

A Step-by-Step Guide

- 1. Go to the CHS Library <u>Home Page</u>.
- 2. Under "Resource Collections" choose the collection that fits your research purpose. "General Research" will work for any subject area.
- 3. You should be able to see the available resources. If not, Log-in to Destiny.
 - a. Click in the upper right-hand corner.
 - b. Use your school Google credentials.
 - c. Note: You may have to search for the school to get the Google Log-in screen.
- 4. To change the view of the resources, click on \blacksquare
 - a. If you choose a collapsed view, remember to click the $\overset{(i)}{=}$ icon for more information.
 - b. Choose the view that appeals the most to you.
- 5. Click on a database or website listed in the collection.
- 6. Search the database/website for information on your topic.
- 7. You may also view other collections for other resources.
 - a. Click on the "Collections" menu at the top of the page.
 - b. You can also return to the CHS Library <u>Home Page</u>.
 - c. The collections are also listed on under "Help → Where Can I Find Info?" on the library's website: <u>https://www.librarychs.com/</u>
- 8. If you have any questions, reach out to Ms. Corcoran, the librarian.
 - a. mcorcoran@usd261.com
 - b. Come to the library M-F, 7:15 am-3:30 pm.