**Cataloging curricular trade books to be housed in classrooms**

1. Create a “Funding Source” for the books to be received.
2. Go to “Catalog” – Import Titles – Assign Copy Information (Update) –
3. Go to Funding Source – click “Other” and type in source of funding (ex: Science Curriculum $)
4. Create a circulation Type
5. Go to “Back Office” – Library Policies – Circulation Types – Add Circ. Type
6. Add “Classroom Resources” circ. type – make the loan period 365 days for Staff and Faculty.
7. Make “fines” 0.00 for staff and faculty for this circ. type.

**Create Classroom Patrons**

1. Back Office – New Patron (over on right)
2. In Last Name – Chambers 3-1 (or whatever class is being added)
3. Click button in front of “Assign next barcode”
4. Patron Type – Faculty
5. Access Level – Teacher
6. Homeroom -- 0031 (or whatever class is being added)