



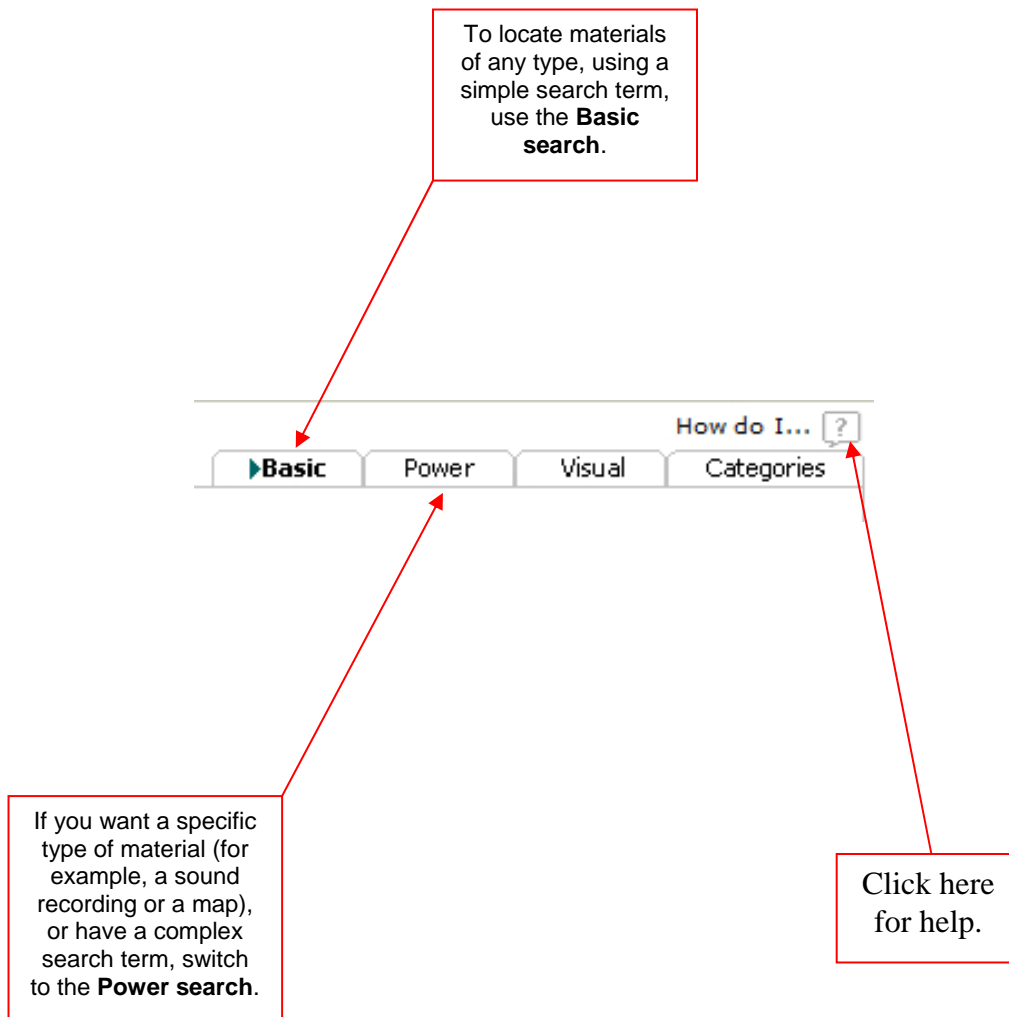
American School of Guatemala Library Online Catalog User's Guide

The Founders' Library at the American School of Guatemala catalogs all its educational resources online, this information can be found at <http://destiny.cag.edu.gt>

Materials:

More than 32,000 titles, including books, periodicals, magazines, DVD's, audio CD's, maps and more.

Basic Search



Main Search Window

Find

Keyword Title Author Subject Series

Look in

Search Award Winner

Search Reading Programs

What do I enter in the Find box?

To start searching your catalog, you must enter either a complete word or a phrase (in quotes), and click a search icon. If you don't enter a search word, Destiny takes you to the first items on that list on the Browse tab.

You can use uppercase or lowercase letters

Searches are not case sensitive. For example, searches for *give yourself goosebumps*, *Give Yourself GooseBumpS*, and *GIVE YOURSELF GOOSEBUMPS* all return the same results.

You can use wildcards

If you don't know the complete word, or aren't sure how to spell it, add an asterisk (*) to the end of what you do know. An asterisk can replace any number of letters at the end of a word. However, the * can't be used as a word's first or second letter or have any letters after it.

For example, you can use *croc** to find "crocodiles." If you enter *teach**, Destiny finds "teach," "teacher," "teaches," and "teaching."

You could use a question mark (?) to replace a single letter. You can use more than one question mark in a word, but it can't be the first letter.

For example, if you're not sure whether it's "allegators," "allagators," or "alligators," search on *all?gators*. A search on *all** would also work, but the Results list might be too long.

You can also use a question mark to find multiple forms of a word. A search on *wom?n* finds both "woman" and "women."

