

Searching Follett Destiny OPAC for eBooks and “Checking Out” eBooks through Follett Shelf

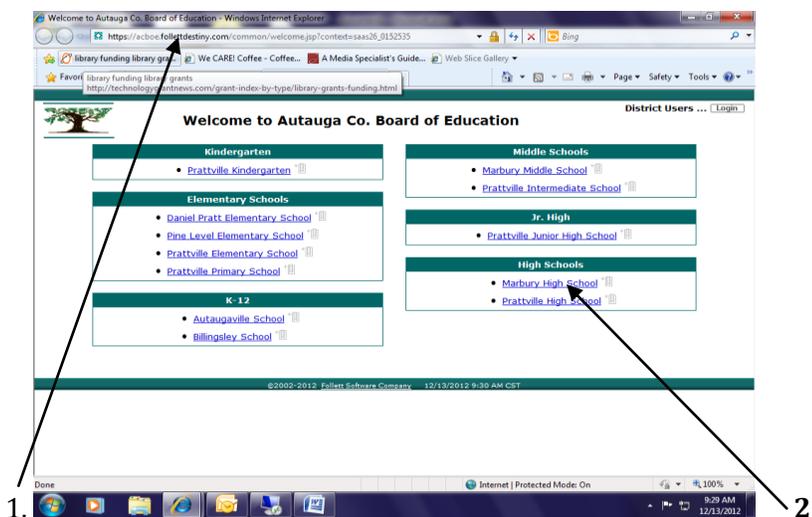


(Picture From:www.digitaltrends.com)

Follett Destiny is our media center’s Online Public Access Catalog or OPAC. Every student and teacher has a unique log-in and password to search the catalog. Teachers have more access to certain aspects to the catalog than students. Patrons can access the catalog as a guest at this moment. This is just an information sheet on how to utilize our recently purchased eBooks. At the moment, students may log-in as guests, but they will not be able to “Check Out” books or utilize the full capability of the eReader software. Students will get a username and password and an in class tutorial at the beginning of the 2013-2014 school year and will be able to use more features of the eReader software. This software can be downloaded for the iPad for free to be able to read on iPads, etc. (Follett Destiny, Follett Reader, and MackinVia...all are FREE to download)

Pulling up Follett Destiny/ Utilizing Destiny Quest as a GUEST

1. Open your Internet Browser and go to <https://acboe.follettdestiny.com> (MAKE SURE YOU DO NOT type “acboe.net” like you do for iNOW. It won’t work. Type it exactly like it is above.
2. Choose “Marbury High School” under the High Schools menu



3. Once you click on Marbury High School, the default Destiny Quest page will open up.



USING DESTINY QUEST

1. Destiny Quest will be the first screen you see. Destiny Quest is just a visually stimulating OPAC page for Follett.

- It shows the Top 10 Books that are being circulated in the library. At this time, because we were not on Follett before, it is just making the list based on what we have circulated so far since we've started using Destiny.
- Resource Lists are for class projects and are lists of "pulled" resources for a specific project.
- The "New Arrivals" are titles recently added to our catalog.

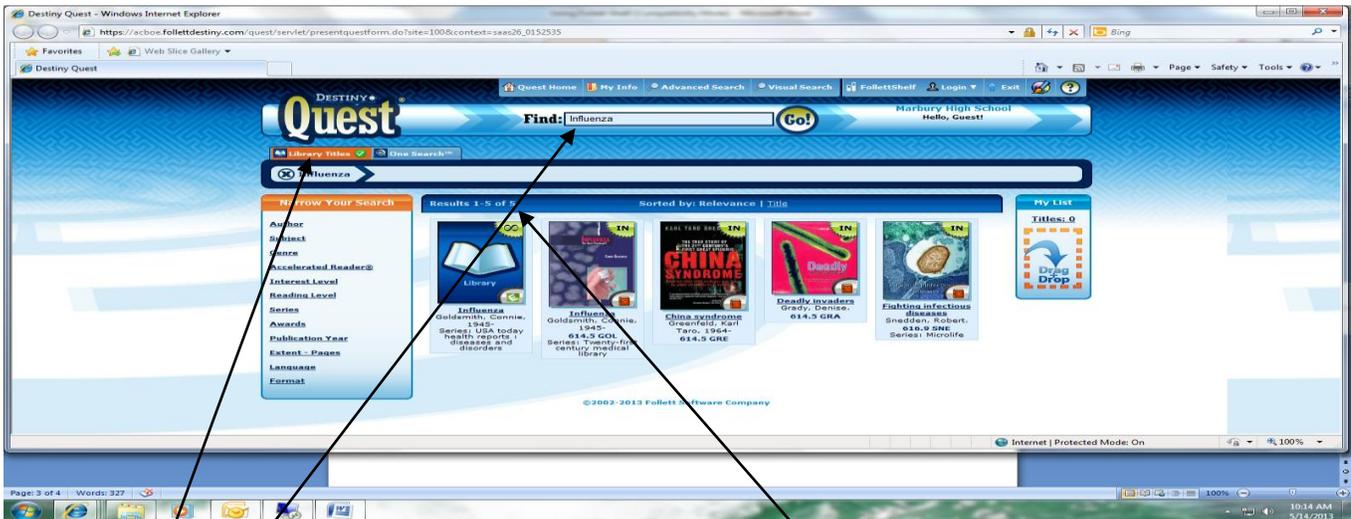


4. You can click on "Login" and login using the Username and Password given to you at the beginning of the year. If you don't have it yet, you can still browse as a defaulted guest. Just keep in mind, if you browse as a guest, you will not have as much access to extra features as you would as a patron.

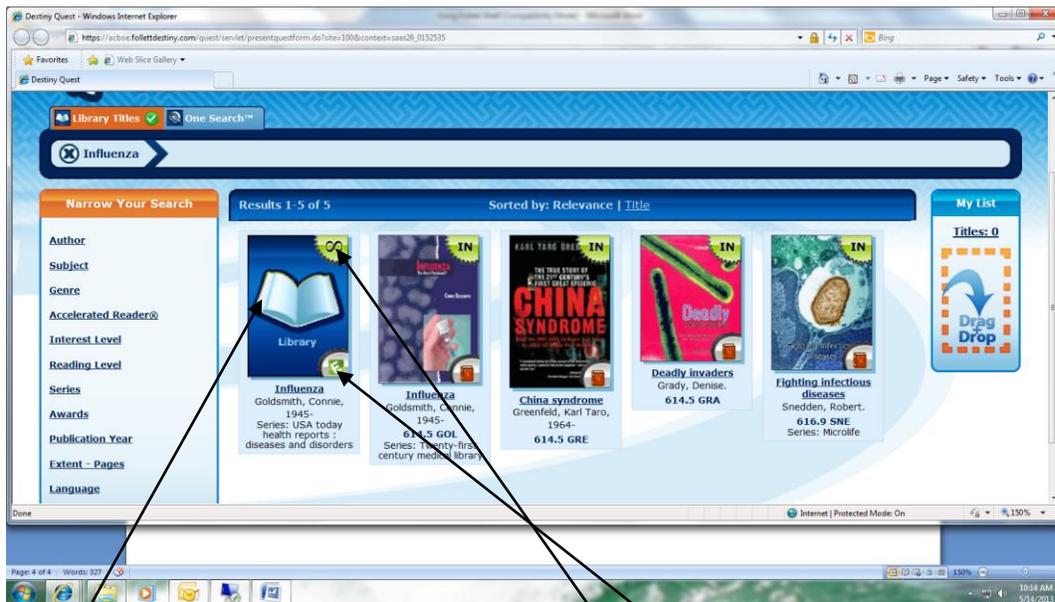
Searching/ Using Follett Shelf (eBooks)



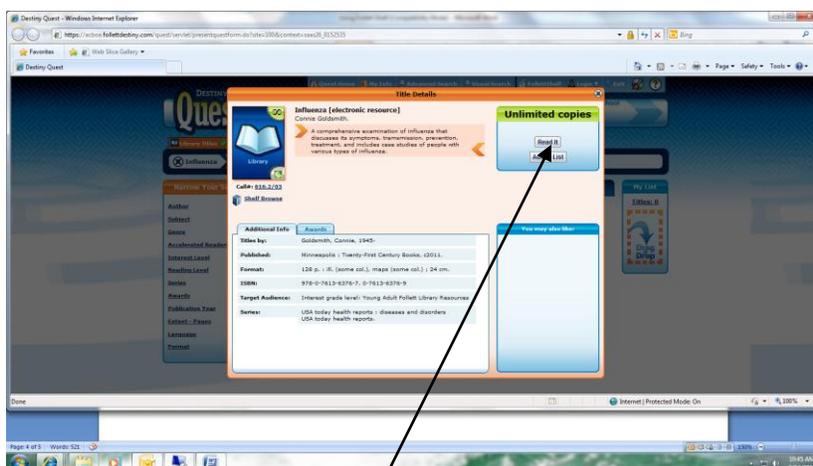
1. When Destiny Quest opens up, there is a new tab at the top called “FollettShelf” which will take you to our Follett eBooks.



