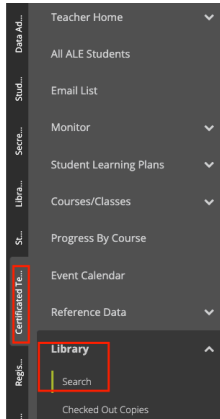


## ALE How to Check In & Out Library Items V2

### Locate or Request a Title.

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



ALE TEACHER  
Library Search

There was a problem loading the table  
You must configure the table settings.

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

Ale Librarian Titles

Set x

Simple Search

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

Search (optional)

3. **Advanced Search** can also be performed for Title, Location, Identifier, Barcode, Author, Keywords, Subject, and Media Type.

Ale Librarian Titles

Set x

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

4. A list of titles will be displayed. To return to the search, click **Data Settings Form**.
5. Click the **Title** for more details, or click the **Row Actions & Options** gear to **View Details** or **Request the Title**.

ALE PARENT  
Library Search

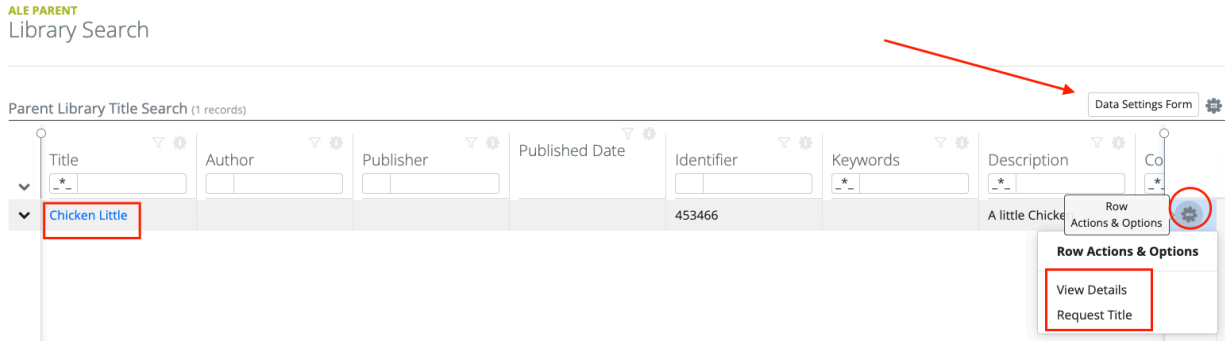
Parent Library Title Search (1 records)

Title	Author	Publisher	Published Date	Identifier	Keywords	Description	Co
Chicken Little				453466		A little Chick	

**Data Settings Form** (gear icon)

**Row Actions & Options** (gear icon)

- View Details
- Request Title



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

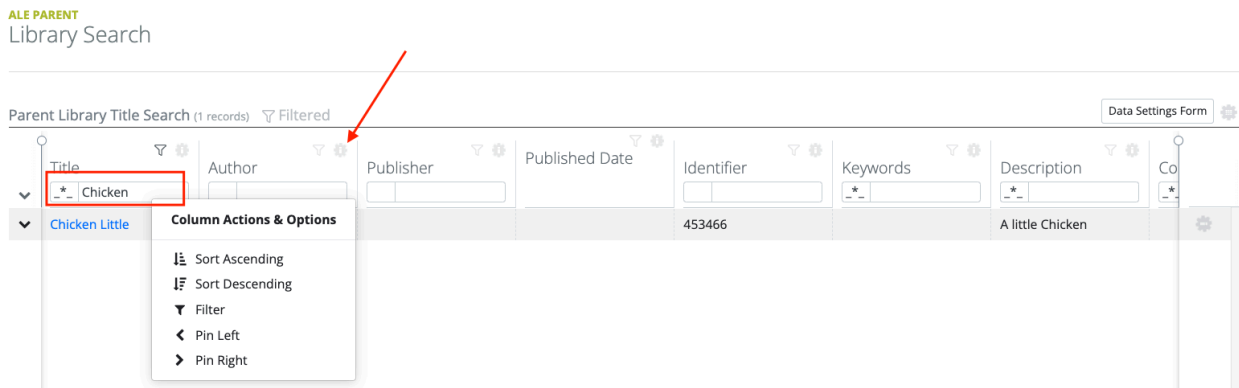
ALE PARENT  
Library Search

Parent Library Title Search (1 records) Filtered

Title	Author	Publisher	Published Date	Identifier	Keywords	Description	Co
Chicken Little				453466		A little Chicken	

