



## Patron Update – Independent Schools

Please submit one form for the entire district.

Please return this form by **May 22**.

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 2014-2015 seniors (or highest grade level of students) be deleted by NCC? .....Y or N
4. Do you want NCC to advance students to the next grade level? .....Y or N
5. Should NCC advance seniors (or highest grade level) with transactions to grade GRAD? .....Y or N
6. Do you want NCC to remove expired patrons? .....Y or N
7. Do you want NCC to 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 NCC? .....Y or N

See [http://nccohio.org/library/helpdocs/patrons\\_policy](http://nccohio.org/library/helpdocs/patrons_policy) for proper formatting. If your district does not ftp the file(s) to NCC's server for automatic processing, then please send the file(s) via email to [library-cherwell@nccohio.org](mailto:library-cherwell@nccohio.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 NCC once the photos are available.

NCC Library Services

Phone: 216.520.6900 ext. 5030

Fax: 216.520.6969