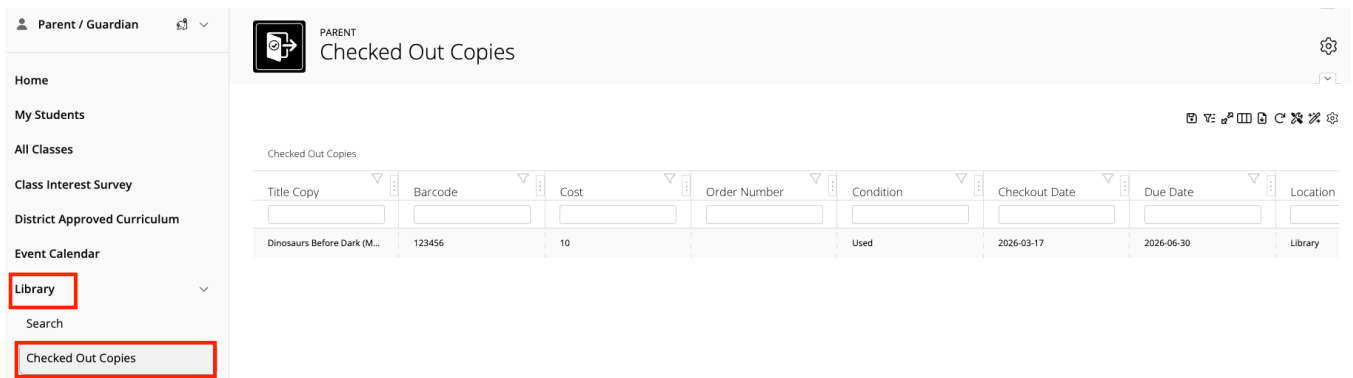


ALE Students: Viewing Checked Out Library Items/Searching and Requesting Library Items (Connect)

Students can view which items are checked out to them. Only library items managed within the ALE application will surface. Library items checked out to students via the district's library system will not surface here.

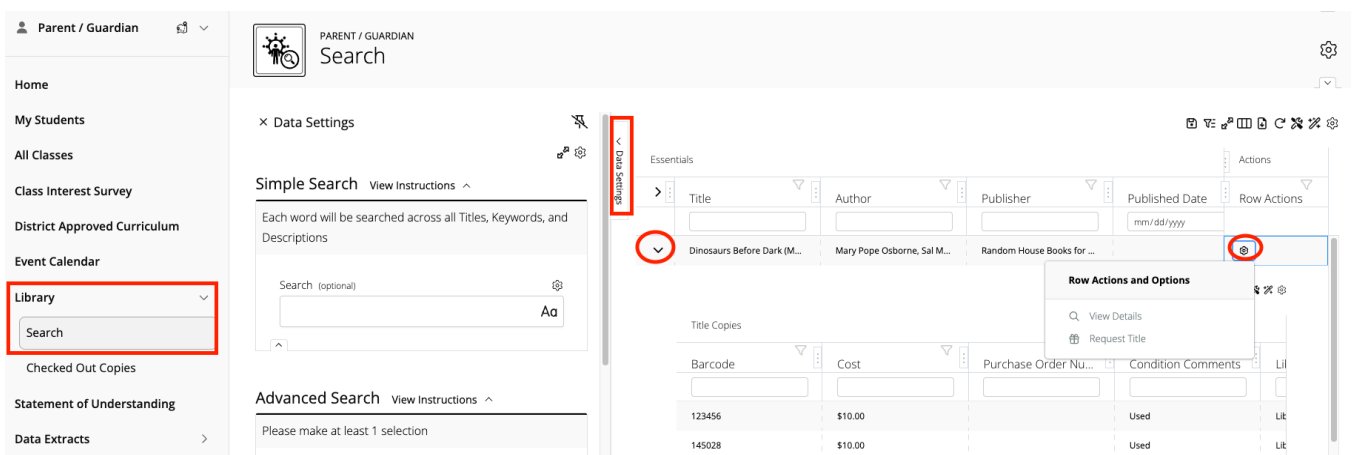
1. Start under **Library** in the left navigation menu and choose **Checked Out Copies**.



Search Library Items or Request a Title

Check with your school before requesting library items. Not all schools use or support this feature.

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



2. Use the **Data Settings Drawer** to the left to do a **Simple Search** for the Titles, Keywords, or Descriptions by entering them in the **Search** field, then click **Set**.
3. Alternatively, an **Advanced Search** may be performed for Title, Location, Identifier, Barcode, Author, Keywords, Subject, and Media Type.

4. A list of titles will be displayed to the right.
5. If the list is long, try filtering it by typing a keyword or clicking the gear at the top of each column.
6. Click the arrow to the right of the data table to view title copies.
7. Click the **Row Actions & Options** gear to **View Details** or **Request the Title**.