

**LIBRARY ILS ENROLLMENT PROCEDURE**

<b>Procedure Section &amp; Number:</b>			<b>Effective Date:</b>	
<b>Policy Owner:</b>	Vice President Academic		<b>Last Revised:</b>	March 2, 2021
<b>Policy Administrator:</b>	Director, Student Services		<b>Review Scheduled:</b>	March 2, 2025
<b>Approver:</b>	Executive Committee			
<i>The official controlled version of this document is held with the Policy &amp; Procedure Coordinator.</i>				

## A. PROCEDURES

Keyano students, faculty, and staff are enrolled into the Keyano Library’s Integrated Library System (ILS), with the purpose of accessing library materials, including print and electronic resources, loanable technology, and the inter-library loan service. Enrollment in the library ILS enables the library to provide circulation services, including borrowing, renewing, and placing holds on print items, as well as downloading electronic holdings, within licensing agreement guidelines, on campus and remotely.

Non-credit students and community users enrolled in the ILS have limited access to library resources. To provide resources to the community of Fort McMurray the library provides community users with the opportunity to borrow library print materials that are catalogued as available for external borrowers, view electronic resources on site, and request inter-library loans through the online The Alberta Library (TAL) catalogue.

Community users are also provided access to the library computers via registration with the Web Form Library Users software.

### 1. Creating ILS Accounts

#### 1.1 Credit Students

- a. New student accounts are created in Workflows by pulling student profile data using the Load User Program and then Imported into Windows Secure Copy (WinSCP). The user profiles are then loaded from WinSCP into Workflows overnight. Pins are randomly assigned to each student account by the Workflows system.

## 1.2 Non-Credit Students

- a. With a valid government ID, a TAL account is manually created in the ILS. Pins are randomly assigned to each account by the Workflows system.

## 1.3 New Staff/Faculty

- a. Using the new staff information sent by the Human Resources Department to the circulation email, an account is created or edited manually in Workflows for each new or returning employee. **DO NOT USE** for student employees. Pins are randomly assigned to each account by the Workflows system.

## 1.4 Community Users

- a. TAL account is manually created in Workflows with a valid government photo ID. Computer usage and in-library services are available to community users with a valid government photo ID. A temporary login and password is generated with the WebForm Library Users software.

## 2. ILS Account Maintenance

- 2.1 Annual maintenance is completed by creating a list of staff accounts using BlueCloud Analytics.
- 2.2 Account expiry of current employees is set for five (5) years or at the predated conclusion of their employment
- 2.3 Former employees are deleted.
- 2.4 The review of all new employee accounts is conducted regularly to ensure they have an account.

## B. DEFINITIONS

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|---------------------------------|--|
| <b>(1) BlueCloud Analytics:</b> | Means the online software which pulls information from Workflows and creates reports of our collections, loans, fines, users, and circulation. |
| <b>(2) Community Users:</b>     | Means external users from the Fort McMurray area community, including but not limited to TAL users.  |
| <b>(3) Credit Students:</b>     | Means all students currently enrolled in a credit program at the college.  |

- (4) **ILS:** Means Integrated Library System. The ILS tracks and processes the library's collections, books loans, overdue and lost item fines, user holds, and inter-library loans.
- (5) **Library:** Means Keyano College Library.
- (6) **Load User program:** Means a program created by Keyano to generate a file of "new users" to be uploaded to Workflows.
- (6) **NEOS:** Means a consortium of government, health, college, and university libraries that cooperate to share library resources, technology, collections, and people.
- (7) **Non-credit students:** Means students enrolled in non-credit programs at the college.
- (8) **TAL:** Means The Alberta Library, a province-wide consortium that provides resource sharing including inter-library loan/document delivery, on-site borrowing using the TAL Card, access to electronic collections, where permitted by license agreements, on-site access to reference/information services and collections, and reference/research support and collaboration among library staff.
- (9) **Web Form Library Users:** Means the internal software created by Keyano to issue computer login information for external Library users.
- (10) **Workflows:** Means the library's ILS system.
- (11) **WinSCP:** Means Windows Secure Copy. It is the NEOS ftp server that is used to upload new user files into Workflows.

## C. RELATED POLICIES

- [Library Technology Usage and Management Policy](#)
- [Library Borrowing Policy](#)

## D. RELATED DOCUMENTS

- [TAL Resource Sharing Policy](#)
- [Obligations of Membership in the NEOS Library Consortium](#)

- [NEOS Policy on Sharing Materials](#)

## E. REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)
03/02/2021	New	All	Cataloguing and Serials Subscription Technician	Director, Student Services