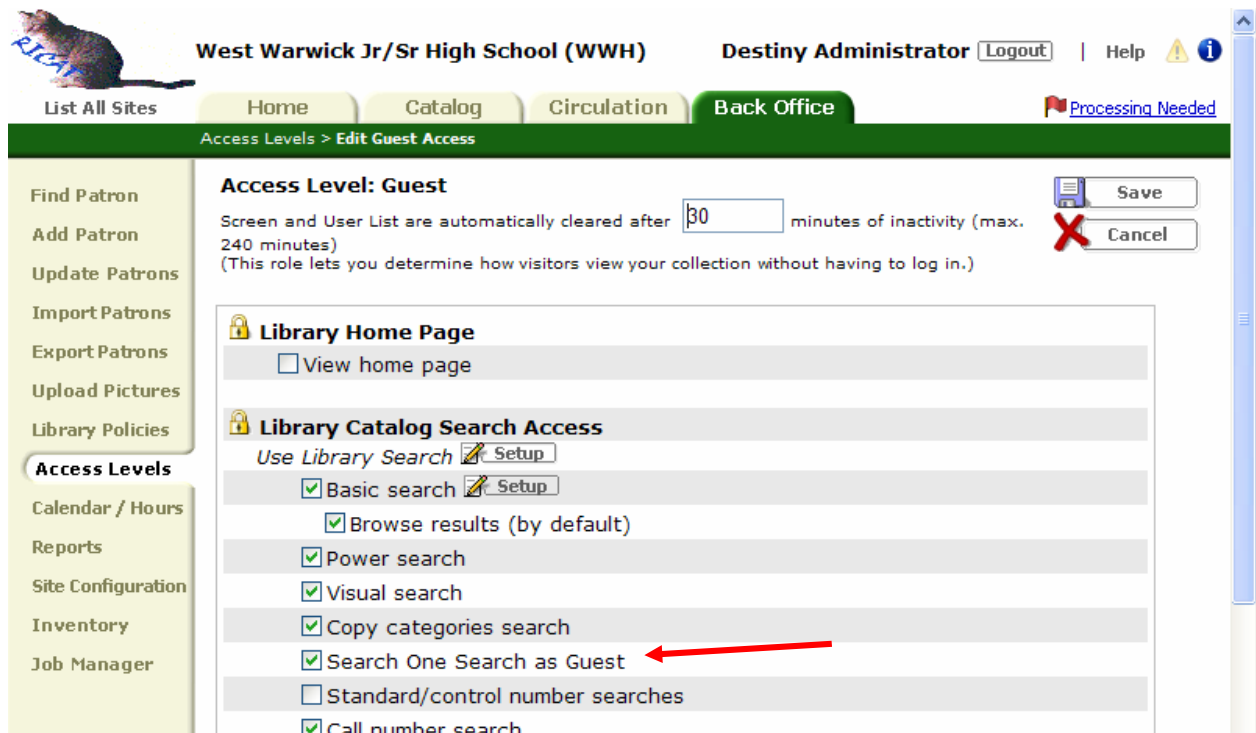


## Setting up One Search databases

From the One Search tab of **Search Setup** in the **Catalog**, you can add or edit the database and subscription information. If you want students and teachers who are not logged in to be able to use One Search, you will need to check  **Search One Search as Guest** in the **Guest** Access Level in your Back Office.



The screenshot shows the Destiny Administrator interface for West Warwick Jr/Sr High School (WWH). The user is logged in as the Destiny Administrator. The interface is in the 'Back Office' section, specifically under 'Access Levels > Edit Guest Access'. The 'Access Level: Guest' settings are displayed, including a 30-minute inactivity timeout. The 'Library Catalog Search Access' section is expanded, showing various search options. The 'Search One Search as Guest' checkbox is checked and highlighted with a red arrow.

**West Warwick Jr/Sr High School (WWH)**    **Destiny Administrator** [Logout] | Help ⓘ

List All Sites   Home   Catalog   Circulation   **Back Office**   Processing Needed

Access Levels > Edit Guest Access

**Find Patron**  
Add Patron  
Update Patrons  
Import Patrons  
Export Patrons  
Upload Pictures  
Library Policies  
**Access Levels**  
Calendar / Hours  
Reports  
Site Configuration  
Inventory  
Job Manager

**Access Level: Guest**    [Save]    [Cancel]

Screen and User List are automatically cleared after  minutes of inactivity (max. 240 minutes)  
(This role lets you determine how visitors view your collection without having to log in.)

