One Search supports many of the most common K-12 online subscription databases and websites. Follett Shelf Classroom Connections allows you to integrate One Search content with your instruction.

Enabling One Search

To enable One Search:

1. Log in as a Follett Shelf administrator.
2. On the Follett Shelf *Home* page, click the **Tools** menu.
3. In the **Tools** drop-down, select **Setup**.
4. Choose the **Maintenance** option.
5. Select the **Enable One Search** checkbox.
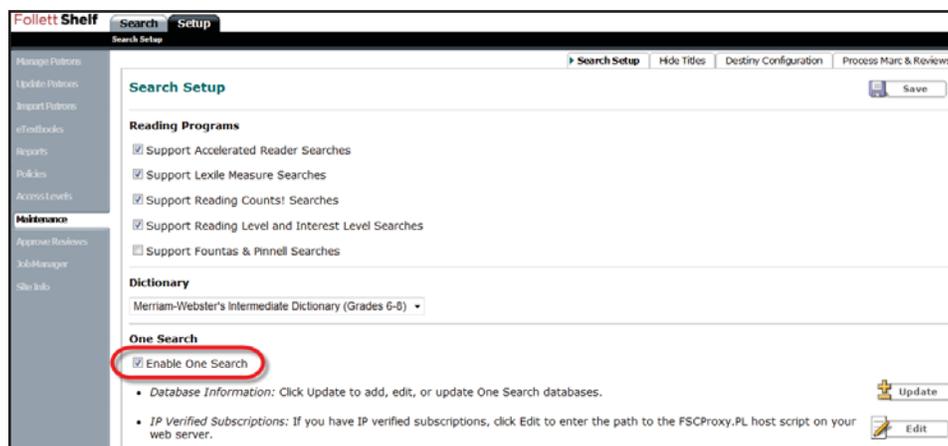
Note: If you use Destiny® Library Manager™ and have configured databases, One Search is available for your patrons once enabled.

Setting Up One Search Databases

You can connect to more than 400 databases through One Search, and new ones are added on a regular basis.

To add databases:

1. On the Follett Shelf *Home* page, click the **Tools** menu.
2. In the **Tools** drop-down, select **Setup**.
3. Choose the **Maintenance** option.
4. Click **Update**.
5. Click **Add Databases**.
6. Click the **Add** next to the database(s) you want to add.

- Each database you select may require you to enter different authentication information, such as a username, password, URL, or customer number. Obtain this information from the database vendor.

  Note: If you would like students to have access to search One Search databases away from school, make sure your students can log in to Follett Shelf with a username and password.

- If your selection yields a list of multiple databases, such as when you choose a subscription encyclopedia database, select the checkboxes to add the databases you use.
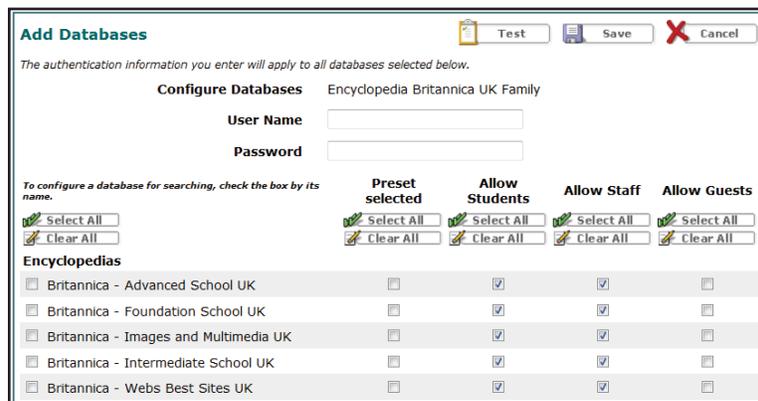
- Checking the boxes under **Preset selected** tells Follett Shelf to search this database by default.

- The **Allow Students**, **Allow Staff**, and **Allow Guests** options let you decide which groups of patrons—students, staff, or guests—can search specific databases. You then need to enable the Student, Staff, and Guest access levels to give these patron groups permission to search One Search. See the *Setting Up Patron Types for One Search* section for instructions.

  Note: Ensure your third-party subscription database licenses allow public access before permitting guests to search One Search. Complying with the license terms is your responsibility.

7. When you have entered the required authentication information and made all your selections in any configuration options, click **Save** to add the database.

8. Repeat the steps for the databases you wish to include in One Search. When you have finished, close the window.

Setting Up Patron Types for One Search

By default, all of your Patron Types in Follett Shelf have a One Search access level of Student. Those patrons logging in through the shared account have a One Search access level of Guest.

To set up Patron Types for One Search:

1. On the Follett Shelf *Home* page, click the **Tools** menu.
2. In the **Tools** drop-down, select **Setup**.
3. Choose the **Policies** option.
4. Click the **Edit** icon next to a Patron Type.
5. From the **One Search access** drop-down, select a level: **Off**, **Student**, **Staff**, or **Guest**.

   Note: For the Shared Account Patron Type, you can select **Off** or **Guest** level access.

6. Click **Save**.