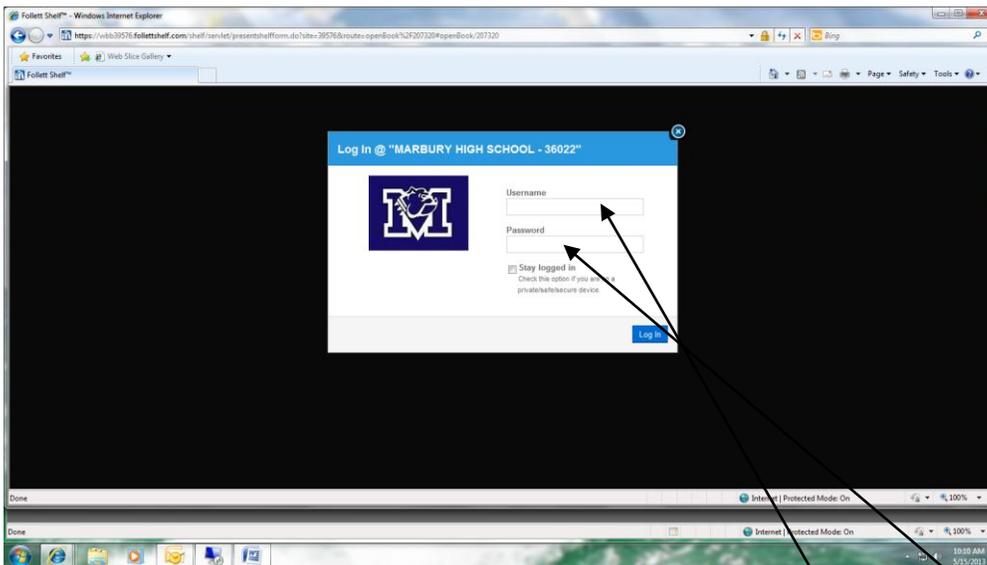
2. If you are doing a search regular search, eBooks are brought up with different icons to help you know that particular book is an eBook. For Example, I typed in “Influenza” in my basic search and under the “Library Titles” tab, I produced 5 results in Marbury High School’s catalog.



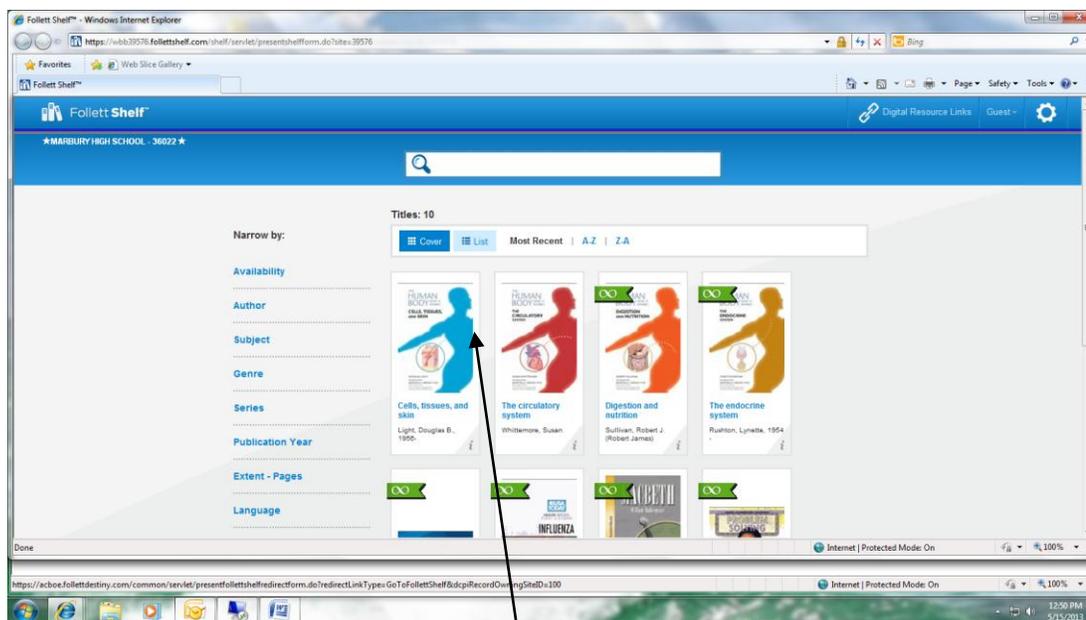
3. The book farthest to the left has different icons on it that tell the user more that the book is an eBook.
 - a. The top right has a green icon with a sideways 8 (known as an “infinity” sign). This means that the book has unlimited check outs and more than one person can check this book out and read it. (Mostly non-fiction titles)
 - b. The bottom right icon as an “E” or an “e” in it, which means it is an eBook.
 - i. An “E” means it is to be read through Follett Shelf’s eReader
 - ii. A lowercase “e” means that is from the vendor called “Mackin” and can be accessed through the Mackin eReader called “MackinVia”



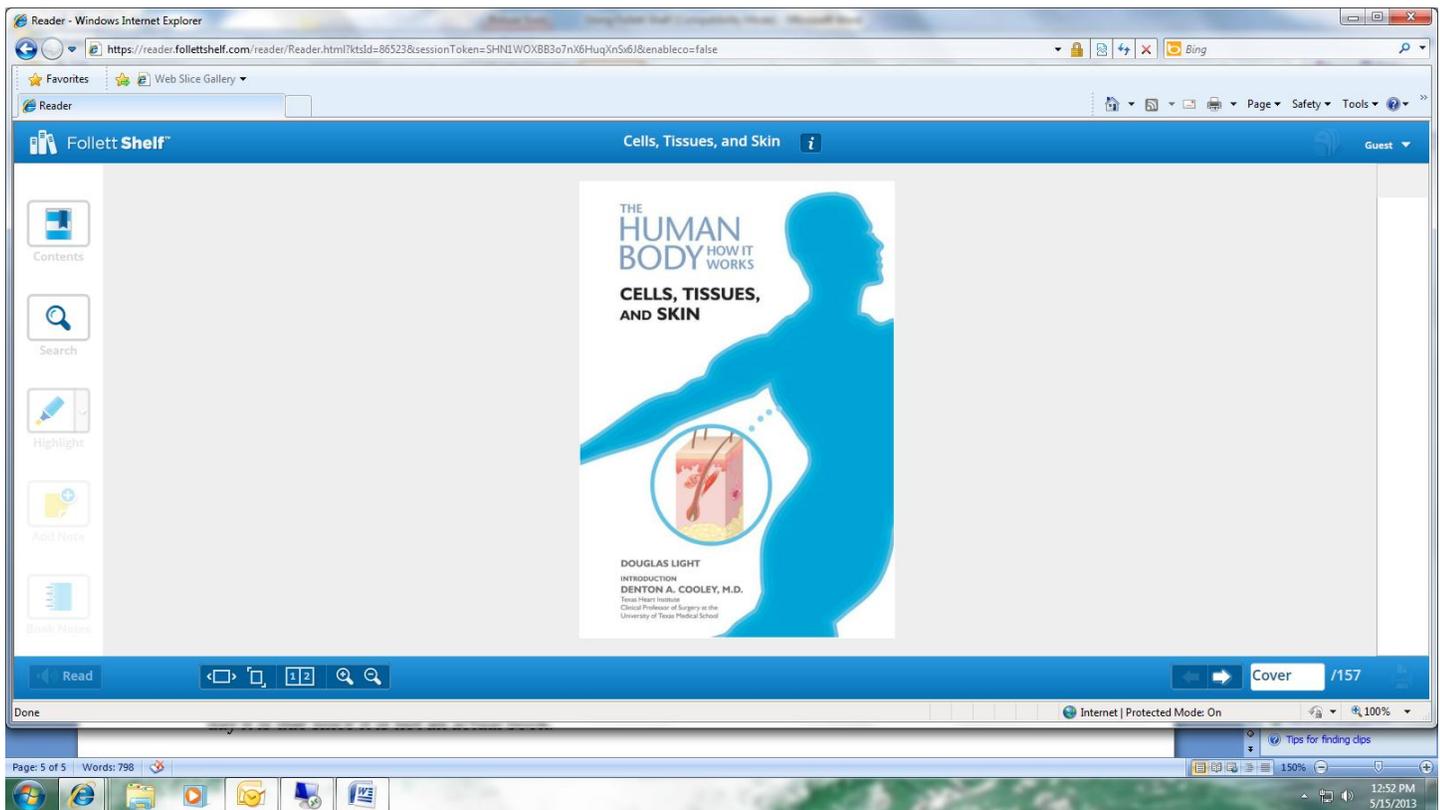
4. When you click on the title, this screen pops up. It gives a quick synopsis of the book, additional information, and Awards. On the right shows that it is an unlimited copies book, and you can add it to temporary list, or read it.