**Library Home Page**  
 View home page

**Library Catalog Search Access**  
Use Library Search [Setup]

Basic search [Setup]

Browse results (by default)

Power search

Visual search

Copy categories search

**Search One Search as Guest** ←

Standard/control number searches

Call number search

### What types of databases can I add?

There are a variety of informational databases you can provide to your patrons:

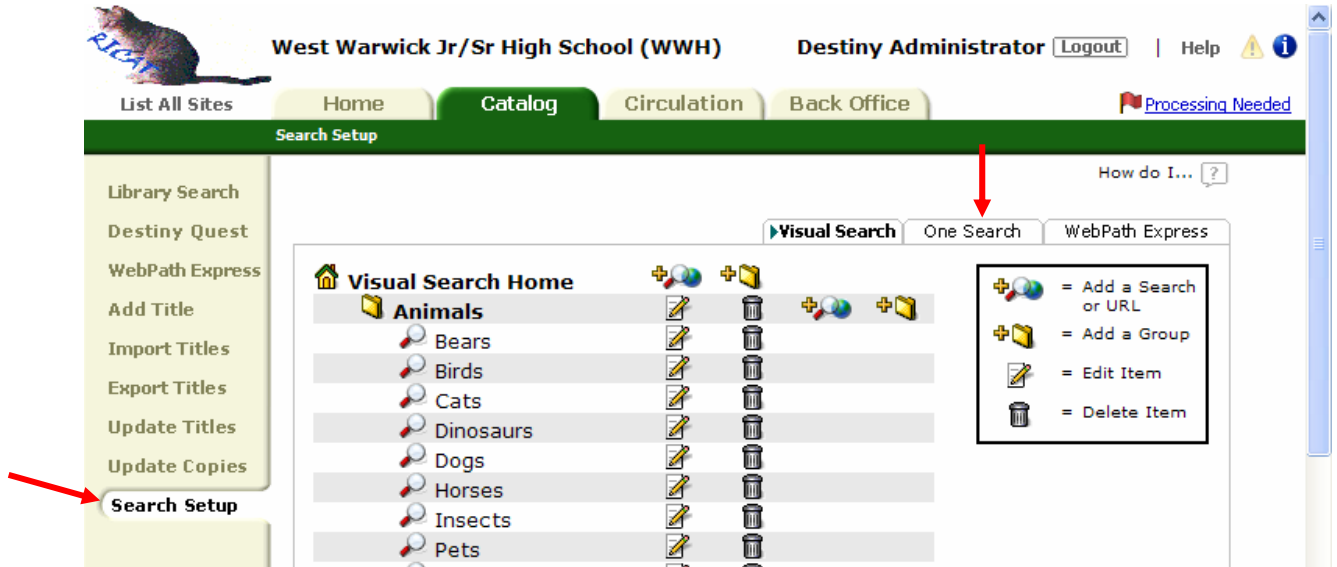
- Library Catalogs: Destiny, WebCollection Plus, WebPath Express, Z39.50, and other non-Follett library catalogs. **Note:** Library catalogs must be available through the web and accessible from outside the library's firewall.
- Paid subscription databases: Databases to which your library subscribes, such as encyclopedias, news sources, and reference databases. **Note:** You can add World Book Online by using the old username and password, which still work at this point.
- Free databases: Databases that are available to the public. You do not need a subscription for these.

