Follett Shelf[™] Classroom Connections[™]

Setting Up One Search™

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.

Follett Shelf	Search Setup
Manage Patrons	Search Setup Hide Titles Destiny Configuration Process Marc & Reviews
Update Patrons Import Patrons	Search Setup
eTextbooks	Reading Programs
Reports	Support Accelerated Reader Searches
Policies	Support Lexile Measure Searches
Access Levels	Support Reading Counts! Searches
Maintenance	Support Reading Level and Interest Level Searches
Approve Reviews	Support Fountas & Pinnell Searches
Job Manager Site Info	Dictionary
2012 1010	Merriam-Webster's Intermediate Dictionary (Grades 6-8)
	One Search
	☑ Enable One Search
	• Database Information: Click Update to add, edit, or update One Search databases.
	IP Verified Subscriptions: If you have IP verified subscriptions, click Edit to enter the path to the FSCProxy.PL host script on your web server.
-	

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.

Database Information Use this option to set up databases.	HAdd Databases	📝 Edit Databases	Close
Encyclopedias			
Encyclopedia Britannica Asia Family			
Encyclopedia Britannica Australia Family			
Encyclopedia Britannica Family			
Encyclopedia Britannica New Zealand Family			
Encyclopedia Britannica UK Family			
Free Databases			
Grolier Online			
World Book Family			

- 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.

Add Databases									
The authentication information you enter will apply to all databases selected below.									
Configure Databases Encyclopedia Britannica UK Family									
User Name									
Password									
To configure a database for searching, check the box by its name.	Preset selected	Allow Students	Allow Staff	Allow Guests					
Select All	💋 Select All	💋 Select All	💋 Select All 🖌 Clear All	💋 Select All 🔏 Clear All					
Encyclopedias									
Britannica - Advanced School UK									
Britannica - Foundation School UK									
Britannica - Images and Multimedia UK									
Britannica - Intermediate School UK		V	V						
Britannica - Webs Best Sites UK									

- 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**.

Patron Type	6th Grade Faculty		
	Make	this the default	
Max Checkouts	10		
Max Holds	0		One Search access Student -
Ready Holds Expire in	5	day(s)	Off Student Staff Guest Lean Period
6th Grade Faculty			10 day(s)
General eBook			10 day(s)

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
${\ensuremath{\overline{\mathbb V}}}$ 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 30 minutes of inactivity (max. 240) Login: Password: Access One Search "Guest" database results Numerication for the almost means 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.