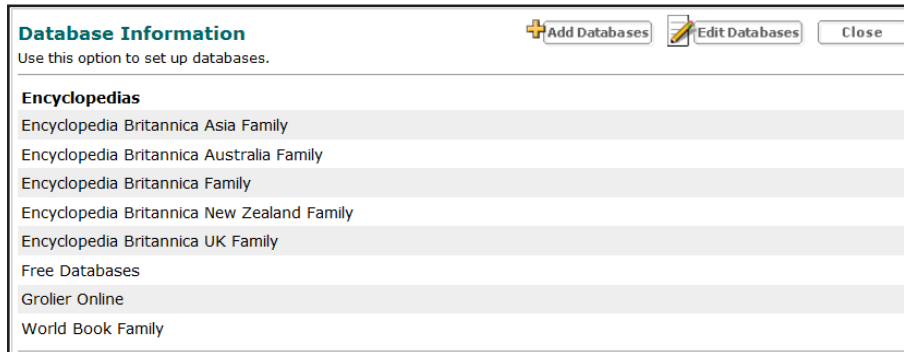
Note: If you use Destiny® Library Manager™ and have configured databases, One Search is available for your patrons once enabled.

Setting Up One Search Databases

You can connect to more than 400 databases through One Search, and new ones are added on a regular basis.

To add databases:

1. From the *Search Setup* screen, click **Update**.
2. Click **Add Databases**.

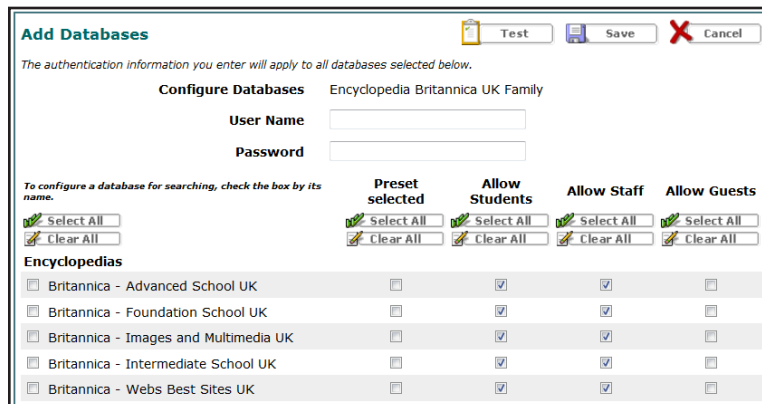


3. Click the **Add** icon next to the database(s) you want to add.

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

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

- If your selection yields a list of multiple databases, such as when you choose a subscription encyclopedia database, select the checkboxes to enable the databases you use.



- Checking the boxes under **Preset selected** tells Follett Shelf to search this database by default.
- The **Allow Students**, **Allow Staff**, and **Allow Guests** options let you decide which groups of patrons—students, staff, or guests—can search specific databases. You then need to enable the Student, Staff, and Guest access levels to give these patron groups permission to search One Search. See the *Setting Up Patron Types for One Search* section for instructions.

Note: Ensure your third-party subscription database licenses allow public access before permitting guests to search One Search. Complying with the license terms is your responsibility.

4. When you have entered the required authentication information and made all your selections in any configuration options, click **Save** to add the database.
5. Repeat the steps for the databases you wish to include in One Search. When you have finished, close the window.

Setting Up Patron Types for One Search

To set up Patron Types for One Search:

1. On the Follett Shelf *Home* page, click the **Tools** menu.
2. In the Tools drop-down list, select **Setup**.
3. Choose the **Policies** option.
4. Click the **Edit** icon next to a Patron Type.
5. From the **One Search access** drop-down list, select a level: **Off**, **Student**, **Staff**, or **Guest**.

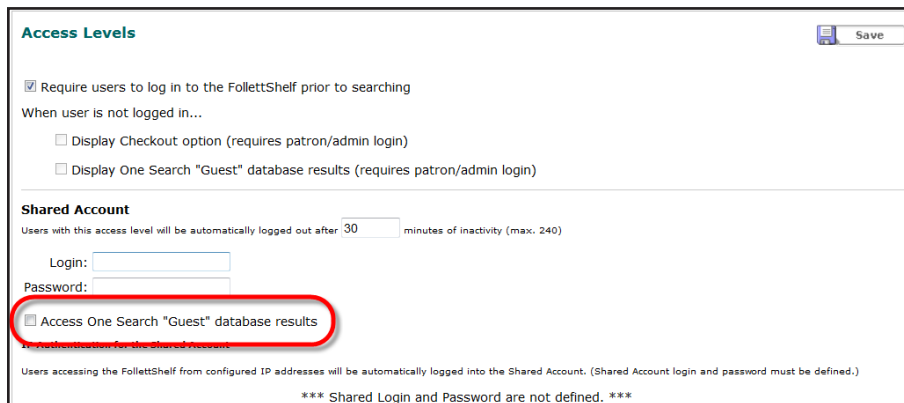
The screenshot shows a configuration window for a Patron Type. The 'One Search access' dropdown menu is open, and the 'Student' option is selected. The window contains the following fields and options:

- Patron Type:** 6th Grade Faculty
- Make this the default
- Max Checkouts:** 10
- Max Holds:** 0
- Ready Holds Expire in:** 5 day(s)
- Circulation Type:** 6th Grade Faculty
- General eBook:** 10 day(s)
- One Search access:** Student (selected)
- Buttons:** Save, Cancel

6. Click **Save**.

To set up One Search access for Guests:

1. On the Follett Shelf *Home* page, click the **Tools** menu.
2. In the Tools drop-down list, select **Setup**.
3. Choose the **Access Levels** option.
4. Under **Shared Account**, select or deselect the **Access One Search "Guest" database results** checkbox. Selecting this checkbox allows students logging in through the shared account to access One Search.



Access Levels Save

Require users to log in to the FollettShelf prior to searching

When user is not logged in...

Display Checkout option (requires patron/admin login)

Display One Search "Guest" database results (requires patron/admin login)

Shared Account

Users with this access level will be automatically logged out after minutes of inactivity (max: 240)

Login:

Password:

Access One Search "Guest" database results

For 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.)

*** Shared Login and Password are not defined. ***

5. Click **Save**.