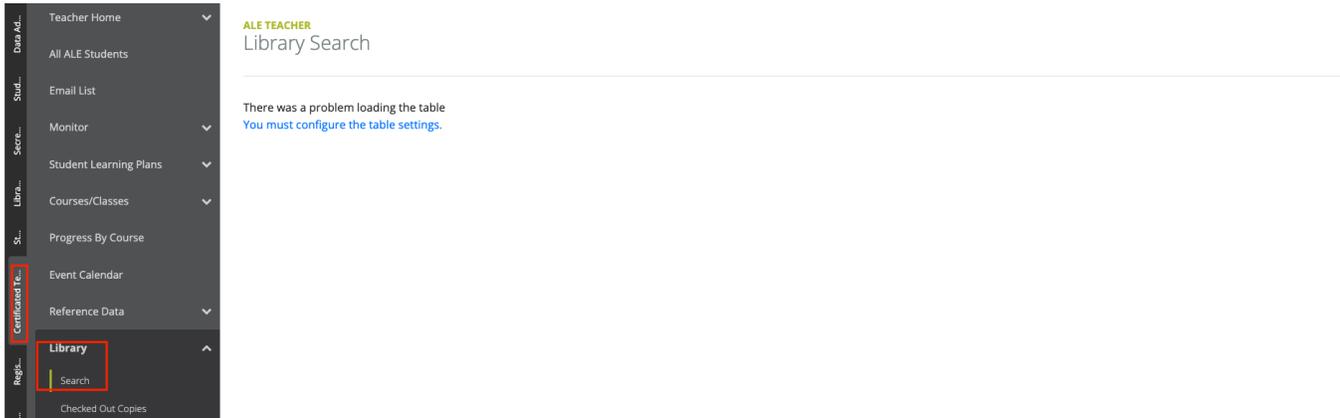


ALE Application: How to Check In & Out Library Items

Locate or request a Title.

Click **Library** in the left navigation menu and choose **Search**.



Simple Search for the **Titles**, **Keywords**, or **Descriptions** by entering it in the **Search** field, then click **Set**.

Ale Librarian Titles

Set ✕

 **Simple Search**
 Each word will be searched across all
 Titles, Keywords, and Descriptions

Search (optional)

Advanced Search may also be done for Title, Location, Identifier, Barcode, Author, Keywords, Subject, and Media Type.

Ale Librarian Titles

Set ✕

 **Advanced Search**
 Please make at least 1 selection

Title (optional)

Location (optional) [Select](#)

Identifier (optional) Barcode (optional)

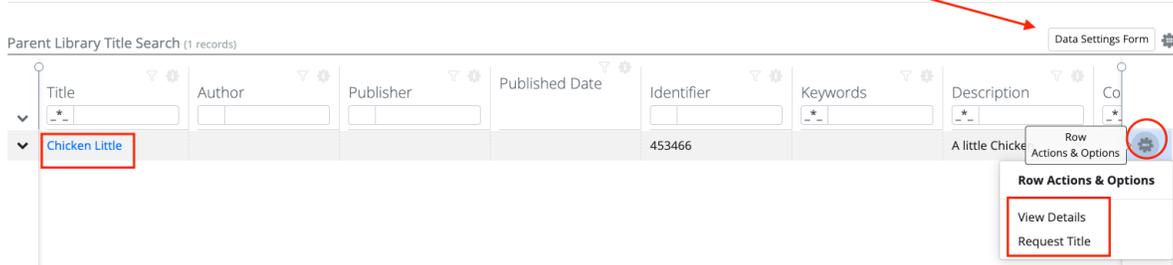
Author (optional) Keywords (optional)

Subject (optional) [Select](#) Media Type (optional) [Select](#)

A list of titles will be displayed. To return to the search, click **Data Settings Form**.

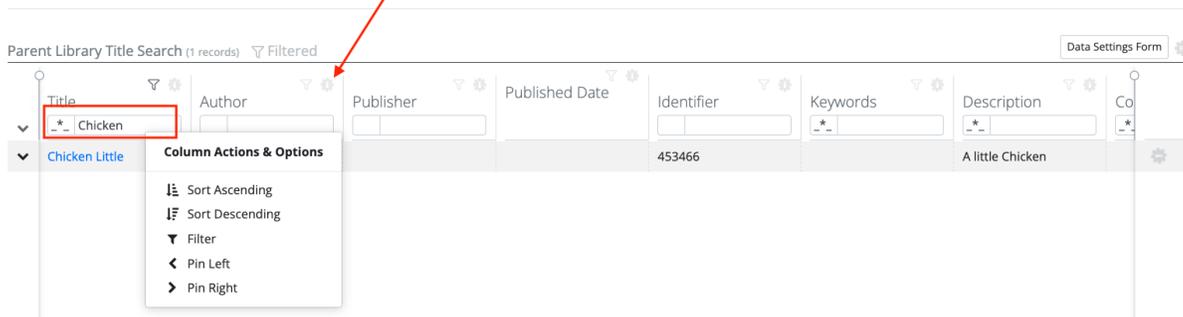
Click the **Title** for more details, or click the **Row Actions & Options** gear to **View Details** or **Request the Title**.

