

Library ConnectED Account Details and Borrowing Guidelines

Profile: DISTRICT60, DISTRICT70

ConnectED accounts with profiles DISTRICT60 and DISTRICT70 are available to students of these participating public school districts. No physical library card will be provided. The student ID is associated with the User ID. Their information is provided to the library district through a data upload process by the school districts. Parents/Guardians may express to the schools that they do not want their student to have this library account. Though these students are minors, having a C/O on the account is not required. They have reduced borrowing privileges with no overdue fines. These users may also have library cards as Resident Minors. Account activation and expiration are automatically managed through data transfer and staff should not make any modifications.

Cardholders: All students

Guardian approval: Guardians may opt out of having their children receive an account.

User ID: District 60: D60123456 (6 digits after the D60 prefix)

District 70: D70123456 (3-9 digits after the D70 prefix)

PIN: birthdate mmddyyyy

Borrowing Physical Material

- Books, Books on CD, Playaways, Playaway Book Packs, Magazines (except current issues), puppets: 5 of each item, 21 days
- DVDs, CDs, Video Games, Playaway Views, Playaway Launchpads: 1 of each item, 7 days
- Devices: 0
- Hold Limit:
- Fines: no charge
- Non-return: replacement fee and processing fee - same as regular account
- Collections Activity: same as regular account
- Renewals: up to 6 auto-renewals, if there are no holds

Accessing Digital Resources and Material

- 3M Cloud, Hoopla, Freeding and Freagal: same access and borrowing terms as regular accounts
- Online Databases: same access as regular accounts
- In-house Computer Access: same as regular accounts

Account Activation and Expiration:

Account information will be provided from the school district to PCCLD on scheduled dates. Expiration dates will be auto-entered and auto-updated, staff should not change these manually.

Promotion:

Check our website: www.pueblolibrary.org/connected

Training:

PCCLD will provide training to teachers so they can learn how to access library materials with their classrooms.

Library ConnectED FAQs

Where can we find more information about ConnectED?

Check out the ConnectED webpage on our website:

<http://www.pueblolibrary.org/connected>

www.pueblolibrary.org > Services > ConnectED

Here you can find details about the cards, details about teacher and educational support that the library provides, as well as the “Opt Out” form and the printable version of this information.

What marketing is available?

Teacher flyer PDF (available on the ConnectED web page and also by a request from Community Relations)

Parent flyer (available by request from Community Relations)

Bookmark (available by request from Community Relations)

When will we start to see this?

Mid October 2016

When will the accounts expire?

The accounts will have an expiration date that is December 31 of the following year (after the current school year is over). For instance, cards issued for the 2016-2017 school year will expire in December 2018. Cards issued/updated in the 2017-2018 school year will expire in December 2019. Staff should not ever adjust any expiration dates. If an account expires, it is because we did not receive updated information on the student from the schools. If a student still wants to use an expired account, they should come to the library with their parent/guardian to create a traditional library account.

Will schools other than District 60 and District 70 be able to participate?

Perhaps in the future. For right now we are only doing this with District 60 and District 70

What if a student already has a library card?

This is ok. Some students may have two accounts. One User ID will be in the traditional format 122220... but the other User ID will be their Student ID. The accounts are separate and will be treated as two different accounts.

Will the accounts have a C/O listed?

No – we cannot obtain this information from the school districts. If you have the opportunity to update an account with the C/O present, please do so.

What if the student has traditional library account as well and it's blocked? Also, what if their C/O's account is blocked? Will they still be able to use this ConnectED account?

Yes. We realize we may have some students with two accounts, and one account might be in poor shape.

However, this ConnectED account will give the student access when their traditional account might prevent that.

What if the parent/guardian wants to checkout material?

Just as with traditional library cards, if a parent knows the checkout credentials (account # and PIN), they can easily accomplish this at the self-check. However, whenever you are speaking with a parent about these

accounts and realize that they might not have traditional library cards in the family, offer to help them set those accounts up so they can have more checkouts.

Who is responsible for lost material?

The parent/guardian is responsible for lost material. If we don't have a C/O listed, collections bills will be sent to "The Parent or Guardian of...." Since parents/guardians are given the option to opt out, they assume responsibility if they do not. The wording we have provided to the school districts clearly states this.

How do parents or guardians opt out?

Parents or guardians may complete this form which is also available on our website:

<http://www.pueblolibrary.org/connectedoptout#overlay-context=>

Will staff be held responsible if a child checks out something that a parent doesn't want them to checkout?

No – just as with any other library account, we will follow the policies and procedures for checkout.

Parents/guardians are responsible for the account activity including checkouts. This is why the parent was given the option to Opt Out.

What if a student has a school ID and does not have an account?

Then his/her information was not loaded, perhaps because they registered after the scheduled load dates. Do not create a ConnectED account for them. Instead, using their C/O ID, we can create a traditional library account for them. Please report this using this form: <http://portal.pueblolibrary.org/connected-missing-accounts>

(Portal > Links > ConnectED Missing Accounts)

What if a student does not know their student ID?

Refer to page 4 of Circulation Training Module 2:

If a minor (under 18) wants to check out without a library card, they must be able to verify their complete name, address, phone number and date of birth. Explain that we are making an exception for them and that they will need to bring their card in the future. If they provide the correct answers, they may check out 3 items. If the child does not provide correct answers, they cannot check out anything at this time. Issue a replacement card for 50 cents if needed.

What if a person other than the student memorizes the student ID and pin and uses the card?

Yes – this may happen. The purpose of this library card is to provide access to students who may not otherwise have access and expose them to library resources that are both physical and digital. The checkout restrictions will make this loss less costly, and hopefully reduce this instance. In ease case, the account owner should be referred to a manager to help resolve the issue.

What happens when a person graduates and their ConnectED account is no longer active?

Encourage that person to provide their photo ID and proof of address to obtain a traditional library account.