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.
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
Guest Accounts

7. What are Guest Accounts?

8. Who can apply for a Guest Account?

9. A student from Columbia College would like access her hotmail account. Write down your steps.