

# PASSWORD AND SECURITY FORM

Employee Name \_\_\_\_\_ Library \_\_\_\_\_  
First name, Middle Initial, Last Name (Please Print)

|                           |  |
|---------------------------|--|
| View Patron Record        |  |
| Create Patron Record      |  |
| Change Patron Record      |  |
| Override Due Date         |  |
| Override Patron Blocks    |  |
| Override Manual Blocks    |  |
| Add a Message at Checkout |  |
| Override Hold Blocks      |  |
| View Cancelled Holds      |  |
| Claims Returned           |  |
| Lost Books                |  |
| Collect Fines             |  |
| Waive or Adjust Fines     |  |
| Examine Fines Paid        |  |
| Batch Checkin             |  |
| Checkin Billed Items      |  |
| Override Check-in Date    |  |
| Create Item Records       |  |
| Item Paging Lists         |  |
| Title Paging Lists        |  |
| Transfer Holds            |  |
| Change Hold Priority      |  |

PASSWORD (minimum 8 characters) \_\_\_\_\_

I will not share or openly display my password with anyone.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date