### How do I add a database?

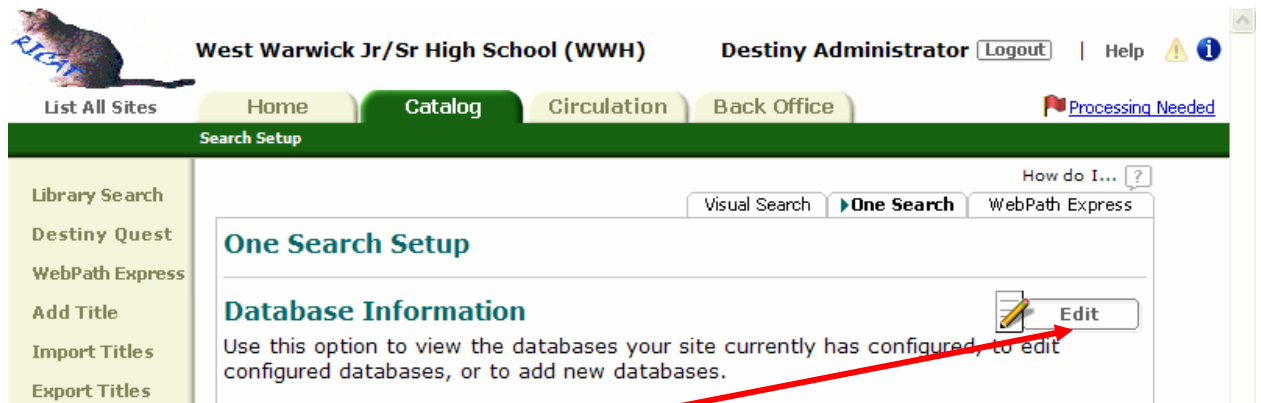
You can add any of the free databases and any to which you subscribe. By default, **One Search** does not add any databases – you must set them up.

## To add a database

1. If you click on the One Search tab of **Search Setup** in the **Catalog**,



you will go to the **One Search Setup** page.

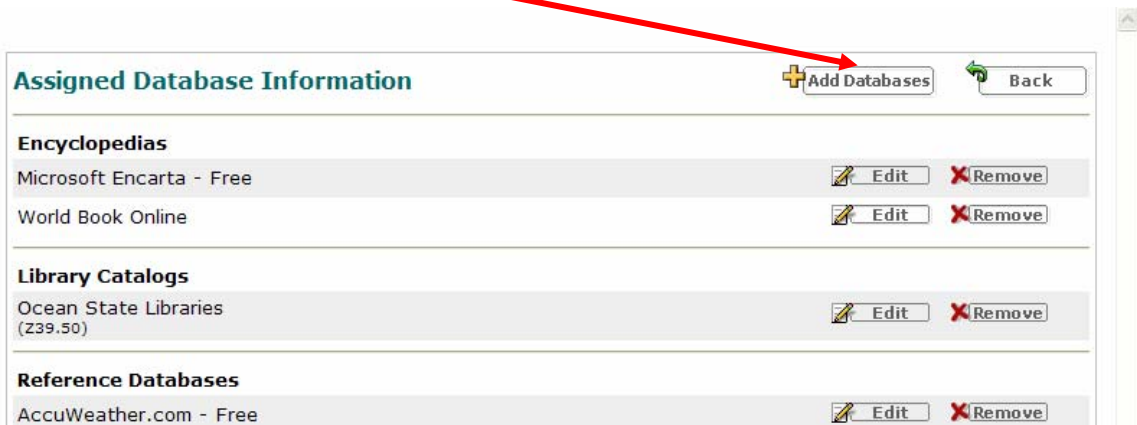




2. Then click  **Edit** adjacent to **Database Information**.

On the **Database Information** page that opens, all the available databases are grouped by the type of information they provide:

- Encyclopedias
- Internet Libraries
- Library Catalogs
- Newspapers
- Reference Databases
- Search Engines





- To add a database, click the **Add Databases** button.



