



LIBRARY RESPONSIBILITIES

FORMS

INSTALL FORMS OR
HAVE THEM HOSTED
BY LL

ADVERTISE

ADVERTISE THAT
PATRON POINT IS
AVAILABLE

RECORDS

MANAGE RECORDS
AND ADD NECESSARY
INFO

REPORTS

MONITOR REPORTS TO
ENSURE PTYPE &
AGENCY MATCH

ISSUES

REPORT ISSUES TO
AMBER VIA EMAIL OR
TECH-HELP

REJECTED

ASSIST REJECTED
PATRONS BY
REDIRECTING THEM OR
ISSUING CARDS