**Column Actions & Options** (gear icon)

- Sort Ascending
- Sort Descending
- Filter
- Pin Left
- Pin Right



## Checking Out Items

1. Choose **Check Out** from the left-hand navigation menu to check out books for individual students.
  - a. **Person Type (Optional)**: Select Student, Parent, or Teacher from the drop-down menu.
  - b. **Name (Required)**: Select the **check mark** next to the name.
  - c. **Due Date (Optional)**: This will autofill with the default date when setting up the Library. You can select a different date.
  - d. **Barcodes (Required)**

ALE TEACHER  
Check Out/Renew

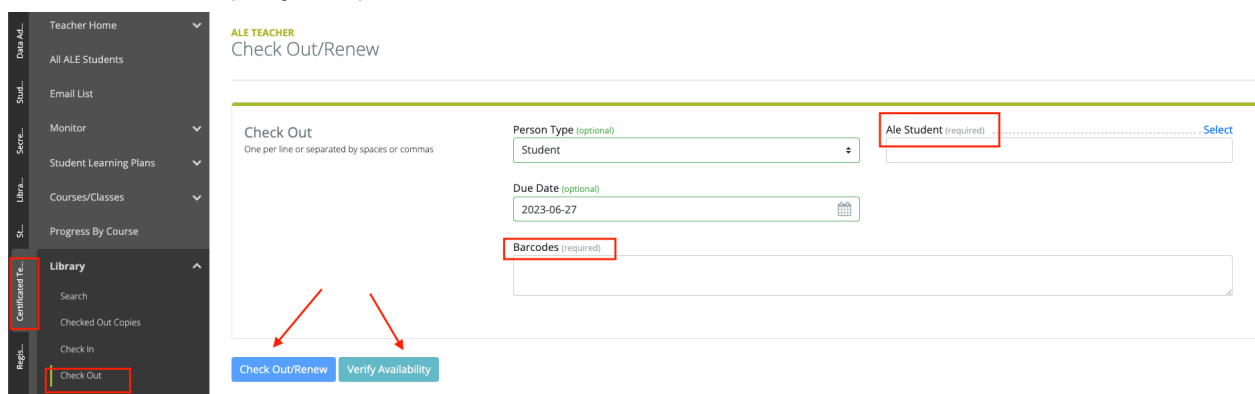
Check Out  
One per line or separated by spaces or commas

Person Type (optional)  
Student

Due Date (optional)  
2023-06-27

Barcodes (required)