**Assigned Database Information**  



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**Encyclopedias**

Microsoft Encarta - Free	 
World Book Online	 


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**Library Catalogs**

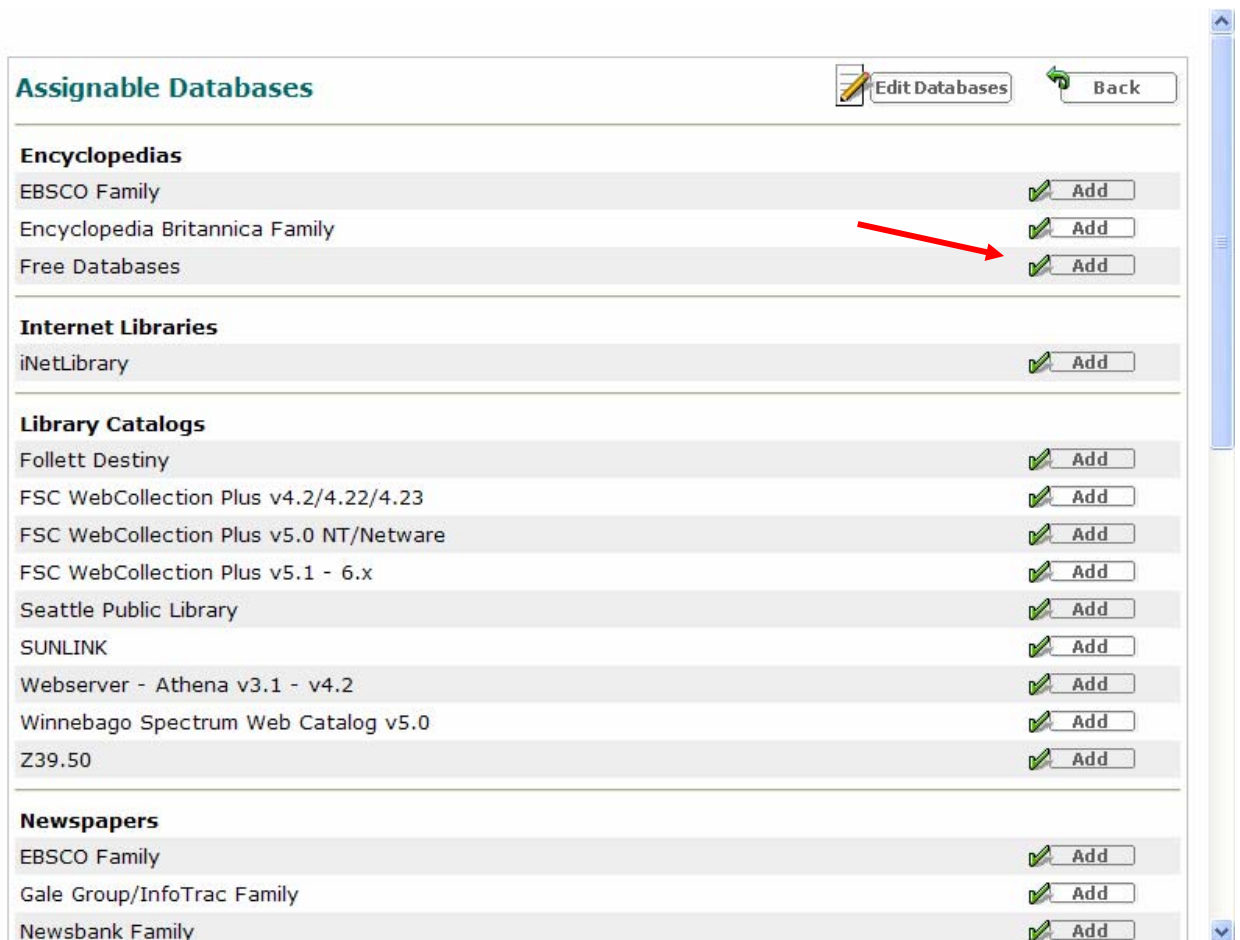
Ocean State Libraries (Z39.50)	 
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**Reference Databases**

AccuWeather.com - Free	 
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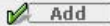


- Locate the database you want and click the **Add** button.  
*Important:* Select only databases that are free or for which you have a paid subscription.



**Assignable Databases**  


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**Encyclopedias**

EBSCO Family	
Encyclopedia Britannica Family	
Free Databases	

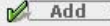

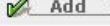

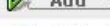
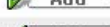
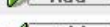

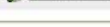
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**Internet Libraries**

iNetLibrary	
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**Library Catalogs**

Follett Destiny	
FSC WebCollection Plus v4.2/4.22/4.23	
FSC WebCollection Plus v5.0 NT/Netware	
FSC WebCollection Plus v5.1 - 6.x	
Seattle Public Library	
SUNLINK	
Webserver - Athena v3.1 - v4.2	
Winnebago Spectrum Web Catalog v5.0	
Z39.50	

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**Newspapers**

EBSCO Family	
Gale Group/InfoTrac Family	
Newsbank Family	

### Add Databases

Select the services you want to configure and click Save to continue

**Configure Databases**    Free Databases

To configure a database for searching, check the box by its name.