ALE PARENT
Library Search



If the list is long, try filtering it by typing a keyword or clicking the gear at the top of each column.

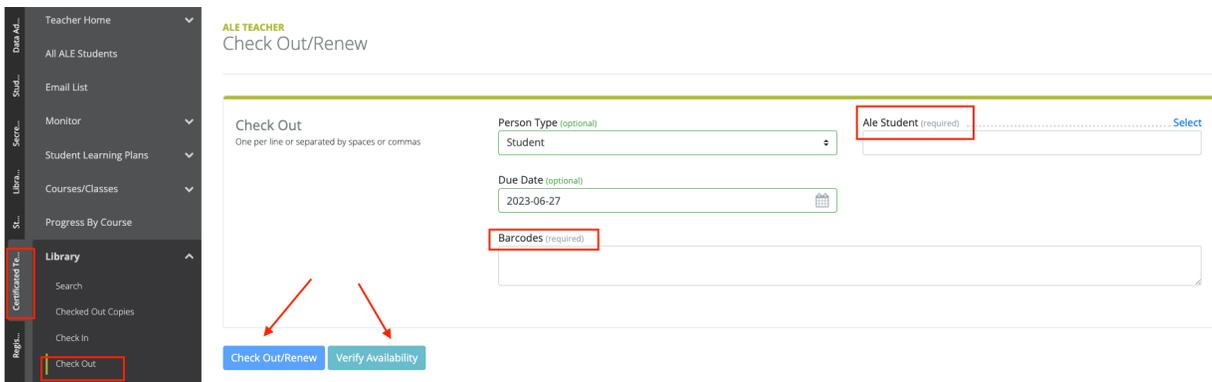
ALE PARENT
Library Search



Checking Out Items

Choose **Check Out** from the left-hand navigation menu to check out books for individual students.

- **Person Type (Optional)** - Select Student, Parent, or Teacher from the drop-down menu.
- **Name (Required)** - Select the **checkmark** next to the name.
- **Due Date (Optional)** This will autofill with the default date when setting up the Library. You have the option to select a different date.
- **Barcodes (Required)**



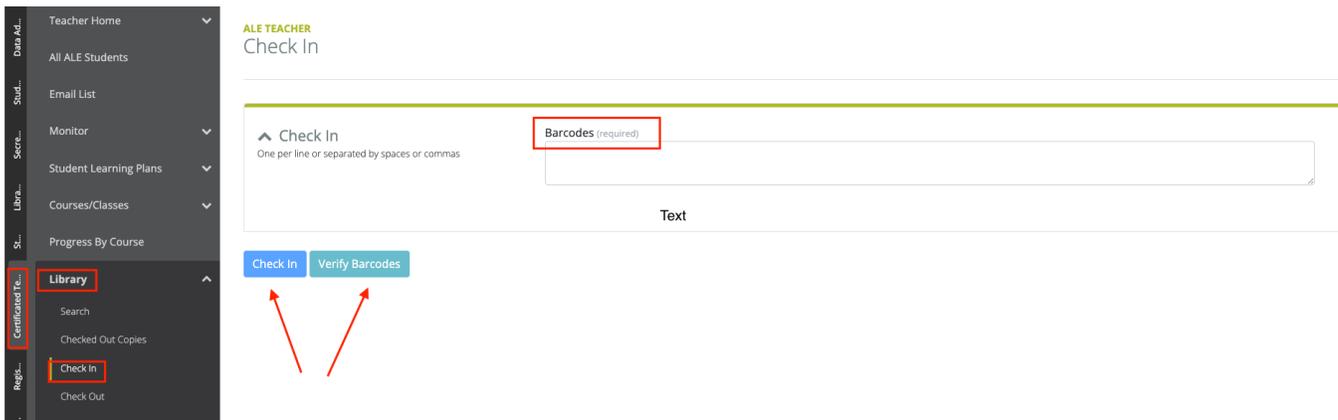
Once finished, click

- **Check Out/Renew** - This will tell the system to check out the items to the selected individual. NOTE: This will not give an error message if one or more entered barcodes are unavailable.
- **Verify Availability** - This will open a modal showing a list of the entered barcodes and their current status in the system. It will also state if a barcode does not currently exist in the system. Choose **Yes, CheckOut**, or click the “x” to close the modal and make any needed changes.



