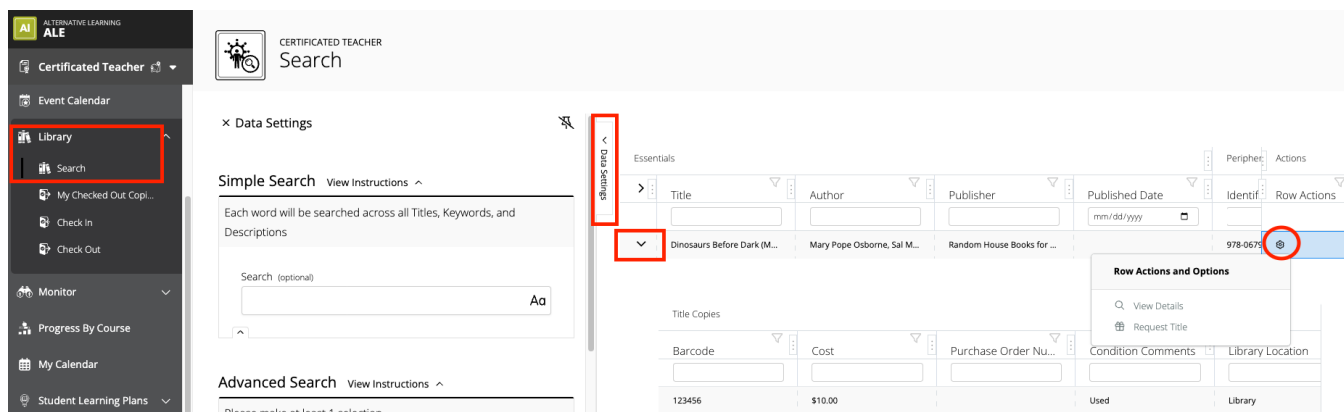


ALE How to Search, Check In & Out Library Items, and View Checked Out Items (Connect)

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**.



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.

Advanced Search View Instructions ^

Please make at least 1 selection

Title (optional)

Location (optional)

Identifier (optional)

Barcode (optional)

Author (optional)

Keywords (optional)

Subject (optional)

Media Type (optional)

Data Settings

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.



ALTERNATIVE LEARNING
ALE

Certificated Teacher

Event Calendar

Library

Search

My Checked Out Cop...

Check In

Check Out

CERTIFICATED TEACHER
Check In

Check In

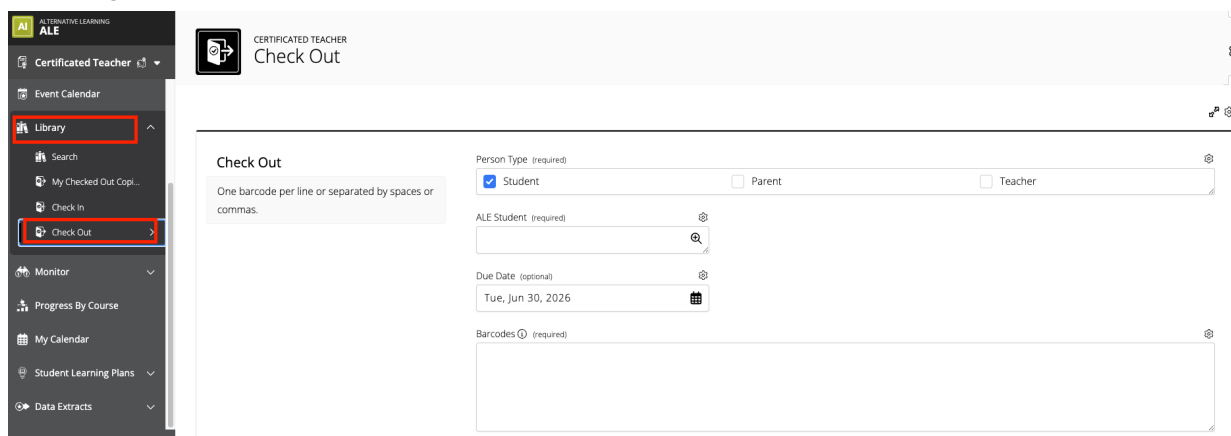
Check In (optional)

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**.