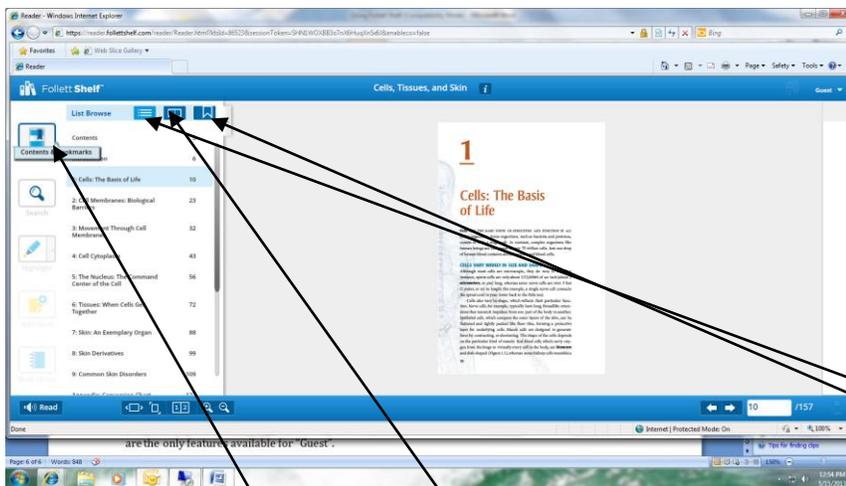
- When you click on “Read It”, Destiny Follett will take you to Follett Shelf where this screen will appear if you are searching as a guest. The username is mhs.guest and the password is guest. You will not have access to all the features of the reader as a guest. However, you will be able to read the book. If you are signed in under your given username and password as a patron, you WILL have access to the features such as highlighting and note-taking. You will also be able to “Check Out” the book.



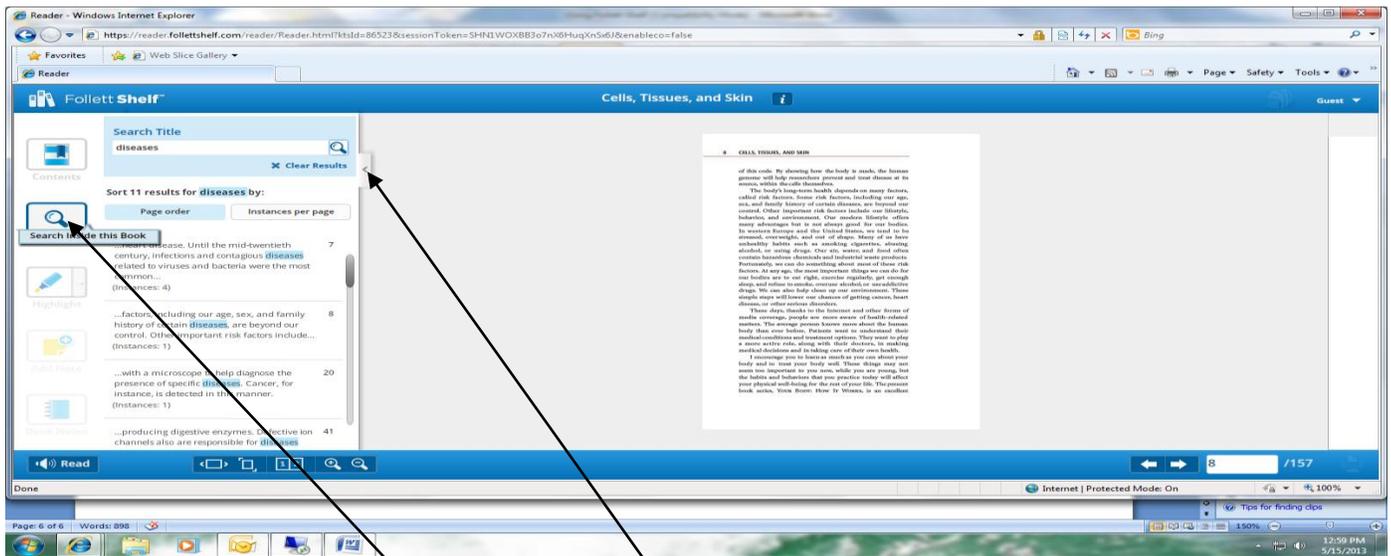
- When you log-in as a guest, you will get to see all of the eBooks that we have to offer through Follett Shelf. Again, the infinity sign (sideways 8) means that the book has unlimited access which means that more than one person can check it out at a time. The ones without the infinity sign means that it is a single user and therefore will appear as “Checked Out” in the catalog. Follett Shelf will automatically return it on the day it is due since it is not an actual book.



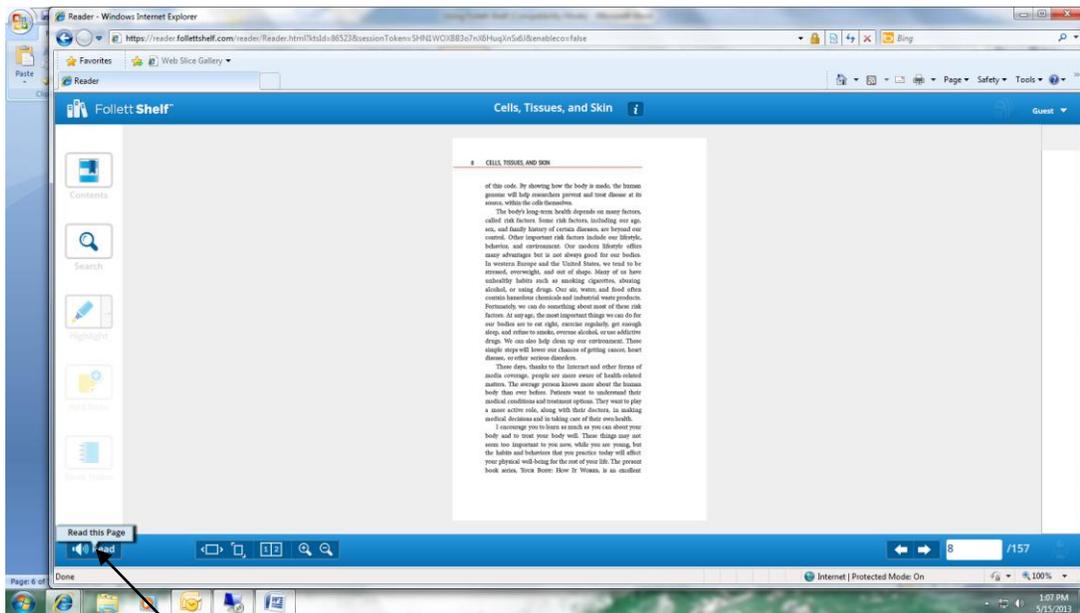
7. When you choose a title and click “Open” you will be able to read the book with the Follett Reader program. Right now, I am logged in as a guest. As you can see, the “Search” and “Contents” icons to the left are the only features available for “Guest”.



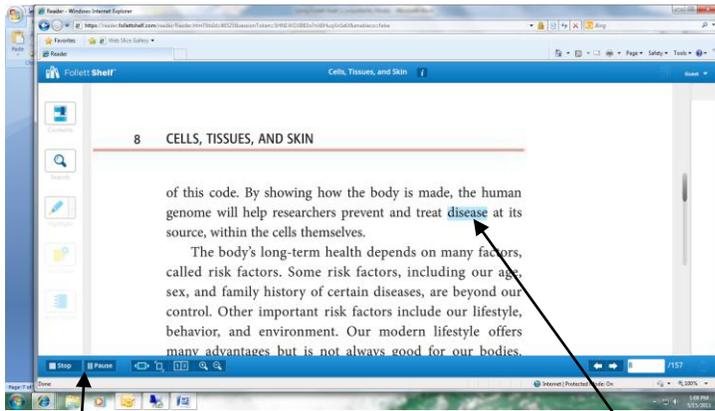
8. The “Contents” shows the table of contents. The List Browse is setup much like that of a Table of Contents within a book. The Page Browse allows the user to pick a specific page. And the Bookmark saves your spot on a page you find important (For Patrons only).



