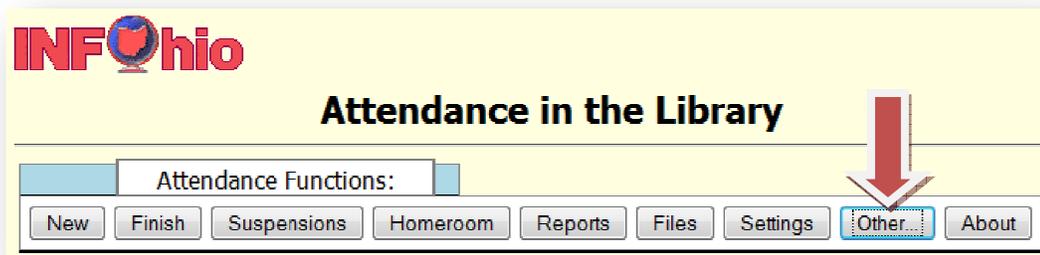


# VIEWING LIBRARY POLICIES ONLINE

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)

Enter your username:

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":

The screenshot shows a browser window with the title "Unicorn Policies". Below the title is a form with a label "Select District:" followed by a dropdown menu showing "LAK" and a "Go" button.

# VIEWING LIBRARY POLICIES ONLINE

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

*Example:*

The screenshot shows a web interface titled "Unicorn Policies". At the top right, there is a "Contents" menu with links to: Compulsory Return Dates, User Profiles - Patrons, Libraries, User Profiles - Staff, Circulation Rules, Item Groups, and Circulation Map. Below the title, there is a "Select District:" dropdown menu set to "LAK" and a "Go" button. The main content area is titled "Libraries" and contains a table with three columns: "Library", "Description", and "Closed\_Dates".

Library	Description	Closed_Dates
		9/1/2004-9/3/2004
		9/6/2004
		10/8/2004
		11/24/2004-11/26/2004
		12/20/2004-12/31/2004
		1/17/2005
		1/19/2005
		2/18/2005
		2/21/2005
		3/1/2005
		3/25/2005-3/31/2005
		4/1/2005
		5/30/2005
		9/5/2005
		10/14/2005
		11/23/2005-11/25/2005
		12/22/2005-12/30/2005
DISTRICT	Lakeview Local Schools	1/16/2006
		2/20/2006
		4/14/2006-4/21/2006
		5/29/2006-8/18/2006
		9/1/2006-9/4/2006
		10/13/2006
		11/22/2006-11/24/2006
		12/21/2006-1/2/2007