

Session 20 – Homework Questions

Cards

1. List the types of ID cards.
2. Name the three different external cards & explain who receives each type of card.
3. Issue yourself an external card & list the steps below. Use the same ID & barcode provided to you in class. When you meet with your mentor, delete the record.

Other Services

4. What information does the My Account/Book Renewal provide for the patron?

5. List the types of Request Forms.

6. Explain why we would use the following forms:
-In-Transit Request Form

-Recall a Book Request Form

-Course Reserve Request Form

-In-Process Request Form

