

LIBRARY SERVICES AUTHORIZATION FORM

School Year: _____ District _____

This form authorizes NOECA to create accounts for software access to the Library Staff and also import student information and photographs from the Student Services software. Doing so allows library staff to perform administrative functions within the library software including circulation and cataloging functions.

School Name	Library Staff Name(s):	Library Staff Name(s):

- *Library software requires that the Student ID number be imported into the program; photographs are used by library staff for identification purposes only*

Imported Student data which includes the following information:
 Student Name, ID number, Grade, Address, Parent Name, Phone Number, Birth date,
 Teacher Name, Room Number (Homeroom, Period, or Dept.)

To authorize ALL libraries within the District:

Superintendent Name _____ Signature _____

To authorize a single building library:

Principal Name _____ Signature _____

Please FAX completed form (before summer recess) to:

NOECA LIBRARY SERVICES 419.627.5608