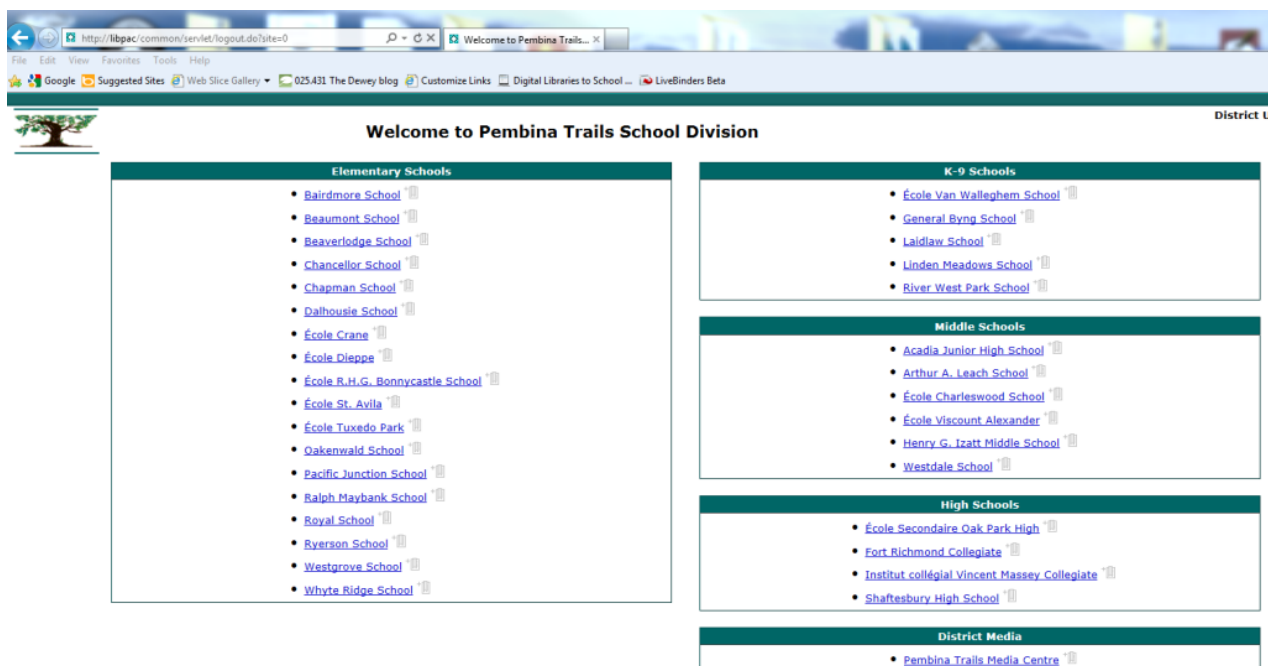


SEARCH & ORDER INTER-LIBRARY LOAN (ILL) RESOURCES (including former Media Centre resources)

NOTE: The Destiny Library Manager program allows teachers to search all divisional libraries for resources with a single search (former Media Centre resources will also appear in the search results). If you are having issues using these instructions, your school library staff will be pleased to assist you.

Destiny can be access through any PTSD computer as follows:

1. Log on to your computer using your computer login and password.
2. Type **libpac** in the address bar. (Note: your school computer may have a direct link to this page on the desktop- if so, please access Destiny using that instead). This will bring up a list of links to all the school libraries in the division.



The screenshot shows a web browser window with the URL <http://libpac/common/servlet/logout.do?site=0>. The page title is "Welcome to Pembina Trails School Division" and it is identified as "District U". The page content is organized into several categories, each with a list of school links:

- Elementary Schools**
 - Bairdmore School
 - Beaumont School
 - Beaverlodge School
 - Chancellor School
 - Chapman School
 - Dalhousie School
 - École Crane
 - École Dieppe
 - École R.H.G. Bonnycastle School
 - École St. Avila
 - École Tuxedo Park
 - Oakenwald School
 - Pacific Junction School
 - Ralph Maybank School
 - Royal School
 - Ryerson School
 - Westgrove School
 - Whyte Ridge School
- K-9 Schools**
 - École Van Wallinghem School
 - General Byng School
 - Laidlaw School
 - Linden Meadows School
 - River West Park School
- Middle Schools**
 - Acadia Junior High School
 - Arthur A. Leach School
 - École Charleswood School
 - École Viscount Alexander
 - Henry G. Izatt Middle School
 - Westdale School
- High Schools**
 - École Secondaire Oak Park High
 - Fort Richmond Collegiate
 - Institut collégial Vincent Massey Collegiate
 - Shaftesbury High School
- District Media**
 - Pembina Trails Media Centre

