

The Alabama Virtual Library Card Issue Manual For K-12 School Library Media Centers

*Using technology to provide access to academic resources
beyond the school day.*



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CHECKLIST FOR MATERIALS AND PLANNING

Materials Needed:

- ✓ Alabama Virtual Library blank card
**Blank cards should be kept in a secure place in the system office or school depending on how they are distributed.
- ✓ Permanent Pen
- ✓ **Peel and stick address labels (optional)
- ✓ **Software or application for making labels (optional)
- ✓ A computer connected to the Internet

Planning Checklist for the Library Media Specialist

- How will cards be distributed in your school once they are received from the Library Media Coordinator?
- Who will be responsible for keeping up with blank cards in the school and how will they be secured?
- How will lost cards be replaced?
- Will there be a charge to replace a lost card?
- How will students be able to find out what their password is if they misplace or lose their card?
- What will be the procedure for renewing expired cards in the school?
- What are the guidelines for denying students access to the AVL when a card is misused?
- If card issue procedures are changed, how will changes be communicated to the students, teachers, and staff?
- How will students be notified that cards are available in the school?
- How will parents be notified that this service is available to the students?
- How will teachers and staff be notified that this service is available to them?
- Will there be only one person appointed in your school or more than one who can issue cards?
- Who will be responsible for making decisions about the card issuing in your school?
- How will new people who are allowed to issue cards in your school be trained?
- Will cards be issued at any time during the school day or will card issue hours be predetermined by the library media specialist?
- Will cards be issued to all students in the school or available upon request?
- How will students be encouraged and educated to use cards?
- How will passwords be protected in your school?



SIGNING IN TO THE SECURE AVL WEBSITE

Connect to the Internet through a browser or dial-up connection. Type the address <https://www.avl.lib.al.us/cgi-bin/students/student.cgi> in the address bar (see Figure 1).

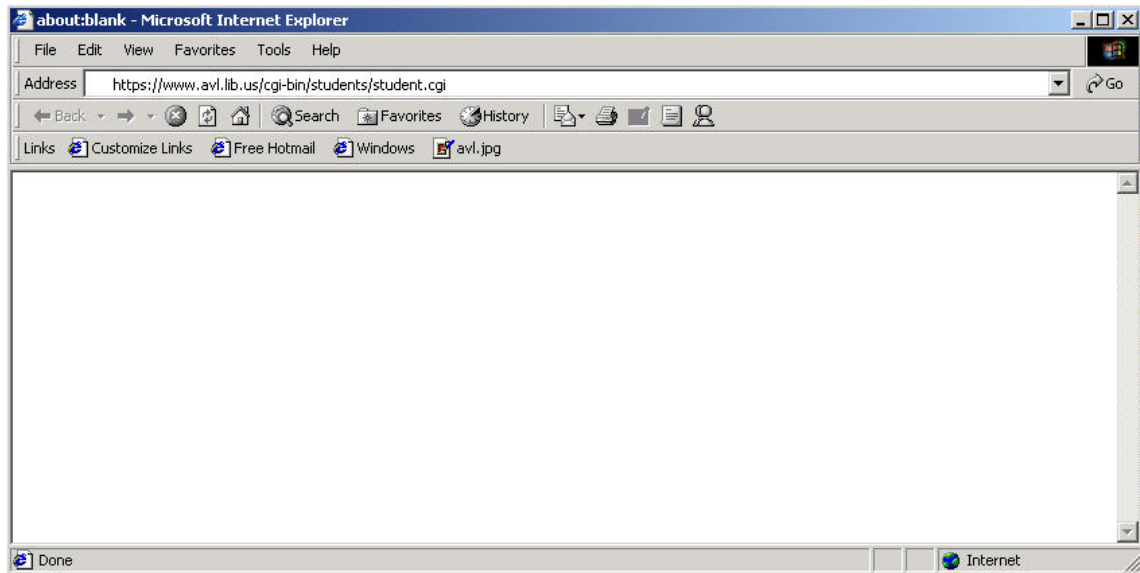
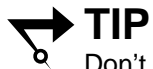


Figure 1 – Entering URL Address



TIP

Don't forget to type the "s" after http. The "s" indicates a "secure" site. Be sure that the address is typed *exactly* as it appears in Figure 1. Press "Enter" or click on "Go".



TIP

If there is a problem logging into the secure site, check to make sure the address is typed correctly. Obtain additional technical assistance by emailing the Alabama Virtual Library helpdesk (avlhelpdesk@asc.edu).

ENTER NETWORK PASSWORD

The Enter Network Password window will appear (see Figure 2). This is the box that allows entrance to the AVL secure site where AVL cards may be issued to students. Each school system has a unique *User Name* and *Password*. The *User Name* and *Password* should be kept in a secure place and should not be given to anyone except the person(s) responsible for issuing the cards.



