

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.

le 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)	Media Type (optional)



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**.

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~ ~	Title _*_ Chicken Little	▼ #	Author	7 8	Publisher	70	Published Date	Identifier	₹	Keywords	7 0	Descripti	on Co	
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If the list is long, try filtering it by typing a keyword or clicking the gear at the top of each column.

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		 ↓≦ Sort Ascending ↓₹ Sort Descending ▼ Filter < Pin Left > Pin Right 							

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)

-PA-	Teacher Home	~	ALE TEACHER		
Data	All ALE Students		Check Out/Renew		
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cre		~	Check Out	Person Type (optional)	Ale Student (required)Select
x	Student Learning Plans	~	One per line or separated by spaces or commas	Student \$	
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	Check Out		Check Out/Renew Verify Availability		



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.

parated by spaces or cor	mas Student	¢	Savanna /
Confirm	Close if corrections needed —		×
Barcode #58 Barcode #67 Barcode #84	9960 does not match an existing barcode. 3457 Magic Tree House #34 or Merlin Mission #6: Season of the Sandst 35861 Magic Tree House #34 or Merlin Mission #6: Season of the Sands	orms is checke storms is availal	d out. ble.
Select	o check out available copies	Yes, Chec	k Out

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)**.

a Ad	Teacher Home	ALE TEACHER	
Dat	All ALE Students	Check In	
Stud	Email List		_
cre	Monitor	Check In Barcodes (required)	
Š	Student Learning Plans	One per line or separated by spaces or commas	
Libra	Courses/Classes	Text	
St	Progress By Course		
ITe	Library	Check in Verify Barcodes	
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Regis	Check In		
	Check Out		

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.

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ted Te			V Nei	il Tes	03				2023-06	2023-06	person: Mendenhall*, Neil		Yes	Library	Renew
Certifica			Nei	il Tes	04				2023-05	2022-07	person: Mendenhall*, Neil		Yes	Library	0
Ŭ			V Mag	gic T	8435861				2023-06	2023-06	student: *, Ultan	Talisa *	No	Library	0
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	Check Out		Mag	igic 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	×
▲ Renew	Due Date (optional)		

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**.

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Certif	Monitor	✓ Pr	Assessments A. Galvan Velazco*
rar	Student Learning Plans	v RO	Attendance
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5	Courses/Classes	Y PEI	Library Items
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