



Patron Update – Independent Schools
Please submit one form for the entire district.

Please return this form by **May 30**.

Building/District: _____ Name: _____

Important:

The library liaison will be notified once the below requests have been completed. The liaison should then forward that information to other library staff as appropriate. Library staff should **not** add or modify patron records until they receive confirmation that the below requests have been completed.

1. Will you be circulating during the summer? Y or N
If yes, please specify building(s) and dates: _____

2. Will there be any changes to the grades taught at any of your buildings? Y or N
If yes, please specify building and grade changes: _____

3. Should the seniors (or highest grade level of students) be deleted by Connect? Y or N

4. Do you want Connect to advance students to the next grade level? Y or N

5. Should Connect advance seniors (or highest grade level) with transactions to grade GRAD? .Y or N

6. Do you want Connect to remove expired patrons? Y or N

7. Should Connect populate the patron PIN field for access to My Account in the OPAC? Y or N
If yes, please specify home zip, school zip, birthdate or other (10 character limit) and note if it's for faculty and/or students:

8. Will your school/district send a student and/or faculty patron file to Connect? Y or N

See http://ohconnect.org/library/helpdocs/patrons_policy for proper formatting. If your district does not ftp the file(s) to Connect's server for automatic processing, then please send the file(s) via email to library-cherwell@ohconnect.org.

If your school will send a student patron file, indicate which buildings would like the room-teacher combination (105-SMITH) to display in the homeroom field. Otherwise, only the homeroom number will display.

9. Do you want patron photos loaded in Sirsi? Y or N
If 'YES', please contact Connect once the photos are available.

Connect Library Services
Phone: 216.520.6900 ext. 5030
Fax: 216.520.6969