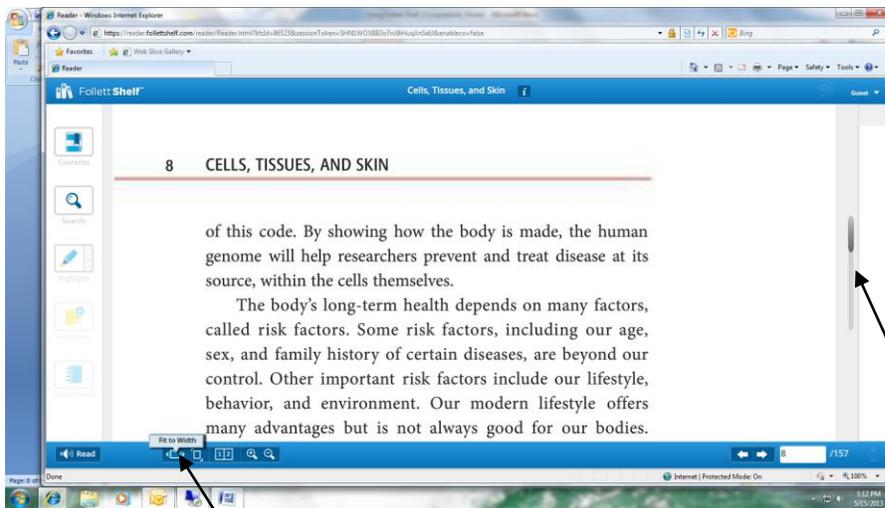
9. The “Search Inside this Book” icon on the left allows the reader to search the title for specific words or phrases. It shows the readers on what specific page that word or phrase is used and how many instances per page that word is used.
10. Readers can hide the menu simply by clicking the “<” tab on the right of the menu and it will hide it.



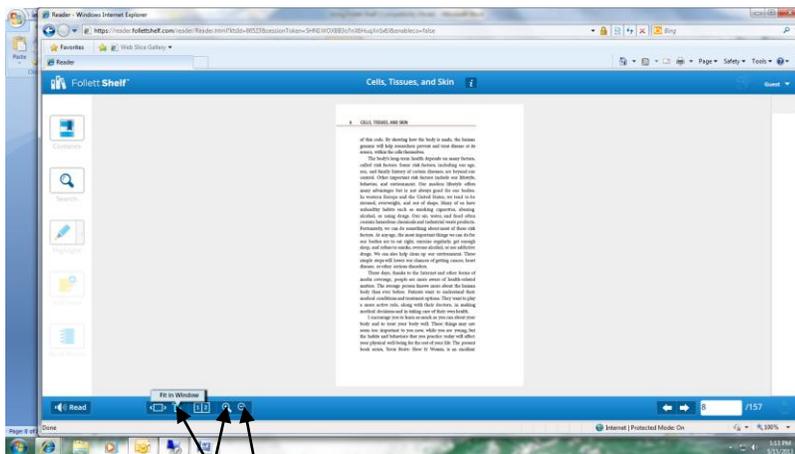
11. Struggling readers may have the book “Read to them” simply by clicking on the “Read the page” option. Note, you need to make sure your computer speakers are on, or plugged in and turned up to your preferred volume. .



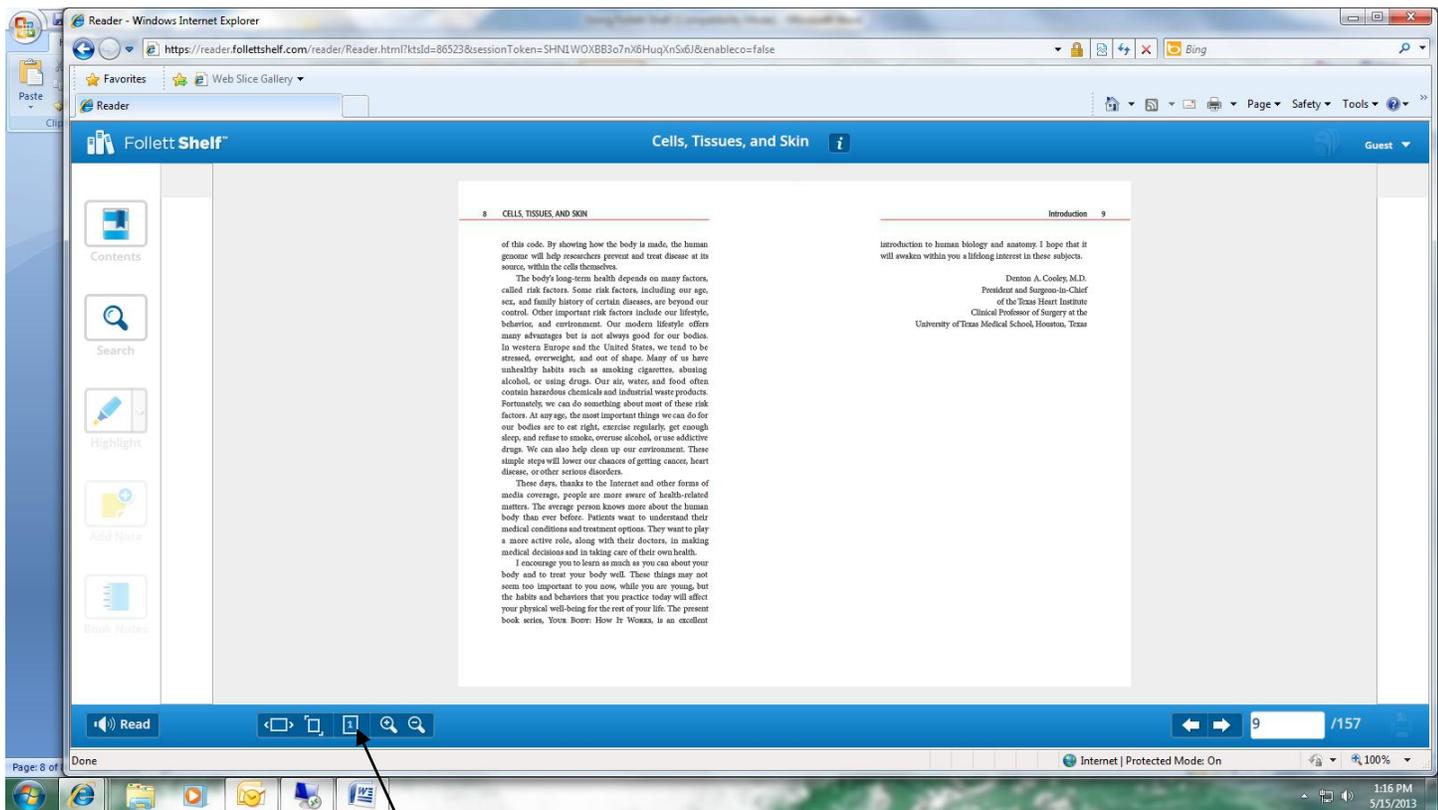
The reader will highlight words as it is being read. The user can also pause or stop the reading if he or she wishes.



12. The "Fit to Width" icon brings the pages to fit the entire screen. The scroll bar to the right allows the user to scroll up and down the page.



13. The "Fit in Window" icon allows the user to see the entire page in the window without having to scroll. The + and - in magnifying glasses icons allow the user to see the page closer or farther away.

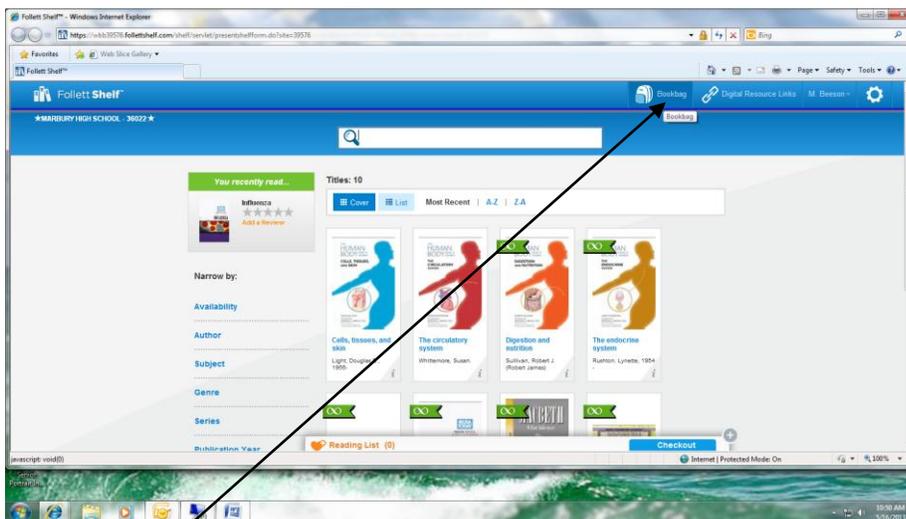


14. The “Page 1 Page or 2 Page View” allows you to see two pages at a time or just one.

**It is important to note, that as a Guest, the user cannot check out the book, and therefore only can read it in 15 minute increments.