TIP

All schools within a system share one administrative password. This allows access to student data between schools and throughout the system. When students move from one school to another in the system, records can be accessed and information does not have to be entered multiple times.

Enter: *User Name*

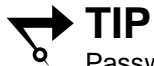


TIP

Administrator passwords should be given to responsible persons by the system Library Media Coordinator.

Press: "Tab" key

Enter: *Password* (exactly as it was given to you)



TIP

Passwords must be entered in ALL CAPITAL letters or they will not work.

Click: OK

Enter Network Password

Please type your user name and password.

Site: www.avl.lib.al.us

Realm: AVL K-12 Administration Page

User Name: 001admin

Password: *****

Save this password in your password list

OK Cancel

Figure 2 – Enter Network Password Window

ALABAMA VIRTUAL LIBRARY REMOTE USERS INFORMATION

The Alabama Virtual Library Remote Users Information window will appear (see Figure 3). This is the window where student information will be entered. *Autaugaville School* will be used as the example system in this manual.

Entering Information

Information must be entered in the required fields (those marked with a red asterisk). You may choose to add information in the other fields. The amount of information entered, other than the required fields, is left up to each system or school.

TIP

It is a good idea to consider the type of information to enter in the fields by collaborating with other library media specialists in your system. One of the reasons for making this determination is for consistency of information if students move from one school to another in the same system, such as elementary to middle or middle to high school. If all schools are entering data in a consistent manner, the information can follow the student from one school to another without alterations as long as he/she is in the school system. This is a time saver for the library media specialist.

Another consideration for being consistent is the ability to search the student database. The AVL student information form is set up so that the database can be searched by *First Name, Last Name, Zip Code, Grade, or Student ID*. If information is left out of a field, the searching capability for the field is eliminated for that particular information.

The screenshot shows a web browser window titled "Alabama Virtual Library Remote Users Information - Microsoft Internet Explorer". The address bar displays "https://www.avl.lib.al.us/cgi-bin/students/student.cgi". The main content area is titled "Add A New User" and contains a form with the following fields:

- School***: A dropdown menu with "Auteugeville Sch" selected.
- First Name***: A text input field.
- Middle Initial**: A text input field.
- Last Name***: A text input field.
- Suffix (Jr., II, etc.)**: A text input field.
- Student ID.**: A text input field.
- Zip Code:**: A text input field.
- Grade:**: A dropdown menu with "K" selected.
- User Status**: A dropdown menu with "Access Granted" selected.

A red asterisk (*) indicates a required field. A "Submit" button is located at the bottom of the form. On the left side of the page, there is a navigation menu with the following items:

- Home
- Search for User
- Add New Users
- Help Me
- Statistics (highlighted)
- Total Users
- Total Accesses (updated nightly)

The browser's status bar at the bottom shows "Done" and "Internet".

Figure 3 –Remote User Information

ADDING A NEW USER

Under the heading “Add A New User” is a list of the fields that can be filled with student information. They are: *School**, *First Name**, *Middle Initial*, *Last Name**, *Suffix (Jr., II, etc.)*, *Student ID*, *Zip Code*, *Grade*, and *User Status* (see Figure 4).



TIP

The fields marked with an asterisk are required fields and must contain information.

Information Fields

Figure 4 – Add A New User

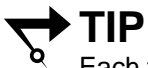
School*: For each system there is a drop-down list of schools. Point and click on the arrow at the end of the field and the school list will drop down. *Required Field

Point and click on the school of choice in the drop-down list and the school name automatically appears in the “School” field.



TIP

All schools in a system are listed in the drop-down list. The program is set up to recognize the User Name and Password and customize the list for the system. If schools are closed or new schools are opened, the school system will need to notify the Office of Technology Initiatives (oti@alsde.edu) or the AVL helpdesk (avlhelpdesk@asc.edu) so that schools can be deleted from or added to the list (see Figure 4).



TIP

Each time when the “Add A New User” window opens, the “School” field will contain the name of the last school chosen. This prevents having to point and click on the school name every time new students are added. If for some reason the school name does not appear, simply drop down the list and click on the correct school name.

First Name*: Enter the student's first name. *Required Field

TIP This field will hold 30 characters.

Middle Initial: Enter a middle initial if applicable.

TIP This field will hold 1 character.

Last Name*: Enter the student's last name. *Required Field

TIP This field will hold 30 characters.

Last names such as McCrany-Morgan, von Schmidt, O'Neil are typed in with correct spaces, hyphens, apostrophes, etc.

Suffix (Jr., II, etc.): Enter suffix if applicable.

TIP This field will hold 5 characters.

Student ID: Enter Student ID if applicable.

TIP This field will hold 30 characters.

Some schools may wish to use the last four digits of a student's social security number, or systems may decide to assign their own range of numbers for each school. If a range of numbers is assigned, they should not overlap from school to school. Do not use entire social security numbers for student ID. Social security numbers are confidential and cannot be published.

Zip Code: Enter student's zip code if applicable.