ALTERNATIVE LEARNING
ALE

Certificated Teacher

Event Calendar

Library

Search

My Checked Out Cop...

Check In

Check Out

Monitor

Progress By Course

My Calendar

Student Learning Plans

Data Extracts

CERTIFICATED TEACHER
Check Out

Check Out

One barcode per line or separated by spaces or commas.

Person Type (required)

☒ Student ☐ Parent ☐ Teacher

ALE Student (required)

Due Date (optional)

Tue, Jun 30, 2026

Barcodes (required)

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**.

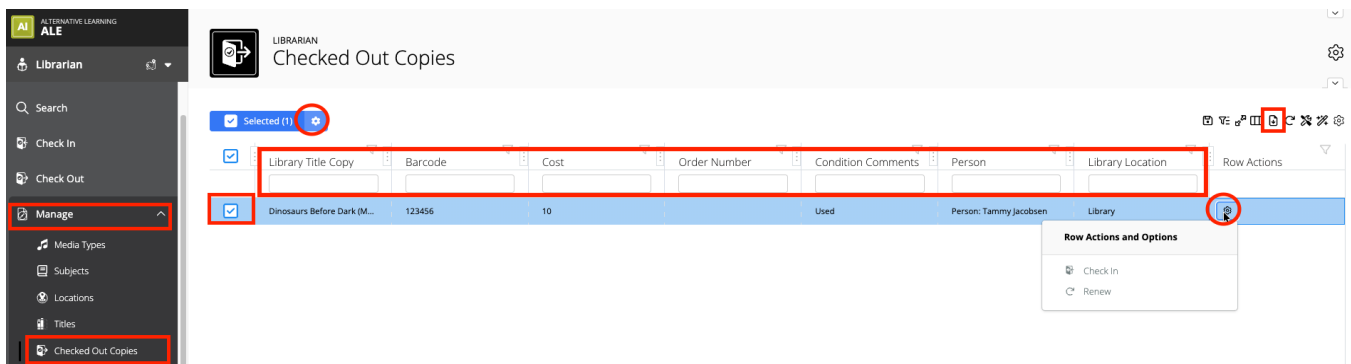
ALE - Teacher - Check out Library Items
✕

- Barcode: #0980980987 "Tammy Test" is available
- Barcode: #0980980987 "Tammy Test" is available

Check Out

Review and Renew Checked-Out Copies

1. Start under **Manage** in the left navigation menu and choose **Check Out Copies**.



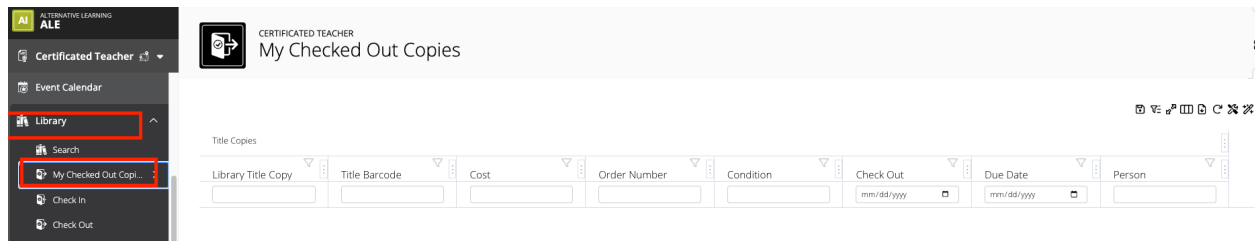
2. Use the **filters** at the top of each column to search and filter items.
3. Click the **Row Actions Gear** at the far right and choose one of the following:
 - a. **Check-In**
 - b. **Renew**
 - i. Select the **Due Date**.
 - ii. Click **Save**.
4. Click the **checkbox** of one or more items to the far left to renew multiple items at once.

5. Click the **Selected Gear** at the top of the table and choose **Renew**.
 - a. Select the **Due Date**.
 - b. Click **Save**.
6. Click the **Download Data Table icon** in the top-right to generate an Excel copy of checked-out items.

View My 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 **My Checked Out Copies**.
2. You will see a data table of your account's currently checked-out resources.



Library Title Copy	Title Barcode	Cost	Order Number	Condition	Check Out	Due Date	Person
					mm/dd/yyyy	mm/dd/yyyy	