	Preset selected	Allow Students	Allow Staff	Allow Guests
<b>Encyclopedias</b>				
<input type="checkbox"/> The Canadian Encyclopedia	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Wikipedia	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Reference Databases</b>				
<input checked="" type="checkbox"/> About.com - Free	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Bartleby.com - Free	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> CIA World Fact Book - F	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> CNN.com - Free	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Dictionary of Canadian E	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Discovery Channel - Fre	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Fact Monster - Free	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> History Channel - Free	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Hoovers Online - Free	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> KidsClick - Free	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> National Geographic - Free	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Search Engines</b>				
<input type="checkbox"/> Ask.com - Free	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Click to select this database

Check this column so that Destiny will search the database by default. If you don't, the only place this database will be available is as a choice that can be optionally checked in Power Search on the Catalog tab.

4. The required information varies, depending on the type of database:

- For **library collections**:  
Enter a name that will easily identify the library collection to your patrons.  
Then enter the URL of the library collection.  
Here's how to add Ocean State Libraries (public libraries) database, using Z39.50:

### Edit Database

Click [here](#) for information regarding Z39.50 fields and setup.

**Database**    Z39.50

**Library catalog name of choice**    Ocean State Libraries

**Z39.50 server location**    catalog.oslri.net

**Z39.50 port**    210

**Z39.50 database name**    innopac

**Z39.50 holdings**    049

**Preset this database as a selected search**   

**Allow students to search this database**   

**Allow staff to search this database**   

**Allow guests to search this database**

The HELIN database would be the same, except that you would change Library catalog name of choice, and the Z39.50 server location to 131.128.70.2. Note that you can't tell which HELIN library holds the item unless you know the OCLC codes; the Ocean State Libraries entries show everything as belonging to Providence. To locate copies, you would still need to search in the actual databases themselves.

- For **user name and password** authenticated collections, enter the user name and password supplied by the subscription database provider.
- For **IP-authenticated collections**:  
Your subscription database provider determines the type of authentication that is required to access their database. The provider supplies you with authentication information when you subscribe to their service(s).  
Enter or select the authentication information you received from the provider.  
If the database provider requires only IP authentication, select the IP authenticated option. If you do have IP-verified subscriptions, your Destiny Administrator must first download the One Search host script (FSCPROXY.PL) and configure your web server to have access to this file. Your Destiny Administrator can then provide you with the path to the file.  
If the database provider requires a custom URL in addition to the IP authentication, select the IP authenticated option, and then enter the custom URL supplied by the database provider.
- For **database subscriptions that allow either IP or user name/password authentication**, select either one and enter the information.

Keep in mind that if you are adding multiple databases from one "family", the authentication information you enter applies to all the databases you've selected on this page.



If you need to enter *different* subscription authentication information for individual databases in a family, you can edit the information after adding the "family".

5. If this provider has a "family" of databases, a list of them appears. Add the database(s) by selecting the check box to the left of the database name.
6. **IMPORTANT:** If you check **Preset Selected** for the database, Basic Search includes the database whenever a patron clicks the **One Search** button.

In Power Search, the check box for this database under **Include Online Resources** is automatically selected. Patrons always have the option to clear the check box.

7. Decide which patrons—Students, Staff, and/or Guests—you will allow to search each database. **Note:** For each Access Level you have, you can disallow searching **One Search**, or choose "Search **One Search** as Student" or "Search **One Search** as Staff". Guests can only "Search **One Search** as Guest".





This would allow you, for example, to set up One Search to allow for searching a number of databases when not logged in (Guest), or logged in with a student or teacher access level. You could then select a link to the Ocean State Libraries database for Staff, and set the Library Administrator, Administrator, and Staff access levels to searching One Search as Staff, and use One Search, when you are logged in, for locating a title in a public library for ILL.

8. You can test the configuration by clicking . A message appears, indicating whether **One Search** could contact the database. If the test isn't successful, double-check the information you entered.
9. When you're finished, click .

## How do I edit the database information?

Depending on the type of database, you can update the description, URL, user name and password information, the type of authentication, the custom URL, and the patron access. You can also, if required, enter different subscription authentication information names for individual databases in a family.



