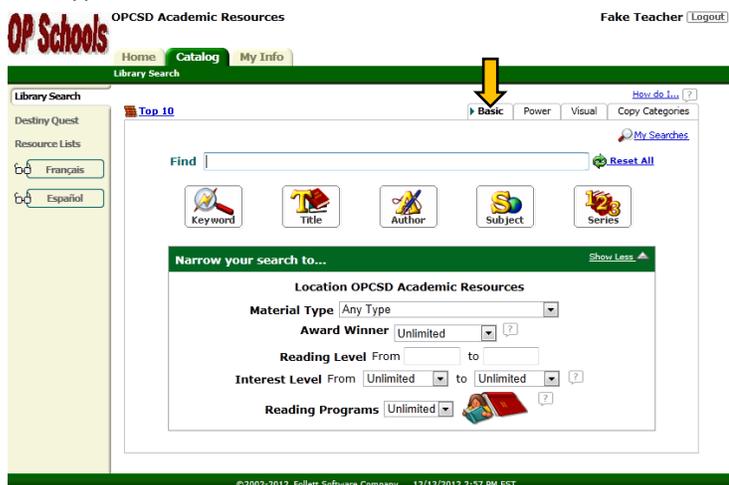


## OPCSD Academic Resources Reservation Guide

1. Type in the web address one of the following websites:
  - **OPCSD Academic Resources Catalog:**  
<http://www.opdestiny.opschools.org/common/welcome.jsp?site=302>  
*\* If you want to create a bookmark/favorite for this catalog webpage, you must use the exact addresses listed above. If you bookmark the page once it loads, the address has changed and the catalog will not load properly when you use the bookmark.\**
  - **District page for Destiny with links to all 8 Destiny catalogs** including the OPCSD Academic Resources Catalog: <http://www.opdestiny.opschools.org/> and click on “OPCSD Academic Resources” in the right bottom box.
2. Once you are on the **OPCSD Academic Resources Catalog**, click on the **Login** button in the upper right corner.
3. Enter your User Name and password.
  - Your **User Name** is the same as your e-mail address without the “@opschools.org”. Typically this is the first letter of your first name with your last name.
  - Your **Password** is the same as the password you use to log in on a PC or the Active Directory password you would use to access blocked websites (ex. YouTube).
4. Click on the “Catalog” tab above the **green bar**:



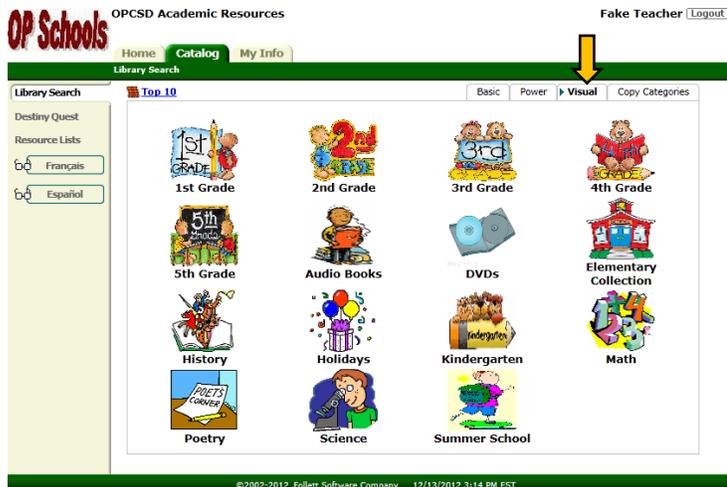
5. You can type in an item to search in the Basic tab:



- ❖ A **Keyword** search will look for any information for the item that contains one of the words you’ve typed in.
- ❖ A **Title** search will look for items that have one of the words you’ve typed in within the title records.
- ❖ An **Author** search will look for items that have one of the words you’ve typed in within the author records.
- ❖ A **Subject** search will look for items that are related to the subject you’ve typed in if subject information is available (not all items have subject information).
- ❖ A **Series** search will look for items that have one of the words you’ve typed in within the series information.

OR

6. You can use the Visual tab to locate items from a list:



- ❖ The **Elementary Collection** is a quick and easy way to search the entire Elementary Catalog.
- ❖ Within each category, there are sub categories, so feel free to browse through them by grade, subject, etc.

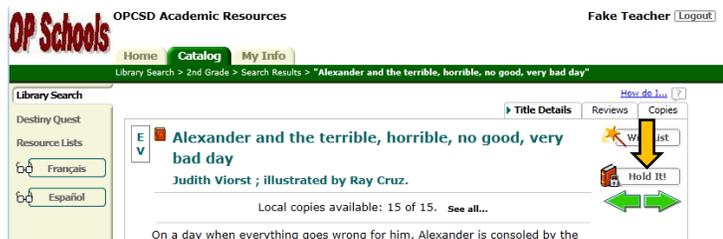


- ❖ Each grade has a book list with titles that were either requested for that grade, are in the reading level for that grade, or had Lexile measures appropriate for that grade.
- ❖ Each grade has a DVD list with titles that are appropriate for that grade.
- ❖ The Elementary Catalog, Holiday Collection (Books & DVDs), Magic School Bus, and Math Collection can all be found in most grade categories for ease of searching, but those sub categories are not just for that specific grade.

