

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.

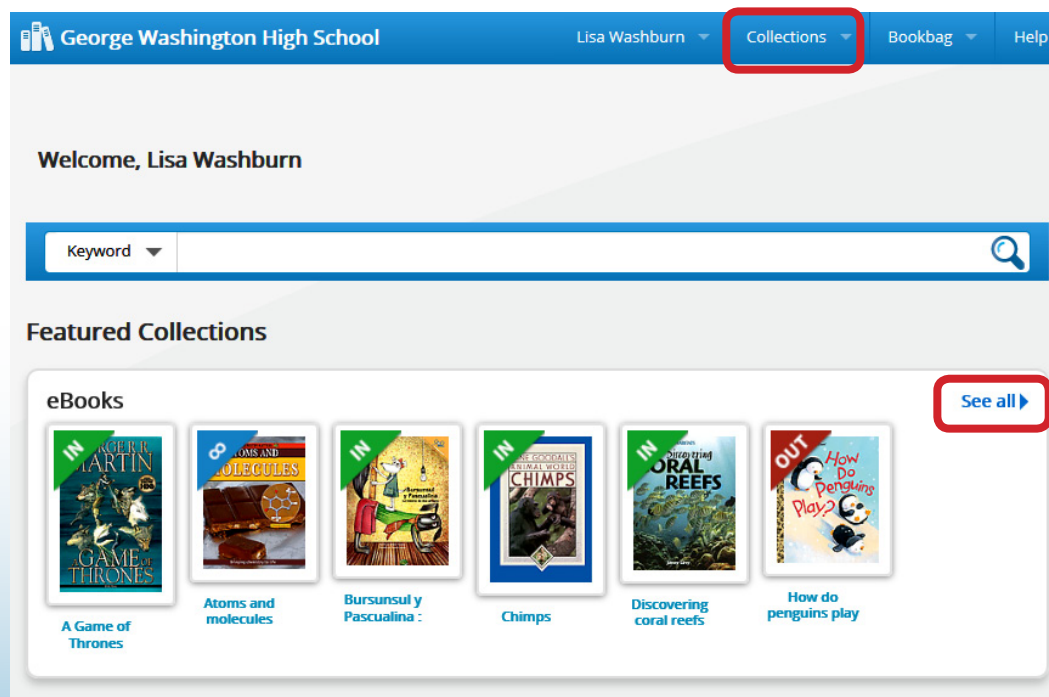
Note: If you are already in Destiny, select **Catalog** > **Universal Search**.

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's details.

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

To search for a specific resource:

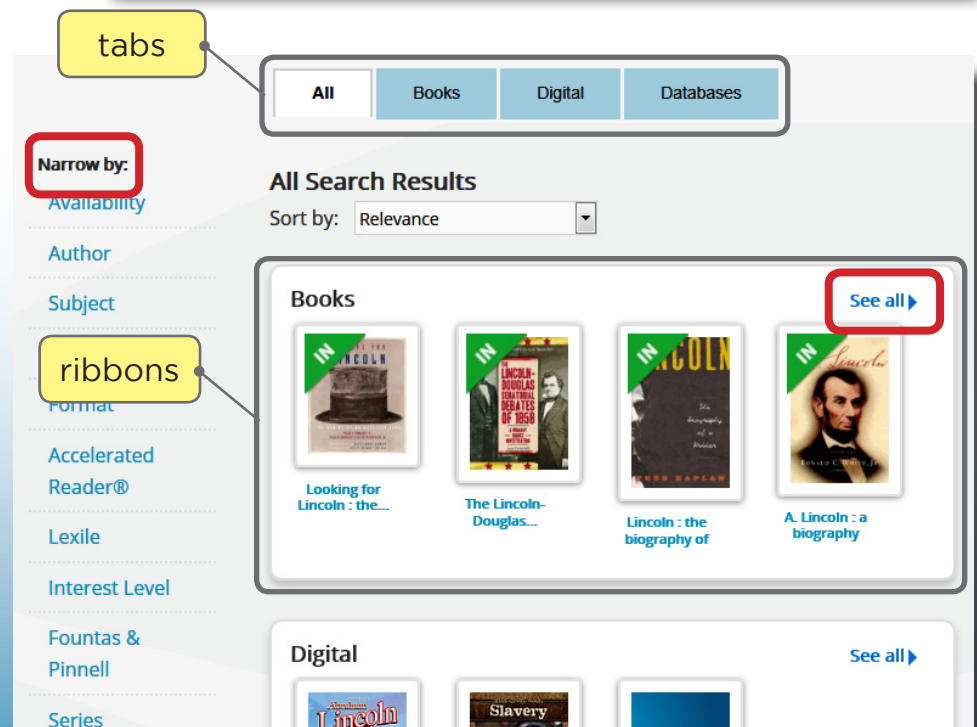
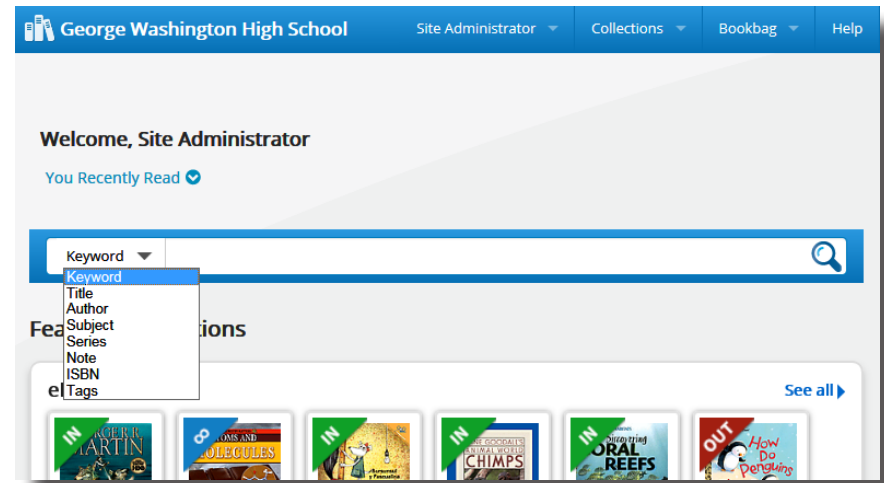
1. Use the drop-down to select the type of search you want. If you skip this step, Universal Search performs a keyword search.
2. In the **Search** field, type your search term.
3. Press **Enter** or click .