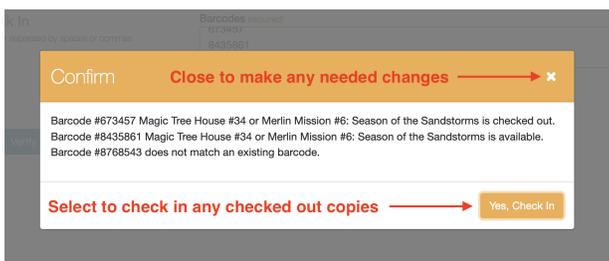
Checking In Items

Use the **Check In** option from the left-hand navigation menu to check multiple items simultaneously. This is where you would input or scan **Barcodes (Required)**.



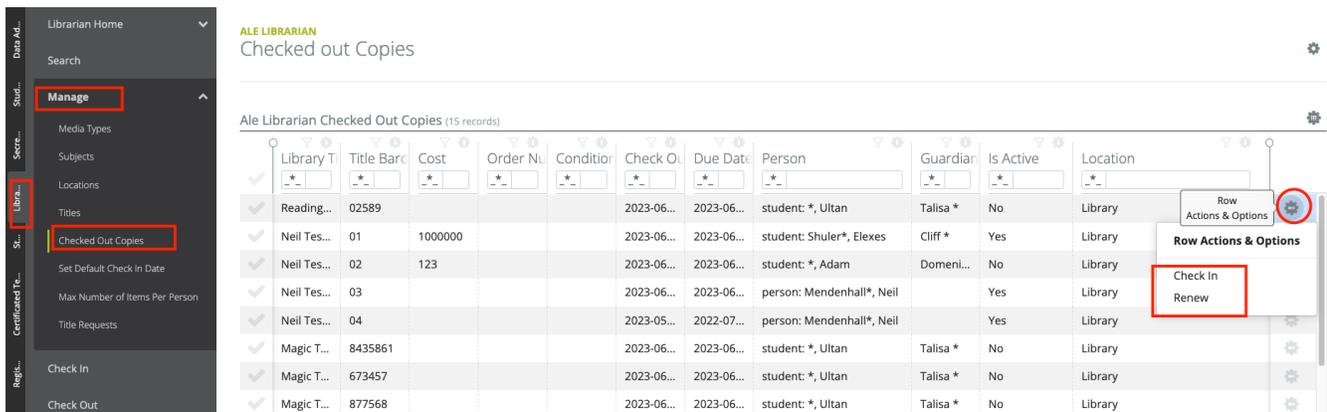
Once finished, click one of the following options:

- **Check In** - This will check in any entered barcodes that currently have a checked-out status.
- **Verify Barcodes** - This will open a modal showing the entered barcodes' status. Select **Yes, Check In** to check in any of the entered barcodes that have been checked out, or click “X” to close the modal and make any needed changes.



Viewing and Renewing Check Out Copies

Select **Manage** from the left-hand navigation menu and choose **Checked Out Copies**. Basic information for each item will be listed here, such as the name, barcode, check out date, due date, and the name of the person it was checked out to. These titles can be individually **Checked in** or **Renewed** via the associated **Row Action & Options** gear.

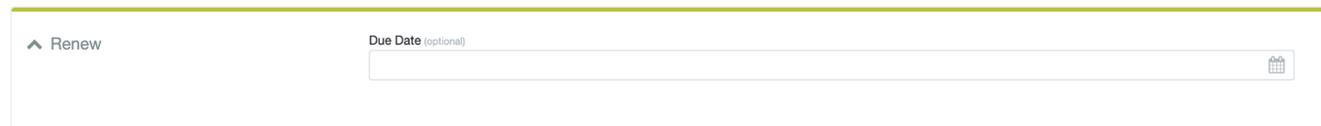


Library Title	Title Barcode	Cost	Order Number	Condition	Check Out Date	Due Date	Person	Guardian	Is Active	Location
Reading...	02589				2023-06...	2023-06...	student: *, Ultan	Talisa *	No	Library
Neil Tes...	01	1000000			2023-06...	2023-06...	student: Shuler*, Elexes	Cliff *	Yes	Library
Neil Tes...	02	123			2023-06...	2023-06...	student: *, Adam	Domeni...	No	Library
Neil Tes...	03				2023-06...	2023-06...	person: Mendenhall*, Neil		Yes	Library
Neil Tes...	04				2023-05...	2022-07...	person: Mendenhall*, Neil		Yes	Library
Magic T...	8435861				2023-06...	2023-06...	student: *, Ultan	Talisa *	No	Library
Magic T...	673457				2023-06...	2023-06...	student: *, Ultan	Talisa *	No	Library
Magic T...	877568				2023-06...	2023-06...	student: *, Ultan	Talisa *	No	Library

Clicking **Renewed** will open a new window that prompts you to select a new **Due Date** for the item.

ALE - Renew Ale Library Title Copy

Save



Click **Save**. NOTE: If you select Save without selecting a date, the system will use the Default Check-In Date chosen for your library system.

School staff can also view items checked out to a student on the Manage Student interface. Select **All ALE Students** in the left navigation menu, click the student's name blue hyperlink, then view the **Library Items Tab** located at the far right or nested under the **Details Tab**.