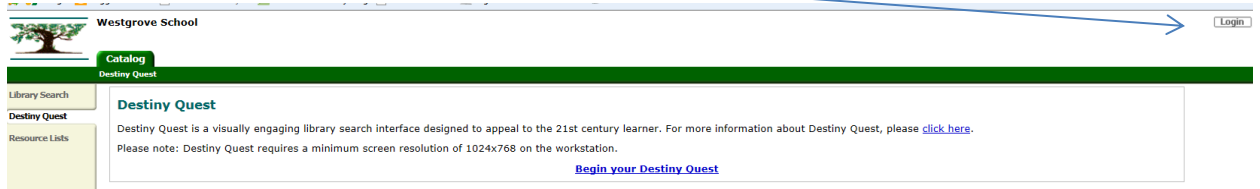
3. Select your school's library page.

You can also access your school library Destiny **outside the Division** via this URL: <https://libpac.pembinatrails.ca/common/welcome.jsp> and follow instructions continuing from number 3.

You are now linked to your school library site as a guest. **You must login to be able to search across the division or to order materials.** Click on Exit Destiny Quest at the top right of the page.



4. Click the Login button at the top right, and login using your computer username and password.

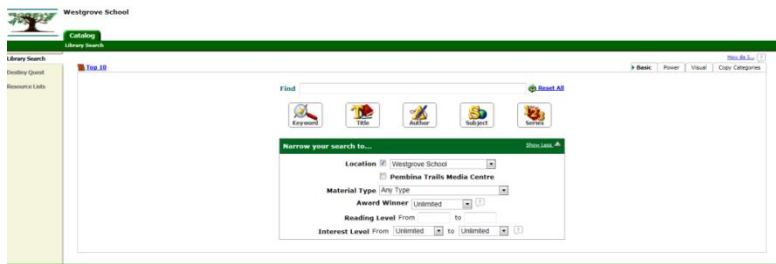


Click on the "Catalogue" tab near the top left.



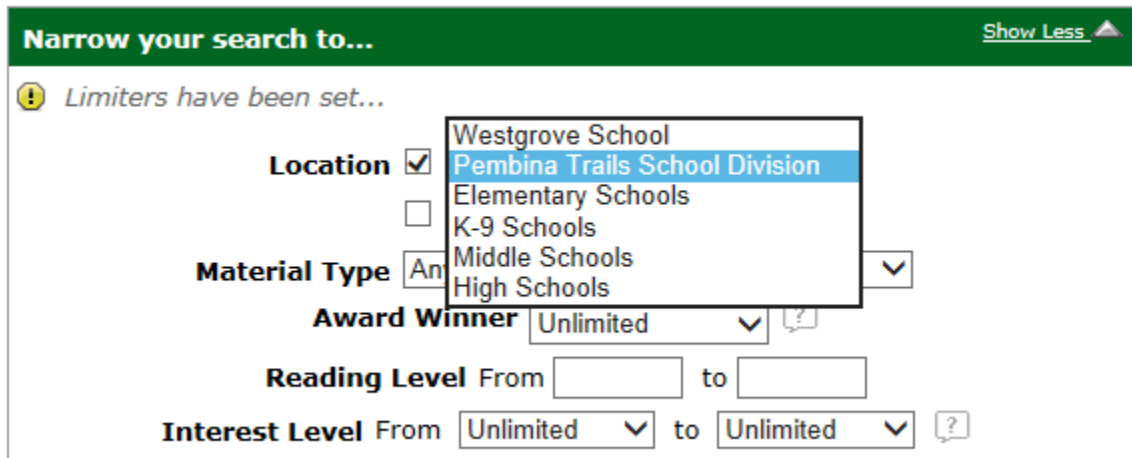
SEARCHING FOR RESOURCES IN DESTINY

1. Click on the *Library Search* option at the top of the left column.



2. **Divisional search for Inter-library loans (ILL)**: The default search only looks for resources in your school. To search for resources from the entire division, click the drop-down box and select **Pembina Trails School Division**.

You may order or reserve online using the instructions on the next pages.



