

You can customize the Lending Rules Bookmark for your library. A template of the same bookmark is available in your LibraryAware account.

1. Sign into your LibraryAware account using the link found at www.rcls.org >Services >Elec. Resources >LibraryAware login. Each library has at least one user with access to this product.
2. Under an existing Promotion, or you may have to create a New Promotion, click on *Create Item*.
3. Choose Type: *Print:Lists*.
4. Choose Format: *Bookmark-3-page*.
5. Search using the term *CKO Library Rules* and you will see a small preview of the bookmark.
6. On the far right side of your screen, click on *Select this Template* to open and customize.
7. Each section of the bookmark can be modified.
8. The second side of your bookmark will already have your library's branding instead of the RCLS brand.
9. When you are finished, click on *Save* and then *Print*.
10. A PDF will be created for you to save, print and share.
11. If you have your LibraryAware account connected to your Facebook page, you can instantly post the bookmark to Facebook with the *Publish to...* button.

Questions? Contact Martha Sullivan, RCLS Software Support Technician (ext. 247 or msullivan@rcls.org).