Grade: Enter student's grade by pointing and clicking to the grade on the drop-down list.

TIP All teachers, staff, and administrative personnel are grouped under "Staff" on the drop-down list.

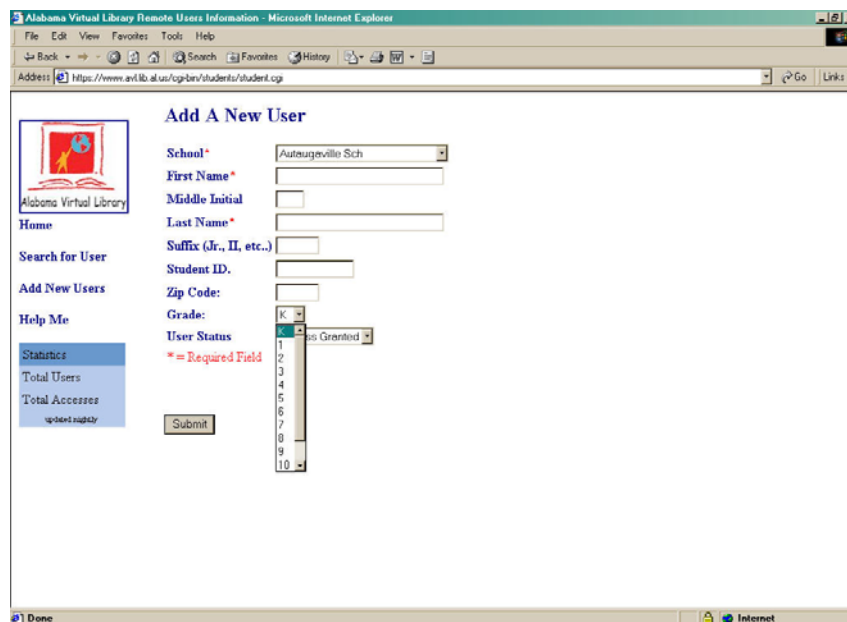


Figure 5 – Grade Level

User Status: Enter *User Status* by pointing and clicking on the drop-down list (see Figure 6).

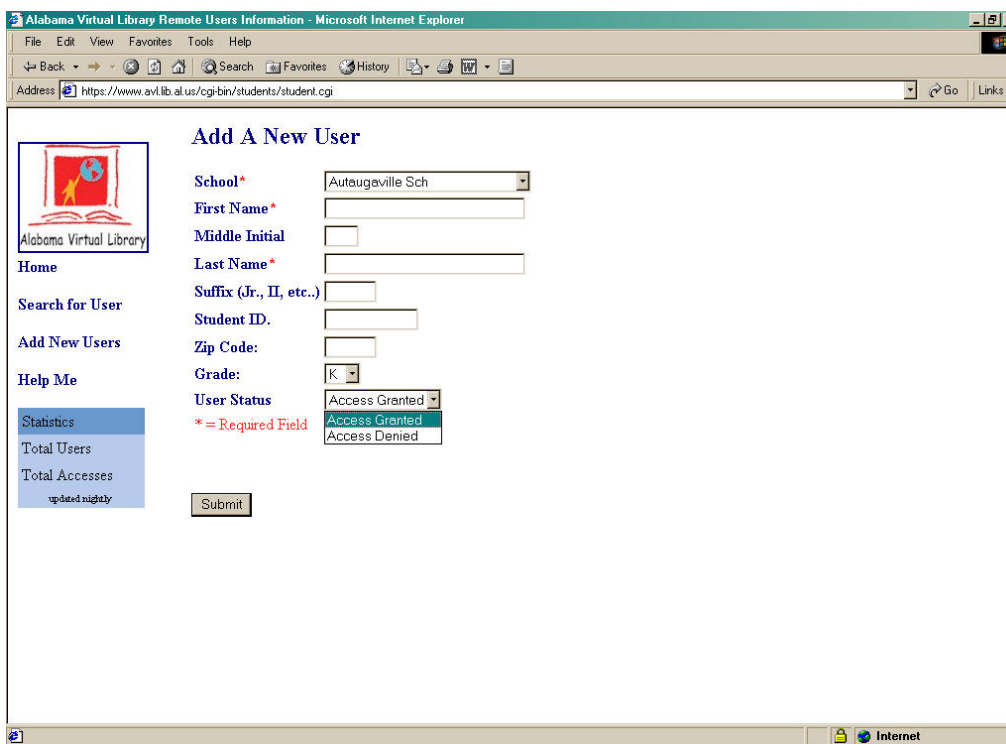
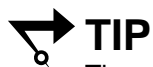


Figure 6 – User Status



TIP

The words “Access Granted” always appear in this field (default) unless “Access Denied” status is selected from the drop-down list for reasons such as card abuse. When adding a New User, the default status will be used, (see Figure 6).



