

TLC Module

Instructions are general, configurations may differ, for additional support contact Library Resources 742-6091



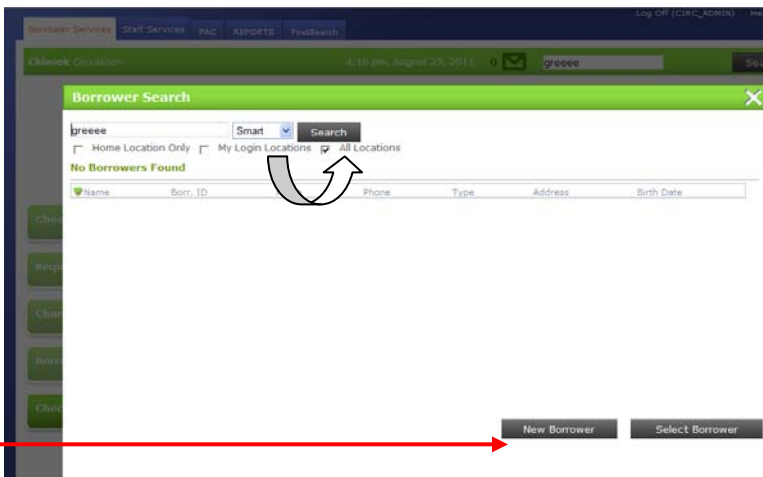
Introduction: Borrowers not in TLC can have a profile added by clicking button, "New Borrower". Consideration to Non ASD persons is a user agreement; sample form at end of document. *Note:* nightly borrower update can take upward of a week(s) to reflect a borrower's current location and or RP. Do not create a new record if you can find the borrower in TLC, items can be checked out to the borrower err regard of location and or RP. Staff with only a RP account; you can use the account to check out. *FYI:* Worse case scenario; the item will have to be checked in twice, once from in-transit and again to status check in/available.

Steps to create a borrower account

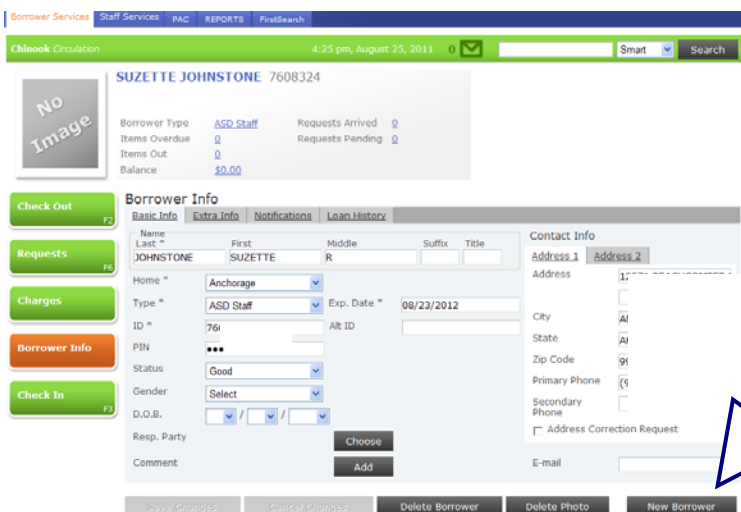
Borrower Services tab

Search for the borrower

Double check and expand search to ALL locations, when search result is zero, click button at the bottom of the window. "New Borrower"



Note: At the bottom of the patron search screen is "New Borrower" button.



Borrower Info window opens, mandatory fields



Library Resources How to add a New Borrower



- Last name & First name = All Caps staff/adult, Upper lower case for students
- Home = Your location
- Type = Community 1, 2 or 3

Type	Renewals	Weeks	limit
Community	1	2	2
Community	1	2	4
Community	1	3	6

- ID = School # code + continuous count
Example: 1601, then next new borrower 1602
When 1601 is no longer active, 1601 can be used again
 - PIN: Same as ID#
 - Expiration date = next school year 9-8-20XX
 - Contact Info = As complete as possible, include email contact
- Note:* Reminders of items out will be easiest with email
- Select Save



Example user agreement form:

_____ **Library**

**Use Agreement for Non-Registered
Students, Parents & Community Members**

I, _____, agree to abide by the library circulation procedures of -

_____ School. Under these procedures patrons may check out up to three (3) items at a time; books for up to two (2) weeks, audio/visual materials for up to one (1) week. Items may only be renewed one (1) time and you must bring the items into the library to be renewed.

Reference materials may be used in the library but may not be checked out of the library.

I also agree to abide by the Anchorage School District's policies and procedures regarding damaged, lost, and non-returned school property ([A.S.D. Policy Manual, Section 453](#)). The current replacement cost of hardcover books is \$XX.00. The current replacement cost of paperback books is \$XX.00. The cost of audio/visual materials will be the actual replacement cost of the item.

I understand that materials may not be available if they are needed to support the instructional needs of students or staff at the school per [A.S.D. Policy 855.3](#) Use of District-Owned Equipment and Materials by Non-District Individuals or Groups:

"District-owned equipment and materials may be loaned to individuals and/or groups if the equipment and/or materials are not needed by the department or a school for the regular instructional program."

Name (printed)

Signature

Parent/Guardian's Name (printed)

Signature

Date

Address:

Contact:

_____ (work)
_____ (home)
_____ (e-mail)