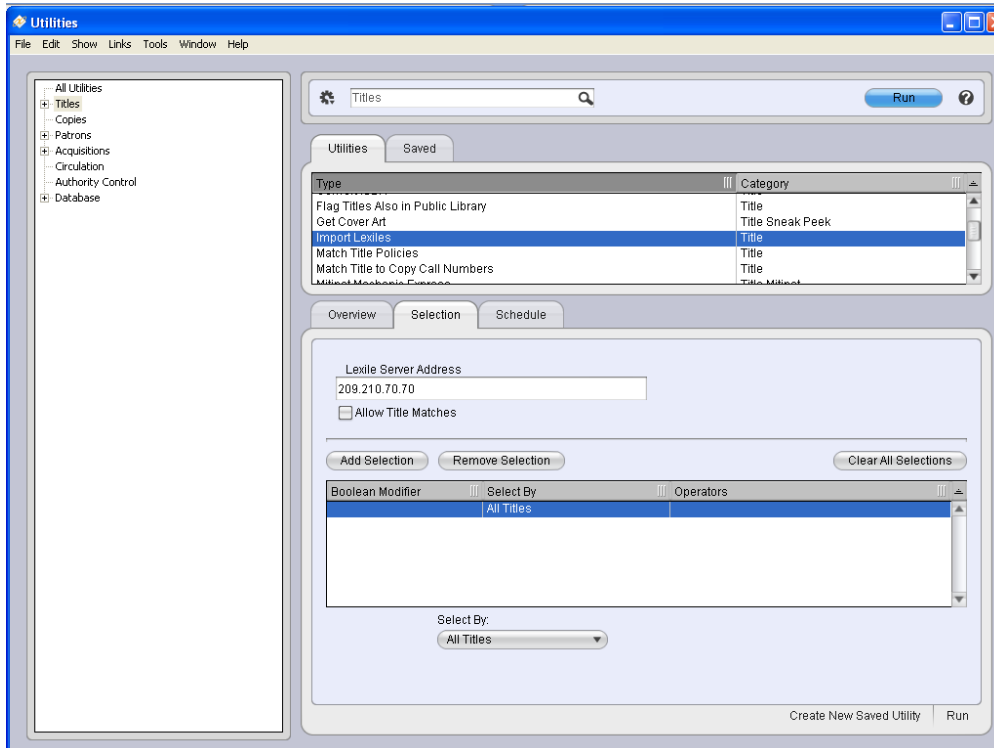


Running the Lexile utility for your collection

This utility will locate or match your books with lexiles from a database. It takes a long time so you might want to start it before you leave school and let it run overnight or schedule it to run overnight on a monthly basis.

Go to: Tools → Utilities → Titles
In the middle, click on **Import Lexiles**

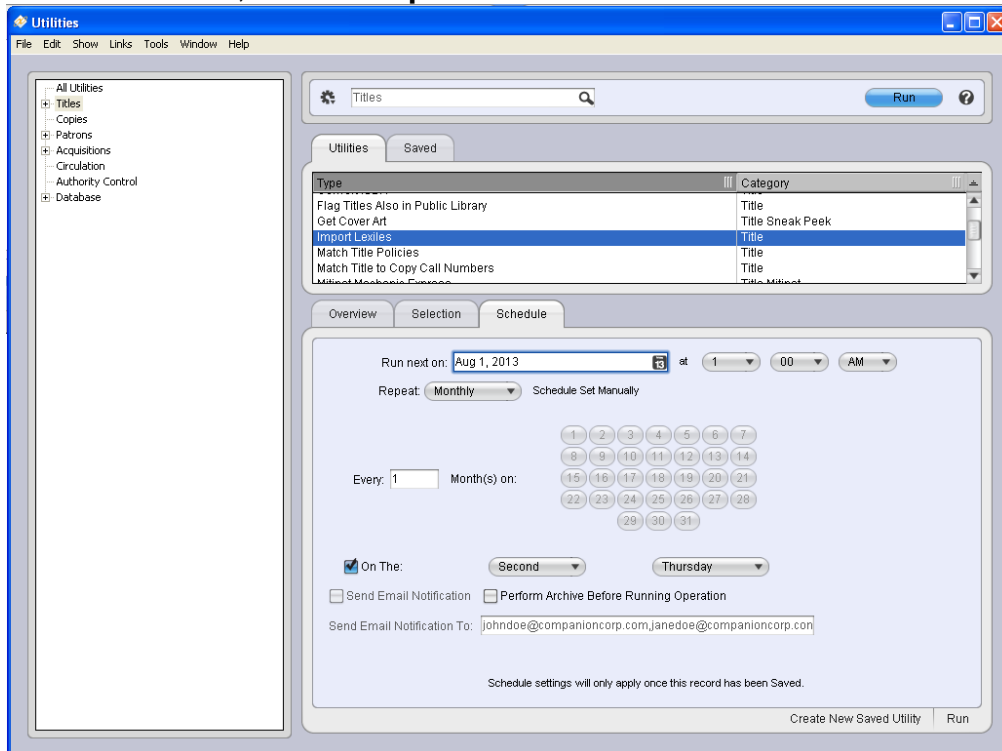


Select by: all records
Click on run.

To be able to “see” the lexiles of your students from the checkout screen, preferences will have to be changed on the data station and each circulation station. Go to Edit. → Preferences → Rules (under circulation). Place a check in the box that says “Display Patron Lexile”. Save your change

Scheduling the Lexile utility for your collection

Go to: Tools → Utilities → Titles
In the middle, click on **Import Lexiles**



Click on the **Schedule Tab**

Set the **Run** next on to be today.

Click on **Repeat** and set it to monthly. Leave time set as 1:00 AM.

Click on the box next to “**On The**” and set the event to occur on the second Tuesday.

Create New Saved Utility.