### To edit a database

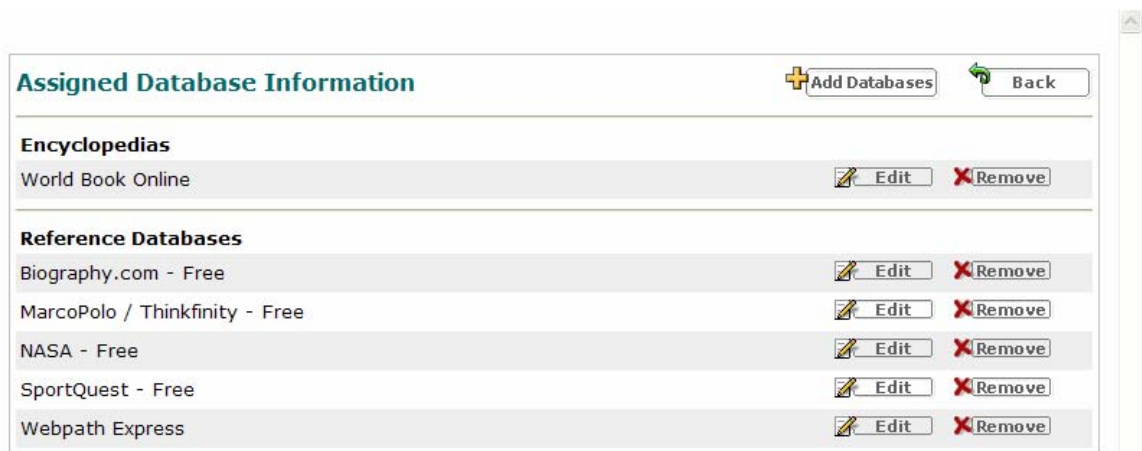
1. On the **One Search Setup** page, click  adjacent to **Database Information**.
2. On the **Database Information** page that appears, click the **Edit Databases** button.
3. On the **Assigned Database Information** page that appears, a list of all the individual databases you added appears.  
To edit one, click  adjacent to the database.
4. Make your changes.
5. If you're changing the connection information, click  to verify the accuracy.
6. Click  when you are finished.

## How do I delete a database?

If you no longer subscribe to a database or no longer find it useful, you can remove it from **One Search**. It remains in the list of assignable databases. You can always re-add it at another time.

### To delete a database

1. On the **One Search Setup** page, click  adjacent to **Database Information**.
2. On the **Database Information** page that appears, click the **Edit Databases** button.
3. On the **Assigned Database Information** page that appears, click  adjacent to the database.



4. On the **Remove Database** page that appears, confirm the deletion by clicking the **Remove** button.

### Where can I see the usage statistics?

To view or print a report showing the number of times your patrons—Students, Staff, and Guests—search each database, generate a **One Search** Database Usage Report, located on the Library Materials tab of **Reports** in the **Back Office**.

## Searching One Search

### Basic Search



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

**One Search** is not like the other searches. Keyword, Title, Author, Subject, and Series searches find library or media center materials and, if you have WebPath Express, Internet sites. **One Search** finds library or media center materials and information from online resources such as encyclopedias, periodicals, databases, and web sites.

### Power Search

On the Power tab, you can include **One Search** by selecting the Include Online Resources check box at the bottom.

When you select the check box, a list of all the available online resources appears beneath it.

Select those resources you'd like to search, enter your Power Search term(s) above, and then click



Here's what the Power Search page looks like:

List All Sites Home **Catalog** Circulation Back Office Processing Needed

Library Search

Library Search

Destiny Quest

WebPath Express

Add Title

Import Titles

Export Titles

Update Titles

Update Copies

Search Setup

Español

**Top 10** Basic **Power** Visual Copy Categories Number Barcode Brief Records

Keyword  All these words

AND  OR  NOT

Keyword  All these words

AND  OR  NOT

Keyword  All these words

Limit your search for titles...

Look in UCAP Library (UCA)

