

Highline Community College Library  
Operational Policy and Procedures

**Library cards for ABE/ESL students**

Policy

Highline maintains instructional programs for ABE (Adult Basic Education) and ESL (English as Second Language) which have classes that are tuition waived. These students do not generally pay Highline tuition or fees. These students are entered into SMS (Student Management System). In order to assure access to library instruction and services, Circulation Services will issue an ABE/ESL student Library Card. Library privileges via this card will be granted quarter by quarter. This card will only be issued to those students who are exclusively enrolled in ABE/ESL waived classes as reflected in SMS.

Procedure for Creating ABE/ESL Student Library Card

1. Ask for a piece of ID\*\*
  - a. Drivers license
  - b. State identification card
  - c. Paper card from Registration containing HCC ID number
2. Find the patron in the Voyager system
3. Verify the patron's current address
4. Have patron sign and date a **BLANK** (no barcode) HCC Library Public Borrower's Card.
5. Take completed card to the East counter and complete the card.
  - a. Follow the Public Borrower Cards instructions posted on the outside of the lights "on/off" switch box and use the "P-Touch" machine to type the patron ID number and the patron name
  - b. Type or print "ABE/ESL" onto the card
  - c. Create a barcode using "P-Touch" machine (Follow separate

instructions).

- d. Attach the name to the front of the card and laminate per instructions.
6. Give the completed card to the patron.
7. Close the patron record, if it is still showing on Voyager.

\*\*If using a class roster for card creation this step is unnecessary. However, upon pickup/distribution of cards, identification should be confirmed by instructor or above-mentioned piece of ID (#1).

---

Date of Adoption: **April 20, 2004**  
Key Department: **Library Circulation Services**  
Key Person: Frances Clark, **Director of Circulation**  
Revisions: