

9. Do you want student and/or faculty pictures entered in Sirsi? Y or N
 If you answered Yes, please contact LNOCA_SUPPORT@LNOCA.ORG for instructions.

10. LNOCA can provide data to your school/district for the creation of student ID cards. This data may be extracted from either the student file or extracted directly from the library automation system and includes the user ID (barcode number). After LNOCA creates the data file for your school ID vendor, the file is electronically forwarded (via FTP or email) to a designated school employee authorized by the school/district to submit the file(s) to one of the following vendors in current cooperation with LNOCA:

- American School Pictures
- Ohio School Pictures
- Ripcho Studios
- Other vendor: _____

Will you need LNOCA to provide data for school ID cards? Y or N

- If yes, what date do you plan on distributing school ID cards to students? _____
- If yes, please indicate which of the following information will need to be provided:

Library Barcode #	Y	or	N	Student ID	Y	or	N
Student Name	Y	or	N	Parent's Name	Y	or	N
Home Address	Y	or	N	Home Phone	Y	or	N
Sex (M/F)	Y	or	N	Date of Birth	Y	or	N
Grade	Y	or	N	Room	Y	or	N
Teacher	Y	or	N	Building Code	Y	or	N

Please provide LNOCA with contact information for the individual who should receive student/faculty file(s) for your building/district:

Contact name: _____
 Contact phone: _____
 Contact email: _____

****FOR INDEPENDENT SCHOOLS/DISTRICTS ONLY****

11. Will your school/district send a student and/or faculty patron file to LNOCA for 2009-10? Y or N
 If yes, your school/district must adhere to the standard file format specifications as outlined at:

<http://web2.inoca.org:4040/LNOCALoadingPatronsPolicy.htm> or
<http://www.inoca.org/departments/library/LNOCALoadingPatronsPolicy.htm>

IMPORTANT: Please maintain the same Student ID numbers from year to year to ensure proper overlay.

The school/district must send files via email to Inoca_support@Inoca.org. It is important that the transfer of data is in the correct format and accurate so that school library/media staff can proficiently use Sirsi library automation software. Who will be responsible for sending patron file(s) to LNOCA?

Contact name: _____
 Contact phone: _____
 Contact email: _____

If no, your school/district will need to manually input patron data (both student and faculty) – see “User Registration” documentation available from the INFOhio/Sirsi Manual.