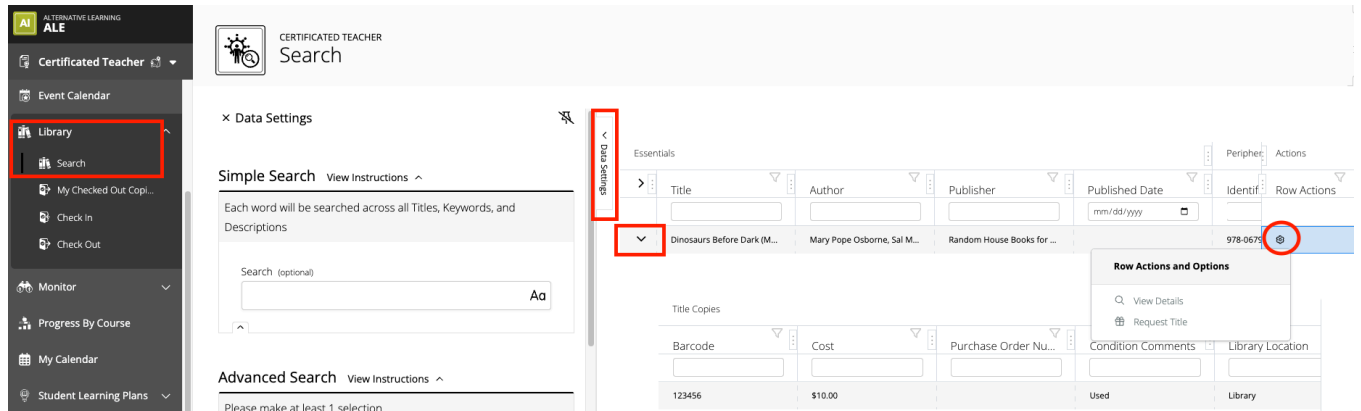


## ALE How to Check In & Out Library Items (Connect)

Here, you will learn to search your school's library for resources available for checkout. This is available in the Certificate Teacher, Librarian, Parent/Guardian, and Student Roles.

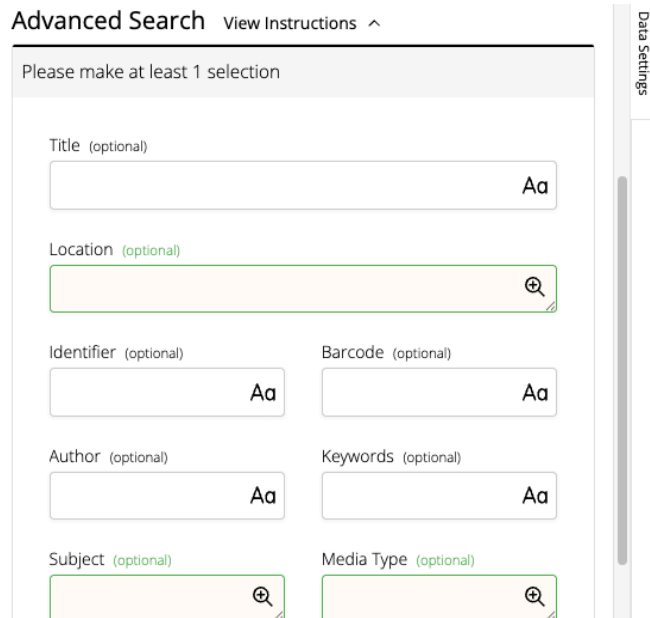
1. Start under **Library** in the left navigation menu, then choose **Search**.



The screenshot shows the 'CERTIFICATED TEACHER Search' interface. On the left, a navigation menu has 'Library' and 'Search' highlighted. The main content area is divided into 'Simple Search' and 'Advanced Search' sections. A 'Data Settings' drawer is open on the left side of the search results table. The search results table has columns for Title, Author, Publisher, Published Date, Identifier, and Row Actions. A red box highlights the 'Data Settings' drawer, and another red box highlights the search results table.

2. Using the **Data Settings Drawer**:

- a. Fill in the **Simple Search** field. Each word will be searched across all Titles, Keywords, and Descriptions.
- b. Or fill in the **Advanced Search** fields. (Title, Identifier, Barcode, Author, Keywords)
  - i. Click the **magnifying glass** in the **Location**, **Subject**, or **Media Type** fields, and click the **checkbox** selection.



The screenshot shows the 'Advanced Search' drawer with the following fields and options:

- Title (optional): [Text input field]
- Location (optional): [Text input field with magnifying glass icon]
- Identifier (optional): [Text input field]
- Barcode (optional): [Text input field]
- Author (optional): [Text input field]
- Keywords (optional): [Text input field]
- Subject (optional): [Text input field with magnifying glass icon]
- Media Type (optional): [Text input field with magnifying glass icon]

A 'Data Settings' drawer is visible on the right side of the screen.

