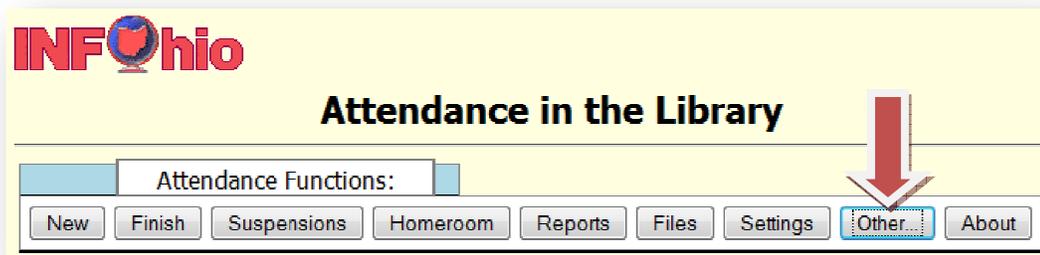# VIEWING LIBRARY POLICIES ONLINE

1. Open a web browser (ex. Internet Explorer or Netscape or Firefox).
2. Go to the Attendance Module - http://neomin.infohio.org/attendance/.
3. Click on your school district code.
4. Enter your Sirsi username (ex. LAKHS_ROP)

5. Click on "Other…" from the Attendance Functions menu bar:

6. Click on "Policies" from the Sirsi Functions menu bar:

7. A new browser window opens.
8. Select your school district from the drop-down list, and click "Go":

VIEWING LIBRARY POLICIES ONLINE

9. Your school district's library policies, as defined in Sirsi Symphony, display:

    Example: