

School/Classroom Card for a Teacher – to be used when a teacher would like materials used for school to be separate from their personal account.

1. First, make sure the teacher has their own personal card, as the teacher card will be linked to this. **As long as a teacher works in Delco, their personal card can have full access to all our materials, just make sure to put the school's address as a secondary address and use this address as their PCODE 3.**
2. For the school/classroom application:
 - a. Have the teacher put their last name, first initial, school name and position in the name field. For Example: WHITE, S. - WALLINGFORD ELEMENTARY, 2nd GRADE or BROWN, B. - STEP BY STEP – 4 YEAR OLD CLASS
 - b. For the address, phone and e-mail have the teacher put the school's address, phone and work e-mail.
3. Create a new card. All Schools already have an ILL account, do not use this account unless you are working with a school librarian. Check to see that the person has a personal card and that the birthdates match.
4. Use all caps in the record. Put the teacher's last name and first initial as the Patron Name.
5. Put the name of the school the address and have them use their school information for the other fields such as email and phone. Their birthdate is still needed.
6. Insert an additional patron name field and put the school name and grade as noted above.
*This step must come after putting in the teacher's name, or the system will show that name on the record instead of the school.
7. The PCode 3, Pat Agency and Issuing library should be the municipality the school is in.
8. The PType should be 40 – Institutional.
9. CARD AT field should be 29 – DE.
10. You may insert a note field that any questions can be directed to the Youth Services Coordinator. You may also allow the patron to check out in 4 week increments, but this is not as important since we have automatic renewals.
11. Link this card to the teacher's personal card.
12. The application form comes to DE attn.: Youth Services Coordinator or Adult Outreach.