3. The table will automatically filter based on your selections.
4. Click the **arrow** to the left of the title to reveal embedded details.

5. Click the **Row Actions Gear** to the right to choose:
  - a. **View Details**
  - b. **Request Title**

## Check-In/Return Library Materials

Here, you will learn to check in/return library materials so they can be made available to other users searching the library. This is available in the Certificated Teacher and Librarian Roles.

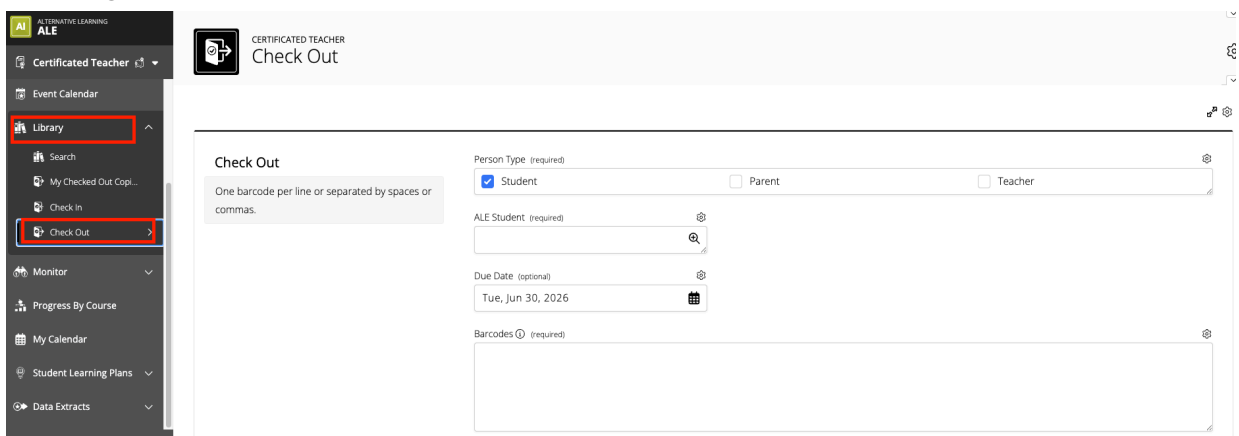
1. Start under **Library** in the left navigation, then choose **Check In**.
2. Type or scan an item's barcode into the **Check In** field—note: One barcode per line, or separated by spaces or commas.



## Check-Out Library Materials

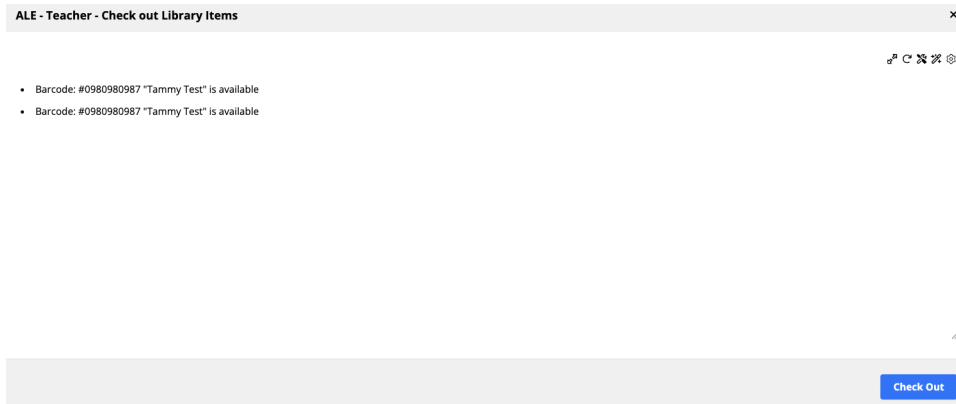
Here, you will learn to check out library materials in the role of a Certificated Teacher or Librarian. Note: The Librarian Role can set a school-wide checkout limit.

1. Start under **Check Out** in the left navigation menu. For a Certificated Teacher, start under **Library** in the left navigation, then choose **Check Out**.



2. Click the **checkbox** in the **Person Type** field to indicate whether the person checking out the item is a Student, Parent, or Teacher.
3. Click the **magnifying glass** in the **ALE Student, Parent, or Teacher** field that appears, and click the **checkbox** next to the selection.

4. Select a **Due Date**. This field will pre-populate with a date if the school-wide due date has been set via the Librarian Role.
5. Type or scan an item's barcode into the **Barcodes** field.
6. Click **Verify Barcodes**.
  - a. An overlay window will appear to verify whether a matching barcode exists.
  - b. Click **Check Out**.



## View Checked Out Copies

Here, you can view all resources currently checked out to your account in the Certificated Teacher, Parent/Guardian, and Student Roles.

1. Start in the **Library** section of the left navigation menu, then choose **Checked Out Copies**.
2. You will see a data table of your account's currently checked-out resources.

