



Patron Update – Independent Schools
Please submit one form for the entire district.

Please return this form by **May 22**.

Building/District: _____ Name: _____

Important:

The library liaison will be notified once the below requests have been completed. The liaison should then forward that information to other library staff as appropriate. Library staff should **not** add or modify patron records until they receive confirmation that the below requests have been completed.

1. Will you be circulating during the summer? Y or N
If yes, please specify building(s) and dates: _____
2. Will there be any changes to the grades taught at any of your buildings? Y or N
If yes, please specify building and grade changes: _____
3. Should the 2014-2015 seniors (or highest grade level of students) be deleted by NCC? Y or N
4. Do you want NCC to advance students to the next grade level? Y or N
5. Should NCC advance seniors (or highest grade level) with transactions to grade GRAD? Y or N
6. Do you want NCC to remove expired patrons? Y or N
7. Do you want NCC to populate the patron PIN field for access to My Account in the OPAC? Y or N
If yes, please specify home zip, school zip, birthdate or other (10 character limit) and note if it's for faculty and/or students:

8. Will your school/district send a student and/or faculty patron file to NCC? Y or N

See http://nccohio.org/library/helpdocs/patrons_policy for proper formatting. If your district does not ftp the file(s) to NCC's server for automatic processing, then please send the file(s) via email to library-cherwell@nccohio.org.

If your school will send a student patron file, indicate which buildings would like the room-teacher combination (105-SMITH) to display in the homeroom field. Otherwise, only the homeroom number will display.

9. Do you want patron photos loaded in Sirsi? Y or N
If 'YES', please contact NCC once the photos are available.

NCC Library Services
Phone: 216.520.6900 ext. 5030
Fax: 216.520.6969