

Hello All,

Steven, Jill and I compiled the following information to help guide Connect Card/library card procedures and policies when waiting on the faculty, staff, students and community borrowers.

I hope this clears up any confusion regarding the NEW Connect Card:

1. **All Students including Dual-Enrollment students at public High Schools MUST physically present the Connect Card to check-out any items; do not look up any patrons manually.**
 - a. Remember that Dual-Enrolled students that are not current can only borrow materials if they are 18 years or older.
2. **Dual Enrollment - Edison Collegiate High School Students may use their "Panther" or "Spartan" Card to check-out physical items. These ID's are equivalent to the Connect Card.**
 - a. These students must be current and active Dual-Enrollment students in ALEPH to borrow materials. Regular ECHS – Lee students do not have privileges to borrow materials.
3. **All Faculty and Staff MUST have their Connect Card and hand it to you to check-out Items.**
 - a. Faculty and Staff (For Now) may have a one time check-out without their Connect Card to borrow materials. Only a Library Staff Member may look-up and verify the Faculty or Staff member. Please make a note in their record that they have used their one time lookup.
4. **Adjunct Faculty records should never be updated unless verification of employment has been made by an Adjunct Coordinator, Human Resources or logging into their Portal and showing their class list. If they are verified, but are not able to get a Connect Card because their contract is not in, please give them a temporary library card. Please tell them they MUST get a Connect Card once they know their contract is finished in Human Resources.**
5. **Dual Enrollment Instructors are not considered employees of the college and cannot get a Connect Card. Currently, they will have to get a regular library card. You MUST verify their active status as a current dual enrollment instructor by the Dual Enrollment department or by logging into their portal and showing their class list. (Kristen Corkhill – ext. 1306—Barbara Miley – ext.1369)**

REMEMBER, never update a patron's record without first verifying that they are currently enrolled and paid in their portal.

All patrons MUST physically present their Connect Card or library card in hand, No Exceptions.

Remember, if they are able to get the Connect Card, they must get it to borrow materials.

If they seem like they have a special case, please have them contact me or Bill. If you have any other doubt about what to do, please contact me or Bill.

If you have any questions or any information I should add to this letter, please don't hesitate to let me know.

Thank you,

Peggy