TIP

The “Access Denied” status can be chosen for reasons such as a violation or abuse of policies governing use of the Alabama Virtual Library resources or cards. This is also the choice that can be used when a student moves out of the system, graduates, or for any other reason that card use is denied.

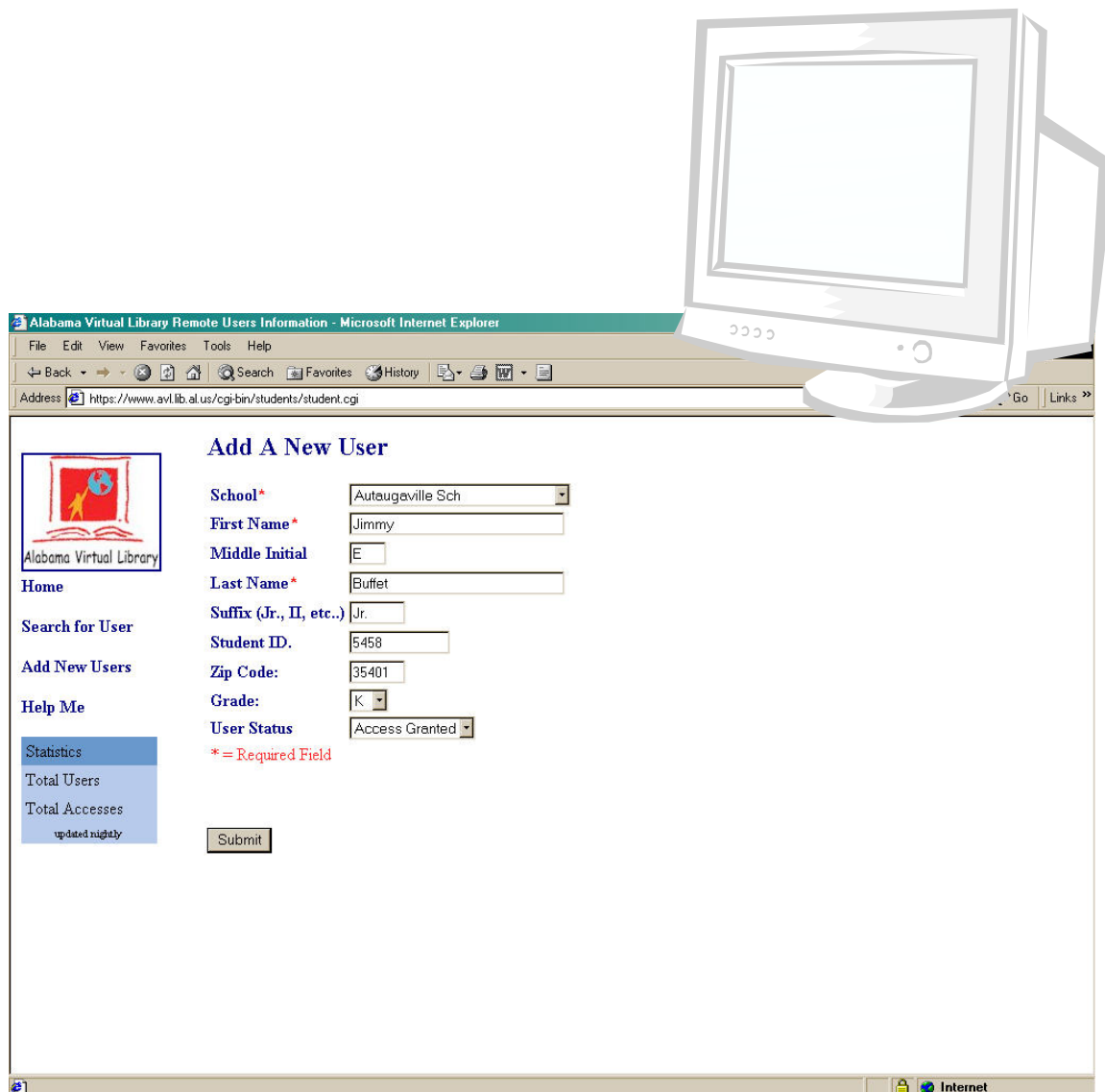


TIP

When students graduate from high school, they will be expected to obtain an Alabama Virtual Library card from the public library or from an Alabama college where they attend. Remember, this resource is available only to the citizens of Alabama.

COMPLETED SCREEN

If information is entered in all fields, the screen will look like Figure 7.



The screenshot shows a Microsoft Internet Explorer browser window displaying the 'Alabama Virtual Library Remote Users Information' page. The address bar shows the URL: <https://www.avl.lib.al.us/cgi-bin/students/student.cgi>. The page title is 'Alabama Virtual Library Remote Users Information - Microsoft Internet Explorer'. The main content area is titled 'Add A New User' and contains a form with the following fields and values:

Field	Value
School*	Autaugaeville Sch
First Name*	Jimmy
Middle Initial	E
Last Name*	Buffet
Suffix (Jr., II, etc.)	Jr.
Student ID.	5458
Zip Code:	35401
Grade:	K
User Status	Access Granted

A red asterisk (*) indicates a required field. A 'Submit' button is located at the bottom of the form. On the left side of the page, there is a navigation menu with the following items: Home, Search for User, Add New Users, Help Me, Statistics (highlighted), Total Users, and Total Accesses (updated nightly). The browser's status bar at the bottom shows the Internet icon.

