

Your teachers and students can take advantage of your school's subscription databases all in one place through Destiny<sup>®</sup> One Search<sup>™</sup>. One Search saves staff and patrons time and effort by letting them search the catalog and multiple free and subscription databases all at one time with a single search request. In addition, patrons do not need to remember the URLs, usernames, and passwords for multiple databases.

### Prepare to Set Up One Search

Before you begin the setup process, you need the following:

- Your customer number, which can be found in your welcome letter.
- Usernames and passwords for paid subscription databases, which can be obtained by sending a message to [DiscusOffice@statelibrary.sc.gov](mailto:DiscusOffice@statelibrary.sc.gov).

### Set Up Site Configuration Settings

To set up the One Search Site Configuration setting as a Destiny Administrator:

1. On the district *Welcome* screen, click **Setup**.
2. Click the **Edit** icon next to the site that will use One Search.
3. Confirm that the site's customer number is correct.
4. Select the **Use One Search** checkbox.
5. Click **Save**.

To set up the One Search Site Configuration setting as the Site Administrator:

1. Select **Back Office > Site Configuration > Site Info**.
2. Confirm the customer number is correct.
3. Click the **Use One Search** checkbox.
4. Click **Save**.

Site Name: George Washington High School

State School ID: [ ]

Short Name: Washington

Products Installed: Library/Resource Manager

Site Type: High Schools

Zone: HS Zone

Address: 1391 Corporate Drive

City: McHenry

State/Province: Illinois

Postal Code: 60050

Site Customer Number: 1111111

Use Digital Resources

Use One Search

Save

### Set Up One Search Access Levels

Those who will add and edit One Search databases need the correct permissions. Most likely the Library Administrator should have this access, but you can also give other access levels, such as library staff, the rights to add and edit databases.

Home Dashboard Catalog Circulation Reports Back Office My Info Messages

Access Levels > Edit Library Administrator Access

Access Level: Library Administrator  
User is automatically logged out after this many minutes of inactivity (max. 240): 120

Library Home Page

- View home page
- Edit home page

Library Catalog Search Access

Use Library Search

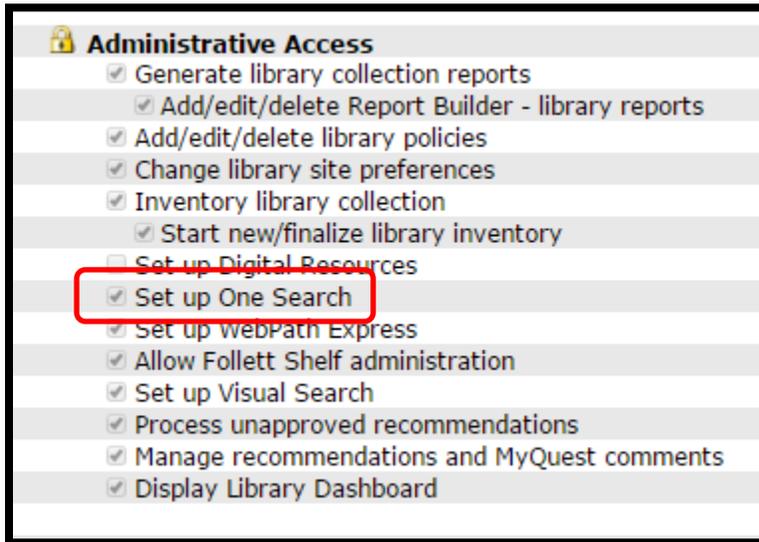
- Basic search
- Power search
- Visual search
- Copy categories search
- Search One Search as
  - Student
  - Staff
- Search Digital Resources as
  - Student
  - Staff

Library Circulation Access

- Check out library materials
- Check out by homeroom
- Check in library materials
- Renew library materials
- Change library due dates
- Override library blocks
- Add temporary titles during checkout
- View library item status
- Mark library copies "Lost"
- View library information

To set up administrative access to One Search:

1. Select **Back Office > Access Levels**.
2. Click  next to **Library Administrator**.
3. Select the **Search One Search as** checkbox, and then select **Staff**.
4. Next, select the **Set up One Search** checkbox to let users add and edit One Search databases.
5. Click **Save**

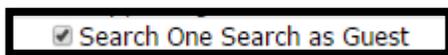


To set up patron access to One Search:

1. Click  next to **Patron**.
2. Select **Search One Search as**, then select **Student**.
3. Click **Save**.

To enable guests who access your library catalog to search One Search:

1. Click  next to Guest.
2. Select the Search One Search as Guest checkbox.



It is important to make sure you understand your online subscription database license agreement before you allow public access. Anyone who can access your Destiny URL from inside or outside your network may be able to use One Search if you allow guest access. You are responsible for complying with the license terms of third-party content vendors.