Material Type Any Type

Publication Year Any Year

Circulation Type All Circulation Types

Award Winner Unlimited

Reading Programs Unlimited

**Include Online Resources**

**Encyclopedias**

Microsoft Encarta - Free  World Book Online

**Library Catalogs**

Ocean State Libraries

**Reference Databases**

Atlapedia Online - Free  Biography.com - Free

Discovery Kids - Free  MarcoPolo / Thinkfinity - Free

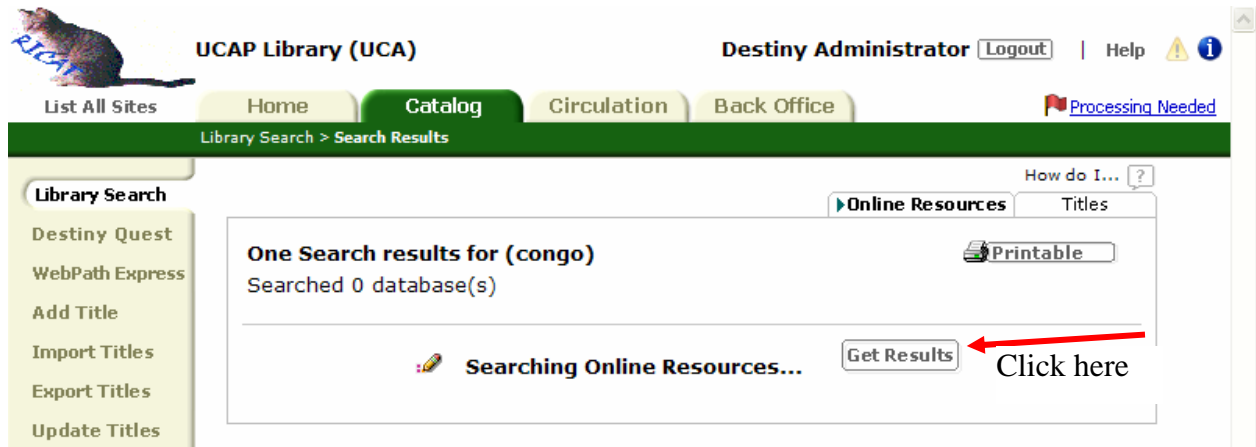
Merriam-Websters Collegiate Dictionary - Free  NASA - Free

