

## How to Use the Destiny System to Get Great Materials!!

**Note: You must have a username and password to request materials from outside your building. Please see your librarian for your username & password.**

Using Destiny to locate material: [destiny.rcsdk12.org](http://destiny.rcsdk12.org) connects you to all RCSD Libraries, as well as some service sites. Click on your school's link.

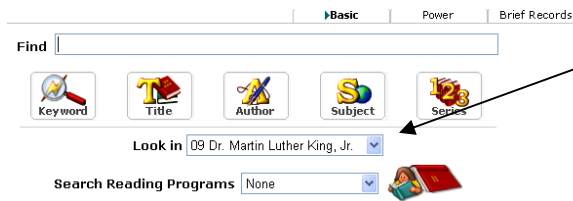
1. **Log** onto Destiny using your user name and password. (You won't need to use a username/password if you're looking for materials in your home school.)



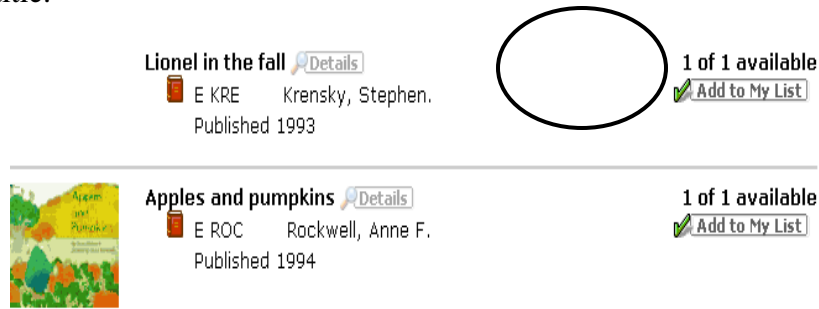
2. Click on the **Catalog** tab at the top of the Destiny screen.





3. Use your search terms to first search your own school's catalog for items you want. (Be sure your school name shows in drop-down menu next to 'Look in.')



4. As you find items of interest, Click on the “**Add to My List**” button to the right of the title.

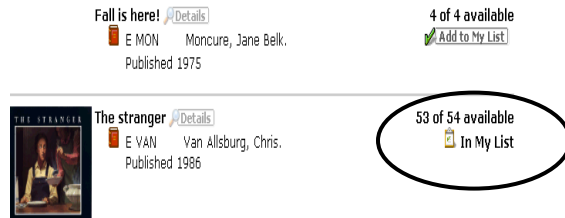


	<b>Lionel in the fall</b> <a href="#">Details</a>	1 of 1 available
E KRE	Krensky, Stephen.	<a href="#">Add to My List</a>
	Published 1993	
	<b>Apples and pumpkins</b> <a href="#">Details</a>	1 of 1 available
E ROC	Rockwell, Anne F.	<a href="#">Add to My List</a>
	Published 1994	

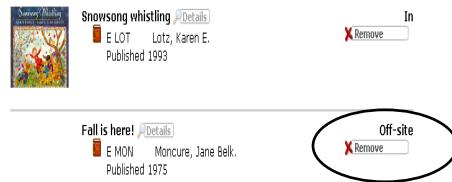
**Now you can add titles to your list from other school library collections.**

5. Once you are finished searching your own school's catalog, you may expand your search to include all RCSD libraries or only Elementary or Secondary libraries or service centers by clicking on the drop-down arrow in the **Look In** box under the search terms.

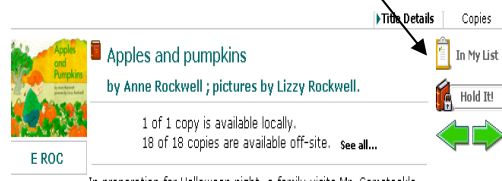
If a book is already in your list, it will indicate this to the right of the title by noting **In My List**.



6. When finished, open **View My List** from options listed on left of screen. Any title that is not in your building will have an **Off-Site** notation above the button to the right of the title.



Click on those titles that are **Off-Site** and then click the **Hold It** button on the right of the screen.



Your librarian will receive notice from Destiny that you have asked for this book from another library and s/he will need to approve the transaction. Then, if the loaning library can share the book, your request will be approved, and your librarian will receive the book from the lending library within a week and inform you of its arrival.

During certain times of the year specific material are in high demand. Requesting Thanksgiving books in November cannot be approved, as librarians would not be able to meet the demand.

When you receive your material, please note the due date notice attached to the book and adhere to this time limit.

7. **Print out** your remaining list and use it to locate your desired items in your own School Library to check out. Be sure to **clear your list** when you are finished to have a clean slate for your next visit.
  
8. If you need **multiple copies of a title**, your librarian must make the request, as users are permitted only one copy of a title at this time. S/he will e-mail other libraries to fulfill your request.

You can review your Holds/Requests & their status, check items you have signed out including dates due, by Clicking on **My Info** tab when you are logged in to Destiny.

Remember, **Destiny can be accessed from any internet-connected computer.**