

View Patron Record - p15274986

File Edit View Tools

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p15274986 Last Updated: 11-15-2019 Created: 10-24-2019 Revisions: 5

EXP DATE	10-28-2022	ISSUIG LIB	sh SHARON HILL LIBRARY	OD PENALTY	0
PCODE1	-	PMESAGE	- NO MESSAGE	ILL REQUES	0
PCODE2	-	MBLOCK	-	CUR ITEM C	0
PCODE3	38 Sharon Hill Boro	CL RTRND	0	CUR ITEM D	0
P TYPE	40 Institutional	MONEY OWED	\$0.00	CARD AT	29 DE
TOT CHKOUT	1	BLK UNTIL	- -	PAT AGENCY	21 SH
TOT RENWAL	0	CUR ITEM A	0	CIRCACTIVE	11-07-2019
CUR CHKOUT	0	CUR ITEM B	0	Notice Preference	z EMAIL
BIRTH DATE	- -				

PATRN NAME ACADEMY PARK HIGH SCHOOL GIFTED SUPPORT

PATRN NAME DIMAGGIO, C

ADDRESS 300 COLCON HOOK RD
SHARON HILL, PA 19079

TELEPHONE 610-522-4330

View-Only Mode

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UNIQUE ID SEDELCO

MESSAGE Please allow 4 week checkout

NOTE Contact DE with administrative issues

P BARCODE 25918018333843

EMAIL ADDR cdimaggio@sedelco.org

STAFF PERS DEA

View-Only Mode

Entering a Teacher Classroom Card

1. First, make sure the teacher has their own personal card as the teacher card will be linked to this (check that the birthdates match).
2. Create a new card. All Schools already have an ILL account, do not use this account unless you are working with a school librarian.
3. Use all caps in the record. Put the Patron Name as the name of the School with classroom info. for ex: NORWOOD ELEMENTARY SECOND GRADE or NORWOOD ELEMENTARY ROOM 202, STEP BY STEP 4 YEAR OLDS.
4. Insert an additional patron name field and put the teacher's last name and first initial.
5. Try your best to get the person's school e-mail and check to get overdues through e-mail.
6. The PCode 3, Pat Agency and Issuing library should be the municipality the school is in.
7. The PType should be 40 – Institutional.
8. Add a message: PLEASE ALLOW 4 WEEK CHECKOUT.
9. CARD AT field should be 29 – DE.
10. Put a note in the record that says: CONTACT DE WITH ADMINISTRATIVE ISSUES. CHERI AND DIANE WILL TRY TO HELP SORT OUT PROBLEMS.
11. Link this card to the teacher's personal card.

EXAMPLE
SCHOOL APP



Date 11/15/19 SURNAME Name of School

LIBRARY CARD APPLICATION

REQUIREMENTS: Identification showing current address is required. Acceptable identification includes valid Pennsylvania Driver's License or state ID showing current address or any two of the following showing current address: check book, bank statement, voter registration, utility bill, lease. If 17 or younger, parent or guardian must show acceptable identification and sign the application. To protect customer privacy, all information related to this account will be given ONLY to the person to whom the card is issued.

PLEASE PRINT

I have them put their name and barcode# (personal card) on back.

LAST NAME Name of school with room # or specialty FIRST NAME department MIDDLE NAME

ADDRESS Address of school CITY/STATE ZIP CODE

BIRTH DATE birthdate of teacher CONTACT NUMBER school number

I WANT TO RECEIVE LIBRARY NOTICES BY (CHOOSE ONE)

☐ MAIL ☐ TEXT (PROVIDE CELL # & CARRIER)
☒ EMAIL school e-mail

BY SIGNING BELOW I AGREE TO BE RESPONSIBLE FOR ALL MATERIALS CHARGED ON MY LIBRARY CARD; TO REPORT A LOST LIBRARY CARD AT ONCE; TO OBSERVE LIBRARY RULES; TO PROMPTLY PAY ALL CHARGES; AND TO NOTIFY THE LIBRARY OF ANY NAME OR ADDRESS CHANGES. THIS CARD IS NON-TRANSFERABLE.

SIGNATURE Signature of Teacher

PARENT/GUARDIAN OF MINOR APPLICANT

SIGNATURE OF PARENT/GUARDIAN (IF UNDER 18)

MOVIE/VIDEO GAME ACCESS

- ☐ My child is permitted to borrow video games/DVDs regardless of Rating
☐ My child is not permitted to borrow video games/DVDs

STAFF USE ONLY

Issuing Library Can be School ID Staff person

ID used Patron Type 40

Municipality Barcode #