You can use Boolean operators

You can create a search phrase from several distinct words or terms with Boolean operators between them. These operators—AND, OR, NOT—define the relationship between the words or phrases in your search term. Make sure to enter them using capital letters:

- **cats AND dogs** gives you only the titles that mention both cats *and* dogs
- **cats OR dogs** gives you all titles that mention cats or dogs or both
- **cats NOT dogs** gives you only the titles about cats that do not mention dogs

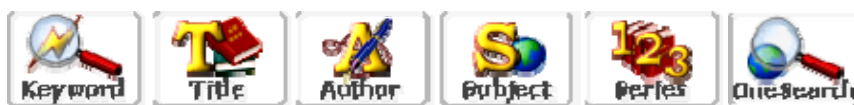
Keep in mind that AND narrows a search, giving you fewer results; OR expands a search, giving you more results. Make sure, also, that you don't use OR if you mean NOT.

For example: You want to find a nonfiction book by Isaac Asimov that isn't about science. If you search for **asimov NOT fiction OR science**, your results won't include fiction but *will* contain science. You should search for **asimov NOT fiction NOT science**.

If your search term can't be found, Destiny returns a list on the Browse tab, highlighting the closest match. You can scroll through the list to find the right title, author, subject, or series—or try another search.

How do I know which search button to use?

If you're not sure when or how to use the different search options, see these examples:



Searching by Keyword:

When you enter a word or term and click **Keyword**, Destiny returns a list of items with that word almost *anywhere* in the record.

The Keyword Search is best used when you have a complex search term that contains keywords from more than one of the other searches (author, title, subject, or series).

For example, searching on **"Willy Wonka" AND Dahl** (title and author keywords) gets this result:

Charlie and the great glass elevator: the further adventures of Charlie Bucket and Willy Wonka, chocolate-maker extraordinary by Roald Dahl.

Searching on **Goosebumps AND Stine AND legend** (series and author and title keywords) results in just *Legend of the lost legend* by R. L. Stine. Had you just searched on just one of those three words, your results list may have been quite long. (There are about 100 books in the Goosebumps series, several authors named Stine, and dozens of books with "legend" in the title.)

To search for all items with the word "west," type **west** and click **Keyword**. With such a common word, the Search Results list would probably be very long. It could include items like these:

- *Faster than a horse : moving West with engine power* by Suzanne Hilton
(The title has **West** in it.)
- *West Virginia* by Wende Fazio
(The title begins with **West**.)
- *West Side story*
(The title begins with **West**.)
- *The friendly persuasion* by Jessamyn West
(The author's name is **West**.)
- *Thrilling events : the life of Henry Starr*
(The book is about outlaws in the Old **West**.)
- *Anansi does the impossible! : an Ashanti tale* retold by Verna Aardema
(The story takes place in **West** Africa.)
- *The Gunfighters* by Paul Trachtman
(The book belongs to the series, The Old **West**.)

Searching for a title:

When you enter a word or term and click **Title**, the Catalog returns a list of items with that word anywhere in the title.

For example, to search for all items with the word "west" in the title, type **west** and click **Title**.

The Search Results list could include items like these:

- *Faster than a horse : moving West with engine power* by Suzanne Hilton
(The title has **West** in it.)
- *West Virginia* by Wende Fazio
(The title begins with **West**.)
- *West Side story*
(The title begins with **West**.)

Searching for an author:

If you know the author of a book, and want to find others written by the same one, enter all or part of the name and click **Author**.

For example, if you type **west** and click **Author**, you would get items with that word anywhere in the author's name, like these:

- *The friendly persuasion* by Jessamyn **West**
- *The World almanac of presidential campaigns* by Eileen Shields-**West**.
- *After the fact : the art of historical detection* by James **West** Davidson and Mark Hamilton Lytle

Author and illustrator names are stored in similar places in the records, so you can search for items illustrated by particular person using the same steps.

Searching for a subject:

If you want to find items *about* a certain subject, topic, person, or place, enter all or part of it and click **Subject**.

For example, if you type **west** and click **Subject**, you would get items with that word anywhere in the list of their subjects, like these:

- *A treasury of western folklore*
(The book is about folklore in the U.S. **West**.)
- *The silk and spice routes* by Struan Reid
(The book is about trade routes between the Far East and the **West**.)
- *Lewis and Clark : voyage of discovery* by Stephen E. Ambrose
(The book is about their expedition in **western** America.)
- *Nathanael West; the art of his life* by Jay Martin
(The book is a biography of Nathanael **West**, an author.)

Searching for a series:

If you enjoyed a book that belongs to a series, like Goosebumps or The Baby-Sitters Club, and want to find books in the same series, enter all or part of the series name and click **Series**.

For example, if you type **west** and click **Series**, you would get items with that word anywhere in the series name, like these:

- *Henry Brown, the outlaw-marshal* by Bill O'Neal
(This book is in the series, The Early **West**.)
- *Weather in the West : from the midcontinent to the Pacific* by Bette Roda Anderson
(This book is in the Great **West** series.)
- *Fundamentals of logic design* by Charles H. Roth, Jr.
(This book is in the **West** Series in Electrical Engineering.)

Using One Search:

To search a variety of information sources all at once, enter a word or term and click **One Search**.

One Search is not like the other searches.

Depending on the way it is set up, your Search Results list may include not only items in your library or media center catalog, but also lists of relevant websites, current event information, and articles from encyclopedias, periodicals, and any other online resources that your library or media center may have.

Once on the **One Search** page, you can select the resources that you want to search and set up an advanced search. Depending on your library or media center's preferences, you may be able to save your search results there.

Resource Lists



Click on "Resource Lists" in the main search window to access your personal list.