3. Click Save to complete or Cancel to leave without granting this access.

## Add One Search Databases

To add your Discus subscription databases to the One Search service:

1. Select **Catalog > Search Setup > Enriched Content Searches**.
2. Click  next to **One Search Database Information**.
3. Click **Add Databases**.
4. Scroll down the list to the section titled **Reference Databases**. Click **Add** next to the **Discus Database family** you want to add.

Discus Britannica Family	 Add
Discus CREDO Reference Family	 Add
Discus EBSCO Family	 Add
Discus Gale Family	 Add
Discus Infobase Family	 Add
Discus ProQuest Family	 Add

Each database family you select will require you to enter a username and password combination for authentication.

Database Family	Username/Password
<b>Discus Britannica Family</b>	Enter Username/Password from the list that can be obtained from the Discus Office.
<b>Discus CREDO Reference Family</b>	Enter Username/Password from the list that can be obtained from the Discus Office.
<b>Discus EBSCO Family</b>	Enter district's own unique Username/Password that is obtained directly from EBSCO. Districts must contact EBSCO and ask that an EIT Web Service Profile be set up for the district. EBSCO General Technical Support, (800) 758-5995, <a href="mailto:support@ebSCO.com">support@ebSCO.com</a>
<b>Discus Gale Family</b>	Enter Username/Password from the list that can be obtained from the Discus Office.
<b>Discus Infobase Family</b>	Enter Username/Password from the list that can be obtained from the Discus Office.
<b>Discus ProQuest Family</b>	Enter Username/Password from the list that can be obtained from the Discuss Office.

If you would like students to have access to search One Search databases away from school, ensure your students log in to Destiny with a username and password.

In the event your selection yields a list of multiple databases, such as when you select a subscription encyclopedia database, select the checkboxes to enable the databases you subscribe to.

	Preset selected	Allow Students	Allow Staff	Allow Guests
<input type="checkbox"/> Discus Gale - Biography In Context	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Discus Gale - Kids InfoBits	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Discus Gale - Opposing Viewpoints in Context	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Checking the boxes under **Preset selected** tells Destiny to search this database by default whenever users perform a Basic library search and set the Material Type drop-down list to Any Type. (Selecting Any Type ensures that the online databases are searched.) In Power Search, Destiny automatically selects the checkbox for the **Preset selected** databases under Include Online Resources. Patrons must manually select any database in Power Search not set as **Preset selected**.

The **Allow Students**, **Allow Staff**, and **Allow Guests** options let you decide which groups of patrons—students, staff, or guests, respectively—can search specific databases. You need to enable the students, staff, and guest access levels to give these patron groups permission to search One Search.

Ensure your Third-Party Subscription Database licenses allow public access before permitting guests to search One Search. You are responsible for complying with the license terms.

5. Click **Save**.
6. Repeat the steps for the databases you wish to include in One Search.
7. When you finish, close the window.

**Special Notes about Additional Database Names That Appear on the A-Z  
List of Discus Resources**  
<http://scdiscus.org/discus-resources>

**Interfaces vs. Databases:**

Knowing the difference between interfaces and databases will clarify the information in this table. It may be helpful to think of an interface as an empty shopping mall and a database as an individual store, with merchandise, inside the mall. The searchable content (merchandise) resides within the databases (stores) that are placed into an interface (mall). Therefore, databases rather than interfaces must be added to One Search.

