# Follett Shelf<sup>™</sup> Classroom Connections<sup>™</sup>

# Setting Up One Search™

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.

Follett Shelf	Search Setup Search Setup	
Manage Patrons	Search Setup Hide Titles Destiny Configuration Proce	ss Marc & Reviews
	Search Setup	Save
	Reading Programs	
	Support Accelerated Reader Searches	
	Support Lexile Measure Searches	
	Support Reading Counts! Searches	
Maintenance	Support Reading Level and Interest Level Searches	
	Support Fountas & Pinnell Searches	
	Dictionary	
	Merriam-Webster's Intermediate Dictionary (Grades 6-8) •	
	One Search	
	Enable One Search	
	Database Information: Click Update to add, edit, or update One Search databases.	🛓 Update
	IP Verified Subscriptions: If you have IP verified subscriptions, click Edit to enter the path to the FSCProxy.PL host script on your web server.	🖌 Edit

**Note:** If you use Destiny<sup>®</sup> Library Manager<sup>™</sup> 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.

Database Information Use this option to set up databases.	Add Databases	Edit Databases	Close
Encyclopedias			
Encyclopedia Britannica Asia Family			
Encyclopedia Britannica Australia Family			
Encyclopedia Britannica Family			
Encyclopedia Britannica New Zealand Family			
Encyclopedia Britannica UK Family			
Free Databases			
Grolier Online			
World Book Family			

• 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.

The authentication information you opter will apply to all	databacoc coloctod k	olow		
The authentication mornation you enter will apply to all	ualabases selected b	elow.		
Configure Databases	Encyclopedia Brita	nnica UK Family		
User Name				
Password				
To configure a database for searching, check the box by its name.	Preset selected	Allow Students	Allow Staff	Allow Guests
🖋 Select All 🖌 Clear All	💋 Select All 🔏 Clear All	💋 Select All	💋 Select All	💋 Select All
Encyclopedias				
Britannica - Advanced School UK				
Britannica - Foundation School UK				
Britannica - Images and Multimedia UK				
Britannica - Intermediate School UK				
Reitannica Waha Boot Sitos UK				

- 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**.

Patron Type	6th Grade Faculty	
	Make this the default	
Max Checkouts	10	
Max Holds	0	One Search access Student -
Ready Holds Expire in	5 day(s)	Off Student Staff Guest
Circulation Type		Loan Period
6th Grade Faculty		10 day(s)
General eBook		10 day(s)

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

6. Click Save.

 $\textcircled{\sc c}2014$  Follett School Solutions, Inc.