**Check Out/Renew** **Verify Availability**

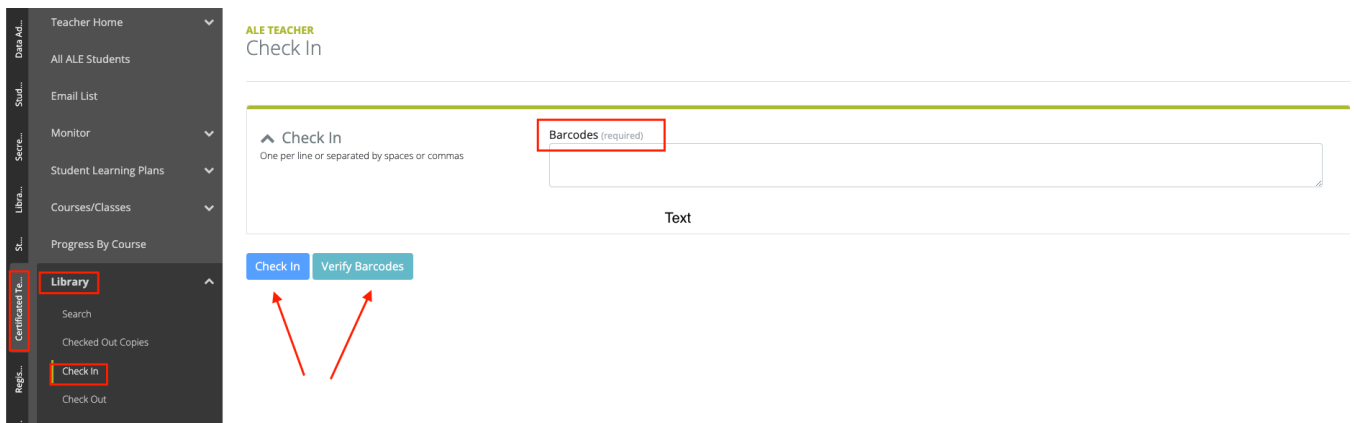


2. Once finished, click.
  - a. **Check Out/Renew:** This will tell the system to check out the items to the selected individual. NOTE: This will not give an error message if one or more entered barcodes are unavailable.
  - b. **Verify Availability:** This opens a modal that lists the entered barcodes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

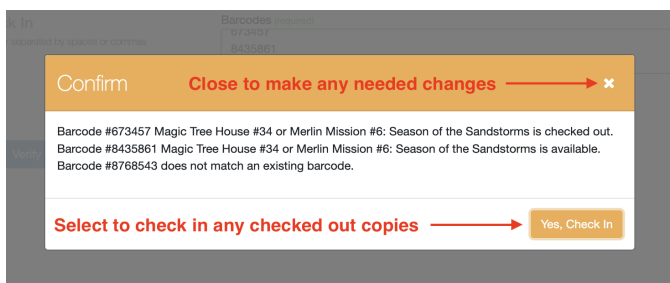


## Checking In Items

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

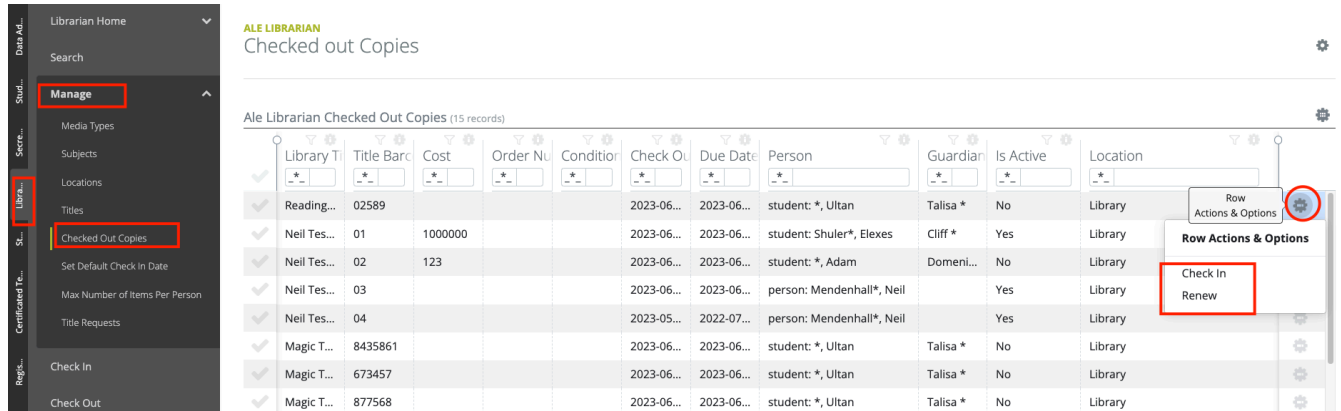


2. Once finished, click one of the following options:
  - a. **Check In:** Checks in any entered barcodes that currently have a checked-out status.
  - b. **Verify Barcodes:** This opens a modal that shows the status of the entered barcodes. Select **Yes, Check In** to check in any of the entered barcodes that have been checked out, or click “X” to close the modal and make any needed changes.




## Viewing and Renewing Check Out Copies

1. 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...	Yes	Library
Neil Tes...	03				2023-06...	2023-06...	person: Mendenhall*, Neil		No	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

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



3. 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.
4. School staff can also view items checked out to a student on the **Manage Student interface**.
  - a. Select **All ALE Students** in the left navigation menu, click the student's name, then view the **Library Items Tab** located at the far right or nested under the **Details Tab**.