Figure 7 – Completed New User Screen

When all appropriate fields have been filled (see Figure 7), click the *Submit* button.

REMOTE AUTHENTICATION INFORMATION

The Alabama Virtual Library Remote Users Information window contains the information that will be displayed after a new user is added to the database and will be placed on the back of the Alabama Virtual Library Card (see Figure 8).

Userid and *Password* must be printed on the card *exactly* as it appears in the authentication information. Mistakes in spelling will invalidate the card and users will not be able to gain access to the AVL website.

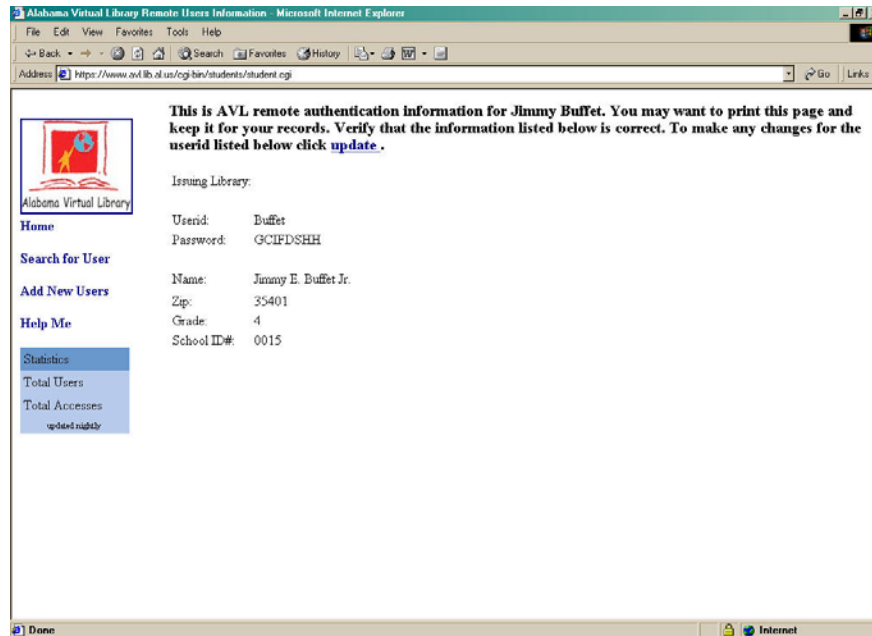


Figure 8 – Remote Users Information

Print the *Userid* and *Password* legibly in the appropriate spaces on the back of the AVL card. A computer label containing the information can be made and attached to the back of the card. Procedures for replacing lost cards will be determined by the school systems or individual schools.

The Alabama Virtual Library (AVL) is a service to all citizens of Alabama. The AVL is funded by the Governor and the Legislature. To access the AVL when you are not in school:
GO TO: <http://www.avl.lib.al.us> CLICK: Home Access
LOGIN: Type in your last name and password in ALL CAPITAL LETTERS

Last Name: BUFFET
Password: GCIFDSHH
Issuing Library: AUTAUGAVILLE SCHOOL
Expiration Date: 9/1/2002
Renew at your school library



TIP

Many labeling programs create a label list that can be used as a reference for students who lose cards. Student information from the Remote Users window may also be printed on paper and kept.



TIP

Retention of *Userid* and *Passwords* are strictly confidential and not to be given to unauthorized persons.

DUPLICATE ENTRIES WHEN ADDING A NEW USER

There may be instances, when adding a new user, that students have exactly the same name. It is unlikely that this will occur very often, however the system is set up to handle duplicate entries. When this occurs and the name is already in the database, the window below will appear when *Submit* is clicked (see Figure 9).

