

Destiny® Library Manager

Searching Destiny Library Manager with Basic Searches

Using Basic Search

A Basic search lets you use simple search terms or phrases to find materials and set limiters to narrow your search results. To conduct a Basic search:

1. Go to **Catalog > Library Search > Basic**.
2. Enter a search term in the **Find** field.
3. Select any of the limiters to narrow your search (optional).
4. Select one of the following search buttons:
 - **Keyword:** Finds all title, author, subject, series, and note tags (fields of information) in the church's title records.
 - **Title:** Finds the term anywhere in a title.
 - **Author:** Finds authors and illustrators.
 - **Subject:** Finds titles about a particular subject, topic, person, or place.
 - **Series:** Finds titles in a particular series of books.

The screenshot displays the Destiny Library Manager interface. The top navigation bar includes 'Home', 'Dashboard', 'Catalog', 'Circulation', 'Reports', 'Back Office', and 'My Info'. The 'Catalog' tab is selected. On the left, a sidebar menu lists various search and management options, with 'Library Search' highlighted. The main content area shows the 'Library Search' page with a 'Find' field and a 'Reset All' button. Below the search field are five search buttons: 'Keyword', 'Title', 'Author', 'Subject', and 'Series'. A 'Narrow your search to...' section is visible, showing various filters such as 'Location' (George Washington High School), 'Material Type' (Equipment), 'Sublocation' (Unlimited), 'Award Winner' (Unlimited), 'Reading Level' (From to), 'Interest Level' (From Unlimited to Unlimited), 'Reading Programs' (Reading Counts), 'RC Level' (From 0.0 to 20.0), and 'Point Value' (From 0.0 to 130.0). The 'Basic' search option is selected in the top right corner of the search area.

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Viewing Search Results

Titles

Search results are organized by material types on sub-tabs on the Search Results page.

The Titles subtab lists materials in your library that match the search term.

Note: If you perform a Keyword search and your search term does not return any results, Destiny will offer a “Did you mean...” suggestion.

The screenshot shows the Destiny Library Manager interface. The top navigation bar includes Home, Dashboard, Catalog, Circulation, Reports, Back Office, and My Info. The main content area is titled "Library Search > Search Results" and shows search results for "William Shakespeare". The results are displayed in a list format with columns for material type icons, title, call number, author, series, and publication information. Callout boxes provide instructions on how to use the interface:

- Sort By:** To choose a sort order, select an option from the Sort By drop-down and click Go. Click Go again to reverse the sort order.
- Selected List:** To add all search results to a Resource List, select the list from the Selected List drop-down and then click Add Page.
- Material Type Icons:** The Material Type icons show you what type of item it is, such as book, eBook, or DVD.
- Details:** Click Details next to a search result for more information on the item.
- Show All:** Page through the search results list, or click Show All to view all of the titles.