7. Once you have found the item you want, click on the Title:



8. You are on the Title Details Tab for the item, click on the  Button:

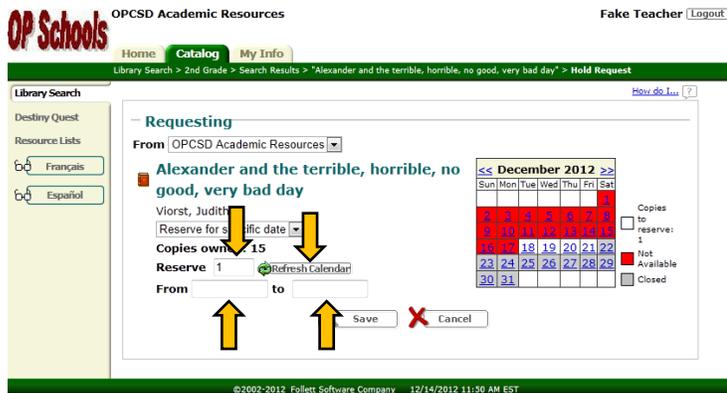


9. On the next screen, change the drop down menu to “Reserve for a specific date”...



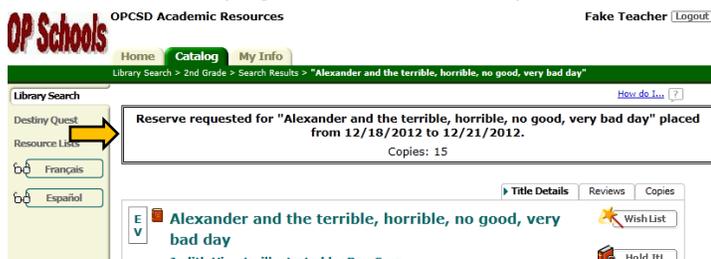
...and wait for the screen to change (sometimes this takes a few seconds).

10. From this page you can select the dates and number of copies you wish to reserve of that title:



- ❖ Start by changing the number in the **Reserve**  box to the number of copies you will need and click **Refresh Calendar**. This will update the calendar and takes into account other reserves on the title.
  - ❖ Dates in **Red** are not available. There is a 2 day turn around time built into the calendar, so you cannot request books today for tomorrow.
  - ❖ Dates in **Gray** are when the building is closed for holidays, etc. and you cannot have your reserve start on one of those dates.
  - ❖ Dates in **White** are open and the number of copies you need are available.
  - ❖ Clicking a date on the calendar will automatically fill in the “From” field. The second date you click on will fill in the “to” field.
- \* The maximum period you can reserve an item for is 30 days and 14 day for the Holiday Collection items. The system will let you reserve it for longer than that, but your reserve will be declined and then you will have to delete it and enter the reserve again for a period of 30 days or less.\**

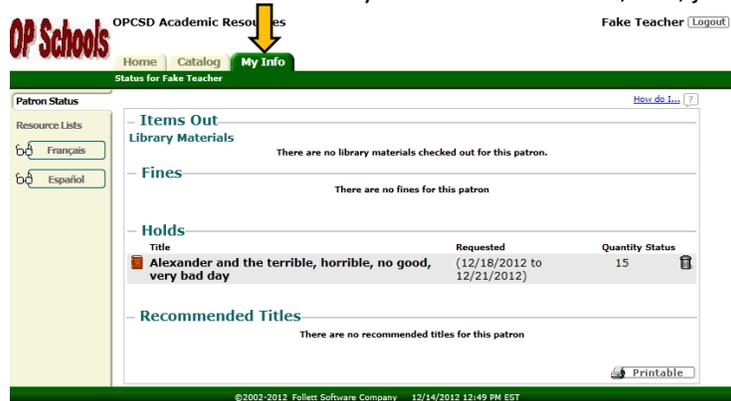
11. When you are sure all of your information is correct, click the **Save** button. A box will appear at the top of the screen verifying the information for your reserve.



Congrats! You did it!

## Other Important Info

If you want to check your hold status or what items you have checked out, etc., just click on the **My Info** tab.



Once your items are sent to you, they will show up under the “Items Out” section. You will also see any materials you have checked out from your building library in this section.

### **\*\*DO NOT USE THE BACK OR REFRESH BUTTON IN YOUR WEB BROWSER\*\***

Destiny does not load properly when you use the back or refresh button in your web browser. Although you may not notice it, there will be things that have loaded or will load incorrectly.

If you need to back up to the last page you were on, there is usually a “bread crumb trail” on the green bar that you can click on to get to those pages.



If you come to a page that you would like to print, look for the **Printable** button and use that.

### **\*\*YOU CANNOT LEND ITEMS OUT TO OTHER TEACHERS\*\***

If another teacher wants to use the books, DVDs, etc. that you have, they must reserve the materials for themselves. This way, if another teacher already has the items reserved after you, then the system checks if they are available. I will e-mail you to let you know if you can simply give the materials to another teacher once they have completed the reserve.

### **\*\*STUDENTS ARE TO TREAT THESE BOOKS JUST LIKE LIBRARY BOOKS\*\***

Each time a set of books is sent out, there is a list included. This list is to be filled out if the books are going to be leaving the classroom with the students. Write the number from the inside front cover of the book with the student's name who has that book. If the book is damaged or lost, they will be charged just like they would be charged for a library book.

If while in the classroom, a book is damaged by a student, please use the list to write down the number of the book and the student who damaged the book so the appropriate action can be taken.

**Please, contact me with any questions or problems:** Beth Krawczyk

bkrawczyk@opschools.org  
OPCSD Academic Resources  
Eggert Elementary – Room B2