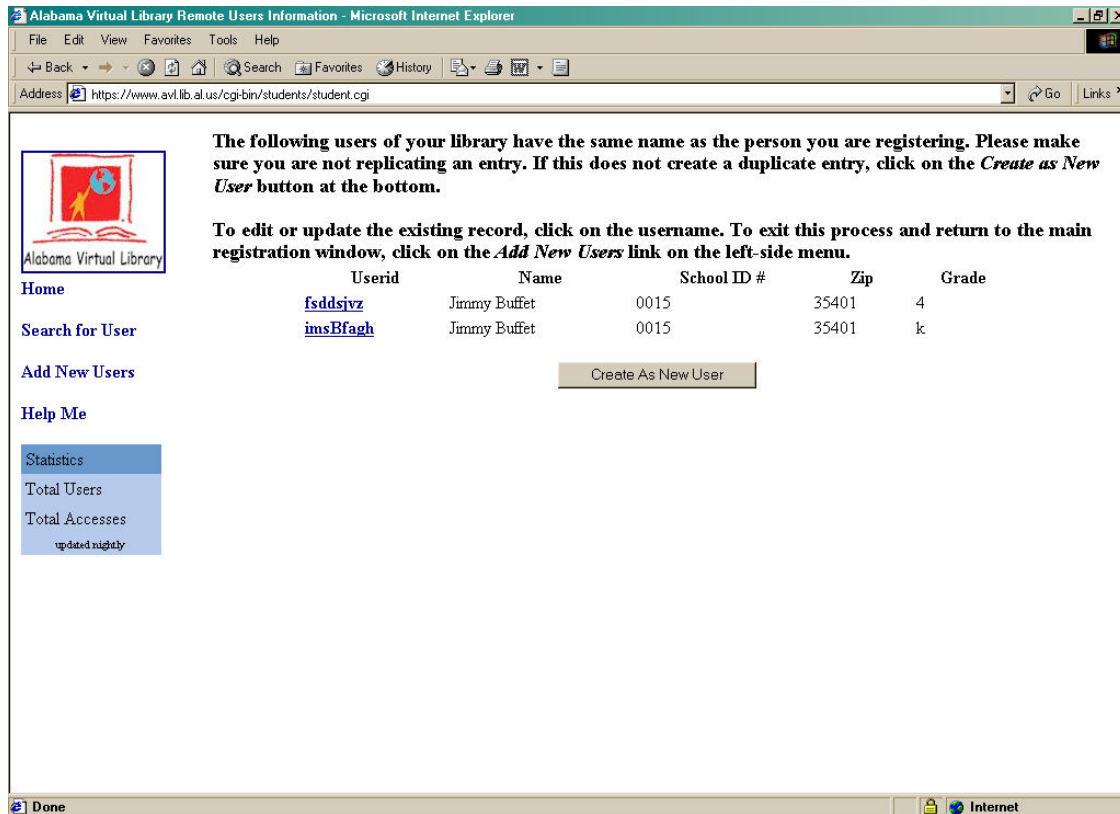
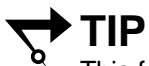


Figure 9 – Duplicate User Names

All records containing the name (Jimmy Buffet) will appear. If at this point another new user with the same name is being added to the database, click on *Create As New User*. If this is a mistake, simply close the window or click on *Add New Users* on the left side of the window and continue adding new student names. When *Create As A New User* is selected, any time a search is performed and students have the same name, all of the students possessing the name will appear (see page 16).



TIP This feature helps prevent the issue of two passwords to one student. Clicking on the *Userid* names will allow changes and updates to be made on any of the names on the list.

DUPLICATE ENTRY PASSWORDS

This window displays the information for a new user (the third name added in our example) with the duplicate name of Jimmy Buffet (see Figure 10). Notice that the password and other information are different from the passwords issued to the other students with the same name in Figure 9.



TIP

Even if all of the information in other fields is the same, when a new user with a duplicate name is created, a different password will be generated by the system.