SportQuest - Free  United Streaming / Discovery Education Streaming

©2002-2008 Follett Software Company 11/18/2008 12:45 PM EST

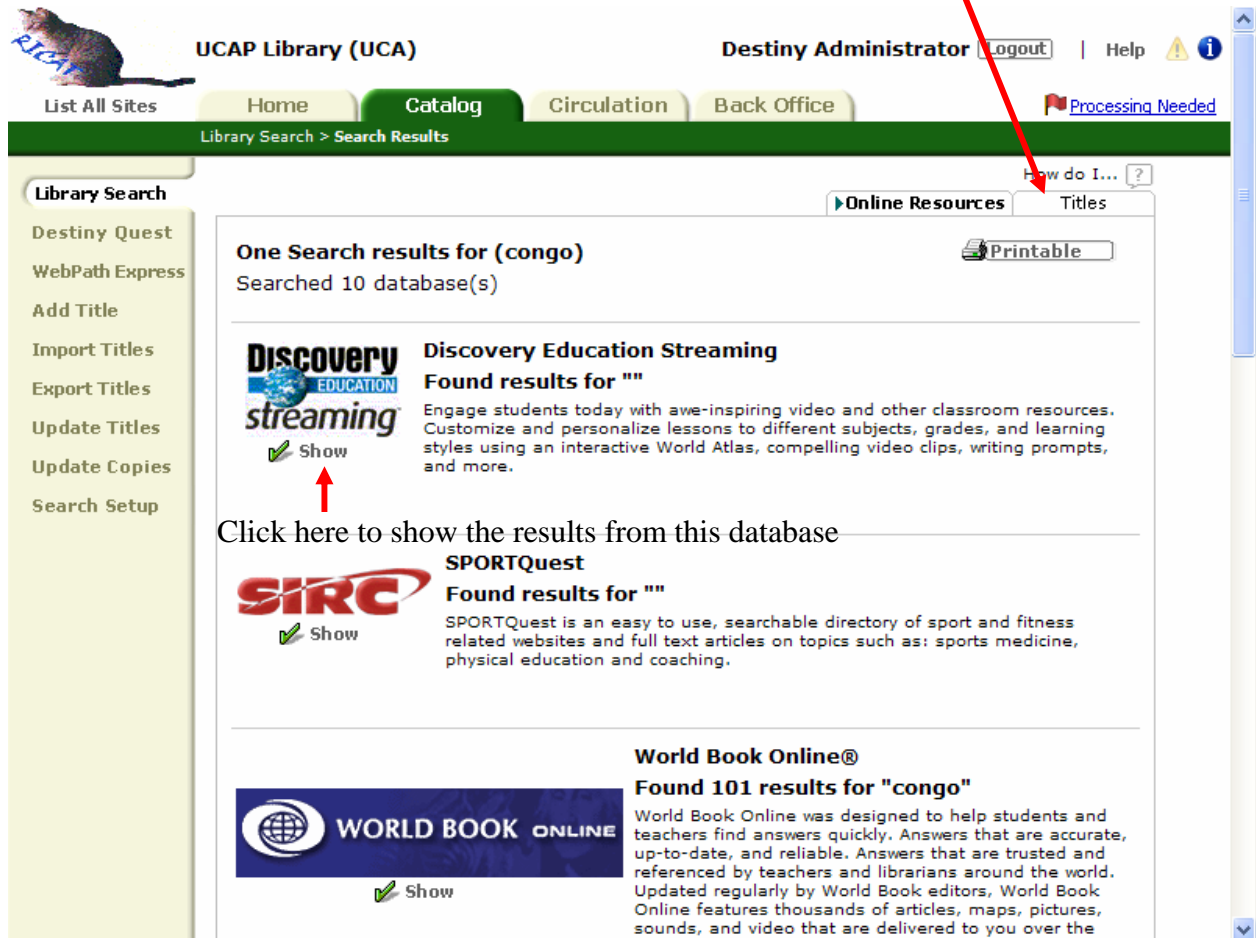
## Viewing the results

While Destiny is searching, the screen will look like this:






The screenshot shows the UCAP Library (UCA) interface. At the top, there is a navigation bar with "Home", "Catalog", "Circulation", and "Back Office". The "Catalog" tab is active. Below the navigation bar, there is a search bar and a "Search Results" link. The main content area displays "One Search results for (congo)" and "Searched 0 database(s)". A "Printable" button is visible. A red arrow points to the "Get Results" button, with the text "Click here" next to it.

When including **One Search**, your search results page has two tabs, one for Titles (items in your collection) and one for Online Resources (this comes up as the default).



The screenshot shows the UCAP Library (UCA) interface with search results for "congo". The "Online Resources" tab is selected, and the search results are displayed. A red arrow points to the "Titles" tab. The search results are as follows:

Database	Found results for ""
 Discovery Education Streaming	Engage students today with awe-inspiring video and other classroom resources. Customize and personalize lessons to different subjects, grades, and learning styles using an interactive World Atlas, compelling video clips, writing prompts, and more.
 SPORTQuest	SPORTQuest is an easy to use, searchable directory of sport and fitness related websites and full text articles on topics such as: sports medicine, physical education and coaching.
 WORLD BOOK ONLINE	World Book Online was designed to help students and teachers find answers quickly. Answers that are accurate, up-to-date, and reliable. Answers that are trusted and referenced by teachers and librarians around the world. Updated regularly by World Book editors, World Book Online features thousands of articles, maps, pictures, sounds, and video that are delivered to you over the

## Making One Search the default on the Catalog tab

You can make One Search the default for any Access Level, by editing that Access Level in your Back Office, and changing the order for Basic Searches, to make One Search the first, or default option. To see what this looks like, go to the UCAP site on Destiny (third from the bottom in the Middle School section of the RICAT library list at [www.ricat.net](http://www.ricat.net)).

The screenshot shows the 'Access Level: Guest' configuration page in the Back Office. The breadcrumb trail is 'Access Levels > Edit Guest Access'. The page has a left sidebar with navigation options like 'Find Patron', 'Add Patron', and 'Access Levels'. The main content area is titled 'Access Level: Guest' and includes a 'Save' button and a 'Cancel' button. Under the 'Library Catalog Search Access' section, there are three options: 'Basic search' (checked), 'Browse results (by default)' (unchecked), and 'Power search' (checked). A red arrow points to the 'Basic search' option.

The screenshot shows the 'Basic Search Setup' configuration page in the Back Office. The breadcrumb trail is 'Access Levels > Edit Guest Access > Basic Search Setup'. The page has a left sidebar with navigation options like 'Find Patron', 'Add Patron', and 'Access Levels'. The main content area is titled 'Configure order and availability of basic search options...'. It contains a table with columns for 'Available', 'Search Type', and 'Order'. The 'One Search' option is checked and has the number '1' in the 'Order' column. A red arrow points to the 'One Search' option in the 'Order' column.

Available	Search Type	Order
<input checked="" type="checkbox"/>	Keyword Search	3
<input checked="" type="checkbox"/>	Title Search	2
<input checked="" type="checkbox"/>	Author Search	4
<input checked="" type="checkbox"/>	Subject Search	5
<input checked="" type="checkbox"/>	Series Search	6
<input checked="" type="checkbox"/>	One Search	1