Resource Name	Notes
<i>20<sup>th</sup> Century Historical Videos</i>	The content found using this link is a subset of <i>History Reference Center (HRC)</i> . Add <i>HRC</i> to One Search to include this content.
<i>Auto Repair Reference Center</i>	The nature of the content does not work well with federated searching. Content cannot be retrieved through One Search.
<i>BrainPOP Jr.</i>	The content of <i>BrainPOP Jr.</i> cannot be retrieved through One Search at this time.
<i>Britannica Library</i>	This is an interface that is used primarily by public libraries rather than the school community.
<i>Britannica School</i>	The content of <i>Britannica School</i> is part of the Britannica Family and is added to One Search via the three unique levels as explained on page four of this document. (1) <i>Britannica School - Elementary Level</i> ; (2) <i>Britannica School - Middle School Level</i> ; and (3) <i>Britannica School - High School Level</i> .
<i>Company Profiles</i>	Content found using this link is a subset of <i>Business Source Premier (BSP)</i> . Add <i>BSP</i> to One Search to include this content.
<i>EBSCOhost Research Databases</i>	<i>EBSCOhost</i> is an interface that provides a menu of numerous databases within the EBSCO Family. Add the desired databases individually to One Search as explained on page four of this document.
<i>Enciclopedia Moderna</i>	The content of this Spanish-language resource cannot be retrieved through One Search.
<i>Escolar</i>	The content of this Spanish-language resource cannot be retrieved through One Search.
<i>Explora for Elementary Schools</i>	This is an interface. As implemented on the Discus website, it returns content from two databases. Add these databases individually to One Search as explained above using the EBSCO Family. (1) <i>Funk &amp; Wagnalls New World Encyclopedia</i> ; and (2) <i>Primary Search</i> .
<i>Explora for Middle Schools</i>	This is an interface. As implemented on the Discus website, it returns content from six databases. Add these databases individually to One Search as explained on page four of this document, using the EBSCO Family. (1) <i>Health Source: Consumer Edition</i> ; (2) <i>History Reference Center</i> ; (3) <i>Middle Search Plus</i> (middle school periodicals); (4) <i>Newspaper Source Plus</i> ; (5) <i>Science Reference Center</i> ; and (6) <i>TOPICsearch</i> .

<i>Explora for High Schools</i>	<p>This is an interface. As implemented on the Discus website, it returns content from eight databases. Add these databases individually to One Search as described above using the EBSCO Family.</p> <ul style="list-style-type: none"> <li>(1) <i>Health Source: Consumer Edition</i>;</li> <li>(2) <i>History Reference Center</i>;</li> <li>(3) <i>Literary Reference Center</i>;</li> <li>(4) <i>MAS Ultra</i> (high school periodicals);</li> <li>(5) <i>Middle Search Plus</i> (middle school periodicals);</li> <li>(6) <i>Newspaper Source Plus</i>;</li> <li>(7) <i>Science Reference Center</i>; and</li> <li>(8) <i>TOPICsearch</i>.</li> </ul>
<i>Historic American Newspapers</i>	<p>This is a free website from the Library of Congress rather than a subscription resource provided by Discus.</p>
<i>LearningExpress Library</i>	<p>The content of this database cannot be retrieved through One Search.</p>
<i>PowerSearch</i>	<p><i>PowerSearch</i> is an interface that provides a menu of Gale databases. Add the desired databases individually to One Search as described above using the Gale Family.</p>
<i>StudySC</i>	<p>This is a free website from the South Carolina State Library rather than a subscription resource provided by Discus. It is not searchable in One Search.</p>
<i>World Data Analyst</i>	<p>This Britannica database combines detailed statistics with powerful tools for analysis and display. Users make selections to create informative charts and tables. <i>World Data Analyst</i> is not searchable in the traditional sense.</p>

### Set Up One Search for Multiple Sites

If your district purchases subscriptions to online databases for the entire district, you can push One Search database configurations to multiple sites. This provides a simple way to enter authentication information once and apply it to other schools in the district.

To push One Search database configurations to another site or sites:

1. Log in to Destiny as the Destiny Administrator.
2. Select **Setup > District Options**.
3. Click  next to One Search Database Information.
4. Select a school to be the source site.

The database configurations at the source site will be duplicated at other sites in the district. Therefore, you should set up the source site with every district subscription that you want to push to other sites.

5. Click **Configure**.

The push process only works for databases that use the same username and password for each school in the district. Any databases that require a unique username and password for each school need to be set up at the individual schools. Users at each school who have the Set up One Search permission can add or edit database configurations.

If any of the receiving schools already have databases configured that are not configured at the source site, those databases are not affected by the push. If the source school and any of the receiving schools have a database in common, the receiving school's configuration for that database will be overridden when the push is processed.

6. From the Push Configuration to drop-down, select the entire district, a site type or a single site.

The push process will automatically enable the Use One Search checkbox in Site Configuration for any receiving sites that do not already have it enabled.

7. Click **Go**.
8. A message appears, notifying you which sites will receive the database configurations you setup at the source site. To proceed, click **Yes**.