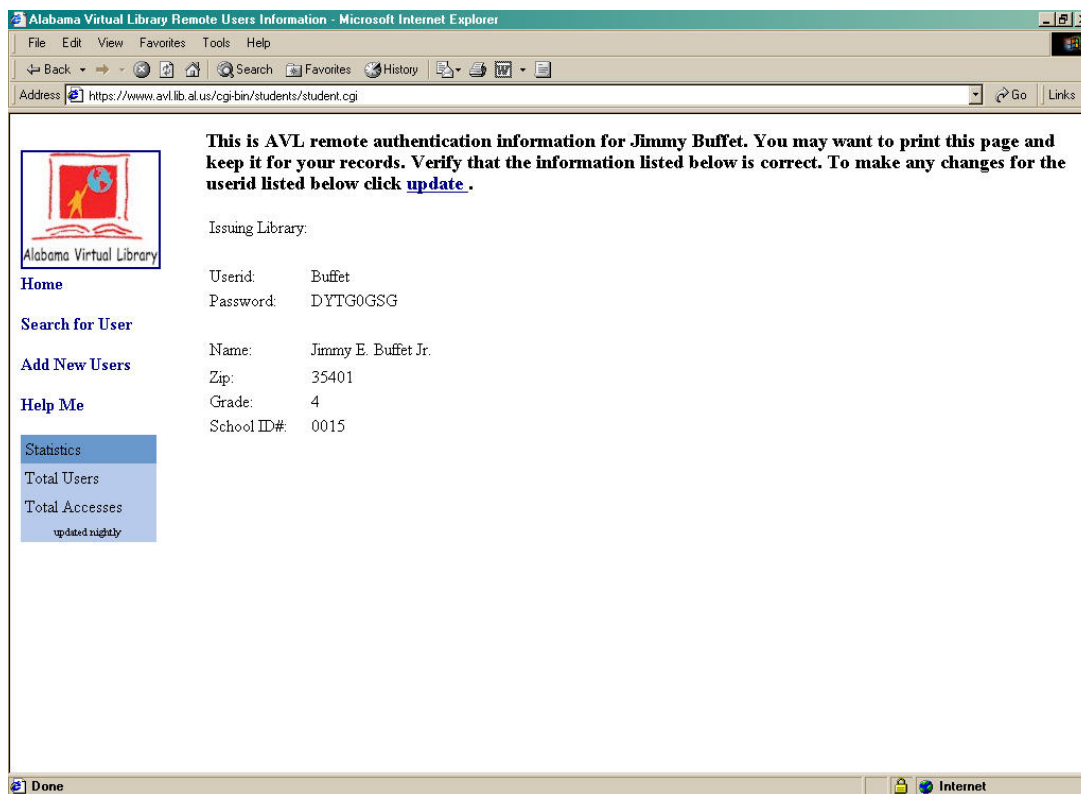


Figure 10 – New User UserID & Password

ADDITIONAL HELP

On the left of the student information fields is a list containing items that perform a variety of functions to assist the library media specialist in obtaining information or performing searches. They are: *Home, Search for New User, Add New Users, and Help* (see Figure 11).

Home: Clicking on the word “Home” will open the Alabama Virtual Library homepage.

Search for New User: Clicking on this phrase brings up the window (Figure 11) that allows searching for individual cardholder information in a variety of ways.



SIMPLE SEARCHING


If the cardholder’s name is known, type in the Last Name, tab down to the next field, and type in the First Name (see Figure 11).

Alabama Virtual Library Remote Users Information - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites History Print Mail

Address <https://www.avl.lib.al.us/cgi-bin/students/student.cgi> Go Links


Alabama Virtual Library

Home

Search for User

Add New Users

Help Me

Statistics

Total Users

Total Accesses
updated nightly

Use this form to search for information about a remote user.

Search by: Last Name

Then by: First Name

Search

Done Internet

Figure 11 – Search for User

USING THE DROP-DOWN LIST

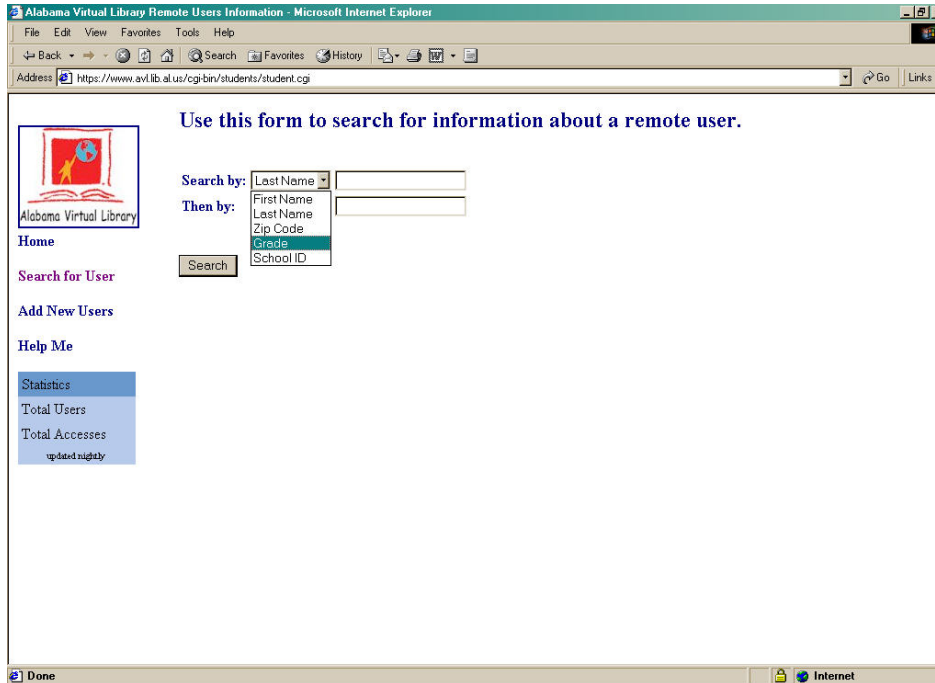
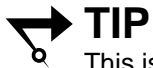


Figure 12 – Search for User- Drop-Down

Point and click on the drop-down list to search for a student by *First Name*, *Last Name*, *Zip Code*, *Grade*, or *School ID* (see Figure 12).



TIP

This is the reason that it is important to determine how information will be entered into the student information fields *before* cards are issued. If the decision was made to enter information into all fields, then searching can be accomplished in a variety of ways. Less information can mean a more restrictive search capability. Multiple search capability is especially useful when there is a large student population in the school.