Patron Features

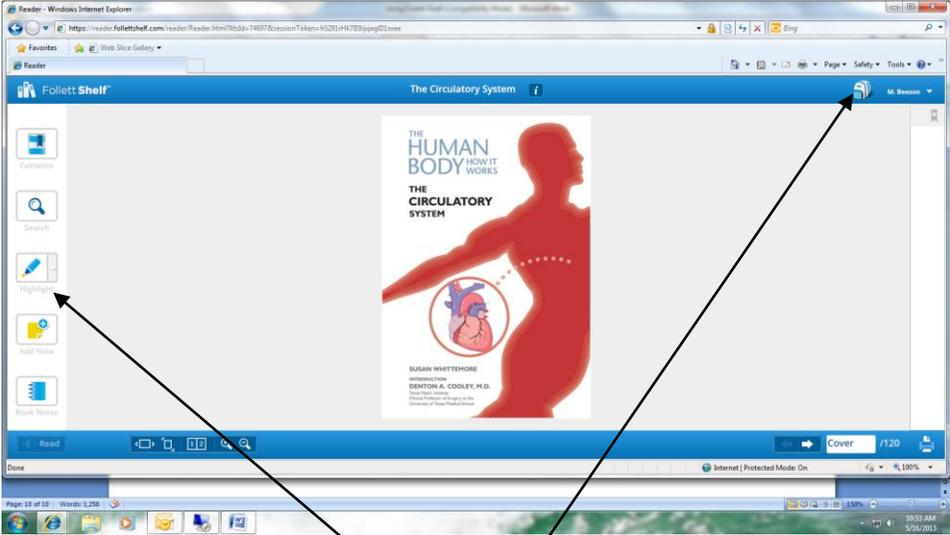
1. Patrons have a few more features added onto the guest features. When a patron logs in, Follett Shelf automatically logs them in as well.



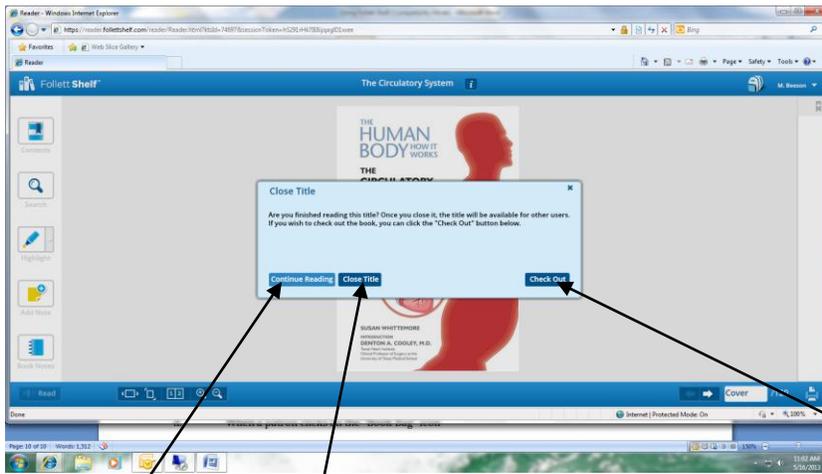
- a. The “BookBag” feature is available to patrons. You can choose titles and check them out and put them in a virtual “BookBag” where it stores the books for you, or create a resource list that saves titles you are interested in use.



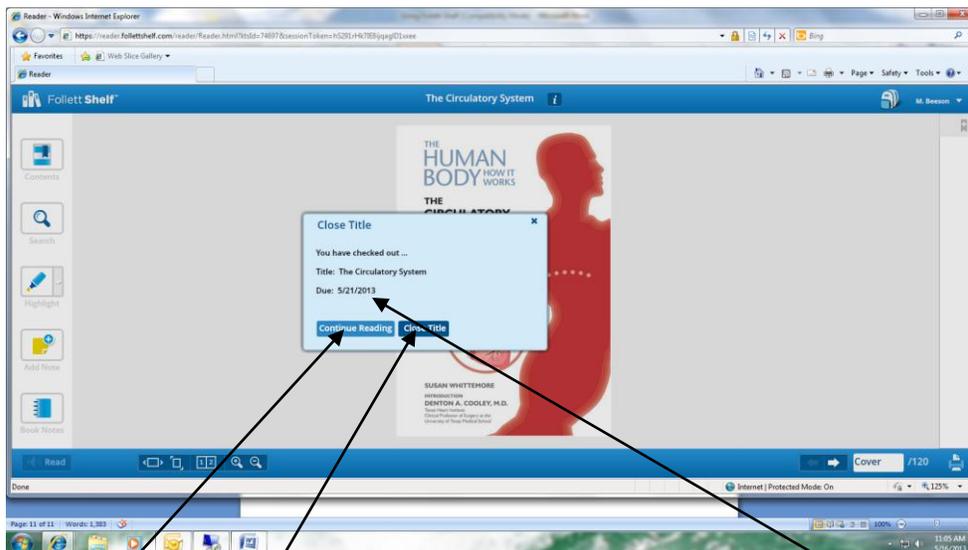
b. When a patron hovers his or her mouse over the book, he or she will see a screen that pops up and links that allow the patron to read more information about the book, or “Open” the book in Follett Shelf.



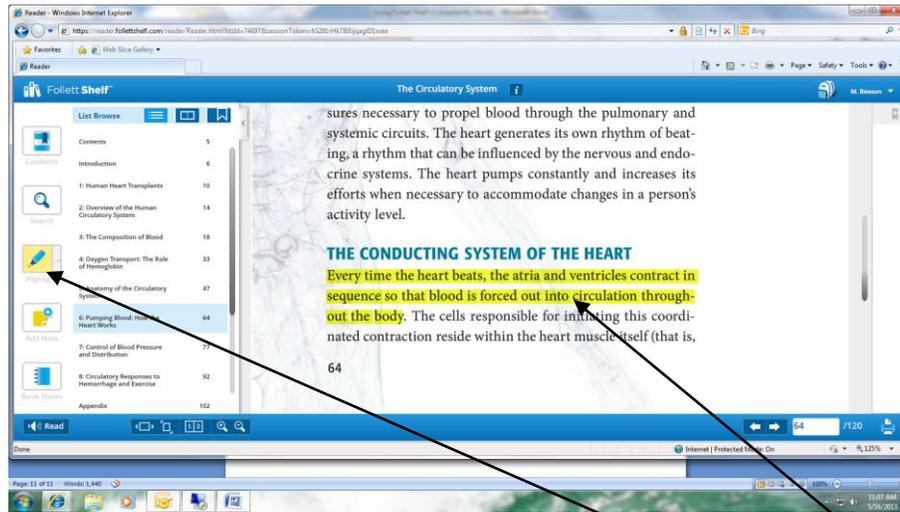
c. When a patron or teacher clicks “Open” the book is automatically opened in Follett Reader. As you notice, more features are available to use on the left side menu. You will also notice the Book bag at the top right of the screen.



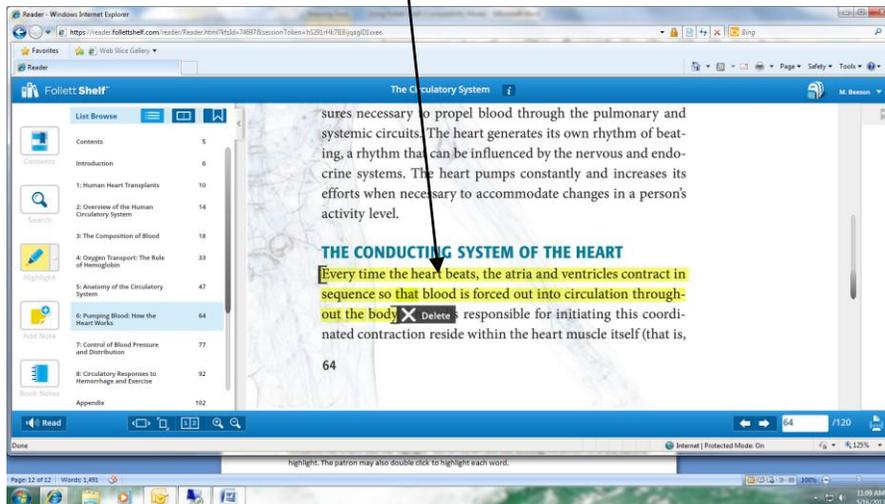
- d. When a patron clicks on the Book bag icon, a question pops up asking if the patron would like to continue reading, close the title (which would make it available to other users) or check out. The book will only be available to read for 15 minutes before it automatically closes, even for a patron. Therefore, a student should probably go ahead and click the button that says "Check Out" if he or she is interested in using the book.