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 click the 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**.



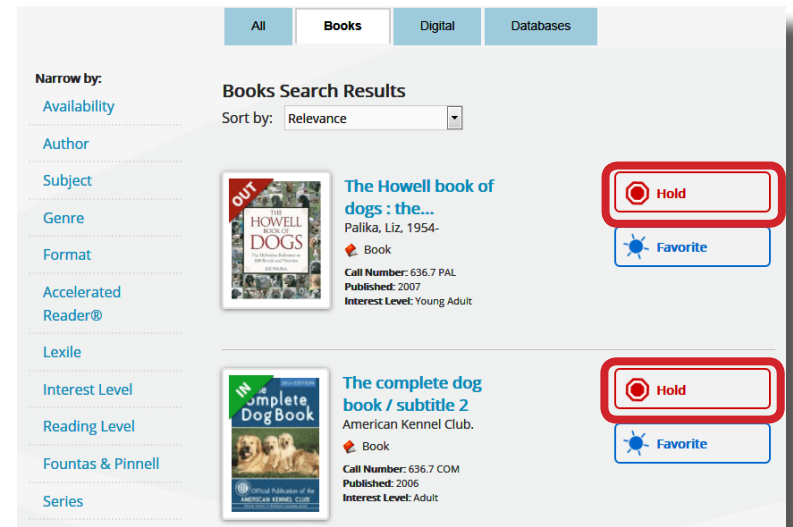
Placing a Hold in Universal Search

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.

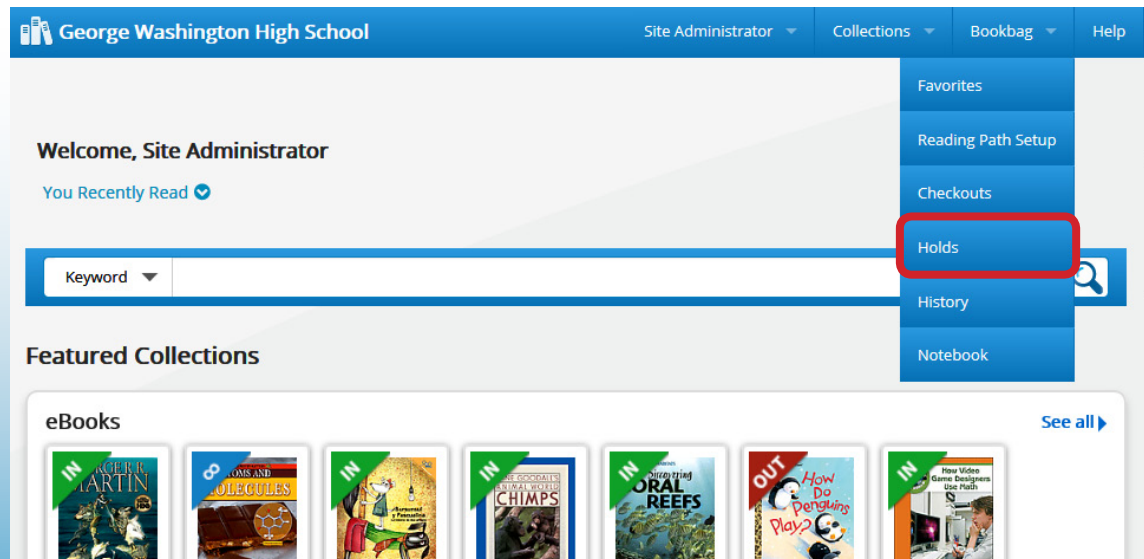
2. Next to the title you want to place on hold, click **Hold**.

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', 'Digital', and 'Databases'. Below the tabs is a 'Narrow by' section with various filters like Availability, Author, Subject, Genre, Format, Accelerated Reader®, Lexile, Interest Level, Reading Level, Fountas & Pinnell, and Series. The search results are sorted by 'Relevance'. Two book results are visible: 'The Howell book of dogs: the...' by Palika, Liz, 1954- and 'The complete dog book / subtitle 2' by American Kennel Club. Both results have a red-bordered 'Hold' button and a blue-bordered 'Favorite' button next to them.

You can see and manage your holds in your Bookbag.



The screenshot shows the 'Bookbag' interface for George Washington High School. The top navigation bar includes 'Site Administrator', 'Collections', 'Bookbag', and 'Help'. The 'Bookbag' dropdown menu is open, showing options: 'Favorites', 'Reading Path Setup', 'Checkouts', 'Holds', 'History', and 'Notebook'. The 'Holds' option is highlighted with a red border. Below the navigation bar, there is a 'Welcome, Site Administrator' message and a 'You Recently Read' section. A search bar with a 'Keyword' dropdown is present. The 'Featured Collections' section includes an 'eBooks' category with a 'See all' link and a row of book covers.