3. You can also limit your material type by clicking the drop down box. (*choose VIDEO at the bottom of the list for DVDs*)

Narrow your search to... [Show Less](#)

Location Westgrove School

Pembina Trails Media Centre

Material Type Any Type

Award

Reading Level

Interest Level From

- Any Type
- Archival Manuscript
- Artifact (fossil, rock, toy, etc.)
- Book (monograph)
- Computer File
- Electronic Book (eBook)
- Equipment
- Kit (book and nonmusical cassette)
- Manuscript Language Material
- Maps, Globes and Atlases
- Mixed Material
- Music (printed)
- Picture, Study Print, Photograph, Chart
- Serial (printed periodical, etc.)
- Sound Recording (musical)
- Sound Recording (nonmusical)
- Video (film, filmstrip, transparency)

4. Type in your search term beside the word “find” and then hit enter to perform a keyword search. You may also click the *Title*, *Author*, *Subject* or *Series* buttons for a narrower search.

Find [Reset All](#)

Narrow your search to... [Show Less](#)

Limiters have been set...

Location Pembina Trails School Division

Pembina Trails Media Centre

Material Type Any Type

Award Winner Unlimited

Reading Level From to

Interest Level From Unlimited to Unlimited

5. The results of your search will display.

The right side of the screen displays the number of available copies. It also will indicate the number of copies on site and off site.

The screenshot shows three search results for 'Harry Potter and the deathly hallows' by J.K. Rowling, published in 2007. Each entry includes a book cover, call number (FIC ROW), author name, and publication year. The availability information is as follows:

- Entry 1: No local copies, 2 of 2 available off-site. Includes an 'Add to this List' button.
- Entry 2: 1 of 1 available locally, 1 of 1 available off-site. Includes a 4-star rating and an 'Add to this List' button.
- Entry 3: No local copies, 0 of 1 available off-site. Includes an 'Add to this List' button.

Blue arrows point from the text above to the 'Add to this List' buttons in the first and third entries.

To view details of the resource, click on the “details” button at the end of the title. A list of subject headings, publication information and a brief summary will display. *Note: Former Media Centre resources will have a barcode beginning with ASE. Check for this barcode by clicking on the COPY tab at the top right of the screen.*

The screenshot shows the detailed view for 'Harry Potter and the deathly hallows' by J.K. Rowling. It includes the following information:

- Call number: FIC ROW
- Author: J.K. Rowling
- Local copies available: 1 of 1
- Off-site copies available: 1 of 1
- Rating: 4 stars (Reviews: 1)
- Selected List: Autumn
- Buttons: Wish List, Recommend, Hold It!
- Explore! section with subject headings: Quests (Expeditions), Good and evil, Magic, Wizards, Potter, Harry (Fictitious character), and Titles by: Rowling, J. K.
- Publication Info: Published [Vancouver : Raincoast Books, 2007]. Format 607 p ; 21 cm. ISBN 978-0-7475-9105-4

A blue arrow points from the text above to the 'Hold It!' button.

6. To reserve the book, click on “**Hold it**” near the bottom of the column of buttons on the right. If you want the item as soon as possible, click on **SAVE**. You will get a confirmation indicating that you will be notified when it is ready for pick up. **YOU DO NOT PICK IT UP.** The library staff will ship the resource to you via courier when available.

Hold requested for "Harry Potter and the deathly hallows (bk. 7)".
We have received your request for the next available copy of this title. We will notify you when your request is ready to pick up.

7. You can also book an item in advance. Click on **HOLD IT** and click the drop down box “**as soon as possible**” and change it to “**reserve for a specific date**”. The screen will open up with a calendar on the right side. Move through the calendar to the month and day you want the item. Simply click the date you want to receive the book and the date you will return it. The system will enter these dates for you. *(Note the school might have a loan period limit set which requires you to shorten your requested loan time.)*

Remember that it takes two days for an item to be shipped via inter-office courier. You should select a start date for your booking that is at least two or three days before you intend to use the item, and return it two days before the due date so it arrives on time.

Requesting
From Laidlaw School

Harry Potter and the deathly hallows (bk. 7)
Rowling, J. K.
Reserve for specific date ▾

Copies: 1 [?] [Refresh Calendar](#)

Reserve 1
From 09/06/2014 to 20/06/2014

Save Cancel

<< June 2014 >>						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Copies to reserve: 1
Not Available
Closed

8. You will get a confirmation message on your screen.

**Reserve requested for "Draw 50 dogs" placed from 11/05/2012 to 18/05/2012.
Copies: 1**

MY INFO Tab

Destiny provides a tab for all patrons called “My Info”. By clicking on this tab you can see everything you have signed out, reserved, recommended, etc. You are able to cancel any “pending” holds through this screen.

If you require any further help to find your resources and/or to place your order, feel free to contact your library staff.