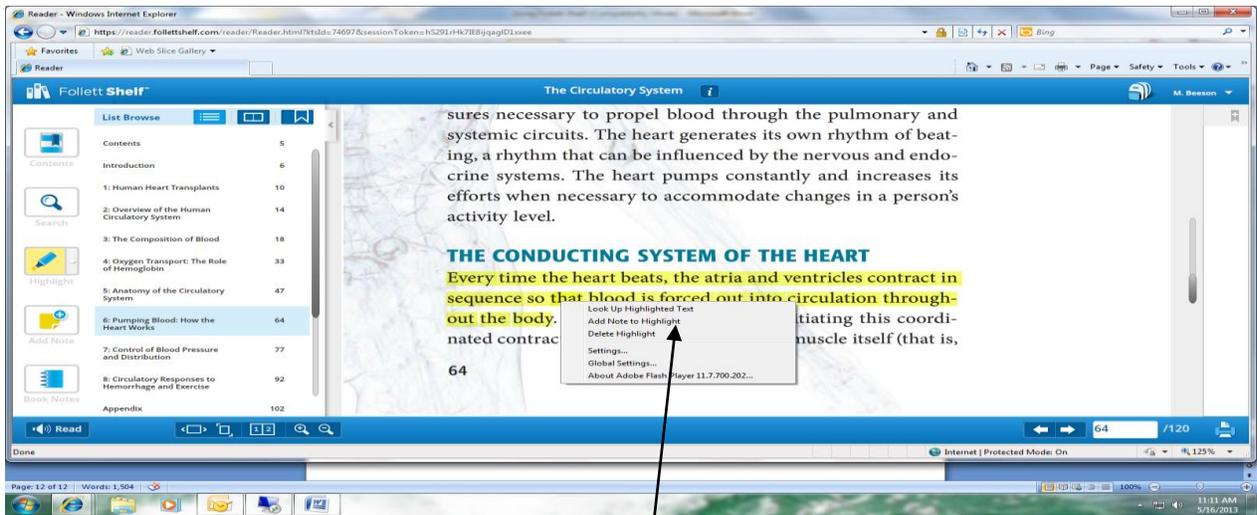


- e. The book will be checked out and the patron will be given a due date. It is important to note that the book automatically checks itself back in on this due date. The patron then has the option to continue reading, or to close the title, where it will be saved in the patron's book bag.

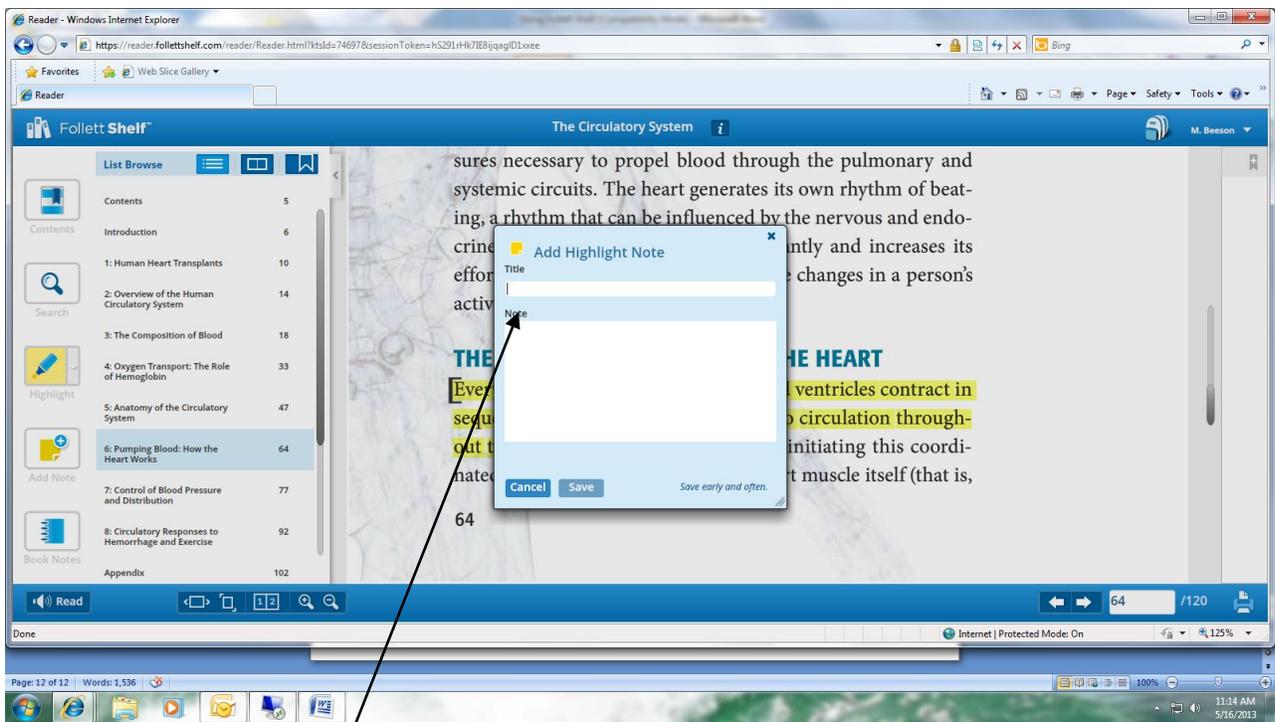


- f. The highlight feature allows the patron to virtually “Highlight” important information in the text. All the patron has to do is click the “Highlight” icon on the left and click and drag the portion he or she wants to highlight. The patron may also double click to highlight each word. They can double click the highlighted portion again to delete the highlight. Also, if a patron clicks on the down arrow next to the highlighter icon on the menu at the left, he or she can change the highlighter colors.