ADVANCED SEARCHING FROM THE DROP-DOWN LIST

Searching can be further qualified by using the *Then by:* drop-down list. Using this drop-down list can help narrow the search for a user. The *Then by:* drop-down list permits searches by *Last Name, Zip Code, Grade, School ID.*

The screenshot shows a web browser window titled "Alabama Virtual Library Remote Users Information - Microsoft Internet Explorer". The address bar displays "https://www.avl.lib.al.us/cgi-bin/students/student.cgi". The main content area contains the heading "Use this form to search for information about a remote user." Below this heading is a search form with two dropdown menus: "Search by:" (set to "LastName") and "Then by:" (set to "First Name"). A "Search" button is located below the "Then by:" dropdown. The "Then by:" dropdown menu is open, showing a list of options: "First Name", "Last Name", "Zip Code", "Grade", and "School ID". On the left side of the page, there is a navigation menu with links for "Home", "Search for User", "Add New Users", "Help Me", "Statistics", "Total Users", and "Total Accesses" (updated nightly). A watermark illustration of a woman with glasses sitting at a desk with a computer is visible in the background of the page content.

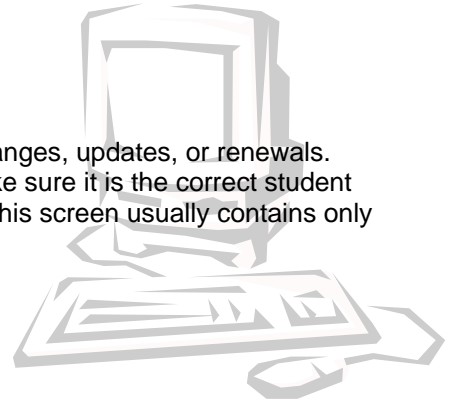
Figure 13 – Advanced Search for a User

After making search choices, click *Search*.

UPDATING OR CHANGING USER INFORMATION

This window allows student information to be changed or renewed.

Click: On the name in bold print (**Buffet**) in the *Userid* box to make changes, updates, or renewals. When there are duplicate names, as in Figure 14, check carefully to make sure it is the correct student record that is being changed, updated, or renewed. The normal view of this screen usually contains only one student record.



The screenshot shows a web browser window titled "Alabama Virtual Library Remote Users Information - Microsoft Internet Explorer". The address bar shows the URL "https://www.avl.lib.al.us/cgi-bin/students/student.cgi". The main content area features a heading "To update any information listed below click on the userid." and a table with the following data:

Userid	Password	Name	School ID	Zip Code	Grade
Buffet	FSDDSJVZ	Jimmy Buffet Jr.	0015	35401	4
Buffet	IMSBFAGH	Jimmy Buffet Jr.	0015	35401	k
Buffet	DYTG0GSG	Jimmy Buffet Jr.	0015	35401	4

On the left side of the page, there is a navigation menu with the following items: Home, Search for User, Add New Users, Help Me, Statistics (highlighted), Total Users, and Total Accesses (updated nightly).

Figure 14 – Updating User Information

After clicking on the name in the *Userid* box, changes, updates, and card renewals can be made (see Figure 14). Make any necessary changes.

Click: *Submit*.

Renewals

To renew an expired card for an additional year,

Click: *Renew*



TIP

Students are automatically notified 30 days before a card expires when they access the AVL website. Students are then responsible for getting the AVL card renewed in the school library.

User Information Display

The screenshot shows a Microsoft Internet Explorer window titled "Alabama Virtual Library Remote Users Information". The address bar displays "https://www.avl.lib.al.us/cgi-bin/students/student.cgi". The main content area features a navigation menu on the left with links for Home, Search for User, Add New Users, Help Me, and Statistics. The Statistics section is expanded, showing "Total Users" and "Total Accesses" (updated nightly). The main form area contains the following fields:

- School Name:** Autaugenville Sch (dropdown menu)
- First Name:** Jimmy (text input)
- Middle Initial:** E (text input)
- Last Name:** Buffet (text input)
- Suffix (Jr., II, etc.):** Jr. (text input)
- Zip:** 35401 (text input)
- Grade:** 4 (dropdown menu)
- Current Status:** Access Granted (dropdown menu)

At the bottom of the form are "Submit" and "Renew" buttons. Above the form, a message reads: "Update the information listed below for Buffet. Then click the submit button." The browser's status bar at the bottom shows "Done" and "Internet".

Figure 15 –User Information Display

Add New Users: Clicking on this phrase is a quick way to access the form for adding new users. It is another way of making the addition of new users easy.

Help Me: Clicking on this phrase will give information for the AVL helpdesk, updates, and a Q&A for patron problems.

Statistics: There are two categories of statistics available.

Total Users: Reflects the total number of cards that have been issued.

Total Accesses: Reflects the total number of times a card has been used to access the AVL. (Example: One person uses a card 11 times. All 11 accesses are included in the total.)