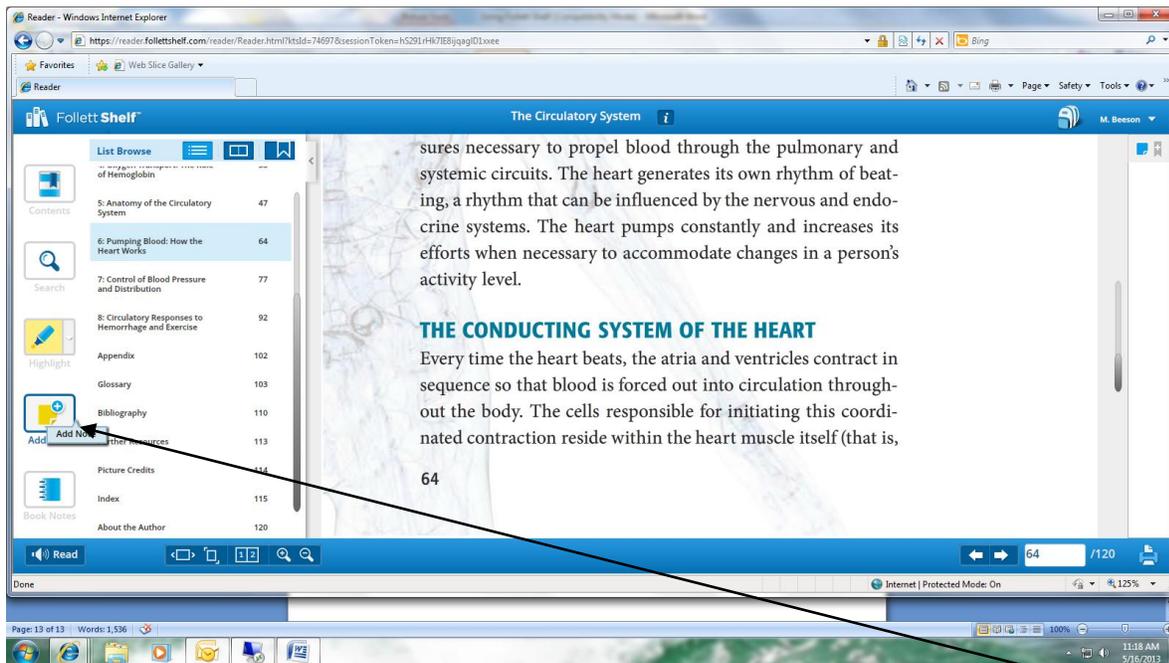




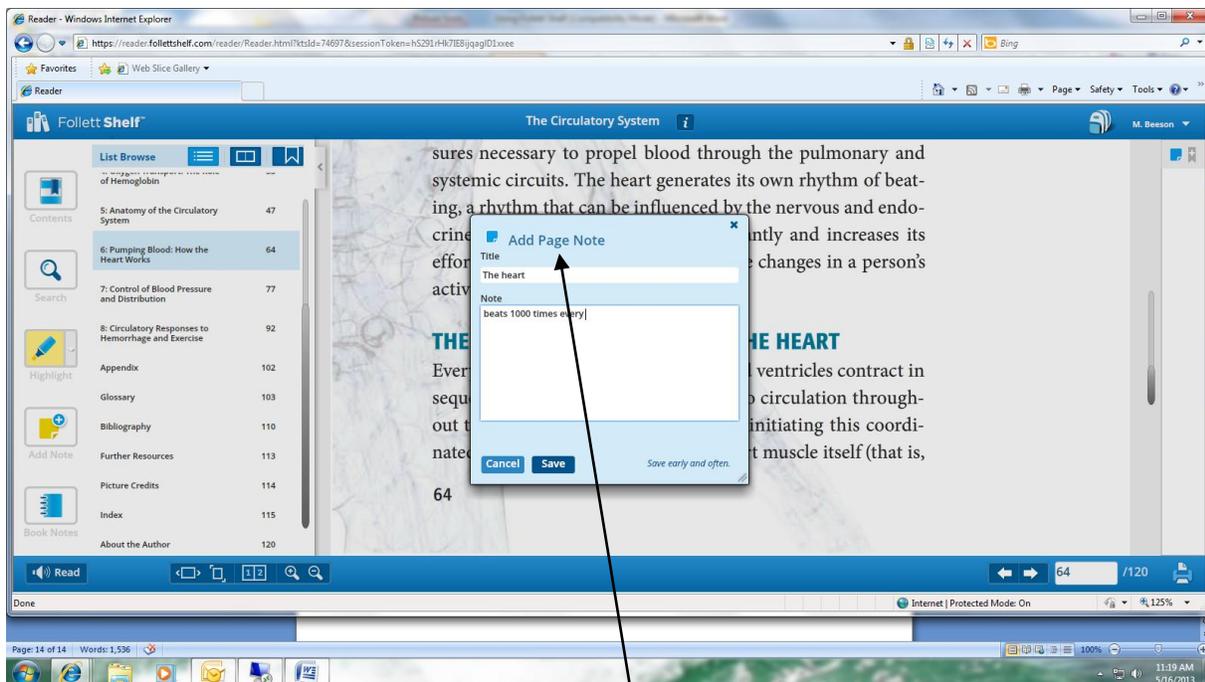
- g. If a patron right clicks on the highlighted portion, Follett Reader allows the patron to add extra notes to the highlighted text, or to look up more information on meaning of words.



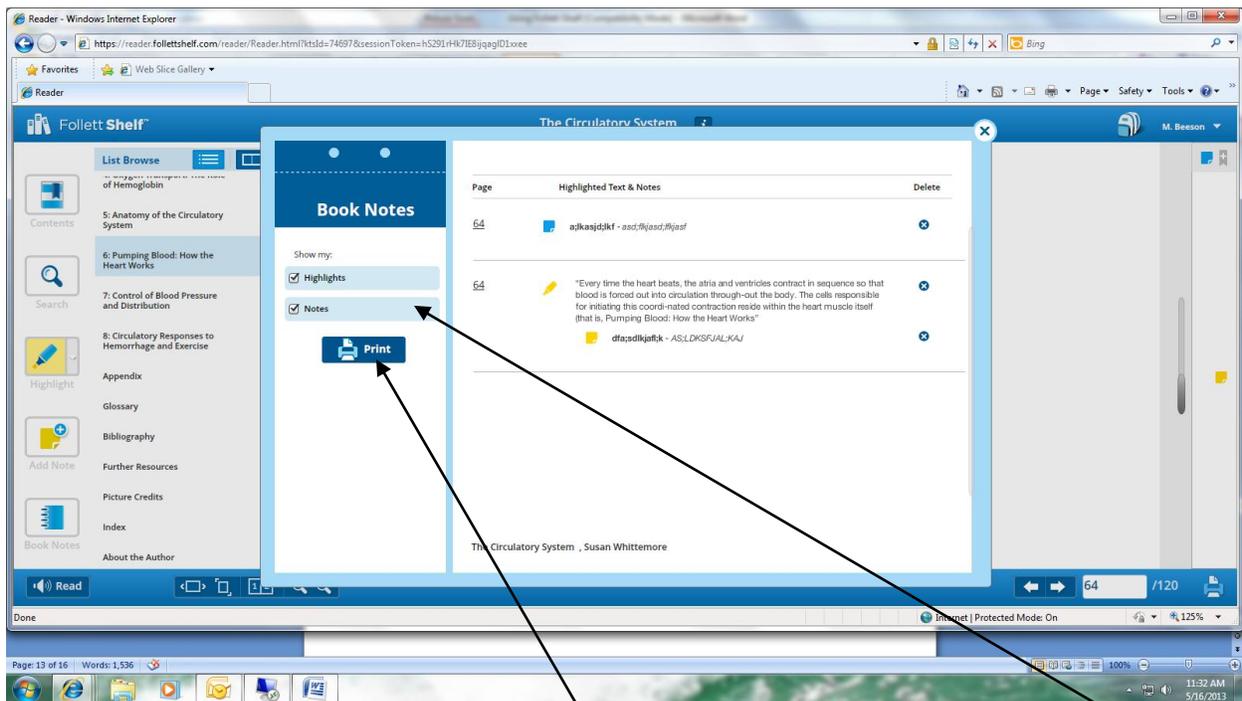
- h. When the patron right clicks and chooses to "Add Notes to Highlight" a form pops up to allow the patron to name the note in the "Title" spot and add extra notes to the highlighted items. These can be research notes, etc. It is important to save the note, as it will not automatically save. Cancelling cancels the note, but not the highlighting.



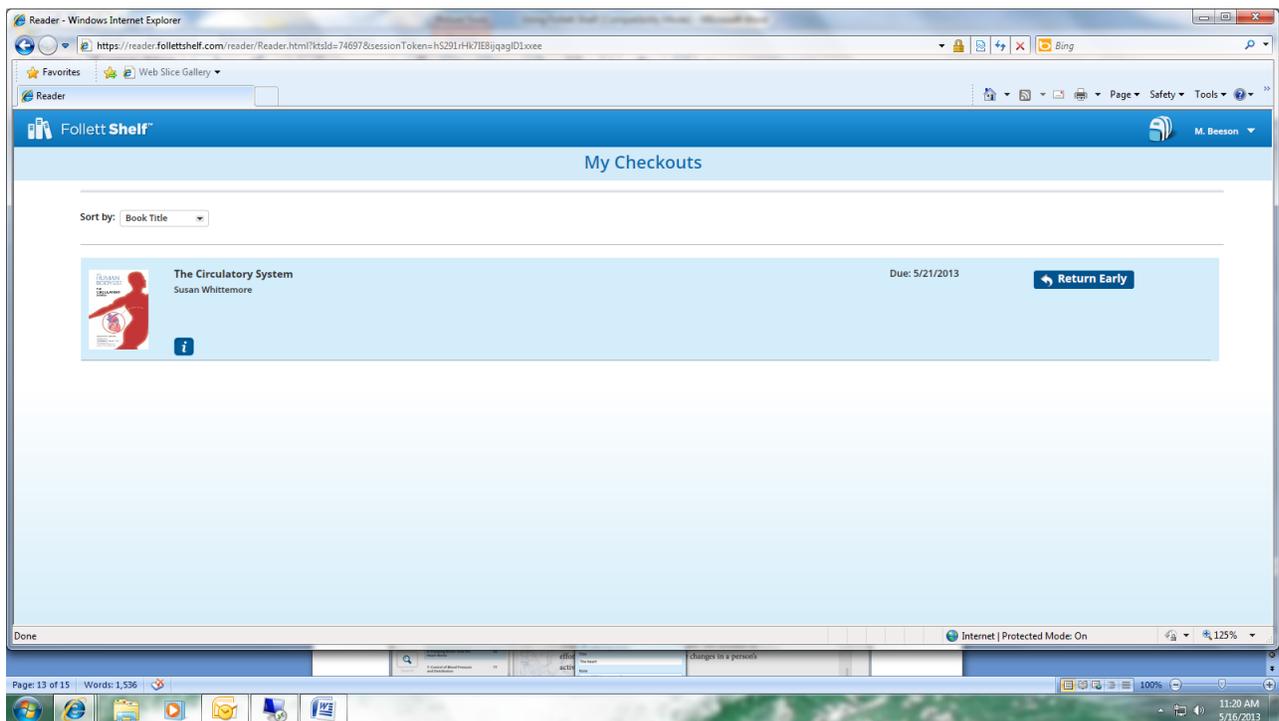
- i. A patron can also add notes without highlighting. He or she just clicks on the “Add Note” icon on the left menu.



- j. The same form pops up as the highlighted form, but here a patron can add notes for the entire page. It is important to save often as well.

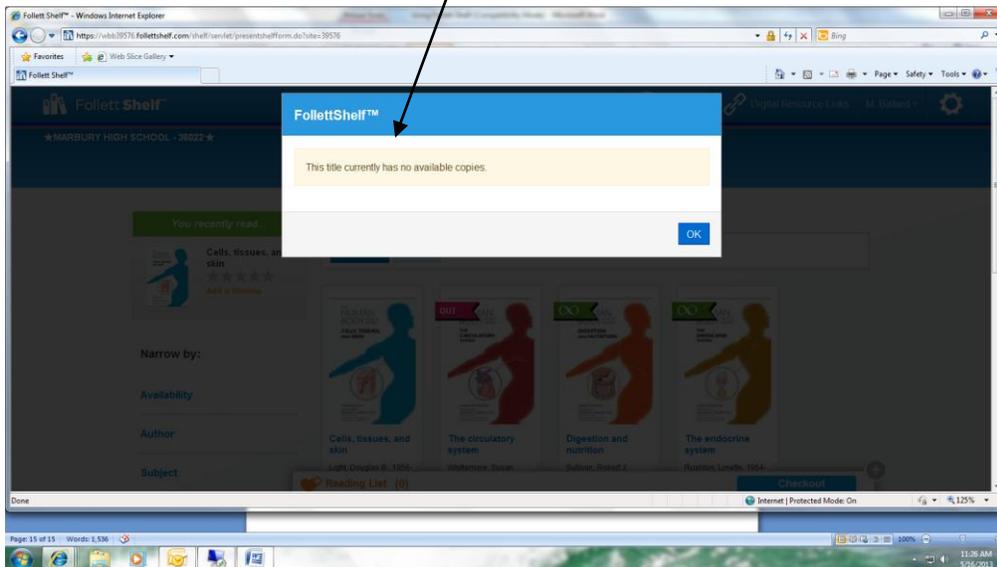
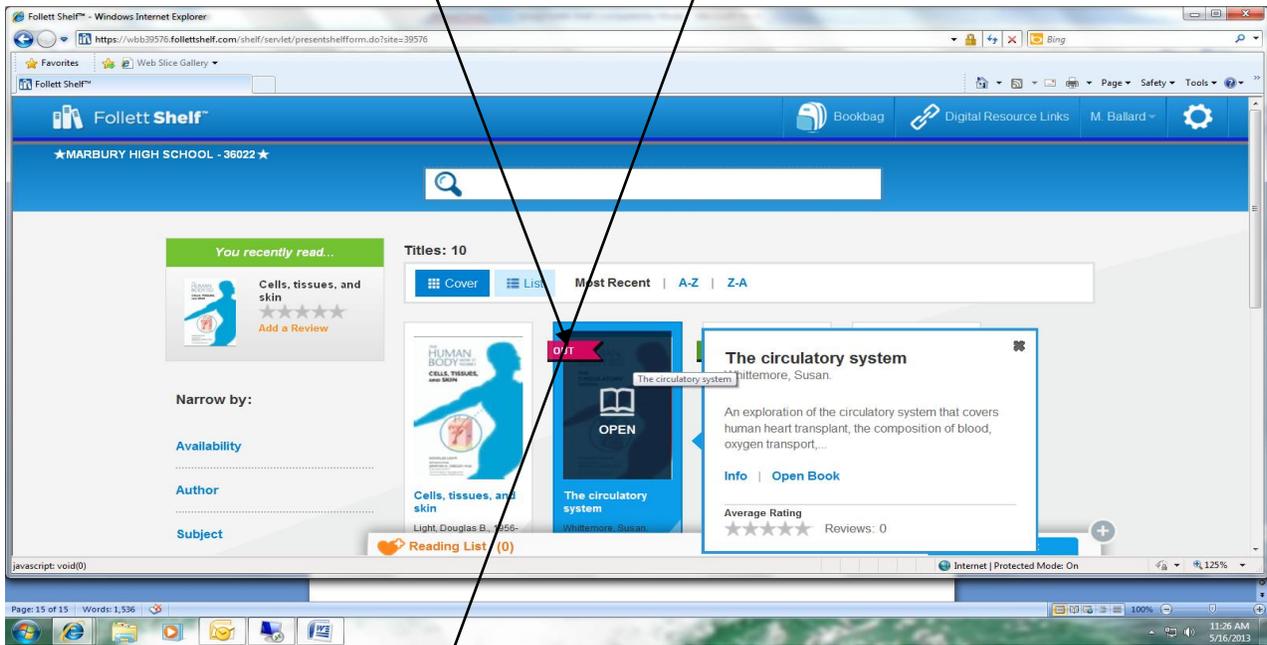


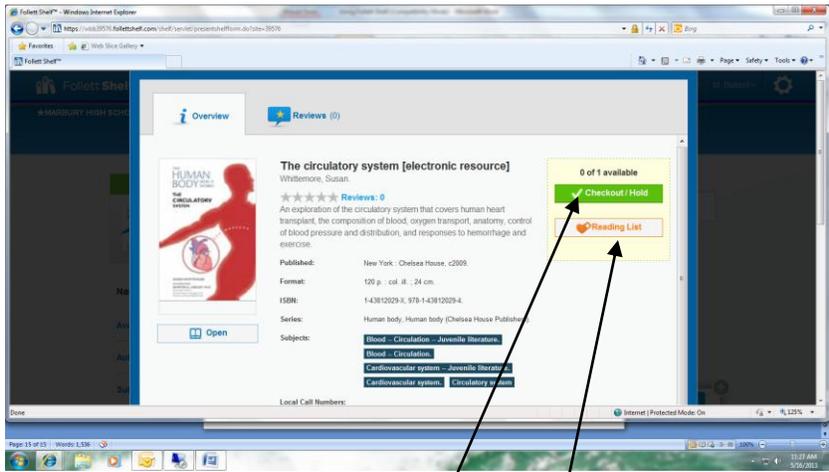
- k. When a patron clicks on the “Book Notes” icon on the left, a menu brings up all the notes the patron has taken. Patrons can even choose for it to just show the highlights, or the notes, or both. He or she may also print the notes for future reference.



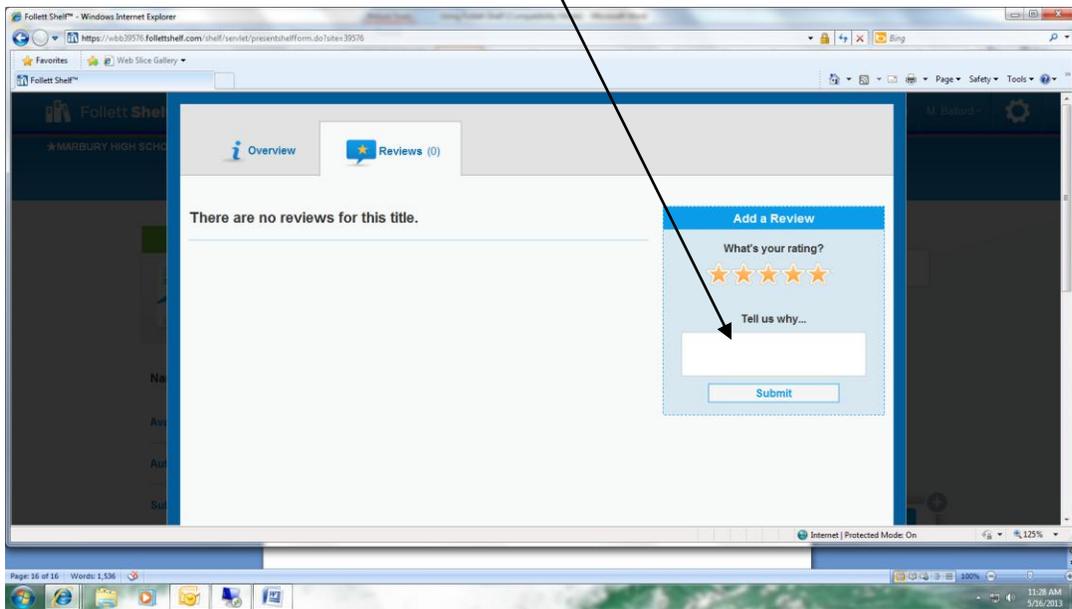
- l. When a patron closes the title and clicks on his/her book bag, a “My Checkouts” screen will appear showing all the eBooks currently checked out on FollettShelf. It will have an icon that allows the patron to return the book early.

2. When a patron logs in and searches Follett Shelf, some titles are not Unlimited/Simultaneous use items. I logged in as another patron to show what the screen would look like with the title that I checked out. As you notice, Follett Shelf shows that The Circulatory System book has been checked out. The patron can read more information about the book, but when he/she clicks on "Open Book" a screen appears telling the patron that the title is not available to read.





- a. The patron can click on “CheckOut/Hold” and Follett Shelf will notify him/her when it becomes available. He or she can also review the title to let other users know the effectiveness of the book, etc. **All reviews will be read by the librarian before being posted.



3. A patron can download Follett Shelf for offline reading. However none of the features will be available. The book will just look like a regular digital book.

